



# Finding out about Bristol Schools and Nurseries

## A Guide for Parents and Carers

### Section 1

#### Introduction

This leaflet will help to explain how the English education system and schools in Bristol work.

In England, children must start school in the year they reach 5 years of age and they must stay until they are 16 years old. This is the law in this country. Nursery education is available from age 3 or earlier.

Within the Bristol Authority there are 165 schools; 12 nursery schools and 3 early years' centres and 8 day nurseries, (all for children under 4 years old), 23 infant schools (for 4 – 7 year olds), 22 junior schools (for 7 – 11 year olds) and 73 primary schools (for 4 – 11 year olds). There are 17 secondary schools (for 11-16 / 18 year olds) and 10 special schools (these are for disabled children and children with learning or behavioural difficulties). All schools study the **National Curriculum**, but may also offer a wide range of activities outside school. Schooling is free in state schools and resources such as books and stationery are supplied.

Responsibility for running each school lies with the governing body. All of the schools mentioned above are maintained by Bristol Authority (LA), who also deal with admissions, transport, “special educational needs” etc. Bristol LA is based at the Council House on College Green near the centre of the town.

#### Getting into a school

##### Who is entitled to a place in our schools?

All children who have the right to live in the United Kingdom are entitled to a place in our schools. They include:

- Children whose parents hold a full United Kingdom passport.
- Children from the European Economic Area (EEA) countries
- Students from any country on a student exchange (one year)

- Children of teachers on a teacher exchange scheme
- Children of parents living and working in the UK for more than 6 months.
- Children of parents who are full time students in the UK
- Children who have refugee status.

Asylum seekers who have made an application for asylum “as soon as was reasonably practicable” on entering the country, and who are destitute, may now apply for support with accommodation and essential living needs from the National Asylum Support Service (NASS). Children in families supported by these measures have full rights to healthcare, and children of compulsory school age have full rights to education. They are also entitled to free school meals, school milk and school uniforms.

**Children who do not have the automatic right to live in the UK or attend school here are:**

- British Dependent Territories Citizens
- British Overseas Citizens and non-EEA nationals
- The Local Authority, however, will consider individual cases

If you intend to stay in the UK for several months, you should consider finding a school place for your child.

**What are State schools?**

State schools or maintained schools do not charge parents for their children to attend. The majority of pupils go to state schools. In most areas, children aged 5-11 years attend **primary schools**, and then transfer to **secondary schools** where they receive education up to the age of 16 years or beyond. Primary and secondary schools are usually co-educational and girls and boys are educated together. There are no single-sex state schools in Bristol. State schools in Bristol are of four main types:

**Community schools:** these are maintained by the Local Authority who decide admissions arrangements and allocate school places. They are managed by a board of school governors who are responsible for the day to day running of the school.

**Voluntary aided schools:** these are either Church of England or Catholic schools. They have a Christian ethos and their management

is shared between the church and the LA. The governors decide the admissions policy and allocate places.

**Voluntary-controlled schools** are managed jointly by the LA and the Church of England and, like community schools; the LA decides the admissions policy and allocates school places.

**City academies** are independent from the LA and funded directly by Central Government. Their Board of Trustees decides the admissions policy and allocates places. City Academies may offer some places to children with special abilities, for example, sport. Currently there is only one City Academy in Bristol.

**Within these categories, there are further ways in which schools can specialise to offer additional benefits and services:**

**City Technology Colleges (CTCs)** are independent all-ability, non fee-paying schools for pupils aged 11-18 years. Their purpose is to offer pupils of all abilities, in urban areas across England, the opportunity to study successfully towards the world of work. The nearest CTC to Bristol is in South Gloucestershire.

**Special schools** are for children with special educational needs (learning, physical emotional or behavioural difficulties). A child can be placed at a special school only if they have what is called a "Statement of Special Educational Needs", agreed by the LA. For further information contact:

**SEN Section**

**PO Box 57**

**Council House College Green**

**Bristol BS99 7EB**

**Tel: 0117 9223700**

**Fax: 0117 903 7738**

**Specialist Schools** are secondary schools specialising in a particular curriculum area. Schools can also combine any two specialisms. These are currently as follows:

Visual Arts - Hengrove Community Arts College and Post 16 Centre,  
Henbury Secondary School

Performing Arts - Cotham School

Business and Enterprise - Brislington Enterprise College

Communication - Monks Park Secondary School

Engineering - Hartcliffe Engineering Community College

Humanities - St Mary Redcliffe and Temple CE VA Secondary School

Languages – Whitefield Fishponds Community School  
Mathematics and Computing - St Bernadette Catholic Secondary School  
Science - St Bede's Catholic College  
Sports - Ashton Park Secondary School, City Academy  
Technology - Bedminster Down Secondary School

The schools meet full national curriculum requirements, but have a special focus on the chosen specialisms. They have a key role in revitalising education especially in disadvantaged areas.

### **Are there any private schools in Bristol?**

Yes, there are private or independent schools where parents must pay fees for their children to attend. You can find out where they are by contacting the **Independent School Information Service** on **Tel: 01736 799250**. The LA will not pay any additional money to a non-maintained school in respect of any Special Educational Needs.

In Bristol there is also a private Muslim School, the Andalucia Academy.

### **What are Supplementary Schools?**

Many Black and minority ethnic or faith communities run their own supplementary schools after school or at weekends. These might run English, Maths or Science extra classes or community language classes, or may focus on cultural or religious studies. A list of the schools available in Bristol can be found on [http://www.bristol-cyps.org.uk/services/eit/supplementary\\_schools.html](http://www.bristol-cyps.org.uk/services/eit/supplementary_schools.html)

### **What is available for children before they go to school?**

Children under five can attend:

- **State nursery schools**
- **Day nurseries**
- **Nursery classes attached to primary schools**
- **Playgroups in the voluntary sector**
- **Privately-run nurseries**

Some primary schools also operate an early admission policy where they admit children under five into reception classes.

Places for children under three in voluntary or private pre-school settings e.g. playgroups and day nurseries, are paid for largely by parents.

**Playgroups** and **Day Nurseries** are registered for the Nursery Education Grant and deliver the **Foundation Stage Curriculum** for Children aged 3 years to 5 years.

**Community Day Nurseries** have a sliding scale of fees determined by a family's income and are usually registered for the Nursery Education Grant. They deliver the **Foundation Stage Curriculum** for children aged 3 years to 5 years.

### **How do I get a place for my child/children in a Bristol school?**

If you arrive in Bristol for the first time you need to find a school place immediately. The Admissions Team of the LA can give you the list of schools. They can be contacted on

**Tel: 0117 9037694**

**Fax: 0117 9037710**

Website: [www.bristol-city.gov.uk/schooladmissions](http://www.bristol-city.gov.uk/schooladmissions)

On-line admissions can be made on this page.

If you are applying to a school in Bristol for the first time, and the school has an empty place in the appropriate year group for your child, admission can be arranged directly with the school concerned.

