

Stoneydelph Primary School



Prospectus September 2021

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 also 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 250 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 that 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 Head teacher

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 Esther Parsons
Head Teacher



School Contact details:

Tel: 01827 896666

Email: office@stoneydelph.staffs.sch.uk

Grow and Achieve

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 Head teacher, Mrs Esther Parsons, will be delighted to meet prospective parents and to arrange 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 one mixed ability Reception class; Key stage 1 is made up of three mixed ability classes of year 1 and year 2 children. Lower Key Stage 2 has two mixed ability year 3 classes and one year 4 class. Upper Key Stage 2 includes one class of year 5 children, and two mixed ability 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 The Learning Tree Nursery base.

Key Stage 2 have their classrooms based in the lower building which also includes a hall, a number of small library's/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, Ipads, 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: Mr Stephen Payne

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:

Head teacher: Mrs Esther Parsons

Assistant Head teacher: Mrs Katie Devitt
Mrs Caroline Hall

Teaching Staff: Mrs Caroline Hall
Mr Jonathan Madhoo
Mrs Alex Phillips
Ms Debbie Woodward
Mrs Katie Devitt
Miss Sara Fox
Miss Elizabeth Philpotts
Ms Sarah Tyson
Mr Mark Brookes
Mrs Jenny Parry
Mrs Danni Collins
Mrs Sharon Garlick
Mrs Sarah Gill

HLTA's Mrs Lindsey Dyble
Mrs Lucy Bakewell

Inclusion Assistants: Mrs Kath O'Neill
Mrs Sally Thomas
Mrs Julie Jones
Mrs Jennifer Packer

Communication Support Worker: Mrs Louise Turford
One to One Inclusion 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 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 more than 30 minutes late will be marked 'Late After the Registers Closed' (U), this is an unauthorised absence mark.

Reception:

Arrival time: 8.45am

Which gate do I use? Fossdale Road KS1 gate

Gate locked at: 8.50am.

Year 1 and Year 2:

Arrival time: 8.40am

Which gate do I use? Fossdale Road KS1 gate or Crowden Road Pedestrian Gate

(If using Crowden Road pedestrian gate parents can make their way across the car park using the pedestrian crossing to the black gate at the entrance to the Key Stage 1 building (at the top of the steps). A member of staff will greet Year 1 and 2 children at this gate at 8:40am and pupils will make their way onto the Key Stage 1 playground. Parents/Carers will NOT be allowed to enter the playground but should then make their way immediately off the school site.

Gate locked at 8.45am

Year 3 and Year 4:

Arrival time: 8.40am

Which gate do I use? Fossdale Road KS2 gate or Crowden Road Gate by the vehicle gate.

Gate locked at 8.45am

Year 5 and Year 6:

Arrival time: 8.45am

Which gate do I use? Fossdale Road KS2 gate or Crowden Road Gate next to vehicle gate.

Gate locked at 8.50am

Arriving late:

If you arrive late and the gates are locked your child will need to be brought to the main school gate on Crowden Road to be signed in at the office. Please telephone or use the intercom system to alert the office that you are there.

End of the school day

Reception: Children will be brought to the Fossdale KS1 gate for dismissal to parents at 3.00pm

Year 1 and Year 2: Children will be brought to the gate they entered through in the morning at 3.05pm

Year 3 and Year 4: Children will be brought to the gate they entered through in the morning at 3.15pm

Year 5 and Year 6: Children will be brought to the gate they entered through in the morning at 3.20pm

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 finish at 3.15pm.

Late Collection

We teach all children that if their parent/carers 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 arrange 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 with the reason for absence each day their child is not in, this can be done via telephone on 01827 896666 or via email office@stoneymedph.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 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 the unexplained absence continue and a child's attendance falls below 95% the attendance procedures 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/carers are **not** acceptable as medical evidence when attendance is of serious concern.

Break time

Children have a mid-morning 15 minute break at 11.00am. 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-60p 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 and school meals

Lunchtime is from 12.15pm until 1.00pm. Meals are available every day 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 for up front. The cost for a school dinner is £2.30 per day.

Free School Meals

All children in KS1 and Reception receive a free school meal when in school. This is what is known as Universal Infant Free School Meals. Universal infant free school meals (UIFSM) provides funding for all government funded schools to offer free school meals to all pupils in reception, year 1, and year 2.

If you are a low-income family the government also offer a benefits related free school meals.

If you are in receipt of any of the following, please complete an application form online.

- Universal Credit (provided you have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of your most recent assessment periods)
 - Income Support
 - Income-based Jobseeker's Allowance
 - Income-related Employment and Support Allowance
 - Support under Part VI of the Immigration and Asylum Act 1999
 - The guarantee element of Pension Credit
 - Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
 - Working Tax Credit run-on – paid for four weeks after you stop qualifying for Working Tax Credit

If you are receiving any of these benefits and think you may be eligible please can you apply for the low income free school meals via this link.

