

# Whitgreave Primary School

# Prospectus





# Whitgreave Primary School

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## Whitgreave Primary School

### Our Vision and Aims

#### *Learning Together, Achieving Forever!*

**At Whitgreave Primary School, we aim to:**

Support each and every pupil, to achieve their full potential, both academically and personally, celebrating achievements, both within and outside of school. **SMSC: Spiritual.**

Nurture and develop self-esteem and a self-belief for all pupils, so that pupils are prepared to take risks with their learning and learn from their mistakes. **SMSC: Social.**

Provide a safe, secure and stimulating environment, whereby teaching and learning is challenging, engaging and inspiring, providing tools to aid enjoyment and enthusiasm, in order to reach the ultimate goal – success. **SMSC: Moral. BV: Rule of Law.**

Empower all pupils to develop ownership of their own learning, thus fostering motivation and a love of learning, whilst building resilience, so that all pupils have the strength to overcome obstacles and barriers to their learning. **BV: Individual Liberty.**

Foster an ethos of high expectations and aspirations for all. **SMSC: Moral. SMSC: Cultural.**

Support each and every pupil to develop self-respect and to respect the opinions, feelings and possessions of others. **BV: Acceptance and mutual respect of those with different faiths and beliefs.**

Provide all pupils with an equal opportunity to learn, share their opinions and to take part in all aspects of school life at Whitgreave, along with opportunities to develop life skills and experiences within the local Community and wider world. **BV: Individual Liberty. BV: Democracy.**

Create a happy and friendly learning environment for all members of the Whitgreave Team, so that everyone feels valued and everyone feels welcome. **SMSC: Social. SMSC: Cultural.**

Encourage the involvement of parents and carers in school life, working in partnership together, whilst encouraging and supporting parents and carers to develop their own skills and experiences. **SMSC: Social.**

Develop an ethos, which underpins all aspects of school life, where everybody matters, everyone counts. **SMSC: Spiritual. BV: Acceptance and mutual respect of those with different faiths and beliefs.**



# Whitgreave Primary School

**In order to provide our children with the best possible education, it is essential that we work together with our parents and carers!**

## 2. Home/School Partnerships

At Whitgreave, we enjoy and value the support our parents/carers give the school. The ways in which we achieve this are by:

- Parents letting us know straight away about any concerns they may have so that we can deal with them promptly.
- School has an open door policy whereby parents/carers can come into school and discuss their concerns with any staff member.
- Letting us know about any medical problems.
- Keeping the school up-to-date with any changes in address and contact numbers.
- Working together to promote our positive behaviour system 'Good to be Green' where we encourage and reward good behaviours and discuss consequences where negative behaviour occurs.
- Supporting children with their homework.
- Frequent communication with the class teachers and members of staff and engaging with any school activities.
- The Pastoral Team support parents/carers with any issues or concerns that they may have, including housing, debt management, family support etc. As a school, our aim is to support the entire family, which then positively impacts upon the welfare of the children.
- Whitgreave has achieved the Leading Parent Partnership Award for the on-going work that school does with parents/carers.

## Whitgreave Primary School

### Autumn Term 2022

**Inset Days - Monday 5th & Tuesday 6th September**

- **Term time:** Wednesday 7th September to Friday 21st October
- **Half term:** Monday 24th October to Friday 28th October
- **Term time** Monday 31st October to Thursday 15th December

**Inset Day - Friday 16th December**

### Spring Term 2023

**Inset Day - Tuesday 3rd January**

- **Term time:** Wednesday 4th January to Friday 17th February
- **Half term:** Monday 20th February to Friday 24th February
- **Term time:** Monday 27th February to Friday 31st March

### Summer Term 2023

**Inset Day - Monday 17th April**

- **Term time:** Tuesday 18th April to Friday 26th May
- **Half term:** Monday 29th May to Friday 2nd June
- **Term time :** Monday 5th June to Tuesday 25th July

### Lunchtimes

#### Hot Dinners

For those children who wish to stay for a hot school meal, these are available in our Dining Rooms every day. Hot school meals are provided free of charge for children within Reception, Year 1 and Year 2, through the Government Universal Free School Meals initiative.

The cost of a school meal for children within Years 3 to 6 is £2.40 and the money should be paid into the 'Dinner Money Tub' daily which can be found in your child's classroom, or a sealed envelope with your child's name on it.

Details regarding eligibility for Free School Meals is available from the School Office. Please pop in and see us.

#### Packed Lunches

Please pack sandwiches in a suitable container, with a lid and your child's name clearly labelled.

