Belvedere Infant and Junior Schools
Mitchell Close • Belvedere • DA17 6AA
Belvedere Infant School
Tel: 0208 311 9092 • Email: admin@belvedere-inf.bexley.sch.uk
Belvedere Junior School
Tel: 01322 431404 • Email: admin@bjs.bexley.sch.uk

Belvedere Infant and Junior Schools Parent Engagement Policy

Date written: January 2026
Date to be reviewed: January 2028

Rational and aims

Belvedere Infant and Junior Schools recognise the importance of maintaining lines of communication with all stakeholders (parents and staff within the school, The Pioneer Academy, the wider community and outside agencies). We are committed to following our Personal Goals and believe that good communication between all these groups is essential to ensure positive engagement. We are also committed to being accessible and open to all those who have an interest in our school.

Children achieve more when everyone works together. Parents, governors and friends of the school can naturally support them better if they are aware and engaged in what the school wants to achieve. Effective communication fosters positive and respectful relationships within the school and promotes engagement with parents and the wider community.

This policy sets out to address the main ways in which Belvedere Infant and Junior Schools ensure effective, consistent, coherent communication both to internal and external stakeholders, to ensure their positive engagement in line with both the school's and TPA's ethos.

We strive to make written communications as accessible and inclusive as possible. We use Standard English, using inclusive and accessible language in an easy - to - read font and add pictures wherever appropriate. We seek to avoid bias, stereotyping or any form of discrimination. We recognise and celebrate the contributions made by all cultural and other groups represented in our school and community.

This policy should be read in conjunction with the following policies:

- Communications policy
- Concerns & complaints policy
- SEND policy

Throughout this policy, the use of the word parent encompasses all those with parental responsibility.

Home School Agreement

Belvedere Infant and Junior Schools Home School Agreement ***(see Appendix 1)*** is shared with all parents, and when age appropriate with children during their admissions meeting. It explains the school responsibility towards children, the responsibilities of parents and what the school expects of children within the context of our ethos. The agreement covers our expectations regarding attendance, behaviour and wearing the correct uniform. This document must be signed by all adults with parental responsibility before the child begins at Belvedere. There is also a Parental Code of Conduct ***(see Appendix 2)*** and Social Media Code of Conduct ***(see Appendix 3)*** which must also be signed by those with parental responsibility.

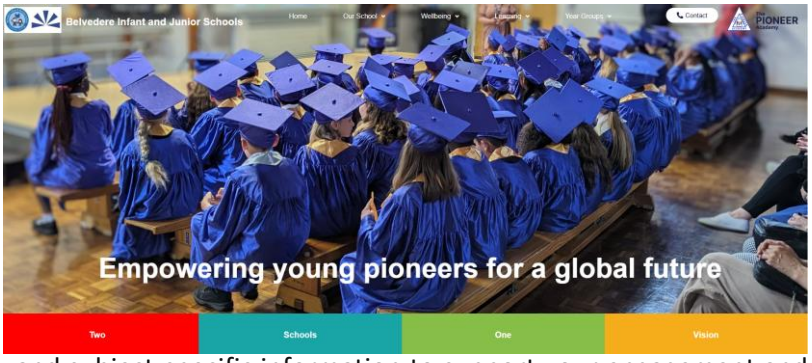
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School communication to parents

School communicates with parents in a number of different ways which are outlined below. Staff will contact parents to share information or share issues by letter, phone call, text message via Arbor, Class Dojo and in person. The school will also post information to the school website and to its social media accounts on Facebook and Instagram.

School website



Our school website serves as a central hub for parents and carers to access important information about Belvedere Infant and Junior schools. Here, you will find key policies, curriculum details, assessment information, and term dates to keep you informed about your child's education and school life. The website also hosts newsletters, year group updates, and subject-specific information to support your engagement and partnership with the school. https://belvedereschools.bexley.sch.uk/

Arbor

Arbor is a simple, smart and cloud-based Management Information System which helps us work faster, smarter and more collaboratively as a school. The Parent App and Parent Portal mean we can keep you informed about your child's life at school in a much more accessible way. It is also our online payment system for trips, Breakfast Club, After School club and much more. We are now a cash-free school. Log into Arbor to see and update your child's information, get live updates and make payments or bookings on the go! The Parent Portal works on Google Chrome (computer or laptop) and you can download the Parent App from the App Store or Google Play Store on your phone (Android 5.0; iOS 10.0 and upwards). For additional instructions regarding logging into Arbor, see ***Appendix 4***.

Class Dojo

Class Dojo is a secure platform of communication between staff and parents. Parents can join easily using any device and messages can be translated instantly into more than 30 different languages.

You will be invited to join Class Dojo when your child joins the school. It is important that you sign up to this as not only will you receive information about school activities, you will also be able to connect to your child's teacher and vice versa. All information about school activities, including school trips etc. are put on Class Dojo. Teachers also use Class Dojo to promote positive behaviours in their classroom. For additional instructions regarding logging into Class Dojo, see ***Appendix 5***.

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Facebook / Instagram



Belvedere Schools are now on social media. Each year group publishes photos and information about learning, school trips and or workshops via the school's social media pages on Instagram and Facebook. Please find us at BelvedereTPA

Tapestry

TAPESTRY
ONLINE LEARNING JOURNAL

In Nursery and Reception, Tapestry allows us to make observations for your children where we can attach photos and videos, as well as include assessments. We can use these to track children's development and progress.

On Tapestry, parents/guardians and other relatives can view, like and comment on the observations we make for your child/ren. You can also add your own observations of what your child does outside of the setting.

For additional instructions regarding logging into Tapestry, see ***Appendix 6***.

Other means of communication

Each half term, a regular newsletter to all parents is published and shared on Class Dojo as well as the school website. It outlines what is being taught over the half term against each curriculum subject and practical information around organisation e.g. P.E days, when homework is issued and collected, book change days etc.

There are regular coffee mornings and workshops around various aspects of the national curriculum that parents are invited to attend throughout the school year. These are shared via the parents' calendar on Class Dojo, Arbor and displays around the school site.

Belvedere Infant and Junior Schools do send out other letters of a general nature when necessary, such as:

- Letters around out-of-school visits
- Invitations to EHCP annual reviews
- Letters regarding curriculum enrichments opportunities

This information can sometimes also be shared via Arbor as a notification message to a parent's phone.

If a child is absent from school and no reason has been given, parents will be contacted by telephone on the same day to find out the reason for the absence. (Please refer to our Attendance Policy for further information).

If a child has an accident or becomes ill at school, we will try to contact parents by telephone to make them aware. Occasionally, in the case of a child becoming ill on school site, parents may be called and asked to take their child home from school. In the case of a minor accident first aid is administered and an email is sent directly to parents informing you of the accident and what first aid was administrated. (Please refer to our Health and Safety Policy for further information).

Where an incident affects the whole school community, such as a power cut or adverse weather conditions, the school will send all parents a text message or email to make them aware. If the school is closed for more than one day, an update will be posted on the school website.

Parents will also be contacted by phone and could be asked to attend a meeting in line with our behaviour policy following a behaviour incident during the school day. (Please refer to our Behaviour Policy for further information)

Reporting Children's progress and attainment

Parents Evenings

Parents evenings provide parents with the opportunity to meet their child's teacher in a private parent-teacher consultation. This gives parents the opportunity to celebrate their child's successes and to further support their child where needed. Before, during and after these meetings parents have the opportunity to see their child's work.

Belvedere Infant and Junior Schools provide parents with the opportunity to meet with teachers at three points during the academic year:

- *Autumn Term* - Towards the end of the first half of the Autumn Term, parents are invited into school for an informal parents' evening to meet their child's new teacher and discuss how they are settling into their new year group.
- *Spring Term* - In the second half of the spring term, parents are invited into school to meet with their child's class teacher to discuss their child's progress and attainment over the previous school term.
- *Summer Term* - This is the final parent's evening where parents and teachers discuss progress and attainment over the academic year.

Written Reports

In line with the final Parents' Evening, parents will also receive a written report detailing their child's progress and attainment against the national curriculum. This report will identify areas of strength and areas for future development. We also give children and their parents in Year 6 details of their performance in KS2 SATS.

Parents of Children with Special Educational Needs

In addition to the communication methods outlined above, parents of children with SEND may be invited to additional meetings in order to review specific targets and keep all stakeholders aware of any additional educational provision. Parents of children with an Educational Health Care Plan will also be invited to attend an annual review of their child's EHCP plan.

Belvedere Infant and Junior Schools welcome the presence of any adult a parent may wish to invite to a school meeting such as an interpreter, advocate, friend or family member. We also endeavour to make interpreters available when required.

