

Stoneydelph Primary School



Prospectus 2020

Ensuring Excellence



Our Values and Vision

These are our values. They can be thought of as our 'non-negotiables, beliefs, expectations and standards that underpin how we work with the young people in our care and the community we serve. We believe that if we work in the context of these values students will achieve more than they ever thought possible. They are also values that have evolved following a sustained period of success for our schools.



Our Young People

We value three main types of achievement for our young people, and the vision for our schools is that we ensure our students are empowered to achieve to a consistently outstanding level.

Achievement — Academic: We believe all young people have the potential to achieve great things. Intelligence can be developed regardless of emotional and social background, given appropriate teaching and bespoke, individualised support. Young people should be encouraged to develop autonomy (learn what to do when they don't know what to do) so that they gain inspiration from learning. They should be equipped with a crucial sense of possibility based on a well developed self awareness and ambition—ambition not only for themselves but for the communities in which they live and work.

Achievement — 'letting your light shine': All young people achieve things they can be proud of every day in addition to academic success and outside our schools planned curriculum. We have a vital role in ensuring individuals develop their own talents and interests and have responsibility to instil in them a sense of pride in who they are and what they achieve. We must recognise and celebrate these achievements

Achievement — relationships (Starfish Principle): Excellent relationships for learning are a prerequisite for all other achievements. Relationships that result in mutual respect between young people and all other members of our school's community will ensure learning can be fun in a disciplined and caring environment where the highest expectations are the norm.



Our School

Our children are happy in school and buzz with the excitement of learning!

Stoneydelph Primary School is a thriving primary school of 330 pupils taught in single and mixed aged classes. Our preschool has grown in recent years and has become a provision of choice in local area.

The school's talented and dedicated team of teaching and support staff are committed to providing our pupils with the skills, knowledge and enthusiasm to learn that will enable them to make informed choices as they move on through their education. We are strongly supported by a knowledgeable and dedicated office team and midday supervisor team. A Schools Liaison and Support Officer supports pupils and families with attendance, emotional well-being and liaison with external agencies.

We encourage good manners from all children and use 'Stop it please' as a mechanism for children supporting each other with and their behaviour choices.

The school is set in extensive grounds with four playgrounds, gardens, wildlife areas and playing fields all of which are home to an array of birds and wildlife

which the children enjoy studying as part of their curriculum. Accommodation is split over two buildings and is open plan in nature, allowing additional space for breakout learning groups. Pupils also enjoy regular engagement with a specialist music teacher and sports coaches along with a range of lunchtime and afterschool clubs which are well attended.

Our school follows the national curriculum, enriching learning and increasing enjoyment through special theme days such as a 'Space' focus, in which the majority of children took part in workshops and enjoyed a visit to the National Space Centre in Leicester.

Recent successful initiatives to develop phonics through 'Read, Write, Inc' and Mathematics Mastery have had a positive impact on school standards and demonstrate our colleagues desire to innovate and lead practise.



A message from the Headteacher

Welcome to Stoneydelph, our school caters for children from two years of age in our Daycare / Nursery through to learners of eleven.

We are a happy, caring and welcoming school promoting good manners and respect.

We value every member of our school community and our children are at the heart of all we do.

Our school has a hardworking, friendly staff, all of whom are committed to providing our learners with a 'real and vivid' range of exciting learning opportunities, in a caring and supportive environment, personalised to ensure the needs and interests of your child.

Our extensive grounds, excellent facilities and wide range of resources are used to support the learning of all.

We aim for high academic standards but also believe that the development of personal values, good behaviour, positive attitudes and enjoying learning are crucial to the development of all children.

Our pupils leave Stoneydelph as successful, confident and motivated learners, well prepared for the next step in their learning journey.

We believe that the partnership between parents and school is vital and we actively encourage you to be involved in your child's learning.

This prospectus can provide you with information that you and your child will need to know about the daily life in school but is no substitute for a personal visit. You are warmly invited to contact us to arrange a visit to see our learners at work and experience our learning environment.