Water is available in the Dining Hall and classrooms, but if you wish to provide your child with a drink, we ask that no fizzy drinks are brought into school. Thank you for your support as we try to promote healthy eating.

#### Snacks

Fruit is available free of charge for children within the Early Years, Year 1 and Year 2, however, can be purchased from our school Tuck Shop for children within Year 3 to 6, for a small charge, on a daily basis. Milk, water and fruit juice are also available within school.

## 5. School Uniform

# Whitgreave Primary School

<b><u>BOYS</u></b>	<b><u>GIRLS</u></b>
Black/grey trousers (no jeans)	Black/grey trousers (no jeans), skirt or pinafore, optional gingham summer dress, in red or blue
Navy blue Whitgreave sweatshirt/cardigan,	Navy blue Whitgreave sweatshirt/
Red polo shirt	Red polo shirt
Black shoes (no trainers)	Black shoes (no trainers)
Black, grey or white socks	Black, grey or white socks
	Black, grey or white tights
<b><u>PE KIT – BOYS AND GIRLS</u></b> White t-shirt or polo shirt Navy blue shorts Black pumps and/or trainers Navy blue tracksuit for outdoor PE, in colder weather Wellies (for Forest Schools)	

\* Please make sure that girls wear sensible, flat shoes so that they are safe when running around in the playground. Open-toed sandals or flip-flops are not suitable for school.

**Please make sure that all items of clothing are named as we are not responsible for lost items.**

**Jewellery:** It is recommended that jewellery is **not** worn at school because young children can run around and either hurt themselves or lose things. If earrings are worn they must be studs. Dangly earrings can get caught in clothing as children get changed for P.E. Children have to remove all items of jewellery before doing P.E. so please check your child's P.E. days. Thank you.

## 6. New Pupil Admissions

Pupils are admitted to the school centrally through a Common Admissions Form. If your child would like a place, then the Admissions Team at the Civic Centre needs to be contacted, in order to enquire whether there are places available at the school.

We welcome visits from prospective parents, please contact the Office to arrange a visit.

The aim of any visit made for new pupils and parents would be to familiarise yourselves with the school environment and routines and also an opportunity to answer any questions.

Each year, we have many opportunities for parents to come into school and observe their children and the staff at work.



# Whitgreave Primary School

## 7. Medical Information

**Medicines** should not be brought into school, unless prescribed by your Doctor. The school has a clear policy and procedure for dealing with any medicines in school, in line with the law.

If your child has to take medicine during the school day, please visit the School Office to complete the required consent forms, otherwise, medicines cannot be administered. If possible, we prefer parents to come into school to administer medicines.

**Please inform the school about any medical conditions that could affect your child, including any allergies. You will be asked to complete a form detailing any medical information and we ask that parents keep us up-to-date, in order to ensure that we keep your child safe.**

**Medical appointments** - Hospital, doctor, dentist, opticians appointments should be made outside school hours, where possible. If your child has an appointment during the day, please give the School Office advance notice, thank you! Parents may be asked to provide evidence of any appointments within school time.

Parents will be required to collect their children from school, as we do not allow children out unsupervised during the school day.

# Whitgreave Primary School

### Attendance

It is very important that your child attends schools every day, on time. If they are not in school, then they are missing learning opportunities. School offers a range of incentives to reward children with good attendance.

If your child is unwell, it is important that you telephone the School Office on the first day of your child's absence, to notify us of the reason. Otherwise, you will receive a call from our School Office, in order to find out why your child is not in school. This is part of our safeguarding responsibility.

Any leave of absence within term-time will not be authorised, unless there is a special reason for the leave. Parents must complete the appropriate form which can be obtained from the School Office. If you require any further advice, please contact Mrs Kirby, our Attendance Officer.

School monitors the attendance levels of every child within school, on a weekly basis. Children with a below 90% attendance are also monitored by the Education Welfare Officer.

School offers a Walking Bus facility whereby children are collected from home in a morning and walked to school with staff. Please contact the School Office for more information.

### School Closure Due To Adverse Weather Conditions

In the event of the school closing due to poor weather conditions, parents should listen to the local Radio Stations, after 7.00am or alternatively, check the 'Wolverhampton Today' website, on the internet, or the school's own website.

**We will also send a text message via our Text2parents service. Please keep the School Office up-to-date with any changes to your contact details.**

## Whitgreave Primary School

Whitgreave Primary School is a two form entry School. Classes are organised in mixed abilities, although there are times when pupils may be taught in ability sets across their age related Year Group.

### Planning

Teachers plan in Year Group teams, in order to ensure that all children share similar experiences and have equal access to a broad, balanced and stimulating curriculum.