Public Access Documents

Belvedere Infant and Junior Schools makes a range of documentation including; national statutory guidance, The Pioneer Academy guidance and school policies, including Relationship and Sex Education, The SEND Information Report and Safeguarding and Child Protection Policy available to parents via the school website (A full list of these documents can be found in ***Appendix 7***) Parents can ask at reception for a printed copy of any of these documents.

Parents communication to school

Parents may contact school to share information or concerns in person or by phone, letter or e-mail.

Belvedere Infant and Junior Schools encourage parents to share any information or concerns around their child at the earliest opportunity. Usually, these concerns are best addressed by a child's class teacher or Year Group Lead.

All parents have the opportunity to have a brief and informal touch in with class teachers at the dismissal daily. If it is more appropriate to have a private or longer meeting to communicate information or concerns with a class teacher an appointment can be requested, if this is not possible at the time, then an appointment can be made for nearest mutually convenient time.

Senior Leaders all have duties at the beginning and the end of the school day and are also available for brief and informal touch-ins with parents at these times. As outlined above; a private or longer meeting can be requested, if this is not possible at the time, then an appointment can be made for the nearest mutually convenient time.

Parents can also request to meet with specific members of staff through the main school office in person, through a letter, via a phone call or e-mail to the school administration e-mail address:
Belvedere Juniors - admin@bjs.bexley.sch.uk
Belvedere Infants - admin@belvedere-inf.bexley.sch.uk
We ask that parents do not e-mail school staff directly.

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The following response times following a parental request for a meeting are usually adhered to:

Communication from Parent	**Suggested Response Time**
Phone call	Within 24 hours
Email	Within 3 - 5 working days
Written Letter	Within 3 - 5 working days

If a face-to-face meeting is not possible then a phone call conversation can be scheduled at a mutually convenient time. Please do note that any concerns detailed in an e-mail will be responded to, in the first instance, with an acknowledgement e-mail and a request for a meeting with the appropriate member of staff.

If parents feel any concerns were not resolved or appropriately addressed, they may wish to escalate their concern through requesting a meeting with a member of the Senior Leadership Team using the procedure set out above.

If a satisfactory resolution has not been found, following a meeting, a parent will be informed that s/he will need to consider whether to make a formal complaint to the Executive Headteacher. A complaint can be made in person, in writing or by telephone. Please see the school website for a copy of our concerns and complaints policy or ask for a copy at the school office.

Letters or e-mails received by staff and their replies will be kept on file. Letters to parents will be approved by the Executive Headteacher (or delegated member of SLT) before being sent out.

Consultation and co-production
Consultation between school and parents takes place in a variety of ways depending on the consultation.

Each parents' evening questionnaires are issued to parents through hard copies to address key issues such as the school curriculum, uniform, quality and accessibility of the school's materials etc.

Where possible, parents are asked to be part of steering groups, alongside other stakeholders to share their views or co-produce school policies or processes.

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Appendix 1

Belvedere Infant and Junior Schools
Home/School Agreement

The School will:

- create a safe and happy environment where children are able to learn and thrive
- value your child as an individual and for the contribution your child can make to the life of the school
- provide a safe, secure and caring environment in which your child is fully aware of behavioural expectations and support the school when applying the policy
- provide an inclusive, challenging and stimulating curriculum to suit your child's needs
- encourage your child to do their personal best at all times
- keep you informed about general school matters, and about your child's progress
- encourage, praise and positively reinforce good relationships, work and behaviour
- deal carefully with concerns and complaints, as set out in the school's complaints procedure
- welcome parents at all times and offer opportunities for you to become involved in the daily life of the school
- celebrate children's cultures and ethnic backgrounds
- offer experiences and curricular clubs which enhance and support learning

As a child at the school, I will:

- wear the correct uniform at all times
- be responsible for my homework and reading book
- follow the school rules
- make sensible choices with regards to my behaviour at all times
- show respect for others

Parents/Carers and Staff will:

- support the child's development and well-being
- recognise and provide support for any special educational needs; learning development difficulties or disabilities
- encourage the child to become an active and responsible member of the wider community

Parents/Carers will:

- ensure that my/our child attends school regularly, in good health; arrives on time each morning and is picked up promptly at the end of the day ***(see attendance policy)***
- inform the school of the reason for any absence on the first day of absence
- avoid taking holidays during term time
- support the school's policies and guidelines for work and behaviour

Executive Head Teacher : Miss L Lynch
Belvedere Infant School Deputy Head Teacher: Mr G Powell
Belvedere Junior School Deputy Head Teacher: Mrs R Umney

The Pioneer Academy is committed to safeguarding and promoting the welfare of all our pupils and expect all staff and volunteers to share this commitment.

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- ensure that my child attends school wearing the correct school uniform (or PE kit), including shoes and hair accessories, and not wearing jewellery that does not follow our uniform policy ***(see uniform policy)***
- ensure that my child brings a refillable water bottle and a book bag to school every day
- be realistic about my/our child's abilities: always encouraging them in their efforts and praise them for their achievements
- participate in discussions concerning my/our child's progress, in particular, attending all Parent meetings
- make early contact with the school to discuss any matters which might affect my/our child's happiness, well-being, progress or behaviour, e.g., family bereavements, parents separating or accidents
- read the School's Safeguarding Policy and understand that the school needs to record any concerns relating to safeguarding and that they will contact the safeguarding team and/or share information with other agencies if required.
- understand that the use of physical force in disciplining children may be illegal in certain circumstances - including where an implement has been used or where the use of that force has resulted in visible injury and the use of prolonged physical stress positions. I understand in these circumstances the school has a statutory duty to report such incidents to Children's Social Care and that the police may be asked to investigate.
- give 'home learning' its due importance, by, for example, encouraging and hearing reading
- sign up to our school communications on Arbor and Class Dojo and read correspondence from the school which contains important information
- communicate in a respectful and constructive manner with other members of the school community
- refund the school for any lost or damaged books or equipment.
- agree with the parental code of conduct

Please complete and sign the following page to confirm you agree to follow the terms and conditions of this home / school agreement.

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Belvedere Infant and Junior Schools Home/School Agreement

I _____ (name), parent of _____ (name of child), agree to follow the terms and conditions of this home / school agreement.

Signed: _____ _____

Date: _____ _____

(All adults who have parental responsibility for the child to sign).

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Appendix 2

Belvedere Infant and Junior Schools Parental Code of Conduct

At Belvedere Infant and Juniors schools, we are very fortunate to have a supportive and friendly parent body. Our parents recognise that educating children is a process that involves partnership between parents, class teachers and the school community. As a partnership, our parents will understand the importance of a good working relationship to equip children with the necessary skills for adulthood. For these reasons we continue to welcome and encourage parents to participate fully in the life of our school.

The purpose of this code of conduct is to provide a reminder to all parents visiting our school about the expected conduct. This is so we can continue to flourish, progress and achieve in an atmosphere of mutual understanding.

We expect parents and visitors to:

- ✓ Respect the caring ethos and values of our school.
- ✓ Understand that both teachers and parents need to work together for the benefit of their children.
- ✓ Demonstrate that all members of the school community should be treated with respect and therefore set a good example in their own speech and behaviour.
- ✓ Seek to clarify a child's version of events with the school's view in order to bring about a peaceful solution to any issue.
- ✓ Correct own child's behaviour especially in public where it could otherwise lead to conflict, aggressive behaviour or unsafe behaviour.
- ✓ Approach the school to help resolve any issues of concern.
- ✓ Avoid using staff as threats to admonish children's behaviour.

In order to support a peaceful and safe school environment the school cannot tolerate parents and visitors exhibiting the following:

- ✘ Disruptive behaviour which interferes or threatens to interfere with the operation of a classroom, an employee's office, office area or any other area of the school grounds including team matches.
- ✘ Using loud/or offensive language, swearing, cursing, using profane language or displaying temper.
- ✘ Threatening to do actual bodily harm to a member of school staff, Governor, visitor, fellow parent/carer or student regardless of whether or not the behaviour constitutes a criminal offence.
- ✘ Damaging or destroying school property.
- ✘ The use of physical aggression towards another adult or child.
- ✘ Approaching someone else's child in order to discuss or chastise them because of the actions of this child towards their own child. (Such an approach to a child may be seen to be an assault on that child and may have legal consequences).
- ✘ Smoking/vaping and consumption of alcohol or other drugs whilst on school property.
- ✘ Dogs being brought on to school premises.
- ✘ Abusive or threatening e-mails or text/voicemail/phone messages or other written communication.

- ✘ Defamatory, offensive or derogatory comments regarding the school or any of the students/parent/staff, at the school on Facebook or other social sites. social media including WhatsApp School Groups or other social sites. Any concerns I have will be raised directly with the school (please see Social Media Code of Conduct)
- ✘ Requesting to follow or befriend school staff on social media

Should any of the above behaviour occur on school premises the school may feel it is necessary to contact the appropriate authorities and if necessary, even ban the offending adult from entering the school grounds.

