

# Perryfields Primary School

A “Building Learning Power” School  
Growing & Learning Together

**Perryfields**



**Primary**

## School Prospectus 2018/2019

Headteacher: Mrs T L Jones

# Perryfields



## Primary

Perryfields Primary School  
Apsley Road  
Oldbury  
West Midlands  
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***A 'Building Learning Power' School***  
***Irresistible Learning***  
***Basic Skills Quality Mark***  
***Leading Parent Partnership Award***  
***Quality Inclusion Mark***

Headteacher: - Mrs T L Jones  
Deputy Headteacher - Mr D Spittle  
Chair of Governors: - Revd. Matt Nott

*We look forward to welcoming you and your child to Perryfields Primary School.*

***Although the information contained in this booklet is correct at the time of printing, changes to this prospectus may be made during the 2018/19 academic year or at any time in the future.***

Perryfields Primary School is a co-educational county primary day school for pupils aged 4 -11 years. It is the present policy of the Sandwell Education Authority to admit Sandwell children at or near the beginning of the school year in which they have their fifth Birthday.

Parents who wish to visit the school should contact the school by telephone to make an appointment.

### **Growing and Learning Together**

As a growing school we aim to encourage all children to be the 'Best They Can Be.' This includes the following areas:-

Excellent attendance

A positive 'can do' attitude to learning

Behaviour in class and during break/lunch times

Wearing the correct uniform

Having and displaying good manners and respect for all

Being prepared for the school day

Completing their homework/Learning Log task to the best of their ability

Being punctual

Developing and maintaining positive relationships with others

We have agreed our 12 Values as a school, which we encourage all staff and pupils to adhere to.

***Collaboration, Confidence, Courage, Happiness, Honesty, Independence, Kindness, Patience, Perseverance, Respect, Responsibility, Tolerance.***

It is the aim of the School to provide our children with a lively and stimulating learning environment and to promote equal opportunities for all children.

Each child is encouraged to have a sense of personal responsibility towards caring for themselves, for other people and also for the world in which we live.

Our School welcomes and encourages the close involvement of parents and other members of the community in every aspect of school life.

The School is committed to:

- the continuing professional development of all staff to support the aims of the school and the individual
- the raising of standards and achievement
- promoting equality for all through Irresistible Learning which maintains breadth and balance of subjects

## **Admissions priorities for places in oversubscribed community and controlled primary schools - academic year 2018/2019**

1. Children who are in public care and children who were previously in public care but ceased to be so because they were adopted (or became subject to a child arrangement order or special guardianship order).
2. Children with a particular medical condition. Applications submitted under this criterion must be accompanied by a medical declaration form (ASU75M) signed by the child's general practitioner or consultant confirming the condition, detailing the child's needs and specifying why, in their opinion, the preferred school is the only or most appropriate to meet the child's needs. All applications under this criterion will be assessed by the local authority to decide whether the child's need's can be met most appropriately by the preferred school.
3. (a) Children having a brother or sister at the preferred school (not nursery) at the time of admission. (see sibling definition)  
  
(b) For admissions to infant schools, children having a brother or sister at the preferred school or at a linked junior school at the time of admission.  
  
(c) For admissions to junior schools, children having a brother or sister at the preferred school or at a linked infant school (not nursery) at the time of admission.
4. For admissions to junior schools, children being on roll at the linked infant school at the time of admission.
5. \*Children accepted on denominational grounds, supported by the Anglican/Church of England Church

Applications based on this criterion must be accompanied by a completed declaration form signed by a Vicar or Priest to signify attendance at an Anglican / Church of England Church on at least one occasion per month.

6. Children prioritised by distance measured in a straight line from a child's home\*\* to the schools main entrance as determined by the Head Teacher/Governing Body\*\*\*.

In all cases, should the number of applicants exceed the number of places available, places will be allocated on the basis of distance between home and school, as measured in a straight line from home to the schools main entrance as determined by the Head Teacher/Governing Body with priority being given to those living closest to the school.

NB. Children with a Statement of Educational Needs or an Education & Health Care Plan (EHCP) (previously known as Statement of Educational Needs), naming a particular school will be admitted before all other applicants.

*Note:*

\* Applicable only to schools that are designated by the Secretary of State as having a religious character.