I look forward to meeting you and your child.

Mrs Jenny Wallbank BEd (Hons) MA NPQH
Head Teacher



Learn Together – Achieve Together

Stoneydelph Primary School is a learning community providing children with the opportunity to develop as independent, confident, effective and responsible learners through an enriched, real and vivid curriculum.

In close partnership between pupils, parents, staff and governors, Stoneydelph Primary School aims to provide learners with:

- a safe, secure and caring environment where everyone is valued and mistakes are accepted as part of learning
- the opportunity to develop positive attitudes, tolerance and respect for self, each other, the community, the environment and the world we live in
- the highest quality of appropriate learning challenges and highest standard of teaching in a stimulating learning environment – realising the high expectations and full potential of our learners and staff
- an enriched programme of visits, visitors and extra curricular activities to support learning.

Stoneydelph Primary School promotes high achievement and continuous improvement by enabling all learners to:

- have high self esteem and self motivation
- develop natural curiosity, social awareness, empathy and cultural understanding
- achieve high standards in communication, reading, writing, mathematics and the application of ICT
- confidently make moral judgements based on a personal set of beliefs and high values.

As a learning community, Stoneydelph Primary School is committed to:

- learning through investigation and first hand experiences
- positive relationships between home, school and the community
- an ethos of high quality support and encouragement
- work together for common goals.



Admissions

Stoneydelph Primary School accepts pupils aged from 4 to 11 years old. The standard number admitted in each year group is a maximum of 45. In the event of over subscription, Staffordshire guidelines will be used to decide on the offer of places. Stoneydelph Primary School accepts pupils from outside the immediate area, providing places are available.

Parents are asked to register their child as soon as possible. Admission for a place in our Reception classes must be made online at the Staffordshire County Council website and click on school admissions or you can telephone 0300 111 8007 and ask for school admissions.

To seek a place in Years 1 to 6, parents are asked to contact our School Office on 01827 896666.

The Headteacher, Mrs Jenny Wallbank, will be delighted to meet prospective parents and to make arrangements for visits at mutually suitable times.

School Organisation and resources

Stoneydelph Primary School is organised into eleven classes shared between four phases: Foundation stage includes a Daycare and a Nursery class and two mixed ability Reception classes; Key stage 1 is made up of three mixed aged and ability classes of Year 1 and 2 children; Lower Key Stage 2 has three mixed age and ability classes of Year 3 and 4 children and Upper Key Stage 2 includes one class of year 5 children and two classes of year 6 children. In all phases, children are ability grouped or single year grouped at times so that staff can specialise and tailor the learning opportunities specifically to the needs of the learners.

Our classrooms are spread over two buildings with Foundation Stage (including our Nursery) and Key Stage 1 pupils situated in the upper building. This building also includes a hall, a specialist teaching reading room, a cookery room, a library and Stoney Tots Nursery and Daycare base.

Key Stage 2 have their classrooms based in the lower building which also includes a hall, a library, a number of small group study rooms and a Music Room.



The main school office and Head Teacher's office are situated in the lower building. We have three additional buildings on site which are used by our Before and After School Club and our Nurture Club. Rainbows, Brownies and Guides also make use of our school facilities.

We are lucky to have extensive grounds, growing gardens and playground space for the children to use for outdoor learning and play.

The Governors have supported extensive investment in a new networked computer system, new networked laptops,

Interactive White and Smart Boards, projectors and additional ICT hard and software to ensure that children's learning benefits from the very latest technologies.



The Stoneydelph Team

Governing Body:

Chair: Mrs Sue Ebrey

Vice Chair:

The Governing Body is made up of representatives from parents, the local community, teaching staff, non teaching staff and the local authority. A full list of Governors is available from school.

The Chair of Governors or any Governor may be contacted via school.