Persons Causing Nuisance / Disturbance on School Premises
Section 547 of the Education Act 1996

School premises are private property and parents have been granted permission from the school to be on school premises. However, in case of abuse or threats to staff, pupils or other parents, school may ban parents from entering school.

It is also an offence under section 547 of the Education Act 1996 for any person (including a parent) to cause a nuisance or disturbance on school premises. The police may be called to assist in removing the person concerned.

School is not responsible for organising arrangements for children in the above circumstances. Parents will need to provide alternative arrangements for bringing children into school.

We trust that parents will assist our school with the implementation of this policy and we thank you for your continuing support of the school.

Please complete and sign the following page to confirm you agree to follow the terms and conditions of this parental code of conduct.

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Belvedere Infant and Junior Schools Parental Code of Conduct

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Signed: _____ _____

Date: _____ _____

(All adults who have parental responsibility for the child to sign).

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Appendix 3

Belvedere Infant and Junior Schools Social Media Code of Conduct

Belvedere Infant and Junior schools understand and appreciates the benefits of social media; however, there may also be some significant negative impacts, such as cyber bullying, which the school does not tolerate. To set the best example possible to pupils, the school asks parents to also lead by example.
Social media websites are being used increasingly to fuel campaigns and complaints against schools, Headteachers, school staff, and in some cases other parents/students. The Governors considers the use of social media websites being used in this way as unacceptable and not in the best interests of the children or the whole school community.

Any concerns you may have must be made through the appropriate channels by speaking to the class teacher, the Headteacher or the Chair of Governors, so they can be dealt with fairly, appropriately and effectively for all concerned.

In the event that any student or parent of a child/ren being educated in the school is found to be posting libellous or defamatory comments on Facebook or other social network sites, they will be reported to the appropriate 'report abuse' section of the network site. All social network sites have clear rules about the content, which can be posted, on the site and they provide robust mechanisms to report contact or activity which breaches this. The school will also expect that any parent/carer or student removes such comments immediately.

In serious cases the school will also consider its legal options to deal with any such misuse of social networking and other sites. Additionally, and perhaps more importantly is the issue of cyber bullying and the use by one child or a parent to publicly humiliate another by inappropriate social network entry. We will take and deal with this as a serious incident of school bullying. Thankfully such incidents are extremely rare.

Please complete and sign the following page to confirm you agree to follow the terms and conditions of this social media code of conduct.

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Signed: _____ _____

Date: _____ _____

(All adults who have parental responsibility for the child to sign).

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Appendix 4:

Arbor

Dear Parents/Carers,

Welcome to Arbor! Belvedere Infant and Junior Schools are using the Parent Portal and Parent App.

To create your account you just need to set a password. Your username is the email address that we have on record. Go to https://login.arbor.sc to set up your account.

Arbor offers you the freedom to make payments whenever and wherever you like, 24 hours a day, seven days a week - safe in the knowledge that the technology used is of the highest internet security available. You will have a secure online account, activated using your own unique username and password. If you have more than one child in our school or children in others schools that use Arbor, you can log onto each child by selecting the relevant school your child attends. Once you have activated your account, you can make online payments straight away.

We encourage all parents and carers to make use of this platform to enhance communication and engagement with your child's education. The Parent App can be downloaded from either the Play store on android phones or the Apple Store on iPhones.

Getting Started

To begin using Arbor:

1. **Download the Parent App**:
    - **Android**: Search for "Arbor" in the Play Store and install the app.
    - **iOS**: Search for "Arbor" in the App Store and download it.
2. **Log In**:
    - Use the email address registered with the school.
3. **Enable Notifications**:
    - Allow push notifications during setup to stay updated with messages and alerts from the school.

If you experience any difficulties logging into your Arbor account, please email the relevant School Office on admin@belvedere-inf.bexley.sch.uk or admin@bjs.bexley.sch.uk.

Thank you for your continued support as we make this transition to improve our communication and services.
Best wishes,

Canev Stredder

Mrs Canev Stredder
Central Business Manager *– Belvedere Infant School, Belvedere Junior School*

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Appendix 5:

ClassDojo

Class Dojo is a secure platform of communication between staff and parents. Parents can join easily using any device and messages can be translated instantly into more than 30 different languages.

You will be invited to join Class Dojo when your child joins the school. It is important that you sign up to this as not only will you receive information about school activities, you will also be able to connect to your child's teacher and vice versa. All information about school activities, including school trips etc. are put on Class Dojo. When joining, please note that **this service is free and you will not need to pay for it.** You will receive a unique email to create a parent account so that teachers can send a unique code or link for your child's account. Class Dojo can be used on any device – it's a simple, free mobile app for iOS and Android (please do not pay for upgraded version), and can also be accessed from your computer at classdojo.com.

Class Dojo is for quick updates for whole class, year group or the whole school. Staff will not discuss individual incidents that might have happened in school. For anything important, sensitive or timely, staff will contact you more formally face to face or call you. Please also note that staff will only post and respond to parents during working hours (not weekends and school holidays) which are set from 8.30am to 5.00pm.

Please email admin@belvedere-inf.bexley.sch.uk / admin@bjs.bexley.sch.uk to ensure an suitable response.

Features –

Stories

Stories are instantly updating streams of messages, pictures and videos similar to a social media-style timeline. Every class and school have their own story, all of which are shared at home with all parents/carers. Class Story helps teachers to share photos, messages, updates with all families connected to their class, whilst the School Story regularly shares whole school news features.

Messages

Messages allow teachers and parents to instantly message each other, without needing to share phone numbers or contact details. Messages can be translated into 30+ different languages. Messages sent out of hours will not be seen by the teacher until the next working day. Our quiet hours are before 8.30am, and after 5pm. You are welcome to message in our quiet times, but please note that you will not get a response.

Dojo Points

Teachers use Class Dojo to promote positive behaviours in their classroom. Each child gets a monster avatar, and teachers can award Dojos for things such as staying on task, showing excellent manners, fantastic teamwork or amazing kindness.

Class Dojo points are given at the end of every day based on where they finish on the green triangle. At the end of each week, the three children with the highest number of points will receive a Dojo certificate.

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Appendix 6:

YEAR NURSERY AND RECEPTION ONLY

TAPESTRY
ONLINE LEARNING
JOURNAL

Dear Parents and Guardians,

This letter is for parents of to inform you about our use of **Tapestry Online Learning Journal** in our setting.

Tapestry allows us to make observations for your children where we can attach photos and videos, as well as include assessments which we can use to track children's development and progress.

On Tapestry, parents/guardians and other relatives can view, like and comment on the observations we make for your child/ren. You can also add your own observations of what your child does outside of the setting.

You can also be notified via email either immediately, daily or weekly if there are new entries for you to view.

If you give your permission, we will set you up with your own individual account using your email address. This account will be directly linked to your child/ren's account/s, which means you will only see your own child's bservations. You will then be able to login with your email address and password to either the browser version of Tapestry (tapestryjournal.com) or to the app. Tapestry has apps for iOS, Android and Amazon Fire devices. If you choose to use the app, after you login initially, you can use a 4-digit PIN to quickly log back in.

Tapestry securely stores all data input to our account on their servers. If you want information about how Tapestry keeps our data safe and secure, you just need to go to https://tapestry.info/security.html.

If you would like to proceed, please fill in the slip below with your child's name and your email address and then sign. Once you return this to us, we will then provide you with details about how to access and use your Tapestry account.

Many Thanks
Miss Olding
EYFS Lead

PLEASE DO NOT COMPLETE THIS FORM IF YOUR CHILD IS IN YEAR 1 OR ABOVE. THIS IS FOR NURSERY/RECEPTION PUPILS ONLY

I give permission for a Tapestry account to be created for [name of child]:

_____

The e-mail address I would like to link with the account is:

_____

I give permission for a Tapestry account to be created for me (please sign and date):

Signature……Date……

Executive Head Teacher : Miss L Lynch
Belvedere Infant School Deputy Head Teacher: Mr G Powell
Belvedere Junior School Deputy Head Teacher: Mrs R Umney

The Pioneer Academy is committed to safeguarding and promoting the welfare of all our pupils and expect all staff and volunteers to share this commitment.

Belvedere Infant and Junior Schools
Mitchell Close • Belvedere • DA17 6AA
Belvedere Infant School
Tel: 0208 311 9092 • Email: admin@belvedere-inf.bexley.sch.uk
Belvedere Junior School
Tel: 01322 431404 • Email: admin@bjs.bexley.sch.uk

Appendix 7:

Public Access Documents

Academy School's in England must publish the following information and documents on their website.