Unfortunately, many Bristol schools will be full if you apply in the middle of the term, and there may not be a place in the right age group at the school you prefer. If there is no place available at your preferred community or voluntary controlled school, you should contact School Admissions and ask for an application form to apply for a place in an alternative school. Complete the form and return it to:

**School Admissions Team**

**P0 Box 57**

**College House**

**College Green**

**Bristol**

**BS99 7EB**

You can also appeal against the admission's decisions. The 'Guides to Primary and Secondary Education in Bristol' booklets listed below will give you more information about appeals.

Please note that the governors are responsible for admissions to voluntary aided schools and academies, and that application for admission and any appeal against a decision not giving you a place should be made in writing to the governors at the school.

**Tel: 0117 903 1660** for primary and secondary aged children in south and south central Bristol  
or **Tel: 0117 903 1353** for primary and secondary aged children in north and north central Bristol.

Within the Education Welfare Service (EWS) in Bristol, there is an Education Welfare Officer (EWO) who work with schools and asylum seeking and refugee families. This officer ensures that asylum seeking and refugee children benefit from the educational opportunities available to them and advise families on their statutory requirements in relation to school attendance. He also provides advice on employment legislation and he assist families to claim welfare benefits and other services to which they are entitled. The officer can be contacted at the **Ethnic Minority Achievement Service** office on: **Tel: 0117 903 1365** or **Fax 0117 9311619**

### **How do I get my child a place in a nursery?**

In Bristol, children can only attend a Local Authority **day nursery** if they are considered to be a "child in need", and a referral would have to be made by a social worker or health visitor.

Children may only be admitted to a nursery school or nursery class in an infant or primary school after their third birthday. Priority is given to "children in need". Full time places are only offered if places remain after all applicants have been offered a part-time place. If you want to apply to a nursery school, an early years' centre or a nursery class in a school, you should approach the school directly. You will be given an application form and information concerning available places. If you need an interpreter for the meeting, the school can arrange it, but please give enough notice. This service is free.

If you have any general questions about early years or nursery provision you should contact the Bristol **Children's Information Service** on **Tel: 0845 129 7217** or email: **[enquiries@cisbristol.co.uk](mailto:enquiries@cisbristol.co.uk)**

## **How does my child move up to a primary school?**

Children normally leave the nursery school and start in the reception class of an infant or primary school in the September after their fourth birthday.

If your child needs to transfer from a nursery to an infant school, or from an infant school to a junior school, or if you want to apply for a place in the reception class of an infant or primary school, you must fill in an application form and send it to the Local Authority (LA) in the October before they are due to start. There will be a set date to get your form in by. Please check that you do not miss it.

## **How does my child move up to a secondary school?**

If your child needs to transfer from a primary or junior school to a secondary school you need to fill in an application form in the October before they are due to start at the new school and send it to the LA. This form is usually sent to you by your child's primary school.

Secondary schools all have open evenings, usually in September, and you can attend to find out about more about them, look around and meet the staff. The school can tell you the date or it may be publicised in the local newspaper. Interpreters can be provided. Please give the school enough notice for this service, which is free.

Application forms for new schools must be filled in by the October before your child is due to transfer. These are available from the address below or can be completed on-line by visiting <http://www.bristol-cyps.org.uk/schools/admissions/index.html>

## **Do I have a choice of school?**

When you apply for a school you are asked to fill in the application form with the names of up to three schools. These are called "preferences". It is not always possible to offer you the school that you put as your first choice, as places can only be offered up to the number available at the school, but the LA will try to offer one of your other choices of a school within three miles of your home. If you do not accept the school you are offered, you can appeal against the decision.

Bristol LA produces two booklets to help parents and carers in finding a school and applying for a place at the beginning of September each year. These contain basic information about the Bristol schools.

These are:

**“Your Guide to Primary Education in Bristol”**

(this is also on line at <http://www.bristol-cyps.org.uk/schools/admissions/primary.html>)

and

**Your Guide to Secondary Education in Bristol”**

(this is also on line at <http://www.bristol-cyps.org.uk/schools/admissions/secondary.html>)

You can obtain these booklets and application forms from Bristol schools or by telephoning the School Admissions Team on

**Tel: 0117 903 7694**

**fax: 0117 903 7710**

**or email: [school.admissions@bristol.gov.uk](mailto:school.admissions@bristol.gov.uk)**

**These booklets can also be requested in other languages.**

**Where are the schools in Bristol?**

For guidance on the location of schools and areas, please contact the **School Admissions Team on Tel: 0117 903 7694** or look at the maps on:

<http://www.bristol-cyps.org.uk/schools/pdf/primary-guide-07-08.pdf>

<http://www.bristol-cyps.org.uk/schools/pdf/secondary-guide-07-08.pdf>

**Where can I find further information on schools?**

Each school publishes its own ‘prospectus’ or booklet with details and information. You can ask for a copy at the school. Tell the school that you want a place for your child. Schools are very helpful and will be happy for you to visit and talk to staff. A visit is one of the best ways of assessing a school and you will gain first-hand knowledge of where your child will be spending each day. You can learn a great deal from touring the school, by observing the children and teachers and the way they work together.

You can also find out about schools from their websites by visiting

<http://www.bristol-cyps.org.uk/schools/schools.html>

On the same site there is information about league tables. This will tell you how well the children in each school have performed in their exams.

## Section 2

### What Happens in School

#### How is the school year divided up?

The school year usually starts within the last few days of August and at the moment in Bristol, it is divided into six terms.

There is a holiday at the end of each term. The summer holiday is usually five to six weeks long. The school will give you a list of holiday dates or you can find them on [http://www.bristol-cyps.org.uk/schools/term\\_dates.html](http://www.bristol-cyps.org.uk/schools/term_dates.html)

Schools are usually closed for another 5 days each year for training of teachers. These are called In Service Training (INSET) days.

All schools have agreed starting and finishing times. These may differ between different schools so please check. It is important that your child is always at school on time in the morning and collected at the right time in the afternoon.

#### What happens in a school day?

A typical day in a **primary school** will be spent in a class of about 30 children with one teacher, learning several of the subjects in the **National Curriculum**. Part of the day will be one hour of Literacy study. There is also a daily lesson for Numeracy (number work and mathematics appropriate for your child's age). Most schools have regular Assemblies. The whole school will meet for a short time together sharing worship and prayer. Parents have the right to withdraw their children from religious worship and instruction. This matter should be discussed with the head teacher.

In most schools, the day is broken up with a mid-morning break, a lunchtime break of about one hour, to eat lunch and play, and a short afternoon break for the younger children to play outside if the weather is good. Children will often have work set to do at home in the evening. Older children may have a set homework every evening.

A typical day in a **secondary school** will be different from primary school. Your child will have a separate teacher for each subject of the National Curriculum. The pupils move around the school for lessons, taking their bags and belongings with them to each class.