\*\* Measured from the Local Land and Property Gazetteer address base for the property. In all cases, should the number of applicants exceed the number of places available, places will be allocated on the basis of distance between home and school, as measured in a straight line from home to the schools main entrance as determined by the Head Teacher/Governing Body with priority being given to those living closest to the preferred school.

\*\*\*In the case of Lightwoods Primary School all applications are measured to the Castle Road East site.

## **Additional arrangements for year of entry admissions to community and controlled primary and secondary schools 2018/2019**

The following additional policy statements are included in the local authority admission arrangements for admissions to community and controlled primary and secondary schools for 2018/2019.

### **1. Late applications**

Late applications for places will only be considered alongside those received by the closing date under the following circumstances:

If your application is received after the closing date and not covered by one of the circumstances below then it will be processed after consideration of all on time and accepted late applications.

When the applicant has bought, rented or leased a house or flat and has moved into Sandwell after the closing date, but before the allocation of places has been made.

When the applicant has moved home within Sandwell to an address more than three miles from their previous address but closer to the preferred school after the closing date but before the allocation of places has been made.

When a child who is in public care (looked after) or was previously in public care moves into Sandwell after the closing date, but before the allocation of places has been made.

When a sibling has commenced at the preferred school after the closing date but before the allocation of places has been made.

When the applicant is a single parent and was prevented from submitting their application on time due to long term illness of more than six weeks duration from the date on which application forms became available.

### **2. Waiting lists**

Places will be offered initially to applicants whose forms have been received by the closing date or whose application has been considered as being made on time (under 1 above).

Any preferences which cannot be met following the application of the admission priorities together with any late requests which have been made and which the local authority does not consider as being late for a good reason will be put on a waiting list which will be ranked in accordance with the published admission priorities.

Waiting lists will be maintained until the end of the autumn term proceeding the year of entry and will then be discarded.

Places will only be offered from the waiting list in the event that the number of confirmed offers (including those offered as a result of independent appeals) is less than the published admission number.

### **3. Further applications in the same academic year**

The local authority will only consider more than one application in the same community or controlled school in the same academic year if one or more of the following significant changes apply:

(a) The child becomes looked after by the local authority;

(b) The child has a medical condition which was not present when the previous application was considered;

(c) The child's brother or sister has been admitted to the school for which the application has been made and was not there at the time of the last application;

(d) The applicant has changed address since the previous application was considered and the applicant now lives closer to the school for which the application was made;

(e) A vacancy arises in the relevant year group.

### **4. Changing or adding new preferences**

Once a parent/carer has submitted an application they will be able to amend it online before the closing date. However if the closing date has passed it will not be possible unless they meet the criteria to be considered as a "late" application (in 1 above).

### **5. Twins and multiple births**

Special conditions will apply in the event that one child from a set of twins or other multiple births does not gain admission to the preferred school through the admissions criteria. The local authority will exceed the admission number for the school concerned to prevent separation of twins or children from multiple births.

### **6. Tie breaker**

In the event that two or more applicants tie for last place during the allocation process the final place shall be decided by the tossing of a coin.

### **7. Deferred entry**

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1.

Sandwell's policy on deferred entry for community and voluntary controlled schools will be available soon.

### **Definitions used in admissions administration**

#### **1. Brother and sister (Sibling)**

The definition of a brother or sister is:

- (a) a brother or sister sharing the same parents\*;
- (b) a half brother or half sister, where two children share one common parent\*;
- (c) a step brother or step sister, where two children are related by a parent's marriage\*;
- (d) adopted or fostered children\*;
- (e) children of unmarried parents and living at the same address.

\*and living at the same address;

It does not include:

- (a) cousins or other family relationships;
- (b) brothers or sisters who, at 1 September in the year of entry will not be registered pupils at the preferred school (not including nursery);
- (c) brothers or sisters who, at 1 September in the year of entry will be in the sixth form at the preferred school.

#### **2. Children in Public Care**

A child in public care means a child who is (a) in the care of a local authority or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see section 22 (1) of the Children Act 1989) at the time an application is made.

An adoption order is an order under section 46 of the Adoptions and Children Act 2002.

A child arrangement order (previously residence order) is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989.

Section 14A of the Children Act 1989 defines a special guardianship order as an order appointing one or more individuals to be a child's special guardian (or special guardians).