### Assessment

Assessment and record keeping is agreed throughout the school. The school offers opportunities for parent to discuss their child's progress, during termly Consultation Meetings. There are also open mornings, where parents can pop into school and observe their child in different subjects.

### Timetable

#### **Time for Twos:**

Morning session	8.30 — 11.30
Afternoon session	12.20 — 3.20

#### **Nursery:**

Morning session	8.30 — 11.30
Afternoon session	12.20 — 3.20

#### **Reception: (32.5 hours)**

Morning session	8.45 — 12 .00
Afternoon session	12.55 — 3.15

#### **Years 1, 2 & 3: (32.5 hours)**

Morning session	8.40 — 11.40
Afternoon session	12.30— 3.10

#### **Years 4, 5 & 6: (32.5 hours)**

Morning session	8.40— 12.30
Afternoon Session	1.20 – 3.10

# Whitgreave Primary School

Staff Organisation – 2022/2023

## 10. Staffing

Class	Teacher/HLTA	Teaching Assistants
Y6 – Purple 2	Mrs Barrett	Mr Matthews
Y6 – Purple 1	Mr Jones	
3rd Teacher in Y6 - AM	Mrs Parker	
4th Teacher in Y6 - AM	Mrs Parkar	
Y5 - Red 2	Miss Corns	Mrs Amos, Mrs Flynn & Mrs Taylor
Y5 - Red 1	Miss Dimitrov	
Y4 - Green 2	Mrs Dingley/Mrs Hyett	Mrs Walker & Ms Hamilton
Y4 - Green 1	Mrs Bond	
Y3 - Yellow 2	Mr Bell	Mrs Meredith & Miss Palmer
Y3 - Yellow 1	Miss Bunn	
Y2 – Lilac 2	Mrs Butters/Mrs Turner	Miss Rogers
Y2 – Lilac 1	Miss Burgess	
3rd Teacher in YR2-AM	Miss Laffan	
Y1 – Lime 2	Mrs Davis/Mrs Sadler	Mrs Sadler & Miss Taylor
Y1 – Lime 1	Miss Lester	
YR – Orange 2	Mrs Spink/Mrs Merrick	Mrs Wilkes & Mrs Gilbert
YR – Orange 1	Miss Turner	
3 <sup>rd</sup> Teacher in YR	Miss Winfield	
YN – Rainbow	Miss Green	Mrs Foster
Time for Twos – Whitgreave's Little Wonders	Mrs Pemberton	Miss Oakley

# Whitgreave Primary School

## 10. Non-Class Based Staff

Member of Staff	Role
Mrs Redfern	Head Teacher
Mr Albutt	AHT/PE Teacher
Mrs Millington	School Business Manager
Ms Hooper	Senior Office Administrator
Mrs Russell	Office Administrator
Mrs Kirby	Attendance Officer
Mrs Cox & Mrs Russell	Safeguarding Officers
Miss Matthews	Learning Mentor
Mr Edwards	PE Teacher
Mr Edwards & Miss Mullett	Senior Lunchtime Supervisors
Mrs Booth	Lunchtime Supervisors
Mr Matthews	
Mrs Hipkiss	
Mrs Meredith	
Mrs Kelly	
Miss Rogers	
Miss Booth	
Miss Bott	
Mrs Johnson	
Miss Rogers	Walking Bus
Mr Matthews	
Mrs Johnson	
Miss Booth	
Mr Guest	Site Manager
Mr Singh	Caretaker
Mrs Tunstall & Ms Leason	Kitchen Supervisors/School Cooks
Ms Nash	School Cook
Mrs Jones	School Cook
Ms Williams	School Cook
Mrs Pokaur	School Cook
Ms Morgan	Housekeeping
Miss Bateman	Housekeeping
Mrs Dobinson	Housekeeping
Mrs Worley	Housekeeping
Mr Smith	Head of IT Services
Mr Murphy	IT Technician



# Whitgreave Primary School

## The Governing Board

The Governing Board of Whitgreave Primary School plays an integral part of school life. The Governors attend regular meetings with the Head Teacher and members of the Leadership Team to monitor, evaluate and challenge the school, on an on-going basis. They also attend other events in school, such as the Summer Fayre, Parent Consultation Evenings and Safer Internet Day. Each Governor is also part of a Link Governor Team, which further supports and challenges school, in order to impact the quality of teaching and learning.