The day may start with a tutor session. This teacher looks after a tutor group for the year. He/she will contact you if there are any concerns or if your child is having problems. There will be a morning and a lunchtime break. There will also be a time for groups of pupils to meet for Assembly. Each class may have 20-30 pupils for each subject. The teachers will give homework to be completed by a set time. All pupils must wear the school uniform up to year 11 (age 16 years). Some may have a dress code for years 12 and 13 (ages 16-18 years).

As a parent you have the right to withdraw your child from school **Assemblies, Religious Education and Sex Education. You should discuss any concerns with the tutor or Head teacher before making any decision.**

### **What is the National Curriculum?**

The National Curriculum is the course of studies that pupils learn at school. It also divides your child's progress in broad Key Stages (which cover more than one year). Tests or exams are taken at the end of each Key Stage to assess progress. The table below shows the different Key Stages and when the national tests called Statutory Attainment Tests (SATs) and other examinations are taken.

Age	Stage	Year	National Tests
3-4 years	Foundation	Nursery	
4-5 years		Playgroups Pre-schools Children's Centres Reception	
5-6 years	Key Stage 1	Year 1 Year 2	Key Stage 1 SATs
7-8 years	Key Stage 2	Year 3	Key Stage 2 SATs
8-9 years		Year 4	
9-10 years		Year 5	
10-11 years		Year 6	
11-12 years	Key Stage 3	Year 7	Key Stage 3 SATs
12-13 years		Year 8	
13-14 years		Year 9	

14-15 years	Key Stage 4	Year 10	Some children take GCSEs
15-16 years		Year 11	Most children take GCSEs or other national qualifications

All Local Authority schools in Bristol follow the National Curriculum. Children with special educational needs may not study the full range of subjects, and may be exempted from exams. The core (main) subjects (and those, which are tested) are Maths, English and Science, or Information and Communication Technology (computers) at Key Stage 3. Physical education (sporting activities) takes place in all schools and requires special clothing. Swimming will be included in the sports timetable in many schools. If this is a problem, you must talk to the school.

### **What is the Foundation Stage?**

The Foundation Stage is a distinct phase of education for children aged from three to five years. Young children will have a wide range of different experiences and will have a wide range of skills and interests when they join a setting or a school at the age of 3, 4 or 5. Parents are children's first and most enduring educators. Therefore each setting should seek to develop an effective partnership with parents. The Foundation Stage curriculum includes six areas of learning which are:

- Personal, social and emotional development
- Communication, language and literacy
- Mathematical development
- Knowledge and understanding of the world
- Physical development
- Creative development

Parental involvement is one of the key principles of the **Foundation Stage**. Staff are expected to develop links with parents, including exchanging knowledge and views of the child's development.

Children may go to different types of school or settings during the Foundation Stage and this may be part-time or full-time.

## **What are SATs (Statutory Attainment Tests)?**

These are tests taken at the end of each Key Stage when pupils are age 7, 11 and 14 years. At the end of Key Stage 1, tests are taken in Reading, Writing and Maths, but these just consist of teacher assessments. At the end of Key Stage 2, tests are taken in English, Maths and Science. At the end of Key Stage 3, tests are taken in English, Maths, Science and Information and Communication Technology (ICT). These tests help to assess progress. The results are made known to parents and may also be published, for the whole school, as "league tables," in newspapers. Your child may not have to take the test for the first year in England. Some children can have the tests read to them if they have a difficulty in understanding or reading.

## **What is GCSE?**

**GCSE stands for "General Certificate for Secondary Education". It is the qualification replacing "O" levels and CSEs, implemented in 1988. Most pupils take GCSEs in a number of subjects.**

It usually takes two years to study for a GCSE. Coursework is part of most GCSEs (work done in class or at home over an extended period e.g. in essays, fieldwork reports, art work, designed products, or investigations).

GCSEs are graded A\*-G. The grade your child achieves will depend on coursework and exam marks.

Pupils might take exams only once (at the end of year 11, aged 16 years) or twice (at the end of years 10 and 11)

The level by which children are judged, and the number required in order to study at Further Education College, is at least 5 GCSEs at A\* to C grades, including Maths and English.

## **What are GCSE Options?**

At the end of Key Stage 3 in Year 9, pupils choose the curriculum subjects they wish to study for their GCSE examinations. It is important to spend time making these choices. Pupils will need to talk to their parents, teachers and the careers' adviser especially if they have a particular career in mind. The study period before the exams covers year 10 and year 11, but usually schools arrange a study programme for this time.

## What is “Post 16” Education?

At the end of Year 11, pupils may choose to stay on or to leave school. Some schools in Bristol end at Year 11, and pupils have to move to another local school for Years 12 and 13. Alternatively, they may choose further education at college, employment with training or a break from study. They can study advanced level GCSE (‘A’ levels) or General National Vocational Qualifications (GNVQ) in Year 12 and Year 13, before moving on to university.

‘A’ levels and GNVQs can also be studied at college from age 16 years. Entry to courses will depend on the subjects passed at GCSE or a college entrance exam. You should visit the college to find out what is available. ***The only further education college in Bristol is the City of Bristol College.*** Their contact details are:

**City of Bristol College**  
**St George’s Road**  
**Bristol BS1 5UA**  
**Tel: 0117 904 5000**  
**Fax: 0117 312 5050**  
**[www.cityofbristol.ac.uk](http://www.cityofbristol.ac.uk)**

Pupils over 16 years old who stay on at school or college may be entitled to a **School Maintenance Allowance** to help with their studies. The amount depends on the family income. If you want to apply you must do so before the September of Year 11. An application form can be obtained from the

**Awards Section,**  
**PO Box 1111,**  
**College House,**  
**College Green,**  
**Bristol, BS99 2EZ**  
**Tel: 0117 903 6666**

## What about school reports and parents’ evenings?

All foundation stage schools and settings must provide parents with a written summary of a child’s progress against the early learning goals and the assessment scales, and, where a parent requests it, a copy of the foundation stage profile summary scores reported to the LA. They must also offer a reasonable opportunity for the parent to discuss the profile and scores. The school will give you a yearly

written report, which will include your child's progress in National Curriculum subjects, his/her attendance record and brief comments on general progress. You will also receive the results of **the Statutory Attainment Tests (SATs)** if your child is at the end of Key Stage 1, 2 or 3. The school will translate reports into other languages but must be given adequate notice. If there is something you do not understand about the report you should always talk to your child's teacher or the Headteacher.

At least once during the year you should be invited to a parents' evening to discuss your child's work and progress. These meetings give you an opportunity to find out how your child is getting on at school. You will be given a time to attend, although your appointment may only be for about ten minutes as the class teacher must also speak to other parents. You will have an opportunity to look at your child's exercise books. You may ask for an interpreter or bring someone to interpret for you if you wish. A bilingual support worker may also be available. Please make sure you tell the school beforehand if you have any translation requirements. If you are concerned about any area of your child's schooling, you do not have to wait until parents' evening. You can contact the school and make an appointment to speak to the class teacher and the head teacher at any time.