#### **3. Home address**

The home address of a child is the address at which a parent with parental responsibility lives. It may also be the address at which a child resides (and sleeps) for the majority of the school week (Sunday to Thursday night). In the event of a query on the home address we will require two examples from the following list;

- Proof of Housing benefit
- Council tax
- Tenancy agreement
- \*Utility bills (gas, water, electricity)
- TV licence
- Telephone bill (not mobile)
- DWP benefit notification letters
- Electoral register

*\*Only 1 utility bill will be accepted*

#### **4. Armed Forces Children**

Sandwell Local Authority understands that families of UK Service personnel often have to move at short notice within the UK and from abroad. If we receive an application along with an official letter declaring a relocation date, then we will be able to arrange a school place in advance of the relocation. Please contact the Admission Team on 0121 569 6765 for further information.

### **Curriculum**

Details of curriculum content are sent out to parents at the beginning of each term. Linking with the National Curriculum, the school has continued to develop and improve its Irresistible Learning Approach, making learning fun, exciting and memorable for all pupils.

In the Reception Class we follow the Early Years Foundation Stage Framework. We have an induction programme for our new intake and provide parents with a Foundation Stage Handbook in order to provide the best possible start to formal education. Parents are also invited to join in with their child's learning through 'Challenge Time Sessions'. In addition to which a Summer Term transition programme is established which further improves the links between Perryfields Primary School and Perryfields Pre-school.

#### **Teaching Hours:**

Key Stage 1 - 24 hours 50 minutes

Key Stage 2 - 25 hours 15 minutes per week.

### **Religious Education and Collective Worship**

Perryfields Primary is a non-denominational school. Collective Worship is a social gathering with a predominately Christian religious element, but incorporating stories and references from other faiths.

The content supports our Personal, Social and Health Education Policy, so giving pupils a set of values by which to live their lives based on awareness of themselves and the world in which they live.

Religious Education is taught in accordance with Sandwell's Agreed Syllabus. Although we would advise against it, parents may exercise their right to withdraw their children from religious education and Collective Worship. If parents wish to exercise this right, alternative arrangements will be made for these children.

### **Sex Education**

Health education forms part of the general school curriculum. There is no formal sex education but children's questions are answered when and if they arise in the course of other lessons. Year Six pupils will have preparatory talks before they transfer to High School, delivered by trained staff. Prior to which parents are invited to a preliminary session to address any concerns. Although we would advise against it, children may be withdrawn from lessons / talks in relation to these issues.

### **Inclusion**

Children who have Special Educational Needs whether able, gifted and talented or less able will be given additional support according to their individual needs either in the classroom or on a withdrawal basis. When implementing a support programme, parents will always be consulted and informed. If you have concerns about your child's progress, please contact the class teacher in the first instance.

### **Disability Discrimination Act**

Although our building is on two levels, the lift enables access for pupils with physical disabilities to the first floor. Access ramps have been provided to all entrances on the lower corridor and to the mobile classrooms in an attempt to make our school more accessible. Modified toilet facilities are available on the ground floor. The School complies with the requirements of the DDA regarding signage.

### **Music Tuition**

The school offers instrumental tuition for violin and brass, which is taught by specialist teachers from Sandwell Youth Music Services. The school also has a choir which is lead by Mrs Reid.

### **Sports and Extra-Curricular Activities**

We consider this to be an important aspect of school life, the aim being to give pupils the opportunity to participate in a wide variety of activities. The range of activities on offer will vary throughout the year and are run by external providers. All are DBS cleared and appropriately qualified. We participate in inter-school activities and sporting events. Our Nature Area, based on the Forest Schools' initiative is a great asset in supporting the curriculum outdoors for all ages. Swimming is also part of the Year Three curriculum and is funded from the school's budget. The remaining 10 places are offered to pupils in Year Six who as yet, are unable to swim a distance of 25 metres without the need for buoyancy aids. It is our aim for all pupils to leave Perryfields Primary able to swim with a degree of confidence.

### **POSH**

POSH (Perryfields Out of School Hours Club) provides excellent wrap-around care from 7.45am - 6.00pm). However, spaces are limited and there is a waiting list. This is managed by Miss T Keeling. Places are limited and there is often a waiting list for this provision.