## 11. Governors

Chair of Governors:	Mrs J Pownall
Vice Chair of Governors:	Mrs R Kilmister
Head Teacher Governor:	Mrs S Redfern
Staff Governor:	Mrs A Cox
LA Governor:	Mrs B Hawkins
Parent Governor:	Mrs K Tanner
Parent Governor:	Dr O Akinremi
Parent Governor:	Vacancy
Co-opted Governor:	Mr D Russell
Co-opted Governor:	Mrs K Merrick
Co-opted Governor:	Mrs M Parker
Co-opted Governor:	Mr S Smith
Co-opted Governor:	Vacancy



# Whitgreave Primary School

## 12. Curriculum

At Whitgreave, we aim to provide a broad and balanced curriculum which is appropriate to the age and ability of our children and meets their individual needs. We really want to enrich our children's lives and embark on a range of activities

The Early Years Curriculum provides the framework for teaching and learning within Nursery and Reception.

The National Curriculum provides the framework of subjects which must be taught within Years 1 to Year 6.

Subjects taught include English, Maths, Science, History, Geography, Computing, Religious Education, Physical Education, Design and Technology, Art, Music, Personal, Social, Health Education and Languages within the upper years.

In addition to the National Curriculum, school teaches the Whitgreave Curriculum, which includes developing pupil power, understanding of the community and also, knowledge of the world.

Teachers are continually assessing the children's progress and these assessments and work are available for discussion between teachers, parents and pupils.

Educational visits and visitors into school provide the children with first hand experiences to enrich their learning. We consider these to be a very important aspect of our pupils' education and seek full parental support whenever visits are arranged.

Further information on our Curriculum can be found on the school's website.

# Whitgreave Primary School

### Special Educational Needs

There are some children who may experience learning, emotional and behavioural difficulties, or who are very able in one or more curriculum areas. All ranges of ability are catered for in each classroom. In addition to this, some children may be withdrawn, or receive support from our Teaching Assistants.

Our policy for Special Educational Needs may be viewed in school, on request and can be found on our school's website.

The appropriate legislation is utilised by the school. This is in accordance with Wolverhampton Education Authority Guidelines. One of the key aspects of this is to try and simplify the system for both teachers and parents.

### Inclusion Groups

Provision is also made in school for children who have particular talents or who are gifted academically. Extra support is also given to pupils who may need to develop their confidence, communication and social interaction.

## Whitgreave Primary School

### School Visits

Educational visits form an important part of our school calendar. We endeavour to enrich our curriculum with class trips, visitors, musicians, theatre groups and special assemblies.

Governors subsidise the cost of the educational visits and we try to keep any voluntary contributions to a minimum. We hope that all visits undertaken by the school are fully supported by parents.

### Before and After-School Activities

We offer a range of Before and After-School Activities that aim to promote healthy lifestyles and encourage pupils to engage in various activities. For example, Crafts, PE, Music, Drama, Cooking and Dance Clubs.

Different Clubs run at different times of the year and at the beginning of a term a letter is sent out to parents outlining the various extra-curricular activities for that particular term.

Parents are simply asked to sign a consent form if they would like their child to attend the Club. In some cases, there are limited places, so we advise parents to send their consent form in quickly.

School strives to ensure that all children are offered at least one After-School Club during the academic year. This means that some children will not get a place in a Club every term.

The Leadership Team monitor the quality of provision that is offered to our children on a termly basis, identifying what is working well and what could be better.

School offers a Breakfast Club, which takes place every morning in the Early Years Hall. The children take part in various activities, whilst also having a breakfast in a morning.



# Whitgreave Primary School

## **Homework**

At the beginning of each academic year, every child from Year 1 to Year 6 will be issued with a Homework Diary and a Homework Timetable, for the year.

Children in school will be expected to read, learn tables/maths facts and practise spellings each week. Each child will be expected to complete between 10 - 20 minutes of homework each evening. Children within the Early Years will also be issued with homework, however, this will be age-appropriate.

In addition to the above, each child will also have a Learning Together Journal, whereby children and their parents are encouraged to work together to complete a mini-project, linked to the Year Group Curriculum.

Parents are asked to monitor their children's homework, giving support, where necessary. We appreciate this encouragement and interest from parents.

Failure to complete homework on a regular basis, may result in your child receiving a consequence.

# Whitgreave Primary School

### Collective Worship

There is an act of daily worship timetabled during the school week, sometimes as a Whole School Assembly and sometimes in classes or Year Groups.

Any parent who wishes to withdraw their child from Collective Worship has a right to do so. In this case, please notify the School Office.

### Religious Education

The school follows the guidelines laid down in a Wolverhampton Agreed Syllabus stating that religious traditions in this country are mainly Christian, but acknowledging the teaching and practice of other religions.

Other religions are taught throughout the Year Groups, with each Year Group focussing on a particular religion. Religious Education is taught in blocks, so that it positively impacts upon the quality of teaching and learning.