It is important to attend parent consultations, especially as this is an occasion when decisions about future options can be discussed and made. If you cannot attend in the evening due to work or childcare arrangements, you should arrange to see the teachers at another time.

### **Who does what in schools?**

Every school is managed by a group of **governors** who are appointed or elected by the community. They have responsibility for seeing that the school is run properly. Some of the governors are parent governors chosen by the other parents and you might want to consider standing to be elected for this role. For further information contact:

**Governors' Development Service**  
**Bristol Education Centre**  
**Sheridan Road**  
**Horfield**  
**Bristol BS7 OPU**  
**Tel: 0117 903 1396 Fax: 0117 903 1289**  
**email: [gds@bristol.gov.uk](mailto:gds@bristol.gov.uk)**

The **Headteacher** looks after the day to day running of the school.

The **class teachers** teach and look after the pupils.

The **Special Education Needs Coordinator (SENCo)** works with class teachers to plan support for children with “special” learning and behavioural needs.

**Music teachers** may come into some schools to provide lessons. These are usually paid for by parents.

**School Meals Supervisory Assistants (SMSAs)** look after the children at lunchtime. They are sometimes known as “dinner ladies.”

The **caretaker/premises manager** is responsible for the safety and care of the school and the grounds.

Teachers may have a **Teaching Assistant (TA) or Learning Support Assistants (LSA)** working with them in the classroom. Some of these Teaching Assistants are bilingual.

The **school secretary** works in the office and can help with any questions you have. They also make sure that all the paperwork is in order. They assist the head teacher with finances and the general running of the school.

Some **parents volunteer** to help in classrooms or to join in other activities to raise money for the school.

**Learning mentors** provide a complementary service to teachers and other staff, addressing the needs of children who require assistance in overcoming barriers to learning. In order to help these pupils to achieve their full potential, they work both inside and outside the school. Although learning mentors work with a range of pupils, they prioritise those who need the most help, especially those experiencing multiple disadvantages. The variety of issues covered is vast, ranging from punctuality, absence, bullying, behaviour and abuse, to working with able and gifted pupils who are experiencing difficulties.

Other adults working in schools may be from organisations like Connexions, which provides **Personal Advisors** for career advice. Schools may also use the services of other adults from outside agencies to support behaviour or to liaise with parents and carers

e.g. Parent Partnership Co-ordinators, Education Welfare Officers, Inclusion Workers etc

### **Is there help for children with special educational needs?**

Children with **special educational needs** can be given extra help in school with:

- All curriculum areas of work
- Making friends and relating to others
- Behaving well in school
- Organising themselves
- Some kinds of sensory need including deafness, hearing or visual impairment, or physical needs which may affect their education.

Schools should be working to help all children to overcome any barriers to learning.

### **What should you do if you are worried your child is having difficulties?**

If your child is not yet in school, you should talk to a doctor or health visitor. If they are attending nursery or school, you should talk to their teacher or to the school Special Educational Needs Coordinator (SENCO). They will explain what happens next. Schools will arrange specific targets and plans for your child. The plans are called Individual Education Plans (IEPs). The school can make approaches for professional help and arrange for assessments to be carried out. If a child is still causing concern and not progressing as expected, then you can request a Statement of Special Educational Needs (SEN). This would provide additional support, funding or, alternatively, a proposal to move your child to a special school or a specialist resource base in a mainstream school.

A free leaflet “**Special Educational Needs – a guide for parents and carers**” which gives more detailed definitions of SEN and the processes involved in defining them is available in English and other languages from the Department for Education and Skills. Their contact details are:

**DfES Tel: 0207 925 6359**

**Helpline Tel: 0845 603 3360**

**Area 2T Sanctuary Buildings  
Great Smith St  
London SW1P 3BT**

**[dfes@prolog.uk.com](mailto:dfes@prolog.uk.com)   [www.dfes.gov.uk/sen](http://www.dfes.gov.uk/sen)**

If your child has learning, physical or emotional difficulties you may want to contact the Special Educational Needs Service in Bristol. You may request a Statutory Assessment of your child's special educational needs. You can contact them on **0117 922 3700** and they will put you in touch with the right team.

Further information on Special Educational Needs (SEN) in Bristol is also available from:

**Special Educational Needs Section**  
**P.O. Box 57**  
**Council House**  
**College Green**  
**Bristol BS99 7EB**  
**Tel: 0117 922 3700      Fax: 0117 903 7738**

If you want extra, independent advice at any stage of the Special Educational Needs (SEN) process or, if you are concerned about how the school is meeting your child's needs, you can contact the Parent Partnership Service. In Bristol, this is Supportive Parents (SPSC) and they are at:

**Supportive Parents for Special Children**  
**3rd Floor**  
**Royal Oak House**  
**Royal Oak Avenue**  
**Bristol BS1 4GB**

**Information and support: 0117 989 7725 Admin and fax: 0117 989 7724**

**email: [mail@supportiveparents.org.uk](mailto:mail@supportiveparents.org.uk)**

If you want any further information about services for a child who is disabled or has "special educational needs", a free directory called "Find it Out" is available from:

**Equalities and Inclusion Team**

**Children and Young People's Services. Tel: 0117 353 3304**

**or email: [ellequalities.team@bristol.gov.uk](mailto:ellequalities.team@bristol.gov.uk)**

Parents should always be involved in decisions about their children's education and, if there are concerns, they should be fully consulted.

## **Is there any extra help for children new to the country in schools?**

Many children who are new to the country settle very quickly into school and do very well.

The **Ethnic Minority Achievement Service (EMAS)** is able to give extra help to schools having new pupils from other countries. Learning support is available for pupils for whom English is an Additional Language (EAL), underachieving Black and Minority Ethnic pupils and for Refugee and Asylum Seeking pupils. This team is funded by the government (Department for Education and Skills (DfES)) through the Ethnic Minority Achievement Grant (**EMAG**). Approximately 60 schools in Bristol receive the grant and use it to support the education of their Black and minority ethnic pupils.

The school will ask the **Ethnic Minority Achievement Service** to make an assessment visit when your child arrives or if they have any concerns. This visit involves interviewing the child's parents and teacher(s) and doing some work with the child with the help of an interpreter if necessary. The **Ethnic Minority Achievement Service** teacher will find out about the child's background, the kind of education he/she has had and his/her level of English. The Service will then advise the school regarding helping the pupil to acquire English.

Some schools have EMAS teachers working regularly throughout the year. If there is an EMAS teacher in the school he/she will arrange to meet you within the first few weeks of your child's admission. They will also try to arrange for an interpreter if you need this support. EMAS can be contacted on **Tel: 0117 903 1365**.