Teaching Staff: (Summer 2020)

Headteacher: Mrs Jenny Wallbank

Assistant Headteacher: Mrs Katie Devitt

Mrs Caroline Hall

Key Stage 2 teachers:

Mrs Caroline Hall

Mr Jonathan Madhoo

Mrs Alex Phillips

Ms Debbie Woodward

Mr Mark Brookes

Mrs Sarah Gill

Ms Sal Nagra

Inclusion Assistants:

Mrs Kath O'Neill

Mrs Lucy Bakewell

Mrs Jennifer Packer

Communication Support Worker: Mrs Louise Turford

Key Stage 1 Teachers:

Mrs Katie Devitt

Miss Sara Fox

Miss Elizabeth Philpotts

Ms Sarah Tyson

Mrs Sharon Garlick

Mrs Jenny Parry

Mrs Danni Collins

Inclusion Assistants:

Mrs Lindsey Dyble

Mrs Sally Thomas

Mrs Kerry Heaton

Nursery Manager:

Mrs Hayley Sadler

Daycare/Nursery Staff:

Mrs Karen Shelton

Miss Sarah Kidner



Miss Katie Sargent
Miss Nicole Steventon
Miss Bonnie Horton
Mrs Stephanie Griffiths
Mrs Laura Ross

SENCo: Mrs Katie Devitt
School Bursar: Mrs Dawn Dodd
Clerical Assistant: Mrs Tara Clifton
School Liaison and Support Officer: Mrs Claire Bevan
Site Manager: Mr Steve Hawker
Senior Midday Supervisor: Mrs Mary Stevens
After School Club Manager: Mrs Marie Alcock

Catering Team: Chartwells
Cleaning Team: Chartwells

The School Day

Registration Procedures:

Below are the registration procedures for morning registration, please note the different start times for Early Years, Key Stage 1 and Key Stage 2. Registers are computerised and marked morning and afternoon. Children arriving after the start times indicated below will be marked as 'Late' (L), children arriving after 9.25am KS1 and 9.20am KS2 and 1.15pm for the afternoon session for all years will be marked as 'Late After the Registers Closed' (U), this is an unauthorised absence mark.

Reception: Entrance via the reception doors after the first bell at **8.45am**, this door will be manned by a member of staff **between 8.45am and 8.55am**. The second KS1 bell sounds at **8.55am** to indicate the start of the day and close of registers within the classroom, once this bell has sounded all children arriving at school MUST enter via the school office, **no child will be allowed to enter via the reception door after 8.55am**.

KS1: Children will enter their classrooms after the first bell at **8.45am** the second bell sounds at **8.55am** to indicate the start of the day and close of registers within the classroom, once this bell has sounded all children arriving at school MUST enter via the school office, **no child will be allowed to enter via the KS1 doors after 8.55am**.

KS2: Children will enter the classroom via the KS2 door, or if in year 3-4 their classroom doors, after the first bell at **8.45am** the second KS2 bell sounds at **8.50am** to indicate the start of the school day and close of registers within the classroom. Once the bell has sounded all children arriving at school MUST enter via the school office, **no child will be allowed to enter via the KS2 or classroom doors after 8.50am**.

End of the school day

The end of the school day for Reception and KS1 children is 3.00pm. Gates are opened at 2.45 -2.50pm for parents to enter school site. Parents are advised to wait on the playground outside of your child's classroom and wait for children to be dismissed.

The KS2 bell rings at 3.15pm, children are to be collected from the school playground outside of their classroom. We ask parents to complete a collection form so we know who has permission to collect your child. Please ensure you keep us up to date. If you will not be collecting your child please ensure you inform your child who is collecting them before they come into school. Year 5 and year 6 children are allowed to walk home alone if we have written consent from parents stating this.

Nursery and Daycare also finish at 3.15pm.

Late Collection

We teach all children that if their parent/carer has not arrived at the end of school, they must wait at the school office.

We ask that parents and carers advise the school office if they are delayed, so that your child can be reassured.

In the unlikely event of a delay of over 30 minutes, your child will be taken to after school club – please be advised there is a charge for this.