### **Perryfields Preschool**

Perryfields Preschool is based in the mobile classroom on the school's site. This is managed by Ms R Bryan.

### **Educational Visits**

At Perryfields Primary School we have a policy for offering children the opportunity of taking part in a range of off-site education activities and visits to support and enhance the curriculum. These may take the form of day visits or residential visits. Regular venues would be local places of interest to support the curriculum and Sandwell study centres such as Frank Chapman (Years Three and Four) Plas Gwynant (Years Five and Six). We also organise additional visits to the cinema, theatre etc. throughout the school year.

### **Discipline and Behaviour**

Effective discipline and behaviour are essential to effective teaching and learning. The Home/School Agreement outlines our expectations and parents are given a copy of this at the beginning of each year. As a staff we apply the principles of Behaviour Recovery which encourages pupils to take responsibility for their behaviour and to make good choices.

We have many rewards and few sanctions, but we feel that this balance supports the ethos of our school. The Headteacher and Governing Board reserve the right to exclude a pupil either temporarily or permanently should severe discipline problems or incidents occur.

## **Racial Equality**

The school does not discriminate against anyone be they staff or pupils on the grounds of their sex, colour, religion, nationality, or ethnicity. We will challenge prejudice or stereotyping should this occur. We celebrate the diversity of our community and show respect for all.

## **Pastoral Care**

Class teachers play a key role in ensuring the general welfare of the children in their classes. If parents have concerns, we would appreciate early contact so that any issues can be dealt with quickly and appropriately. We also provide additional support for children who we feel might benefit from such e.g. building confidence and self-esteem, developing social skills etc. We also offer 1:1 counselling sessions for pupils in need of such support.

Each Reception pupil will be linked with a Year Six Buddy, once they start school. During the school year, the buddies participate in a range of shared activities.

## **Safeguarding**

Perryfields Primary School's Governing Board have adopted the model policy provided by the LA. All staff, volunteers and governors abide by the policy in the interests of all pupils.

The purpose of this policy is to make sure that the actions of any adult working in the school promotes the welfare of all young people attending the school. To fulfill its duty, we will:-

1. Provide a safe environment for children to learn and develop in, including a curriculum to provide children with the skills to keep themselves safe
2. Ensure that all school staff are trained to recognise signs of child abuse and know how to report any concerns.
3. Support pupils in accordance with his/her agreed Child Protection, Child in Need or Early Help.
4. Ensure that we practice safe recruitment processes to ensure that all staff and volunteers employed by the school are suitable to work with children.

We recognise that because school staff are well placed to observe the outward signs of abuse. The school will therefore:

1. Establish and maintain an environment where children feel secure, are encouraged to talk, and are listened to.
2. Ensure children know that there are adults in the school whom they can approach if they are worried.

In order to achieve our Aims we will:

1. Ensure that we have a nominated governor responsible for Safeguarding
2. Ensure that we have a designated member of staff for leading Safeguarding in school along with a Safeguarding Team. All members of the team will have received Level 3 training and support for this role, renewed every two years. At Perryfields Primary the named lead is the Headteacher, Mrs Jones. The Safeguarding Team comprises of Mr Spittle, the Deputy Headteacher, Miss Maskell and Mrs Bryan (Family Link Workers) and both the Managers of POSH and Preschool.

3. Ensure that all staff and volunteers understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the designated member of staff for child protection by the provision of appropriate training. An information pack is made available to all volunteers.
4. Ensure that parents have an understanding of the responsibility placed on the school and staff for child protection by setting out its obligations in the school prospectus.
5. Notify children's social care if there is an unexplained absence of more than two days of a pupil who is subject to a Child Protection plan.
6. Develop effective links with relevant agencies and co-operate as required with their enquiries regarding safeguarding and child protection matters including attendance at case conferences.
7. Follow Local Authority procedures where an allegation is made against a member of staff or volunteer working in the school.
8. Ensure Safer Recruitment practices are always followed.

### **School Lunch**

In line with Government Policy, as from September 2014, a free school dinner is provided free of charge for every pupil in Reception Class and Key Stage One, should they choose to take up the offer. All healthy school meals are provided by Tina and her kitchen team. All meals take account of the national 'Healthy Eating' initiative. Alternatively, pupils may bring a healthy packed lunch. Pupils may bring a **healthy snack** for morning break only i.e. **no chocolates, sweets or crisps**. Toast is available every day to buy from the school kitchen. Reception and Key Stage One pupils are provided with a piece of fruit each day as part of the 'Healthy Schools' programme.