EMAS also has an Induction and Assessment Team which provides a two week induction course to support newly arrived pupils and family, including Asylum Seekers and Refugees, with English and curriculum knowledge. This Team can be contacted at:

**Woodward Community Resource Centre**  
**Alexandra Park, Fishponds**  
**Bristol BS16 2BG**  
**Tel: 0117 353 3296 or Fax: 0117 353 3301**  
**Or email [eiata@bristol.gov.uk](mailto:eiata@bristol.gov.uk)**

## **What support is available for Travellers and Gypsies?**

Bristol is part of a group of LAs who have a specific service to support the education of Travellers and Gypsies (ACTES - Avon Consortium for Traveller Education Services). They can carry out assessments, provide resources and liaise with the family. They also provide distance learning packages and support the school. ACTES can be contacted at:

### **Avon Consortium for Traveller Education Service**

**Charborough Road**

**Filton**

**Bristol BS34 7RA**

**Tel: 01454 862620**

**[www.southglos.gov.uk/traveller\\_ed](http://www.southglos.gov.uk/traveller_ed)**

## Section 3

### Other Important Questions

#### What about Attendance?

Once a child has started at school, it is the parent/carer's responsibility to ensure the child attends school every day that the school is open, and that they arrive on time. This is a legal requirement, which must be adhered to unless the child is prevented from attending by an unavoidable cause (this usually means that your child is too sick to attend).

A school may record a child's absence as **authorised** – when the reason for your child's absence meets the acceptable criteria, or **unauthorised** - when the school is not satisfied with the reason given for the absence. You should telephone the school on the **first day** that your child is absent, and give an explanation, or send in a note with the reason for the absence.

Parents of children with more than 20 unauthorised absences over a 10 week period may be referred to the Education Welfare Service (EWS) for consideration of a Fixed Penalty Notice. This is a fine for parents. Parents whose children have continued high levels of unauthorised absence may be prosecuted for not sending their children to school regularly, and could even go to prison.

If you move to another area, please inform your child's school. If you have any questions about attendance at school, contact the Education Welfare Service

**Tel: 0117 903 1660** (for primary and secondary aged children in south and south central Bristol)

**Tel: 0117 903 1353** (for primary and secondary aged children in north and north central Bristol)

#### What should I do if my child is bullied?

All schools should have a bullying policy in place, and if your child is being bullied you should talk to the teacher immediately.

If your child experiences racial harassment of any kind, you should also contact the school. They will need to fill in a monitoring form, carry out an investigation and take action to resolve the problem.

A leaflet explaining your rights is available in a variety of languages from:

**Race Equality Officer Tel: 0117 353 3308**

or you can find the leaflet on

<http://www.bristol-cyps.org.uk/services/eit/incidents.html>

### **Will my child's religious beliefs be respected?**

Your child's religious beliefs should be respected in any school he/she attends. Religion taught in community schools is very broad based and should cover the major faiths.

It is usual for all children to take part in religious education lessons and assemblies, although parents have the right to withdraw their children from these activities. To do so you must speak to the Head teacher.

### **What are school exclusions?**

Exclusion means that your child is not allowed to attend the school because they have behaved badly. Only the head teacher is allowed to exclude a pupil from school.

There are two sorts of exclusion:

**Fixed period exclusion.** These exclusions are usually for a short period and include lunchtime exclusions. The pupil must return after the exclusion period has ended. In cases of more than a day's exclusion, work will be set and marked by the school. The law allows head teachers to exclude a pupil for up to 45 school days in any school year.

**Permanent exclusion.** This is also known as expulsion. This means the pupil cannot return to the school unless reinstated by the governing body or by an appeal panel. If a pupil is permanently excluded from school, the local authority (LA) has a duty to provide a suitable education. This may be provided in another school, in a Pupil Referral Unit or by teaching at home (home tuition). See below for details on Pupil Referral Units.

If your child is excluded you have the right to make representations to the school's governing body. If the governing body uphold your child's permanent exclusion, you have the right to appeal to an Independent Appeal. Ask your school for more information on exclusions.

## **What is a PRU (Pupil Referral Unit)?**

Pupil Referral Units are a type of school established and maintained by a local education authority to provide education for children of compulsory school age who may otherwise not receive suitable education. The focus of the units should be on getting pupils back into a mainstream school, and pupils may include teenage mothers, pupils excluded from school, school phobics, sick children etc.

## **What about medical/health matters?**

When you arrive in this country you must register your family with a doctor. You will be asked to provide the school with information about your child's medical background.

There is a School Nurse who works in partnership with parents, teachers, children and families offering help and support with emotional/behavioural or physical concerns you may have. At school entry, your child will be offered vision screening, growth screening and growth measurement. Your permission will be required for these checks and you will be informed of the outcome.

Regular, confidential drop-in sessions are run by the School Nurse in every secondary school.

It is advisable that your child attends the family dentist at regular intervals. Opticians will see your child free of charge.

**For further details Tel: 0117 957 3206** (North Bristol NHS Trust)

**The Haven** – holistic health assessments for newly arrived asylum seekers based at Montpelier Health Clinic, PCT funded. **Contact Ginny Burdiss or Dr Liz Murphy on 0117 942 6811.**

## **What if I am a carer and my child is “Looked After” by the local authority?**

All schools should have a policy in place and a named teacher with responsibility for Looked After Children who you can talk to about any concerns. You should make yourself known to them. There is also a specific service to support the education needs of Looked After Children called ECLAS and they can be contacted at:

**Education of Looked After Children Service  
1B Amercombe Walk  
Stockwood  
Bristol BS14 8AN**

**Telephone: 0117 377 3056**

**Fax: 0117 377 3061**

### **How can I help my child to learn English?**

If your child is new to English it is important that he/she carries on speaking in his/her first language. This will help them learn their additional language much more quickly. You can help your child by speaking to them in your first language at home, by sharing stories in both languages and by discussing their work with them in your first language.

### **What are school trips?**

These are educational visits when the pupils are taken out from school. They are often fun, but they are educational and not holidays. It is important to complete and return any forms providing information about the visit. Your child will not be able to go on school trips if you have not given your written permission. Schools can provide assistance in completing the form. Often parents are asked to pay towards the cost of visits.

If the trip is abroad then your child will need a passport or visa to travel with the school. **Non-UK passport holders must check that their child has the appropriate documents before giving permission for their child to go.**

### **Can I take my child abroad in school time?**

If you do this, you will risk losing your child's place in school, and the days lost will be counted as absence. All parents are encouraged to take holidays during the school holiday times. If your child is not in school, the head teacher will need to know the reason for absence. The school will have a policy about extended trips abroad and you should ask to see this. The school may decide to refer you to the Education Welfare Service if holidays during term time affect your child's learning.

### **What can I do about school meals and special diet?**

Schools provide and charge for a mid-day meal for children. Some children are entitled to free school meals every day. LAs are not obliged to offer milk to pupils, but if they choose to do so, it is free for

pupils who qualify for free meals. At present many Infant Schools offer fruit in the mornings.