1. School contact details
2. Admission arrangements
3. School uniforms
4. Ofsted reports
5. Exam and assessment results
6. Performance tables
7. School opening hours
8. Curriculum
9. Remote education
10. Behaviour policy
11. Pupil premium and recovery premium
12. PE and sport premium (for primary schools)
13. Public sector equality duty
14. Special educational needs (SEN) and disability information
15. Careers programme information (for Years 7 to 13)
16. Complaints policy
17. Annual report and accounts
18. Executive pay
19. Trustee information and duties
20. Charging and remissions policies
21. Values and ethos
22. Requests for paper copies

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Appendix 8:

Belvedere Infant and Junior Schools
GDPR privacy notice for pupils and their families

Date written: September 2026
Date to be reviewed: September 2029

Who processes your information?

The Pioneer Academy Trust is the data controller of the personal information you provide to us. This means the school determines the purposes for which, and the manner in which, any personal data relating to pupils and their families is to be processed.

In some cases, your data will be outsourced to a third-party processor; however, this will only be done with your consent, unless the law requires the school to share your data. Where the school outsources data to a third-party processor, the same data protection standards that The Pioneer Academy Trust upholds are imposed on the processor.

The Pioneer Academy is the Trust's external data protection officer service. Its role is to oversee and monitor the school's data protection procedures, and to ensure they are compliant with the UK GDPR. To contact the Information Commissioner's Office (ICO), please email: https://ico.org.uk/make-a-complaint/data-protection-complaints/

Why do we collect and use your information?

The Pioneer Academy hold the legal right to collect and use personal data relating to pupils and their families, and we may also receive information regarding them from their previous school, LA and/or the DfE. We collect and use personal data in order to meet legal requirements and legitimate interests set out in the UK GDPR and UK law, including those in relation to the following:

- Article 6 and Article 9 of the GDPR
- Education Act 1996
- Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013

In accordance with the above, the personal data of pupils and their families is collected and used for the following reasons:

- To support pupil learning
- To monitor and report on pupil progress
- To provide appropriate pastoral care
- To assess the quality of our service
- To comply with the law regarding data sharing

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Which data is collected?

The categories of pupil information that the school collects, holds and shares include the following:

- Personal information – e.g. names, pupil numbers and addresses
- Characteristics – e.g. ethnicity, language, nationality, country of birth and free school meal eligibility
- Attendance information – e.g. number of absences and absence reasons
- Assessment information – e.g. national curriculum assessment results
- Relevant medical information
- Information relating to SEND
- Behavioural information – e.g. number of temporary exclusions

Whilst the majority of the personal data you provide to the school is mandatory, some is provided on a voluntary basis. When collecting data, the school will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, the school will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used.

How long is your data stored for?

Personal data relating to pupils at Belvedere Infant and Junior Schools and their families are stored in line with the school's GDPR Data Protection Policy.

In accordance with the UK GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

Will my information be shared?

The school is required to share pupils' data with the DfE on a statutory basis.

The National Pupil Database (NPD) is managed by the DfE and contains information about pupils in schools in England. Belvedere Infant and Junior Schools are required by law to provide information about our pupils to the DfE as part of statutory data collections, such as the school census; some of this information is then stored in the NPD. The DfE may share information about our pupils from the NDP with third parties who promote the education or wellbeing of children in England by:

- Conducting research or analysis.
- Producing statistics.
- Providing information, advice or guidance.

The DfE has robust processes in place to ensure the confidentiality of any data shared from the NDP is maintained.

Belvedere Infant and Junior Schools will not share your personal information with any third parties without your consent, unless the law allows us to do so. The school routinely shares pupils' information with:

- Pupils' destinations upon leaving the school
- The LA
- The NHS

What are your rights?

Parents and pupils have the following rights in relation to the processing of their personal data.

You have the right to:

- Be told how we use your information.
- Ask to see the information we hold.
- Ask us to change information you think is wrong.
- Ask us to remove information when it is not needed anymore.
- Ask us to only use your information in certain ways.
- Tell us you don't want your information to be processed.
- Say no to direct marketing (people trying to sell you things).
- Stop people using your information for scientific, research or statistical purposes.

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

If you have a concern about the way Belvedere Infant and Junior Schools and/or the DfE are collecting or using your personal data, you can raise a concern with the Information Commissioner's Office (ICO). The ICO can be contacted on 0303 123 1113, Monday-Friday 9am-5pm.

Where can you find out more information?

If you would like to find out more information about how we and/or the DfE collect, use and store your personal data, please visit The Pioneer Academy website https://thepioneeracademy.co.uk/gdpr-manual/

Four important things to understand

Now you have read this, we hope you understand that:

- The law allows us to get and use your information to help us do our job.
- We may share your information with others, but only when we really need to.
- We will ask for your permission to share your information whenever you have a choice.
- You can tell us not to share your information, even when you have said yes before.

If you have any questions, the Executive Head Teacher will be happy to help you.

Please complete and sign the declaration on the next page to confirm you understand to GDPR privacy notice.

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GDPR privacy notice for pupils and their families declaration

I declare that I understand:

- **Belvedere Infant and Junior Schools** have a legal and legitimate interest to collect and process my personal data in order to meet statutory requirements.
- How my data is used.
- **Belvedere Infant and Junior Schools** may share my data with the DfE, and subsequently the LA.
- **Belvedere Infant and Junior Schools** will not share my data to any other third parties without my consent, unless the law requires the school to do so.
- **Belvedere Infant and Junior Schools** will always ask for explicit consent where this is required, and I must provide this consent if I agree to the data being processed.
- My data is retained in line with the school's GDPR Data Protection Policy.
- My rights to the processing of my personal data.
- Where I can find out more information about the processing of my personal data.

Child's name: _____

Class: _____

Parent's name: _____

Signature: _____

Date: _____

Executive Head Teacher : Miss L Lynch
Belvedere Infant School Deputy Head Teacher: Mr G Powell
Belvedere Junior School Deputy Head Teacher: Mrs R Umney

The Pioneer Academy is committed to safeguarding and promoting the welfare of all our pupils and expect all staff and volunteers to share this commitment.

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Appendix 9:

Free School Meals Eligibility Check

If your child is in Reception up to Year 6, then Free School Meals will be provided regardless of your eligibility. The importance of the eligibility test is to alert the school to those parents who would be eligible for Free School Meals if the government was not already providing them, because schools can claim additional funding for themselves which can then be used to fund activities and resources to benefit all our pupils.

There are other benefits too – such as free milk continuing following the child's 5th birthday, and access to activity clubs during the school holidays.

If you fulfill any of the following criteria, please tick the relevant one and then complete the form below:
I confirm that I am in receipt of: (please tick as applicable)

- Income Support
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

CONSENT FORM

I consent to you applying for my FSM eligibility and give you the following information in order for you to do so:

Parent name (applying parent only): _____

Date of Birth of parent applying: _____

National Insurance Number of parent applying: _____

Mobile phone number: _____

Child's full name (please list every child who attends this school): _____

Parent signature:_____ Date: _____

OFFICE USE ONLY
Free school meal eligible Yes/No

Executive Head Teacher : Miss L Lynch
Belvedere Infant School Deputy Head Teacher: Mr G Powell
Belvedere Junior School Deputy Head Teacher: Mrs R Umney

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Appendix 10:

Child-friendly technology acceptable use agreement

At **Belvedere Infant and Junior Schools**, we know that it can be fun to use technology as part of your learning experience. We want everyone to be able to use technology, like computers and tablets, but it is important that you are safe when you are using them.

We have created this agreement to help you understand how to be safe when you are using technology. Please read this carefully and sign your name to show that you understand your responsibilities when using technology. Ask your teacher if there is something that you do not understand.





I will:



- ✓ Only use technology, such as a computer, when a teacher has given me permission.
- ✓ Only use technology for the reason I have been asked to use it.
- ✓ Only use the internet when a teacher has given me permission.
- ✓ Ask for help when I have a problem using the technology.
- ✓ Look after the device and try not to damage it.
- ✓ Tell the teacher if my device is not working or damaged.
- ✓ Tell the teacher if I think someone else is not using technology safely or correctly.
- ✓ Tell the teacher if I see something online that I think is inappropriate or that makes me upset.

I will not:



- ✘ Tell another pupil my username and password.
- ✘ Share personal information, such as my age and where I live, about myself or my friends online.
- ✘ Access social media, such as Facebook and WhatsApp.
- ✘ Speak to strangers on the internet.
- ✘ Take photos of myself or my friends using a school device.

Please read each statement on the following page and provide a tick to show that you agree and then sign below.

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Child-friendly technology acceptable use agreement

Please read each statement on the following page and provide a tick to show that you agree and then sign below.



- ☐ I understand why it is important to use technology safely and correctly.
- ☐ I understand my responsibilities when using technology.
- ☐ I understand that I may not be allowed to use technology if I do not use it safely and correctly.
- ☐ I will follow these rules at all times.