***We request that sweets, chocolate bars and crisp type snacks are not provided in lunchboxes to comply with food based requirements as outlined by the Government.***

Children are required to bring a bottle of water into school daily, from which they may take drinks throughout the day in the classroom. Please do not send juice or diluted squash.

***Sweets are strongly discouraged in school for break or lunchtime consumption. Government guidelines do not permit any form of confectionery or crisp type products—fresh or dried fruit are permitted. Chewing gum/bubble gum is not permitted either. The school has a No Nuts Policy due to allergies.***

## School Uniform

We have a school uniform of which we are very proud. We encourage all pupils to look smart at all times.

### Girls

- Grey skirt or trousers, white blouse and school tie
  - A green gingham dress in summer
  - Green cardigan, jumper or V-neck sweatshirt
  - Green fleece (**for outdoor use only**)
  - Black sensible shoes. **Not Boots** (all year)
  - Grey or green tights or white socks
  - Hair bands not Jo-Jo bows (*In school colours*)
- During bad weather pupils may wear boots/wellingtons to and from school but are expected to change into appropriate school shoes throughout the day

### Boys

- Grey trousers, white shirt and school tie
- Green jumper or V-neck sweatshirt
- Green fleece (**for outdoor use only**)
- Grey or white socks
- Black sensible shoes (all year)

*During the summer months short sleeved white shirts (not polo shirts) may be worn with a school tie and boys can wear grey knee length school shorts (not  $\frac{3}{4}$  trousers).*

***Trainers must not be worn in school unless there is a medical reason to do so.***

*For health and safety open-toed sandals are not allowed.*

*School ties (red and green) are available from the School Office*

*All uniform items available from A Oakes in Rood End, Clive Marks in Bearwood or Somal Fashions in Quinton.*

For indoor Physical Education we request:

Polo shirt in their house colour (ideally with school logo)  
Black PE shorts  
Pumps

For outdoor Physical Education we request:

Track suit trousers and top in grey or black  
Trainers

Swimming (Y3/6) Towel / Trunks (not Bermuda shorts) / Costume (not Bikinis)

Earrings should be studs only and no other jewellery should be worn for school. No earrings to be worn on P.E. days.

**If you are considering having your child's ears pierced it would be much appreciated if this were done at the beginning of the summer holidays, otherwise your child will not be able to take part in P.E. lessons until they are able to remove them by themselves.** In line with LA policy and practice, children are not permitted to cover their studs with plasters.

## **Lost Property**

The school has a lost property box which is located in the corridor outside of the School Office. Property is displayed frequently and disposed of at the end of each half-term in the event of no claim being made. ***Please label all items of clothing.***

## **Parental Involvement**

At Perryfields Primary we see parents and the school as working in partnership. We welcome parents into school on many occasions throughout the year and we have a regular number of parent helpers. The school has achieved the 'Leading Parent Partnership Award,' in recognition of the strong home/school links which have been developed. A list of planned events is sent home in advance of any activity using the School Calendar function on the Website. A Praise Assembly takes place most weeks Thursdays and Fridays to which parents are invited. We also have a 'Special Mentions Book' in which pupils are named in the Praise Assembly for a variety of positive reasons and a Praise Telephone Call home is consequently made. There are opportunities for parents to attend curricular information sessions, e.g. Phonics, Maths, On-Line Safety etc attendance to which is strongly encouraged. In addition to the Parents' Evenings held in the autumn and spring term, we also offer a Parents' Meeting with the next Class Teacher to outline expectations for the following school year.

We have two Family Link Workers, Miss Maskell and Mrs Bryan who are available to support parents and families. Miss Maskell is located at the Reception entrance door to the school each morning. Mrs Bryan is located at the pupils' entrance located at the side of the school building.

## **Parent Teachers Friends Association**

We have a very active and supportive PTFA, who through a variety of events raise additional funds for school. This is used for the benefit of all pupils e.g. the development and upkeep of our Outdoor Learning Areas, leavers' gifts etc.

We welcome new members to the group, especially as the PTFA plays such an important role in our school life. We have a PTFA post box located by the pedestrian gate to the front of the school building, should you wish to share any ideas or suggestions.