If there are particular foods that your child cannot eat then you must tell the school. There is always a vegetarian choice and schools should provide **halal** meals if they are requested. Talk to the school if you have any special dietary needs for your child. Many children take a packed lunch from home. You can include a drink although water is usually provided.

The lunch time assistants called School Meals Supervisory Assistants (SMSAs) will help with any problems. They are members of the school staff.

Children who eat school dinners should be able to use a spoon, knife and fork. Please tell the school if your child needs any help.

### **Is my child entitled to Free School Meals?**

Free schools meals are available for children whose parents receive:  
**Income Support**  
**Income-based Job Seekers Allowance**  
**Support under Part V1 of the Immigration and Asylum Act 1999**  
**Child Tax Credit, but who are not entitled to Working Tax Credit**  
**An annual income (as assessed by the Inland Revenue) not exceeding £13,480**

Children who receive **Income Support or Income-based Job Seekers Allowance** in their own right are also entitled to free school meals.

If you think you are eligible you can ask the schools for a form to fill in or contact the Awards section on **Tel: 0117 903 7990**.

### **What about school uniform?**

Bristol schools vary in their policy concerning uniform, and you will need to ask the school what is required. Many schools have one uniform for daywear and another uniform for PE (physical education) and sports activities.

If your child needs to wear special clothing for religious reasons you should speak to the head teacher about this. Religious customs should be respected in schools. All hairstyles should be kept tidy so as not to cause accidents or prevent good vision.

Jewellery is not normally worn to school. If your child needs to wear jewellery for religious reasons please discuss this with the head teacher. Pupils may wear a watch and stud-earrings. Ear studs usually have to be removed for PE. This is for safety reasons. If this is a problem please talk to the head teacher.

Swimming is part of the school curriculum. If you wish your child to be exempt from swimming or to wear special clothing, you must talk to the head teacher. Religious customs will be respected and your child's safety will be guaranteed.

### **Application for an Essential Clothing Grant for school uniform.**

The grants are discretionary and are awarded to those parents who are on **Income Support and** meet one of the following criteria:-

- I. There has been a serious fire, theft or flood in your home
- II. Your family have become homeless
- III. Your child has serious medical conditions (e.g.) extreme growth, enuresis or soiling problems
- IV. Bereavement - loss of a parent

If you still wish to proceed with a claim then contact either one of the 2 offices below for an application form:

Education Welfare Service  
(North)  
Bristol Education Centre  
Sheridan Road  
Horfield  
Bristol BS7 0PU

Tel 0117 9031354

Education Welfare Service  
(South)  
Orchard House  
Hengrove School  
Petherton Gardens  
Hengrove  
Bristol BS14 9BF

Tel 0117 9031660

You will be expected to attach documentation to the form regarding proof of your entitlement to Income Support, which may be either a current letter from DSS (Benefits Agency) or a photocopy of your Income Support Book.

### **Can my child have transport to school?**

Children are only able to have transport to school if they have special educational needs and they have a Statement including a clause requiring this. Otherwise it is provided only if the school is the nearest

most appropriate school (decided by the LA), and it is over 2 miles away from home for pupils under 8 years and 3 miles for pupils aged 8-16 years. If the child goes to a faith school transport may be provided. For information on transport contact: Passenger Services  
**Tel: 0117 903 6331**

### **What activities are available before and after school and in the holidays?**

Many schools run lunch time or after school activities, usually for about an hour after lessons finish. These are activities such as sports, drama, art, dance, music and homework clubs. Some activities are free but some may have to be paid for. Some schools also run breakfast clubs before lessons in the morning. You can find out about activities before and after school from the school office.

Some schools offer childcare before and after school hours. This may include breakfast clubs, homework clubs and after school clubs. Parents may be expected to pay for some of these themselves.

If you are working and need to find day-care or a playscheme in the holidays, there are many schemes operating at reasonable costs. For information about where they are held and how to apply contact BAND (Bristol Association of Neighbourhood Day-care) on **Tel: 0117 954 2128** or **Children's Information Service Tel: 0845 129 7217**

**The Helpline for this service is open from:  
8.00 am to 4.00pm on Monday and Friday  
8.00 am to 8.00pm on Tuesday, Wednesday and Thursdays**

You are responsible for your child/children before school starts and after it finishes each day. If you need someone to care for your child before and after school (e.g. a childminder), you can contact the **Children's Information Service for advice** (use the above number). An interpreting service is available.

### **Will my child be able to have music lessons in school?**

**Bristol Music Service** teachers visit schools and offer tuition on a variety of instruments. Children have lessons in small groups of no more than four. There will be a charge for tuition and any examinations taken. If you are interested you should talk to the head teacher. There are also opportunities for children to take part in music concerts.

## **What is work experience?**

Work experience is a placement in which a student carries out a range of tasks and duties, more or less as they would if they were employed, but with the emphasis on the learning aspects of the experience. The Government advises all young students in the last two years of their education to complete up to two weeks' work experience to help in their preparation for working life. Your child's secondary school will provide you with further information regarding work experience when this is needed.

## **How can I get involved in school as a parent?**

If you have time to become directly involved, there are all sorts of ways that you can help in your child's school. For example:

### **The Parent/Teacher Association (PTA) or Friends**

If your school has a PTA, Friends Group or Parents' Forum, this can be an ideal way of getting involved, and getting to know other parents. Some PTAs raise money whilst others mainly discuss issues relating to the day-to-day running of the school.

### **School Governor**

Becoming a school governor can be a good way of finding out about, and influencing the policies of your child's school. You will have to be elected by the other parents. Find out from your school how you can become part of the governing body, or contact tel: 0117 903 1396, email [gds@bristol.gov.uk](mailto:gds@bristol.gov.uk) or check their website at <http://www.bristol-cyps.org.uk/services/gds/gds.html>. They provide specific training for Black and minority ethnic governors.

### **Offer your own expertise**

Talk with your school about the skills you have to offer and how you would like to help in your child's class or in the school generally. Many schools welcome parents coming in and talking to the children about different subjects such as their religion, home country etc as part of the curriculum.

Talk to your school about how you can get involved.

## **What are Home-School Agreements?**

Home-school agreements are about schools working in partnership with parents. You may be asked to sign an agreement making you responsible for what your child needs whilst attending school. The

school head teacher will agree to offer your child the opportunities to learn and achieve the best they can. Your child can agree to take responsibility to do their part. You do not have to sign this document.

### **What if I have a problem or a complaint?**

You can visit the school and ask to speak to the head teacher, class teacher or tutor. It is important that you get to know your child's class teacher or tutor as soon as possible and to keep meeting with him/her whilst your child is settling in. You can ask for an appointment by phoning or calling in during the school day. If this is not possible then a letter sent to school will do. Some schools have a contact/reading or homework book in which you can write messages to your child's teacher/tutor. Most problems that arise can be dealt with directly through discussion with your child's teacher or the head teacher.