Health and Safety

Medicine

We are only able to administer medication prescribed by a doctor when an indemnity form has been completed. These are available from the school office. **Medication must be handed in at the office and should not be kept in your child's bag.** If it is necessary for your child to take medication longer term, a care plan will be created by Mrs Bevan in consultation with you.

Emergencies

If your child has an accident or becomes unwell during the school day we will telephone to inform you.

If your child receives a bump to the head, we will text/telephone to advise you and monitor during the afternoon.

If you are unavailable to speak with, we will contact the emergency contacts named on your child's admission form.

It is therefore crucial that you keep us informed of any changes of telephone number.

Medical Appointments

Missing school for a medical appointment is counted as an authorised absence however; parents/carers should try to make these out of school hours. Where this is not possible, the student should only be out of school for a minimum amount of time necessary with appointments being made at the beginning or end of the day to minimise disruption to the school day.

Illness at school:

In cases where a student is unwell at school, parents/carers will be contacted, who should then make arrangements for the child to be collected from school.

Missing Children:

If a child is absent for a continuous period of 10 days or more without school's permission we have to notify the Local Authority. School will contact First Response and take due regard of safeguarding procedures where absence of a particular child is less than 10 days but presents a cause for concern. It may be that the School Liaison and Support Officer or PCSO will make a home visit to establish the whereabouts and safety of your child.

First Day Contact/Absence Procedures

Parents and carers are expected to inform school by 9.30am of the reason for absence each day their child is not in, this can be done via telephone on **01827 896666** or via email **office@stoneydelph.staffs.sch.uk**. If notification by the parent/carer is not received by 9.30am on the first day of absence, a telephone call or text message will be made to the parent/carer to determine the reason for non-attendance. In cases where the school is unable to ascertain a reason for absence, the session will be recorded as unauthorised (O). Where children are absent for a second and subsequent days (this does not have to be consecutive) and there has been no contact from parents/carers, Mrs Claire Bevan, School Liaison & Support Officer, will attempt to make contact via telephone, home visit or letter. Should unexplained absence continue and a child's attendance falls below 95% the attendance procedures as detailed earlier will be followed.

If your child has an illness that may be contagious, please check with the school office before sending your child to school.

If your child has suffered with sickness or diarrhoea, please keep them at home for 48 hours after the last bout.

Medical Evidence:

For children who are classified as persistently absent (attendance below 90%) and have received a Medical Evidence letter the school will no longer authorise any absence for medical reasons unless supported by one of the following:

- Medical appointment card with one appointment entered
- Letter from a professional
- Medical note/ Print screen of medical notes
- Medication prescribed by a GP/Copy of prescription
- Letters concerning hospital appointments
- Slip with date, pupils name and surgery stamp, signed by Receptionist

Please be aware that telephone calls and handwritten notes from a parent/carer are **not** acceptable as medical evidence when attendance is of serious concern.

School meals

Meals are available everyday and are freshly cooked on the school premises and served in the Key Stage 2 hall. Lunchtime supervisors are available to support children with learning table manners, cutting up food and clearing their plates away.

Meals are served in a cafeteria style and children can choose from a variety of dishes and desserts each day. We offer a choice of a hot meal, a vegetarian option, a jacket potato or a packed lunch. Copies of the menu are sent home at the beginning of each term. If you do not have a copy please check our school website or ask at the office. Meals are to be booked online via ParentPay for your child. If you

pay for your child's meals they will need to be paid up front. The cost for a school dinner is £2.30 per day.

If you think you may be entitled to free school meal you can do an online application via the Staffordshire County Council website and click on apply for free school meals.

Even if you choose for your child to not take up a free meal, we urge you to please apply. The number of Free School Meal children we have registered impacts on the amount of funding the school receives.

Sandwich Meals

Children who chose to bring sandwiches can also eat their lunch in the KS2 hall with other children who are having dinners. Lunchtime supervisors are available to support children with learning table manners, opening food and tidying away. Packed lunches must be brought to school in a lunch box or container clearly labelled with your child's name. Please ensure you provide your child with a healthy packed lunch. For safety, cans, glass bottles and flasks are not allowed.