## **School Times**

|                  | <b>KS2</b>          | <b>KS1</b>          |
|------------------|---------------------|---------------------|
| <b>Morning</b>   | 8.55 am<br>12.05 pm | 8.55 am<br>12.05 pm |
| <b>Afternoon</b> | 12.55 pm<br>3.25 pm | 12.55 pm<br>3.20 pm |

The school gate is opened at 8.40 a.m. enabling pupils to enter the playground. The doors to the school are opened at 8.45 a.m. The bell for registration is 8.55 am when all pupils should be in class. The pedestrian gate is closed at 8.55 a.m. Pupils must then enter via the front door and report to the office where they will be given a late card and recorded as late. We believe punctuality is very important. Late arrival in class is not considered the best start to the school day for any pupil.

## **Attendance**

We pride ourselves on a high level of pupil attendance and this emphasis needs constant reinforcement and support from parents. We are grateful for the co-operation of parents who are asked to adopt the following procedures:-

- a) Please telephone the school or send a note giving the reason for absence. We operate a 'first day absence' calling system for your child's safety, if we have not received a reason for absence.
- b) If a pupil is receiving treatment from a doctor or a dentist and needs time out from school, please let the class teacher know the previous day. When collecting your child, call at the office and your child will be brought to you in the Reception Area. Parents will be asked to 'sign out' their child giving a reason for leaving school during session time and 'sign in' when returning their child.

### **Attendance (Academic Year 2017/18)**

The total number of children on roll was 308

|                               |        |
|-------------------------------|--------|
| Number of Sessions Present    | 125628 |
| Approved Educational Activity | 1628   |
| Authorised Absence            | 3390   |
| Unauthorised Absence          | 2436   |

Attendance is regularly tracked and parents are notified of any initial concerns by letter. If a pupil's attendance falls below 92% we request medical proof in order for the absence to be authorised.

Should the issues continue then a referral to the Attendance and Prosecution Officer will be made.

## ***Every Lesson Counts!***

### **Family Holidays During Term Time**

Leave of absence during term time will not be authorised, unless there are exceptional circumstances, and such cases do not include family holidays. If parents choose to take their child out of school during term time without leave of absence being granted then it will be recorded as an "unauthorised absence" in the school register.

Parents who fail to ensure their child's regular attendance can be fined £60 (per parent, per child). If the payment is not made within 21 days this increases to £120. As part of the school's policy a referral to the Attendance & Prosecution Service could be made which may lead to a Fixed Penalty Notice being issued.

### ***Did you know?***

- Children spend only 190 days out of 365 in school
- Children who lose time from school do not do as well as they could
- There is never a good time to take children away from their lessons.

### ***It is not true that***

- They soon catch up. Research shows that by missing lessons, pupils soon fall behind. Lessons they miss are **not** repeated at a later date.
- For younger children, lost schooling does not matter.

## **Health and Safety**

The school seeks to operate the safest possible environment for the pupils at all times. All staff are required to carry out risk assessments for activities including off-site activities. Staff receive training as required in health and safety matters including relevant first aid training, fire safety, manual handling, child protection etc. Staff attend courses and gain qualifications appropriate to activities. The school has an On-Line Safety Policy and offer sessions for parents to attend.

## **Health**

The Primary Care Trust visits school to check height, weight and sight. They are available to support both the school and parents, concerning health matters. Please ask either of our Family Link Workers for details. Hearing checks are also made for certain year groups on an annual basis.

Should your child become unwell during the day, we will contact you to arrange for collection. With this in mind, please ensure that you provide us with correct contact details. We will always telephone the named contacts in the order listed.

In the case of minor accidents, first aid will be given at school and your child will receive a numbered slip informing you of any treatment administered. In the event of a serious accident, you will be contacted immediately. We always contact parents in the case of a head injury - even a minor bump. If your child has a toilet accident we cannot always adequately wash and change children in school, so we will contact you to collect your child to change them at home.

## **Medicines**

We do not administer any medicines to children unless they have a care plan i.e. needing long term healthcare. A care plan would be written by school health and countersigned by the parent. Children on prescribed courses of medicine may come to school if they are well enough. It can be arranged that medicines are prescribed around the school day or parents/carers are welcome to come in to administer it themselves. Asthma inhalers are kept in the classroom for children to use as needed.