Pupil name (please print): _____

Date: _____

Parent name (please print): _____

Parent signature: _____

Date: _____

Executive Head Teacher : Miss L Lynch
Belvedere Infant School Deputy Head Teacher: Mr G Powell
Belvedere Junior School Deputy Head Teacher: Mrs R Umney

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Appendix 11:

Images and videos parental consent form

Dear Parent,

Please understand that, occasionally, photographs of your child at school may be used in printed publications like the school prospectus and newsletters, project display boards or on the school website. Video or webcam recordings may also be used for school conference or educational purposes.

Our school may also be visited by the media in order to celebrate a particular achievement or as part of footage for a hight-profile event.

To comply with the GDPR, and to protect your child's interests, please read the conditions of use and complete and submit the form below.

Please tick the relevant boxes where you give your consent to photographic images and videos your child being used. Please also indicate whether you consent to your child's name being associated with their image.

Name of pupil:	
Name of parent:	
Year group and class:	

	Examples including, but not limited to:	**I agree to the use of images or videos for: Please tick:**
For school individual and class photographs	**Vancols**	
In school materials aimed at the school community	**Prospectus Newsletters Displays**	
On the school website and learning platforms	**Class Dojo**	
In media/press coverage of the school	**London Post**	
On social media	**Facebook Instagram**	
In the background of other children's learning observations	**-**	
For the name of your child to be used with their photograph	**-**	
Continued use of images or videos once your child has left the school	**-**	

I confirm that I have read and agree to the terms contained within this consent form, and agree to inform the school, in writing, of any changes to my consent.

Parent signature _____ Date _____

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Appendix 12

Collection Arrangements

Dear Parents/Carers

To enable us to ensure the safety and wellbeing of your child, you must complete and return the attached sheet regarding the collection of your child.

Children from Nursery up to Year 5 can only be dismissed to an adult that has permission to collect them from school that are on the class dismiss list. The class teacher will not dismiss to an unknown adult and they will ask a member of the office to call the parent to seek clarity.

Please list up to 6 people – **including parents** – whom you give your permission to collect your child. Permanent changes to these instructions should be confirmed to the school in writing. For ad-hoc arrangements please email the school office using the email address above or call before 2:45pm.

Children under the age of 16 are not permitted to collect any child from either the Infant or the Junior school. Please refer to *Safeguarding Pupils Walking to and from School Alone Policy.*

Please return your completed form to the School Office.

Pupil's Name: _____

Class: _____

	NAME	RELATIONSHIP TO CHILD
1		
2		
3		
4		
5		
6		

Signature of parent/carer: _____ Date:_____

Print name: _____

Executive Head Teacher : Miss L Lynch
Belvedere Infant School Deputy Head Teacher: Mr G Powell
Belvedere Junior School Deputy Head Teacher: Mrs R Umney

Belvedere Infant and Junior Schools
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Arrival Arrangements for Year 6

Permission for my Year 6 child to arrive at school unaccompanied - Year 6 only

Child's name: _____

Child's class: _____

I request permission for my child to arrive at school unaccompanied. I understand that staff will not be available for supervision until 8.45am.

Name:_____

Relationship to child: _____

Signature:_____

Date: _____

Collection Arrangements for Year 6 (or Year 5 in Summer term only)

Permission for my Year 6 child to leave school at the end of the school day unaccompanied –Year 6 only (Or Year 5 in Summer term only)

Child's name: _____

Child's class: _____

I request permission for my child to leave school unaccompanied. I understand that staff will only be available for supervision until 3.30pm.

Name:_____

Relationship to child: _____

Signature:_____

Date: _____

Executive Head Teacher : Miss L Lynch
Belvedere Infant School Deputy Head Teacher: Mr G Powell
Belvedere Junior School Deputy Head Teacher: Mrs R Umney

The Pioneer Academy is committed to safeguarding and promoting the welfare of all our pupils and expect all staff and volunteers to share this commitment.

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Appendix 13

Local Visits

During the school year, we often take the children out on local visits around the community to enhance their learning as part of the curriculum.

I give permission for my child to take part in short visits walking to local venues.

Child's name _____ Class: _____

Parent's name _____

Signature: _____

Date: _____

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Appendix 14

School Therapy Dogs

Dear Parents/Carers,

Many of you already know that we have two school therapy dogs, Snowy and RJ, who join us on-site during the week to work alongside the children. Both Snowy and RJ are Labradors, Snowy belonging to Miss Umney, the Deputy Head Teacher and RJ belonging to Miss Lynch, the Executive Head Teacher at Belvedere Infant and Junior School.

We want all of our children to experience the benefits of having a school dog but also respect any anxieties around dogs that your child may have along with the wishes that you have as parents/carers.

If you are happy for your child to take part, you do not need to do anything. We would like **all** parents to only let us know in writing if you **DO NOT** wish your child to interact with Snowy and RJ, even if you have previously advised us of this.

To **opt-out,** please email the school office on admin@belvedere-inf.bexley.sch.uk or admin@bjs.bexley.sch.uk stating the **full name** of your child and their **current class**.

If you have any questions or would like further information about Snowy and RJ to assist with your decision, please also contact the school office using the emails above.

Yours faithfully,

Ms L Lynch
Executive Headteacher

Executive Head Teacher : Miss L Lynch
Belvedere Infant School Deputy Head Teacher: Mr G Powell
Belvedere Junior School Deputy Head Teacher: Mrs R Umney

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Appendix 15

Consent form for use of Emergency Asthma Salbutamol Inhaler

1. I can confirm that my child has been diagnosed with asthma

2. In the event of my child displaying symptoms of asthma, and if their inhaler is not available or is unusable, I consent for my child to receive salbutamol from an emergency inhaler held by the school for such emergencies.

Child's name:_____

Child's Date of Birth: _____

Signed: _____ Date: _____

Parent Name (print) _____

Parent's address and contact details:

_____

_____

_____

Emergency Telephone: _____

Email address: _____

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Appendix 16

Breakfast and After School Provision at Belvedere Infant and Junior School

Dear Parents/Carers,

We are pleased to announce that Belvedere Infant and Junior School will offer an **After School Club** in addition to our already successful **Breakfast Club** **from the 22nd April.** Attending these clubs is a fantastic way for children to start and end their school day with nutritious meals and some fun time with friends.

Breakfast Club: Attending Breakfast Club is a great start to the school day where children can get a nutritious breakfast and spend some time playing with their friends before they go off to class. The cost of **Breakfast Club is £6.00** per child, and it runs **from 7:45am until the start of the school day.**

After School Club: We are excited to offer our brand new **After School Club** provision, we offer two different options as below:

- **After school until 4:30pm:** Children will be provided with a drink and snack for £5.50 each
- **After school until 6:00pm: :** Children will be provided with a drink, snack, and light meal for £12.00 each

Nourish caterers will be providing the food at both Breakfast Club and After School Club. Please see the Breakfast Club and After School Club Menus attached for more information on the food provided.

Registration and Booking: To attend Breakfast or After School Club, children need to be registered in advance for each term or your space may be lost. Please find the registration form attached to this letter, this needs to be returned to the School Office. ***Spaces are limited and will be allocated on a first-come, first-served basis.*** Payment should be made in advance through the Parent Pay website once the Office have confirmed your space.

There will be a fee of £10 for the late collection of children which will increase by £5 every 15 minutes as stated in the Extended Services Policy.

We look forward to seeing your children at Breakfast Club and After School Club!

Yours sincerely,

Miss Lynch
Executive Head Teacher

Executive Head Teacher : Miss L Lynch
Belvedere Infant School Deputy Head Teacher: Mr G Powell
Belvedere Junior School Deputy Head Teacher: Mrs R Umney

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Breakfast & After School Club Application Form

Child/ren's Details:			
Name of Child	**DOB**	**Year Group**	**Belvedere Infant or Belvedere Juniors**

Sessions Required: (Please tick required below)					
	Monday	**Tuesday**	**Wednesday**	**Thursday**	**Friday**
Breakfast Club (From 7.45am) includes breakfast					
After School Club (until 4.30pm) includes snack & drink					
After School Club (until 6.00pm) includes snack, drink & light meal					

***Payments are to be made in advance via ParentPay once the Office have confirmed your space**

Parent Contact Details:		
Title:	**Forename/s:**	**Surname:**
Address:		
Telephone Number:	**Mobile:**	**Home:**
Email:		

Executive Head Teacher : Miss L Lynch
Belvedere Infant School Deputy Head Teacher: Mr G Powell
Belvedere Junior School Deputy Head Teacher: Mrs R Umney

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Additional Emergency Contact Details:		
Title:	**Forename/s:**	**Surname:**
Relationship to child/ren:		
Telephone Number:	**Mobile:**	**Home:**

Collection List: (please list anyone who may collect your child/ren from After School Club)	
Name:	
Telephone Number:	
Name:	
Telephone Number:	
Name:	
Telephone Number:	

I can confirm I have paid for the above selected sessions via ParentPay and will collect my child/ren from After School Club by 6.00pm. I understand if my child/ren are collected later than 6.00pm a late collection fee of £10.00 per child, which will increase by £5.00 every 15 minutes per child.