If your child forgets their packed lunch, please let us know if you will be bringing it to school. If you are unable to, we will provide a school dinner which you will need to pay for the following day.

Water Bottles

All children are encouraged to drink water throughout the school day. Children need to bring a named water bottle with a sports cap to school. There are water coolers available in both buildings so that children can refill their bottles during the school day. Please remember to sterilise or replace bottles regularly.

The School Uniform

The school colour is navy blue. All items of uniform with the school logo are available from Clothing4 in Tamworth town centre. Other items are available in stores and supermarkets in Tamworth.

The uniform we encourage is:

Boys & Girls

- Navy blue Logo'ed sweatshirt or Cardigan from Clothing4
- White polo shirt
- Black trousers, black skirt, black pinafore or black knee length school shorts
- Navy checked summer dresses are allowed to be worn during the summer term

PE Kit

- Plain white t shirt
- Plain black shorts
- Black trainers
- Track suit and trainers (for outdoor games in winter)
- Drawstring named bag for storing kit.

Our uniform provider can also provide navy logo'ed fleece jackets, bookbags and PE bags on request.

<https://clothing4schools.com/92-stoneydelph-primary-school-uniform>

We ask that all items of uniform – especially jumpers and sweatshirts - are clearly named so that if they are mislaid they can be returned to your child.

Jewellery and Watches

For safety reasons, we advise jewellery and watches should not be worn in school.

If your child has a pierced ear / ears then small studs should be worn.

In accordance with Local Education Authority guidance, all jewellery including stud earrings must be removed for PE lessons. If your child is unable to remove their own earrings we suggest none are worn on PE days as staff can not be expected to take earrings in or out.

During the initial 6 week period when first pierced, earrings can be covered with surgical tape provided from home during PE lessons.

Mobile Phones

Children do not need to have their mobile phones in school. We do, however, understand that as Year 5 and 6 children start to walk to and from school on their own, parents may want their child to have their mobile phone with them in case of an emergency. In this instance your child must leave their mobile in the school office first thing in the morning and collect it at the end of the school day.

Any child found to have not handed their mobile phone in will have in confiscated and it will need to be collected from the school office by a parent/carer.

Rewards:

At Stoneydelph Primary School we are keen to reward children whose attendance is good (95% or above). There are a number of strategies we employ to do this. Children who have 100% attendance are entered into a weekly raffle, this is drawn during assembly and the chosen child wins a £5 Asda voucher. Each term those children who have achieved 100% attendance will receive a certificate during the last day assembly; those who have achieved 100% attendance at the end of the year receive a certificate and a small prize. Our colour coded system, explained above, rewards the children with 95% attendance and above through receipt of a letter congratulating them and their parents for good attendance.

Home and School working together

If you need to see your child's class teacher it will be more convenient to chat before or after the school day, when the teacher is not busy with the class and is able to devote their time and attention to you. It is always best to check with the school office or phone school beforehand to agree a mutually convenient time.

The Head Teacher/Assistant Head Teachers are also always pleased to meet with you. Please bear in mind though that it may be necessary to make an appointment - phone or check with the school office.

If you have any queries or concerns, please don't hesitate to contact us so that we can help.

Alternatively, please e mail:

office@stoneydelph.staffs.sch.uk or headteacher@stoneydelph.staffs.sch.uk

Please watch out for opportunities to come and share your child's learning in school. Throughout the year there are concerts, special assemblies, open mornings/afternoons and specific information

evenings. In addition there are 'Parent Consultation Evenings' in the Autumn and Spring Terms and an Open Evening in with the opportunity for a private appointment to discuss your child's progress alongside a written report in the Summer Term.