## **Charging Policy**

During the year, school visits are organised as part of the curriculum. On these occasions, parents are asked for a voluntary contribution to cover cost including transport and insurance. A small charge is also made for out of school activities. Please download the Parent Pay app and register as we encourage you to make payments for school trips, dinner money, music tuition and POSH Club using this system, although we do still accept payments by cash or cheque.

## **Destination of Pupils**

Our Year Six pupils transferred to the following schools in September 2018: -

Twenty four pupils to Perryfields High School  
Two to Q3 Academy Langley  
Three to Leasowes  
One to Bristnall Hall Academy  
One to King Edward VI Handsworth  
One to Sandwell Academy

## **Concerns/Complaints Procedures**

In the first instance, any concerns should be ideally discussed with either the class teacher or one of our Family Link Support Workers. If the issue cannot be resolved, an appointment can be made to meet and discuss the issue with either Mrs Jones (Headteacher) or Mr Spittle (Deputy Headteacher). We always endeavour to deal promptly with any concerns and offer appropriate solutions. Should the concern remain unresolved a formal complaint (in writing) can be made to the Chair of Governors. This is the first stage of the Concerns and Complaints procedure. A copy of this policy is available upon request from the school.

## **Public Access to Information - Freedom of Information Act 2000**

The following information is available upon request without charge to any interested parties: -

- Times of sessions;
- L.A.'s Statement of Curriculum Policy and Governing Body's Statement of Curriculum Aims;
- Charging Policy as determined by the Governing Body;
- L.A.'s agreed syllabus for R.E.;
- Schemes of Work currently used by Teachers;

## **Insurance**

The school pays an annual insurance to cover pupils taken off-site for all activities, including residential visits and day trips. This insurance is limited and you may wish to consider further insurance for your child.

## **Your Ideas and Comments**

We periodically send out questionnaires or requests for help and support. We would ask that if you have any ideas or suggestions that you let us know via email, telephone call or in writing. We send out a newsletter every fortnight and details of dates, times etc. at least a week in advance of the event where possible. Information is also published on our website. Most school events are organised on a ticket basis to comply with health and safety and fire regulations.

## **Links with Colleges**

The school works in partnership with BCU, and other local colleges, in order to support Initial Teacher Training. We also offer work experience placements to students from Perryfields High School and other local schools. We try to accommodate pre-teacher training primary experience placements and support parents in work placements for child care courses. We require DBS clearance for all students and regular volunteers who are working with children in school.

## **Pupil Information**

When your child joins our school we open an electronic record for them. This contains your child's name, address, telephone number, contacts, date of birth, medical and family information and any other information that is relevant to the welfare of your child. The folder will include the Early Years Assessment information completed in Reception Class and a copy of your child's termly reports/test results etc. Teachers keep class records of progress throughout the year and pupils' progress is tracked throughout the year.

**Please inform us promptly of any change to your child's circumstances, particularly changes to phone numbers, contact numbers, medical etc. and if there are any changes to collection arrangements at the end of the day.**

## **Parent Mail**

Currently we use Parent Mail to inform parents of events such as school closure due to snow, which is a text messaging and email service. In order for texts/emails to be successfully sent, we need a primary mobile telephone number for each child which must be kept up to date.

### **Our Governing Board**

The Governing Board consists of members appointed and elected from various groups. Membership includes Local Authority representatives, community representatives, parents, teachers and non-teaching staff representatives. The Governors at Perryfields Primary School meet five times a year as a Full Governing Board and various committees meet throughout the term. We invite Governors to link with a Class or Year Group and to be involved as much as they are able during the school year. Our Class Link Governors are:-

|             |                     |
|-------------|---------------------|
| Pre School  | Mr Richard Downes   |
| POSH Club   | Mrs Sarah Thompson  |
| Reception   | Mrs Sarah Gooding   |
| Year 1      | Mrs Sarah Thompson  |
| Year 2      | Mr James Beckingham |
| Year 3      | Mrs Taj Gill        |
| Year 4      | Mr Rizwan Jalil     |
| Years 5 & 6 | Mrs Carol Worsley   |

As vacancies become available on the Governing Board, all parents are notified and invited to apply. In the event of more than one application, a ballot is held.