Signed: _____

Parent Name: _____

Date: _____

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Medical and Allergy Form

Childs Details:			
Name of Child	**DOB**	**Year Group**	**Belvedere Infant or Belvedere Juniors**

Parent/Carer Contact Details:		
Title:	**Forename/s:**	**Surname:**
Relationship to child/ren:		
Telephone Number:	**Mobile:**	**Home:**

Additional Emergency Contact Details:		
Title:	**Forename/s:**	**Surname:**
Relationship to child/ren:		
Telephone Number:	**Mobile:**	**Home:**

Doctors Information:	
Doctor's Name:	
Doctor's Contact Number:	
Doctor's Address:	

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Medical Information:	
Does your child have any medical conditions? (e.g., asthma, diabetes, allergies):	
Is your child currently taking any medication?	
Please provide details of any medication your child needs to take during the provision:	
Allergy Information:	
Does your child have any allergies? (e.g., food, medication, environmental):	
Please provide details of the allergies and any necessary precautions:	
Does your child have any dietary restrictions or food allergies?	

Consent: I, the undersigned, give permission for the staff at Belvedere Infant and Junior School's Breakfast and After School Provision to administer the above medication to my child as needed and to seek medical assistance in case of an emergency.

Parent Signature: _____

Date: _____

Executive Head Teacher : Miss L Lynch
Belvedere Infant School Deputy Head Teacher: Mr G Powell
Belvedere Junior School Deputy Head Teacher: Mrs R Umney

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Belvedere Infant and Junior Schools

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WEEK 1

21 April, 12 May, 9 June, 30 June, 21 July, 1 Sept, 22 Sept, 13 oct

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Chicken or Vegetable Nuggets with Hoops **1,12**	Tomato & Herb Pasta **1 VG**	Pizza Bap **1,5,7 V**	Sausage Roll **1,6** or Vegetable Sausage Roll **1VG** with Beans	Assorted Sandwiches **1,3,5,7,16**

WEEK 2

28 April, 19 May, 16 June, 7 July, 8 Sept, 29 Sept, 20 Oct

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Fish Finger Bap **1,5,8** or Vegetable Sausage Bap **1,5 VG**	Chicken & Cheese Toastie **1,5,7,9 OR** Cheese & Tomato Toastie **1,5,7,9 V**	Cheesy Pasta **1,7 V**	Jacket Potato with Cheese & Beans **7 V**	Assorted Sandwiches **1,3,5,7,16**

WEEK 3

5 May, 2 June, 23 June, 14 July, 15 Sept, 6 Oct

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Crispy Chicken Wrap **1 OR** Crispy Vegetable Wrap **1 VG**	Margherita Pizza Slice **1,3,7 V**	Pesto Pasta Twists **1,7V**	Beef Burger in a Bun **1,5,6,12** or Vegetable Burger in a Bun **1,5 VG**	Assorted Sandwiches **1,3,5,7,16**

A Choice of Dessert Available Daily from Fruit, Jelly, Ice Cream 7 or Biscuit 1,7

VG Vegan **V** Vegetarian
1 Wheat Gluten **2** Crustaceans **3** Soybean **4** Mustard **5** Sesame **6** Sulphites/Sulphur Dioxide **7** Milk **8** Fish
9 Egg **10** Peanuts **11** Molluscs **12** Celeriac/Celery **13** Nuts **14** Lupins **15** Oat Gluten **16** Barley Gluten

SALAD STICKS SERVED DAILY

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Appendix 17:

Cool Milk

Dear Parent/Guardian

Free milk is available for all children aged **under 5 years old** in school, funded by the UK government. In our school, this milk is provided by Cool Milk, the UK's leading school milk supplier.

We will register your child for school milk on your behalf by providing Cool Milk with your child's name and date of birth unless you indicate otherwise. Please complete the slip below.

☐ I want my child to have school milk

☐ I DO NOT want my child to have school milk

Child's name _____

Class (if known) _____

Year Group - **Nursery** ☐ **Reception** ☐

If your child is **over 5 years old** you will need to pay for his/her milk, at a subsidised rate, or you will still receive it free if you are eligible for Pupil Premium (please ask the school office for details).

1. Go to **www.coolmilk.com**
2. Pay Cool Milk online, over the phone, at a local PayPoint or by cheque in instalments to suit you. If registering online you can pay straight away, if using a registration form you will need to wait to receive a payment request.
3. Just pay by a Tuesday for your child's milk to start the following week. **If you are in receipt of certain benefits i.e., income support etc. you can still get free milk once your child reaches 5 years old. Please complete a Free School Meal application form which you can get from the school office.**

"How do I find out more?"
Visit **www.coolmilk.com** or contact Cool Milk directly on 0844 854 2913.

☐ I want my child to have school milk

☐ I DO NOT want my child to have school milk

Child's name _____

Class (if known) _____

Year Group - **Reception** ☐ **Year 1** ☐ **Year 2** ☐
Year 3 ☐ **Year 4** ☐ **Year 5** ☐ **Year 6** ☐

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Appendix 18

Food and Drink

Belvedere Infant and Junior Schools are pleased to inform you that we use Nourish as our school meals provider. A sample menu is enclosed. Children of infant and junior school age are entitled to a school lunch free of charge (universal free school meals). The food is of high quality and there is a choice of meals every day. A range of dietary requirements are provided for and there is always a vegetarian option.

We would like to inform parents who choose to provide their child with a packed lunch that we are a healthy school and packed lunches should be nutritionally balanced.

Packed Lunch Suggestions

- ✓ Wholemeal or granary bread/wraps/pittas/bagels
- ✓ Fillings - chicken, turkey, tuna, reduced fat cream cheese/hard cheese
- ✓ Salads
- ✓ Vegetables i.e., cherry tomatoes, sticks of carrots, cucumber, celery, peppers
- ✓ Fruit
- ✓ Yoghurt
- ✓ A still drink in a flask or plastic screw top bottle.

Children are ***not*** to bring:

- ✗ **Nuts or nut products** (including flapjacks). These are not permitted because of severe life-threatening allergic reaction by some pupils to these products.
- ✗ Chocolate spread sandwiches
- ✗ Sweets or chocolate bars
- ✗ Cartons or drinks in foil pouches. The foil pouches are difficult to open and often spill easily and the cartons sometimes do not have a straw attached.

Nursery, Reception and KS1 (Year 1 and Year 2)

Our school takes part in the National School Fruit Scheme for 4- to 6-year-olds. Under the Scheme, each child will be entitled to a free piece of fruit each school day.

Your child will be offered a free piece of fruit each day at morning break time. The fruit will be fresh and of good quality, equivalent to the fruit that we buy in the shops. The aim is for the children to have a positive and enjoyable experience of fruit.

The Scheme is voluntary and there is no obligation for your child to take part. We are keen to help our children to enjoy eating fruit and the Scheme will help us to teach them the benefits of healthy eating.

If your child has an allergy to any fruit, please ensure that you have informed us by completing the dietary section in section 2 of the admission form.