Regular newsletters and letters about specific school events are sent home with children. The school website is also a useful source of information – with policies, pictures and information. The address is: www.stoneydelph.staffs.sch.uk

Special Educational Needs / Learning Support

Please let us know if your child has any problems which may affect his/her learning, e.g. speech, eyesight, hearing, medical conditions, physical needs, social concerns.

If your child is finding learning more difficult than his/her peers, we will contact you to discuss how he/she can be helped to improve.

Our Special Education Needs Co-ordinator (SENCO) is Mrs Katie Devitt

If necessary, your child's name will be added to the Learning Support/Needs register. This will ensure your child receives appropriate help through School Action or through work with other support agencies. Your support in this process is essential and we will contact you regularly to let you know about your child's progress.

We use the expertise of the Staffordshire Support Teams and other specialists to meet the needs of children with additional learning needs.

We can also refer children/families to our Family Support Services and provide details of how parents can access help for home support, in full confidence.

You are always welcome to discuss your child's progress with staff. An appointment helps to ensure adequate time is available for you and the teacher.

More Able Pupils

If your child finds learning easier than peers or has a particular talent, we will do all we can to use more challenging tasks in order to help him/her achieve his/her full potential. We want every child to be the very best they can in academic subjects, sports and the arts. We work in partnership with local schools to create master classes and workshops for groups of able, gifted and talented learners.

Homework

Homework refers to an activity or research that our learners are asked to complete at home, on their own or with their parent / carer.

Why set homework?

Homework helps to reinforce learning that has been completed in lessons

It helps to extend school lessons

It encourages children to learn to study on their own

It allows parents / carers to engage with the child's learning

It provides opportunities for parents, children and school to work in partnership.

All children are expected to complete their homework to the best of their ability but it should not be a battle. **If your child is experiencing difficulties in completing a home learning activity, please speak with your child's class teacher.**

Each phase of school life has different home learning expectations based on reading, spelling, maths and topic related research.

The Autumn Term newsletter sent out by your child's class teacher will inform you of time and completion expectations.

Every child has a reading and home learning diary to record the learning completed.

To help your child, parents are encouraged to:

Provide a reasonably quiet, suitable place for your child to do their home learning

Praise and value homework and support the school homework policy

Encourage a little often rather than all in one go.

Breakfast and After School Clubs

We are able to offer breakfast club sessions in the KS1 hall every day from 7.30am for a small charge. Cereals and toast with a drink are provided and children have the opportunity to play games and take part in activities until the start of the school day.

Our after school club is also run from an external building which is located adjacent to the Reception playground and is open until 6pm. Children have a snack, drink and a meal is provided if your child is booked in until 6.00pm. Children have access to games and activities as well as help with homework and an outdoor play area. Please ask at the School Office for further information.

Lunch and playtime

Children have a mid morning 15 minute break at 11am. Children are able to play out on their designated playgrounds (Year 1/2; Year 3/4; Year 5/6).

During this playtime, Key Stage 1 learners have access to a piece of fruit or they can bring fruit or a healthy snack from home. KS2 children can bring a small amount of money each day to purchase a snack from the school kitchen, snacks include bagels, toast, crumpet, fruit, milk or orange juice. Children will need to bring cash on a daily basis. The costs range but 20p-50p per day is adequate.

Learners in the Reception classes are able to access a fruit snack and drink of milk or water throughout the day.

Lunchtime is from 12.15 until 1.15pm.

Safety around the school site

We make regular checks of the school site and equipment to ensure that it is safe for our children. You can also help to keep all of our learners safe by:

- reporting to the school office first if you need to visit school for any reason during the school day;
- not bringing your car onto school property and taking care when parking in the roads around school at the beginning and end of the school day;
- not bringing dogs onto the school property;
- not taking other people's children home unless the class teacher has been informed by the child's parents.