<https://www.gov.uk/apply-free-school-meals>

Even if you decide you do not wish to have meals provided by school we urge you to still please apply. The number of Free School Meal children we have registered impacts on the amount of funding the school receives.

If you have any queries please go to the government website for more information or you can contact free school meals on.

Email: freeschoolmeals@staffordshire.gov.uk

Telephone: 0300 111 8007

You cannot do an application via email/telephone they will only deal with queries. Your application must be done via the online form.

All parents will be asked when their child starts school to complete a free school meal application form.

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.

ParentPay

As we are a cashless school all lunches, school trips, school discos, breakfast and after school clubs are all paid for using a secure website called ParentPay, you will be able to pay online using your credit / debit card or continue to make cash payments at PayPoint stores. ParentPay will be our preferred method of making payments to school. Once your child has started in school you will receive a letter with an activation code to set up your ParentPay account.

What are the benefits to parents & pupils?

- ParentPay is easy-to-use and will offer you the freedom to make online payments whenever and wherever you like, 24/7
- The technology used is of the highest internet security available ensuring that your money will reach school safely – offering you peace of mind
- Payments can be made by credit/debit card or also through PayPoint
- Full payment histories, balance alerts and statements are available to you securely online at anytime

What are the benefits to our school?

- You can help us reduce workloads for all staff as no more counting cash, chasing debt and stop cash collection services
- Creates more time to lend to educational support and the smooth running of the school
- Improves school security
- Using ParentPay also ensures that all financial transactions are safe and secure - helping us to remove costs associated with us having to manage cash securely on the school premises
- The more parents that use ParentPay, the greater the benefit is to our school.

How to get started with ParentPay?

Once your child starts in school, we will send you your account activation details. Once you receive these:

- Visit www.parentpay.com

- Enter your Activation username and password in the Account Login section of the homepage
NB. These are for one-time use only, please choose your own username and password for future access during the activation process
- Provide all the necessary information and choose your new username and password for your account - registering your email address will enable us to send you receipts and reminders
- Once activation is complete you can go straight to Items for payment, select which item(s) you want to add to your basket and proceed to complete your payment

If you have any questions, please contact the school finance office. For more information, visit www.parentpay.com/parents/

Class Dojo

Class Dojo is a great way for you to keep up to date with your child's class activities and school events. Each pupil gets an avatar and teacher's award dojo reward points for things such as good homework, participating in class, staying on task, completing good work. Teachers can use a tablet or computer to give points throughout the school day. Each pupil's points can be displayed via a smart board, and parents, via their app, can see these. Teachers can communicate with parents on a 1:1 messaging service or via the class page where general class messages can be shared or via the whole school page.

Communication

Class Dojo also includes a messaging service. The messaging within Class Dojo is a great way to contact the class teacher and discuss any issues that may arise or to ask any questions you have. News and events will also be posted on the School story

All teachers using Class Dojo have set 'quiet hours' on their page. This may mean the teacher may not read or reply to messages out of the designated hours.

We would still urge you to contact school via the school office if the message is urgent as we cannot guarantee the teacher will see the message straight away.

School Story

This gives you information about what is happening in school on a day to day basis. It may alert you to events ie parents evening, special events, or it may alert you to an issue you need to be aware of or it may just celebrate something exciting that is happening in school.

Forest School

We are excited to be launching our Stoneydelph Forest School in September 2021. Look out for more details in September.

School Office / Messages for children / forgotten belongings

The school office is open from 8.00am until 4.00pm every day. Please ensure when bringing your child into school in the morning they know who is collecting them at the end of the school day. Please also ensure they have everything they need for the day, PE kits, drinks, lunch bags, homework etc. If you have a change in circumstances throughout the day and somebody different who is not on your collection list is collecting your child please let the office know as soon as possible so a message can be passed on to your child and their teacher. You can contact the school office on 01827 896666 or email office@stoneydelph.staffs.sch.uk or send a message via ClassDojo to the office or teacher.

The School Uniform

The school colour is navy blue. All items of uniform with the school logo are available from SK School uniforms 46 Chartwell, Riverside, Tamworth B79 7UG. Other items are available in stores and supermarkets in Tamworth.

The uniform we encourage is:

Boys & Girls

- Navy blue Logo 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 fleece jackets, book bags and PE bags on request.

<https://skschooluniforms.co.uk/schools/stoneydelph-primary-school/>

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 cannot 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 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 make an appointment 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 do not 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. Invitations to celebration assembly, when your child receives a certificate for their learning, Early Years stay and play, phonics and maths workshops, and stay and read with your child sessions. 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 school website address is: www.stoneydelph.staffs.sch.uk

Special Educational Needs / Learning Support

Please let us know if your child has any problems that 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.

In addition children have a homework 'busy book' where class teacher may set learning projects linked to their current topic.

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 KS2 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 in the KS2 hall and is open until 5.00pm. Children have a snack and a drink. 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.

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.