If your complaint is not resolved, you should approach the governing body of your school. Governing bodies are required to have complaints procedures. These tell you how to complain officially. Ask if your school has a procedure and whether you can have a copy of it. The governing body may need to convene a special governors' complaints panel to discuss your issue.

Local Authorities (LA) must have a complaints procedure. If your complaint cannot be dealt with at your school or you are not satisfied with the way the school is dealing with it, your next step should be to find out about the LA's procedure on: [http://www.bristol-cyps.org.uk/services/complaints\\_schools\\_x.html](http://www.bristol-cyps.org.uk/services/complaints_schools_x.html) or contacting:

**Peter Sas, CYPs Complaints Officer**  
**Children and Young People's Services**  
**Council House, College Green, Bristol, BS1 5TR**  
**Tel: 0117 903 6950**  
**email: [cypscomplaints@bristol.gov.uk](mailto:cypscomplaints@bristol.gov.uk)**

Finally, if you believe that your school's governing body or the LA is acting 'unreasonably', you can complain to the Secretary of State in the Department for Education and Skills (DfES).

## Section 4

### Additional Information

#### Key Stages in Education

**A key stage is a block of years in your child's schooling.**

**Key Stage 1** covers ages 5-7 years

This is the period beginning with his or her reaching the compulsory school-age. It ends at the same time as the school year in which the majority of pupils in his/her class reach the age of seven.

**Key Stage 2** covers ages 7-11 years

This is the period beginning at the same time as the school year in which the majority of pupils reach the age of eight. It ends at the same time as the school year in which the majority of pupils attain the age of 11.

**Key Stage 3** covers ages 11-14 years

This is the period beginning at the same time as the school year in which the majority of pupils reach the age of 12. It ends at the same time as the school year in which the majority of pupils reach the age of 14.

**Key Stage 4** covers ages 14-16 years

This begins at the same time as the school year in which the majority of pupils reach the age of 15. It ends with the expiry of the school year in which the majority of pupils cease to be of compulsory school-age.

#### National Curriculum Subjects

##### Foundation Stage (Age 3- 5yrs)

Areas of learning towards Early Learning Goals within Foundation Stage are:

Personal, social, emotional development  
Communication, language and literacy  
Mathematical Development  
Knowledge and understanding of the world  
Physical Development  
Creative Development

The early learning goals establish expectations for most children to reach by the end of foundation stage. Within each area of learning there are stepping stones of progress towards the early learning goals.

### **Primary Schools: Key Stages 1 and 2 (Age 7-11 years)**

**The National Curriculum subjects studied in primary schools are:**

Maths

English

Science

Design and technology

Information and communication technology (ICT/IT)

History

Geography

Art

Music

Physical education (PE)

Religious education (RE)

### **Secondary Schools:**

#### **Key Stage 3 (Age 11-14 years)**

The National Curriculum subjects studied at Key Stage 3 includes all the subjects taught in primary schools plus a modern foreign language.

#### **Key Stage 4 (Age 15-18 years)**

**The National Curriculum subjects studied at Key Stage 4 are:**

English

Maths

Science

Physical education

Technology

Modern foreign language

Other vocational courses

A selection of the remainder according to the student's preference.

## Other useful organisations

### The Youth and Play Services

Youth and Play Services in Bristol City Council have projects where young people can attend free either at a set Youth Centre or in a hired venue. These are based in the following areas of the city and they are organised for young people, aged 13-19 years.

North and Central Bristol	South and East Bristol
Ashley	Barton Hill & Lawrence Hill
Avonmouth	Bedminster
Easton	Hillfields
Brentry & Henbury	Hartcliffe & Withywood
Lawrence Weston	Knowle West
Lockleaze	St Anne's
Southmead	

In each of these areas a team of staff and voluntary sector workers set up and deliver services. Young people can attend any venue in any area.

There are also play services for young people aged 8-14 years. These are located in 4 main statutory adventure playgrounds in the following areas:

Easton (Felix Road)  
Lockleaze  
St Paul's  
Southmead

Additional to these facilities are voluntary play projects and play workers provide city-wide facilities for this age range.

For further details of activities **Tel: 0117 3532277 or fax: 353 2288**

### Connexions

Connexions is the Government's support service for all young people aged 13 to 19 years. The service aims to provide advice, guidance and access to personal development opportunities for this group, and to help them make a smooth transition to adulthood and working life. It offers practical help with choosing the right courses and careers, including access to broader personal development through sports activities, performing arts and volunteering activities. It will also provide help and advice on issues of drug abuse, sexual health and homelessness. **Personal Advisers** from Connexions work in a range of schools and colleges. To find out how Connexions can support your child contact your school or college. Connexions can be contacted on **Tel: 0117 987 3700**.

## Libraries in Bristol

Libraries are available in all areas of Bristol and they are free for your child to use for study time and to borrow books. Computers are available in all libraries in Bristol for adults and children to use. Internet access is also available. Children can use printers free of charge. Opening hours vary so you need to check with the particular library.

Local Library	Address	Telephone
Avonmouth	Avonmouth Road BS119EN	0117 982 8872
Bedminster	East Street BSY4HY	0117 956 3452
Bishopsworth	Bishopsworth Road BS13 7LN	0117 964 2094
Cheltenham Rd	Cheltenham Rd BS6 5QX	0117 942 4160
Clifton	Princess Victoria Street BS8 4BX	0117 973 0315
Eastville	Muller Road BS5 6XP	0117 951 6014
Filwood	Fillwood Broadway BS4 1JN	0117 966 1671
Fishponds	Fishponds Road BS16 3UH	0117 965 368
Hartcliffe	Peterson Square BS13 OEE	0117 964 2353
Henbury	Crow Lane BS10 7DR	0117 950 1969
Henleaze	Northumbria Drive BS9 4HP	0117 962 2417
Hillfields	Summerleaze BS16 4HL	0117 965 3249
Horfield	Filton Avenue BS7 OBD	0117 969 2928
Knowle	Redcatch Road BS4 2EP	0117 977 6304
Lawrence Weston	Stile Acres BS11 0QA	0117 982 2432
Marksbury Rd	Marksbury Road BS3 5LG	0117 966 3144
Redland	Whiteladies Road BS8 2PY	0117 973 5985

Sea Mills	Sylvan Way BS9 2NA	0117 968 1532
Shirehampton	Station Road BS11 9TU	0117 982 2184
Southmead	Greystoke Avenue BS10 6AS	0117 950 7107
St George	Church Road BS5 9AL	0117 955 6277
Stockwood	Stockwood Road BS14 8PL	01275 837 623
Trinity Road	Trinity Road BS2 ONW	0117 955 6202
Westbury	Falcondale Road BS9 3JZ	0117 950 2527
Wick Road	Wick Road BS4 4HE	0117 977 6314
Mobile Library	c/o Bedminster Library	0117 963 7622

### **Are bilingual books available in the libraries?**

Books in different languages are available in most libraries. If the language you require is not available, books can be ordered from the Central Library **Tel: 0117 903 7216**. You can also ask your local library to purchase books, in your language.