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Example Nourish Lunch Menu

NOVEMBER TO MARCH 2026

NOURISH GROW WITH US

WHAT'S ON THE MENU

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
WEEK ONE 3 Nov 24 Nov 15 Dec 19 Jan 9 Feb 9 March 30 March	Chicken Pie **1** Pesto & Pea Pasta **1,7 V** Jackets with a Choice of Toppings **7,8,9** Crushed Potato Cauliflower, Carrots Strawberry Mousse **7** Mr Nourish Biscuit **1 VG** Fruit Pots **VG**	Margherita Pizza **1,3,7 V** Bean Biryani **VG** Jackets with a Choice of Toppings **7,8,9** Rainbow Pasta **1** Seasonal Vegetables Toffee Apple Pudding **1 VG** & Custard **7** Mr Nourish Biscuit **1 VG** Fruit Pots **VG**	Roast Gammon & Gravy Broccoli Tot **1,7 V** Jackets with a Choice of Toppings **7,8,9** Rustic Roast Potatoes, Cabbage, Peas Fruit Jelly **VG** Mr Nourish Biscuit **1 VG** Yoghurt **3,7**, Fruit Pots **VG**	Beef Bolognaise Pasta Bake **1,7** Loaded Bean Chilli Wedges **VG** Jackets with a Choice of Toppings **7,8,9** Green Beans Grated Carrots Parsnip Brownie **1 VG** Mr Nourish Biscuit **1 VG** Yoghurt **3,7**, Fruit Pots **VG**	Pork Sausages **1,6** Vegetable Sausage **VG** Jackets with a Choice of Toppings **7,8,9** Chips, Sweetcorn, Baked Beans Cucumber Sticks Oaty Cookie **1,15 VG** Yoghurt **3,7** Fruit Pots **VG**
WEEK TWO 10 Nov 1 Dec 5 Jan 26 Jan 23 Feb 16 March	Caribbean Brown Chicken Tomato Spaghetti **1 VG** Jackets with a Choice of Toppings **7,8,9** Rice, Carrots, Peas Chocolate Ice Cream **7** Mr Nourish Biscuit **1 VG** Fruit Pots **VG**	Cheese & Broccoli Pasta Bake **1,7 V** Buffalo Cauliflower Wings & Wedges **VG** Jackets with a Choice of Toppings **7,8,9** Seasonal Vegetables Plum Pudding **1VG** & Custard **7** Mr Nourish Biscuit **1 VG** Fruit Pots **VG**	Roast Chicken & Gravy Ratatouille Puff **1,3 VG** Jackets with a Choice of Toppings **7,8,9** Rustic Roast Potatoes Broccoli, Carrots Crispy Cake **1,3,7,16** Mr Nourish Biscuit **1 VG** Yoghurt **3,7**, Fruit Pots **VG**	Beef Stew & Dumpling **1** Pesto Pasta Bake **1,7 V** Jackets with a Choice of Toppings **7,8,9** Cauliflower, Green Beans Apple & Cinnamon Pinwheel **1 VG** Mr Nourish Biscuit **1 VG** Yoghurt **3,7**, Fruit Pots **VG**	Salmon Bites **1,8** Margherita Pizza **1,3,7 V** Jackets with a Choice of Toppings **7,8,9** Chips, Peas, Coleslaw **9** Marble Cookie **1 VG** Yoghurt **3,7** Fruit Pots **VG**
WEEK THREE 17 Nov 8 Dec 12 Jan 2 Feb 2 March 23 March	Macaroni Cheese **1,7 V** Sweet Potato & Chick Pea Curry **VG** Jackets with a Choice of Toppings **7,8,9** Rice, Green Beans, Mixed Salad Peach Crumble **1 VG** & Custard **7** Mr Nourish Biscuit **1 VG** Fruit Pots **VG**	Chicken Noodles **1** BBQ Vegetable Burrito **1 VG** Jackets with a Choice of Toppings **7,8,9** Sweetcorn, Peppers Chocolate Rice Pudding **7** Mr Nourish Biscuit **1 VG** Fruit Pots **VG**	Roast Pork & Gravy Vegan Sausage Roll **1 VG** Jackets with a Choice of Toppings **7,8,9** Rustic Roast Potatoes, Green Beans, Carrots Fruit Jelly **VG** Mr Nourish Biscuit **1 VG** Yoghurt **3,7**, Fruit Pots **VG**	Beef Cottage Pie Herby Tomato Pasta **1 VG** Jackets with a Choice of Toppings **7,8,9** Seasonal Vegetables Beetroot Cake **1 VG** Mr Nourish Biscuit **1 VG** Yoghurt **3,7**, Fruit Pots **VG**	Fish Fingers **1,8** Cheese, Carrot & Tomato Swirl **1,7 V** Jackets with a Choice of Toppings **7,8,9** Chips, Peas, Baked Beans, Grated Carrot Caramel Flapjack **1,7,15 V** Yoghurt **3,7**, Fruit Pots **VG**

AVAILABLE DAILY

Primary 3

1 Wheat Gluten 2 Crustaceans 3 Soybean 4 Mustard 5 Sesame 6 Sulphites/Sulphur Dioxide 7 Milk 8 Fish 9 Egg
10 Peanuts 11 Molluscs 12 Celeriac/Celery 13 Nuts 14 Lupins 15 Oat Gluten 16 Barley Gluten VG Vegan V Vegetarian

Selection of Salads **9**, Homemade Bread **1,3**. Some of our schools may use pre prepped potatoes or vegetables on occasions. These may contain sulphites and celeriac. Please discuss with your manager.

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Appendix 19

Attendance information

Registration

Children must attend school punctually and regularly:
- Nursery AM start at 08.30 am – gates open at 8.25am and close at 8.35am
- Nursery PM start 12.30pm – gates open 12.25pm and close at 12.35pm
- KS1 (Reception classes and Years 1 and 2) start at 8.55am
- KS2 (Years 3 - 6) start at 8.55am.

The school gates open at 8.35am for Reception and KS1 and 8.45am for KS2 each day and children are expected to be in class by 8.55am when the register will be taken. Registers will close at 9.00am. Any child arriving after 9.00am must be signed in by their parent/carer at the school office and will be marked as late in the register with an 'L' code.

Any arrival after 9.30am will be marked as 'unauthorised absence' with a 'U' code (unless the child is late because of a valid, agreed prior appointment).

Reporting an Absence

If a child is absent, there are only two methods for reporting this:

Infant Child:
- Call the school office on 0208 311 9092 and press 1 to report a child absence, please leave a voicemail if necessary.
- Email the school office at admin@belvedere-inf.bexley.sch.uk with your child's name, class and details of their illness.

Junior Child
- Call the school office on 01322 431404 and press 1 for report a child absence, please leave a voicemail if necessary.
- Email the school office at admin@bjs.bexley.sch.uk with your child's name, class and details of their illness.

Messages must state the child's full name, class and exact details of all symptoms – 'not feeling well' or 'feeling tired' are not symptoms.

If your child has minor symptoms for example, sniffles, feeling fatigued, they are expected to attend school.

We will of course monitor them, and contact parents/carers should we feel the need to. Alternatively, should your child wake up poorly and their symptoms improve, they should then be brought to school even though they may have missed morning registration as they will receive their afternoon session mark.

Parents are required to notify the school of their child's absence using either of the above two reporting methods by 9.00am on each day of absence.

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Late Attendance

Parents must make every effort to have their children in school at the correct time to ensure they do not miss key learning. If your child is noted as being late to school frequently, an email will be sent to parents/carers to bring the lateness to their attention as a first stage. If the lateness persists, a formal letter will be sent by the Attendance Officer reminding parents/carers of their responsibility to ensure children arrive at school on time each day. Should there be no improvement, the Headteacher will write personally to the parents/carers and may decide to refer the matter to the Education Welfare Officer. See Appendixes 1 and 2 for examples of these letters.

Concerns around Attendance and Punctuality

If we do not receive communication via a telephone call or voice message on the first day of absence by 9.00am, we will send a message to the parent/carer via Arbor requesting the reason as to why the child is not in school. If no response is forthcoming within 30 mins, a phone call home will be made. Then the absence will be recorded as unauthorised ('O' code) on their attendance record.

If we have previous concerns about a child's welfare (for example, the child is on the child protection register or we believe could be in danger), we may request that our Education Welfare Officer (EWO) complete an unscheduled home visit. If we continue to have concerns, the we would seek support from other agencies to safeguard the child, including the Police and Children's Services.

Where attendance is a concern, parents/carers may be required to provide medical evidence when the child returns so that the absence is not recorded as unauthorised. Parents/carers will be notified of this arrangement by letter. See Appendixes 3 and 4 for examples of these. In cases of significant concern the school, in collaboration with the EWO make take further steps such as the issuing of fixed penalty notices or seeking the issue of an attendance order.

Possible triggers for attendance letters could be as follows, please note this is not an exhaustive list of triggers and each case is considered on its own merit:

- Attendance is below 96%
- Frequent 'Lates' after the register has closed
- Unexplained or unauthorised absences
- Patterns forming regarding absences, for example regular Fridays and Monday absence from school.

Collecting Your Child Before the End of the School Day

We expect your child to attend school for the whole day (i.e. both morning and afternoon sessions). It is recognised however, that there may be some occasions/circumstances whereby it might be necessary to collect your child earlier than 3.15pm at the Infants or 3.20pm at the Juniors. Early collection will only be permitted by prior request/agreement in writing (email) from the parent/carer, confirming the reason for the early collection, who will be collecting and the time. In the event one child needs to be collected early, we would not normally expect siblings to be collected at the same time. After School Club should be considered by parents as an alternative to collecting siblings or collecting children for a reason not directly relevant, for example a parent's medical appointment.

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Term Time Absence

Children should attend school for the maximum number of days possible (190), since absences can have a detrimental effect on their learning.

Parents receive a list of holiday dates at the beginning of each academic year; these can be found on the school's webpage: https://belvedereschools.bexley.sch.uk/ . Families are expected to take their holidays outside term time.

If you require absence for any other circumstances, we ask that you fill in a 'Request for Term Time Absence' form and attach any additional information required such as outgoing/returning flight details. (see Appendix 5 and the school website: https://belvedereschools.bexley.sch.uk/) Such requests should be kept to a minimum and should not, in any case, exceed two weeks (10 days) during a school year.