Care and Safeguarding Children

Under the Education Act 2002 (section 175), schools must make arrangements to safeguard and promote the welfare of children. Parent/carers should know that the law (Children Act 1989) requires all school staff to pass on information which gives rise to a concern about a child's welfare, including risk from neglect, physical, emotional or sexual abuse. The staff will, in general, discuss any concerns with the parent/carer, and where possible, seek their consent to a referral to children's team / agencies. However, this will be done only when such discussion does not place the child at increased risk of significant harm. Schools will seek advice when they have reasonable cause to suspect a child may be suffering or likely to suffer significant harm.

Occasionally, concerns are passed on which are later shown to be unfounded. Parents/carers will appreciate that the designated person for child protection was carrying out their responsibilities in accordance with the law and acting in the best interest of all children.

All staff and volunteers are required to have CRB checks before working with our pupils.

The school will take appropriate disciplinary action when pupils/adults endanger the safety of others or breach school policies.

Behaviour and Anti –Bullying

Our agreed school aims and values include that we should work together to provide:

- a safe, secure and caring environment where everyone is valued and mistakes are accepted as part of learning
- the opportunity to develop positive attitudes, tolerance and respect for self, each other, the community, the environment and the world we live in

Our school rules, agreed with our learners support this:

- treat other children and adults with respect
- never hurting other children or interfering with their property
- take care of the school building, grounds and property.

A small minority of children sometimes show behaviour that is unacceptable and for those children there are a clear set of sanctions contained within our behaviour policy.

We also have a clear set of procedures of how we deal with incidents of bullying. They are contained within our Anti Bullying Policy.

Both policies are reviewed regularly in consultation with our learners, parents and staff and are available from our school office or on our website.

After School and lunchtime clubs

We have a wide range of after school activities available, at different times of the year, to different key stages of children.

These include: Cooking, Gymnastics, Football, Dance, Netball, Art Choir, Indoor and outdoor sports clubs. Some clubs are also available at lunchtimes.

Fun activities that make learning fun

We also organise extra activities and visits to support our learning in school. These include:

- Visits to the theatre and other specialist places that help bring learning to life
- Bikeability training for Year 5 and 6 learners
- A residential visit to Shugborough Outdoor Education Centre for Year 6 leavers
- Dance workshops
- Plays and concerts
- Special theme days
- Artists, Storytellers and other specialist visitors to lead learning workshops
- The local football team and other sports specialists
- Police, Street Wardens, Fire Service, Nurses and other professionals.

Leave of absence during term time

As of the 1st September 2013, **the law gave no entitlement to parents to take their child on holiday during term time.** Any application for leave must only be in **exceptional** circumstances and the Head Teacher must be satisfied that the circumstances are **exceptional** and warrant the granting of leave. **Head Teachers would not be expected to class any term time holiday as exceptional.** Parents can receive a Penalty Notice from the Local Authority for taking their child on holiday during term time without consent from the school. Any period of unauthorised leave may result in a parent/carer receiving a penalty notice fine, there is no longer a defined timescale for this type of unauthorised absence and multiple fines may be issued within an academic year.

Applications for leave of absence during term time must be made in writing at least 3 weeks in advance and the school must be satisfied that there are exceptional circumstances, which warrant the leave. Where a leave of absence is granted, the school will determine the number of days a student can be away from school. A leave of absence is granted entirely at the school's discretion and is not a parental right.

A written reply will be given to any parents requesting leave of absence, whether approved or not. In the cases of leave being unauthorised a Penalty Notice Application may be made (see section above for further details).

For the most up to date advice and guidance, and to access a copy of the revised Code of Conduct for issuing Penalty Notices please go to: www.staffordshire.gov.uk/education or contact the Education Welfare Worker based within the Local Support Team on 01827 782004

Elective Home Education (EHE):

If a parent wishes to electively home educate their child they should notify the school in writing, once this is received school will de-register the child and remove them from roll. School will notify the EHE Team when the child has been de-registered to be home educated. School will arrange for any child protection records to be passed to Staffordshire County Council EHE Team.

Whilst school will not seek to prevent parents from choosing to electively home educate their child, neither will we seek to encourage them to do this – particularly as a way of avoiding exclusion or due to a poor attendance record.