### **What information is available to help me support my child's learning?**

Copies of a number of booklets that may help you to support your child's education are available in different languages. You may be able to order them through the school or you can obtain copies by contacting the **Department for Education and Skills (DfES) on Tel: 0845 602 2260**.

#### **Learning Journey:**

A Parents' Guide to the primary school curriculum  
A Parents' Guide to the secondary school curriculum

Learning about Mathematics at home and at school

#### **Videos:**

Mathematics at Home and at School  
Reading and Writing together: Learning at Home and at School

## Websites

The DFES has set up a web site for parents, which has useful information and resources. A wide range of information leaflets in 11 community languages is available on the site. You can find it at:  
**[www.parentscentre.gov.uk](http://www.parentscentre.gov.uk)**

The web site's **School Search** also allows you to look for schools by name or postcode for:

- Their performance table results
- Ofsted reports
- The school's own web site, if they have one.

The site's **Places to Go** will inform you about events and attractions in your area for your child. The web site also links to resources on the internet to help your child's learning.

Children's Information Service has a database, which has information about activities/support for children and families. Their Website is  
[www.cisbristol.co.uk](http://www.cisbristol.co.uk)

The **Ethnic Minority Achievement Service** website is  
<http://www.bristol-cyps.org.uk/services/emas/home.html>

The site has guidance and information regarding support for minority ethnic pupils in schools. There are also details of local and national events that are relevant to ethnic minority issues. These would include celebrations of religious festivals, commemorations of historical events, anniversaries of important historical figures and book fairs.

Also included are events promoting race equality, challenging racism or celebrating cultural diversity.

**The LA's Equalities and Inclusion Team** has web pages relating to policies and laws that schools should follow concerning race equality and other areas e.g. racial harassment, consultation and employment.

<http://www.bristol-cyps.org.uk/services/eit/eit.html>

**Connexions** has a confidential advice website for all young people aged 13-19 years. This website answers educational and other questions that may concern young people. They can be contacted on  
**Tel: 0117 987 3700** [www.connexions.gov.uk](http://www.connexions.gov.uk)

## **Useful Addresses**

### **Bristol City Council Children and Young People's Services**

#### **Admissions Team**

P0 Box 57  
College House  
College Green  
Bristol  
BS99 7EB  
**Tel: 0117 903 7694**  
**Fax: 0117 903 7710**

#### **Awards Section**

PO Box 1111  
College House  
College Green  
Bristol BS99 2EZ  
**Tel: 0117 903 6666**

#### **Education of Children Looked After Service (Looked After Children Service)**

1B Amercombe Walk  
Stockwood  
Bristol BS14 8AN  
**Tel: 0117 377 3056**  
**Fax: 0117 377 3061**

#### **Education Welfare Service**

Bristol South  
Orchard House  
**Tel: 0117 903 1660 Fax: 0117 9031684**  
**Bristol North**  
**BEC**  
**Tel: 0117 9031353 Fax 0117 9311619**

#### **Ethnic Minority Achievement Service (EMAS)**

Bristol Education Centre  
Sheridan Road  
Horfield  
Bristol BS7 OPU  
**Tel: 0117 903 1365**  
**Fax: 0117 931 1619**

**Equalities and Inclusion Team**  
**Children and Young People's Services**  
Woodward Community Resource Centre  
Alexandra Park, Fishponds  
Bristol BS16 2BG  
**Tel: 0117 353 3304**  
**Fax 0117 3533301**

**EMAS Induction and Assessment Team**  
Woodward Community Resource Centre  
Alexandra Park, Fishponds  
Bristol BS16 2BG  
**Tel: 0117 353 3296**  
**Fax 0117 3533301**

**Special Educational Needs (SEN) Section**  
PO Box 57  
Council House,  
College Green  
Bristol  
BS99 7EB  
**Tel: 0117 922 3700**  
**Fax: 0117 903 7738**

**Outside the Service**

**Asylum Seekers Team Manager (Adult Care)**  
Social Services/Health  
**Tel: 0117 903 6672**  
**email: [sswla@bristol.gov.uk](mailto:sswla@bristol.gov.uk)**

**Avon Consortium for Traveller Education Services (Traveller Education Service)**  
Charborough Road  
Filton  
Bristol BS34 7RA  
**Tel: 01454 862620**  
**[www.southglos.gov.uk/traveller\\_ed](http://www.southglos.gov.uk/traveller_ed)**

**Connexions**  
Connexions West of England  
Floor 1, 4 Colston Avenue

Bristol BS1 4ST  
**Tel: 0117 987 3700**  
**Fax: 0117 987 3701**

**Refugee Action**  
Unit 9, Hide Market,  
West St, St. Philips  
Bristol BS2 0BH  
**0117 941 5960**

**Adult Social Care**  
**Tel: 0117 903 6684**  
**Fax 0117 903 6688**  
**email: [caredirect@bristol-city.gov.uk](mailto:caredirect@bristol-city.gov.uk)**

**Supportive Parents for Special Children**  
3<sup>rd</sup> Floor, Royal Oak House  
Royal Oak Avenue  
Bristol BS1 4GB  
**Information & Support: Tel: 0117 989 7725**  
**Admin & Fax: 0117 989 7724**  
**email: [mail@supportiveparents.org.uk](mailto:mail@supportiveparents.org.uk)**

**Youth and Play Services**  
**Tel: 0117 353 2277**  
**Fax: 0117 353 2288**

## Glossary of Terms

		See Page
College of FE	Further Education College where children go can go to study after 16 or sometimes earlier	14
DfES	Department for Education and Skills-the part of the government responsible for education	19
EAL	English as an Additional Language	19
EMAG	Ethnic Minority Achievement Grant	19
EMAS	Ethnic Minority Achievement Service	19
EWS/EWO	Education Welfare Service/Education Welfare Officer	20
Foundation Stage	Curriculum for children ages 3-5 years	13
GCSE	General Certificate for Secondary Education	13
IEP	Individual Education Plan for a child with special educational needs	17
Key Stage	A block of years in school	12
LEA	Local Education Authority	1
Learning Mentor	Employed to support children's learning and attendance	16
LSA	Learning Support Assistant	16
PRU	Pupil Referral Unit	22
PTA	Parent Teacher Association, sometimes called "Friends"	27
Reception Class	The first year in an Infant or Primary school	6
SATS	Statutory Attainment Tests	13
SEN	Special Educational Needs	17
SENCO	Special Educational Needs Coordinator	17
SMSA	School Meals Supervisory Assistant ("Dinner Lady")	16
Statement	Statement of the needs and support for a child with SEN	17
TA	Teaching Assistant	16