The Head Teacher will consider your request and your 'Term Time Absence' will either be approved or not; in either case, you will receive an email/letter confirming the outcome (see Appendix 6 and 7 for examples of these letters). Any absence the day before or the day after a school holiday will be unauthorised ('O' code) unless evidence is provided.

If it is not exceptional circumstances and you nevertheless take your child out of school, the absence will be recorded as unauthorised.

In the case of an unauthorised holiday for 5 consecutive days or more the Education Welfare Service will be notified and a Penalty Notice may be issued. Please note that such a Penalty is issued to each parent for each child taken out of school.

First Offence
- A penalty notice for £160 per parent, per child (reduced to £80 per parent if paid in 21 days)

Second Offence (within 3 years of first offence)
-A penalty notice for £160 per parent, per child (no reduction for early payment)

Third Offence (within 3 years of the first offence)
-A penalty notice will not be issued; the case will be presented straight to the Magistrates Court. Fines can be around £2,500 per parent, per child. Cases found guilty in the Magistrates Court can show as a criminal record and also on a parent's future DBS certificates due to 'failure to safeguard a child's education)

Attendance at Funerals

Requests for attendance at funeral for family members should be submitted as a 'Term Time Absence'. To ensure equal treatment throughout the school, only one day's absence will be authorised to attend the funeral service itself, travelling time will not be authorised unless included as part of the day's absence.

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Attendance at School Open Mornings / Entrance Exams (applicable for Year 6 only during the months of September/October)

Time off to attend Secondary School Open Mornings or Entrance Exams will be authorised, however, your child is expected to be in school for the other part of the day. Days off for revision prior to the Entrance Exam will not be authorised. Parents should report their child's absence for the morning or afternoon session using the normal Daily Absence Reporting Notification procedure, confirming for which session their child will be absent and which school they will be attending.

Celebrating attendance

We celebrate whole class attendance in Achievement Assembly every Friday to congratulate all classes reaching 96% +. Class attendance will be displayed near the main office to show results each week. The class with the highest attendance each week will receive the Attendance Cup which will be proudly displayed in the classroom all week. We also share any class with 100% attendance on Class Dojo.

Long Term Absence

When children have an illness, which means that they will be away from school for over five days, the school may signpost and encourage children to access Class Dojo where the class teacher will upload work for the child to complete at home.

If the absence is likely to continue for an extended period, or be a repetitive absence, the school will contact the appropriate support services, so that arrangements can be made for the child to be given some tuition outside school.

SEND- and health-related absences

The school recognises that pupils with SEND and/or health conditions, including mental health issues, may face greater barriers to attendance than their peers, and will incorporate robust procedures to support pupils who find attending school difficult.

In line with the SEND Policy and Supporting Pupils with Medical Conditions Policy, the school will ensure that reasonable adjustments are made for disabled pupils to reduce barriers to attendance, in line with any EHC plans or IHPs that have been implemented. The school will secure additional support from external partners to help bolster attendance where appropriate.

For further details please see the Attendance policy.

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Appendix 20

The Pioneer Academy

2025/20226 TERM DATES

Autumn Term	
INSET day	Thursday 28th August 2025
INSET day	Friday 29th August 2025
Term starts	Monday 1st September 2025
Half Term	Monday 20th October 2025 – Friday 31st October 2025
Inset Day	Monday 3rd November 2025 (TPA Inset day)
Term ends	Friday 19th December 2025
Christmas Break	
Spring Term	
INSET day	Monday 5th January 2026
Term starts	Tuesday 6th January 2026
Half Term	Monday 16th February 2026 – Friday 20th February 2026
Term ends	Friday 27th March 2026
Easter Break	
Summer Term	
Term starts	Monday 13th April 2026
Half Term	Monday 25th May 2026 – Friday 29th May 2026
INSET day	Monday 1st June 2026
Term ends	Wednesday 22nd July 2026
Summer Break	
Autumn Term 2026	
INSET day	Thursday 27th August 2026
INSET day	Friday 28th August 2026
Term starts	Tuesday 2nd September 2026

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Appendix 21

Uniform

SCHOOL TRENDS
GROWN OUT BEFORE WORN OUT

Please see the school uniform list below which gives details of correct uniform to be worn.

You can order and pay for school uniform online from School Trends by following the link below:
https://www.schooltrends.co.uk/uniform/BelvedereInfantSchoolDA176AA.
https://www.schooltrends.co.uk/uniform/Belvedere_Junior_School_DA17_6AA/?c=10652

Your order will then be delivered directly to your home address. You will be able to pay using a credit or debit card.

PLEASE NOTE: Sweatshirts/sweat cardigans are the only items required to have a school logo on them. All other items may be purchased locally i.e., Asda, Tesco etc.

Item	Optional or required	Branding	How to acquire	Cost per item from school supplier
Regular school uniform				
Branded navy-blue sweatshirt or cardigan	Required	School logo	Available from School Trends or pre-loved from school office.	Sweatshirt From £10.80 Cardigan From £12.55
White shirt or polo shirt	Required		Available from regular retailers (ASDA etc) or pre-loved from school office.	Shirt From £2.00 Polo shirt From £1.50
Dark grey trousers (Dark grey shorts in summer)	Required		Available from regular retailers (ASDA etc) or pre-loved from school office.	Trousers From £4.00 Shorts From £3.00
Dark grey skirt	Required		Available from regular retailers (ASDA etc) or pre-loved from school office.	From £4.00

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Dark grey bib or zip front pinafore dress	Optional		Available from regular retailers (ASDA etc) or pre-loved from school office.	From £6.00
Royal blue and white zip-fronted gingham dress (summer)	Optional		Available from regular retailers (ASDA etc) or pre-loved from school office.	From £6.00
Flat, black school shoes or black trainers	Required	**NO BRAND LOGO**	Available from regular retailers (ASDA etc).	Price varies depending on retailer
PE kit				
Plain white round neck t-shirt	Required		Available from regular retailers (ASDA etc)	From £1.00
Plain navy-blue shorts	Required		Available from School Trends or available from regular retailers (ASDA etc).	From £5.50
Plain navy blue or black joggers (winter)	Required	**NO BRAND LOGO**	Available from regular retailers (ASDA etc).	From £4.00
Plain navy blue or black tracksuit (winter)	Required	**NO BRAND LOGO and NO HOODS**	Available from regular retailers (ASDA etc).	Price varies depending on retailer
Branded navy-blue sweatshirt or cardigan	Required	School logo	Available from School Trends or pre-loved from school office.	Sweatshirt From £10.80 Cardigan From £12.55
Plain black trainers or plimsolls	Required	**NO BRAND LOGO**	Available from regular retailers (ASDA etc).	Price varies depending on retailer
Parents are responsible for ensuring their child has the correct PE kit and that they wear it on the day they have PE.				

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Uniform expectations

School uniform

- Skirts must be knee length and pupils who wear them must also wear dark **grey tights**.
- Trainers are not considered suitable footwear. High heels are not permitted; however, block heels of no more than 3cm can be worn.

Jewellery

- Jewellery is NOT permitted in school. Earrings should be studs only (taped for PE if necessary).
- Jewellery is the responsibility of the pupil and not the school. Lost or damaged items will not be refunded. All jewellery must be removed during practical lessons.

School bag

School bags featuring inappropriate images, slogans or phrases are not permitted. The school encourages pupils to bring in non-valuable bags and school will not be liable for lost/ damaged bags.

Hairstyles

The school reserves the right to make a judgement on where pupils' hairstyles or hair colours are inappropriate for the school environment; however, will ensure that any such judgements do not discriminate against any pupil by virtue of their protected characteristics. Each individual pupil's scenario will be taken into account where any judgements on appropriateness are to be made, and parents will always have the freedom to complain via the school's Concerns and Complaints Policy.

Pupils with long hair must ensure that this does not impede their vision, cover their face or provide a health and safety risk. Long hair must be tied up during practical lessons, e.g. during PE.

Coats and winter outer wear

Children should wear weather-appropriate outer wear for the time of year, even if it appears warm on arrival, the weather can change throughout the school day. Children can bring in hats, scarves and gloves. It is essential that these are also clearly labelled.

Labelling

All pupils' clothing and footwear **MUST** be clearly labelled with their full name. This helps considerably when it comes to returning lost or missing items to their owner.

Lost property

Any lost clothing is to be taken to the lost property box in the school office (Infants) and in the bike shed/lean to (Juniors). All lost property is retained for one week and is disposed of if it is not collected within this time.

Pupil Premium

Children who attend Belvedere Infant and Junior Schools are eligible for school uniform assistance **if they are in receipt of pupil premium.** This is open to children in Reception to Year 6. Please contact the office who will let you know if you are eligible.