The school has its own R.E. Policy. Parents have the right to withdraw their children from Religious Education.



# Whitgreave Primary School

## 17. Health Education, PSHE and Pastoral

### Personal, Social and Health Education

We offer our pupils a comprehensive programme of Health Education. A range of teaching strategies are utilised, including lots of discussion, partner talk, class debates etc. Our programme of work for Sex and Relationship Education covers all year groups.

Parents have the right to withdraw their children from Sex and Relationship Education. If you would like more information about this area of the curriculum, please contact the school. This area of the curriculum is supported by the Primary Health Care Team, NHS, Police and Community Team.

### Pastoral Care

Children are in the care of their class teacher for most of the time, but any problems that arise can be referred to the Head Teacher or another suitable member of staff.

We strongly encourage parents/carers to come in and see us if they have a concern. You will be seen at the earliest opportunity by either the class teacher, Assistant Head, Deputy Head or Head Teacher, dependant on the nature of the concern. School operates an open-door policy.

School also supports parents/carers through our Pastoral Team, which consists of the school's Safeguarding Officers, Family Liaison Team and the Learning Mentor. School endeavours to support our children and families and can also signpost families whereby specialist support is needed. Please contact our Pastoral Team for more information.

To further support the pastoral care of our children within school, school employs a Learning Mentor. Both staff members support targeted pupils, either on a one to one or as part of a small group, in order to further develop their social and emotional needs.

## Whitgreave Primary School

### 'Good to be Green' at Whitgreave

Our school standards are very straightforward and are agreed annually by all of our children.

Children are expected to show respect to all members of our school community or visitors and treat our building and property with care. Consideration for others and good manners are encouraged and praised.

If a child disengages or behaves in an anti-social way, an appropriate sanction will be applied. Should the behaviour problem become worrying or persistent the school will inform parents who will be invited to come in and discuss the matter. School also has a Learning Mentor and an Intervention Projects Leader, who are both able to support children who are having difficulties.

There are a number of strategies available for school to utilise, where there are specific needs. For example, the use of a personalised Target Sheet, which helps the child to manage his/her behaviour, personalised rewards or a modified timetable, where necessary. These are just some examples.

A copy of the School Behaviour Policy, in detail, can be found on the school website.

### Rewards

At Whitgreave, we believe in rewarding good behaviour and progress. We have a weekly Celebration Assembly where we award certificates and prizes for good work, behaviour and attendance.

All of our children and staff belong to a School Team. Team Points are awarded by all staff within school, to anyone displaying good behaviour, work, attendance, friendship, manners etc. Our children receive lots of rewards on a daily basis, including stickers, stampers, Class Reward Charts and also raffle tickets, which culminate in a weekly prize raffle.

# Whitgreave Primary School

### Anti-Bullying

The school has an Anti-Bullying Policy. **This Policy clearly states bullying is defined as 'deliberately hurtful behaviour, repeated over a period of time, where it is difficult for those being bullied to defend themselves'.**

We encourage our children to report any incidents of behaviour that is not appropriate. We discuss with our children through Health Education, assemblies and class discussions what is acceptable behaviour. We have a worry box to support pupils if they want to express a worry or concern. If you suspect your child is being bullied in any way, please contact school immediately so that school can carry out a thorough investigation.

### Safeguarding and Child Protection

We are committed to keeping our children safe at all times. School strictly adheres to all statutory safeguarding legislation and to the Keeping Children Safe in Education document. School has a number of trained Safeguarding Officers and Deputies.

If we have any worries or concerns we would make contact with the family. However, this may not always be appropriate and therefore we would refer the matter to the Social Care Team in Wolverhampton.

For health and safety reasons, dogs are not allowed onto the school site, with the exception of guide dogs.

We are a completely smoke-free zone. This applies to the school grounds as well as the school buildings.

In order to safeguard your children, we respectfully ask that there is no swearing or use of inappropriate language on or around the school premises. Thank you.

# Whitgreave Primary School

### Complaints Procedure

If you wish to complain about any areas of school management, organisation or curriculum, please consult the Head Teacher who will either be able to resolve the matter or will tell you how to proceed, in order to make a formal complaint. A copy of our full Complaints Policy can be found on the school website.

Formal complaints should be made, in writing, to the Chair of Governors and addressed to Whitgreave Primary School, however, the appropriate process must be adhered to, in line with the policy.

It is our intention, through our Prospectus, to tell you as much about our school as possible. Please do not hesitate to contact us, if you require any further information.

### Freedom of Information Act

Any information given regarding Schools Admissions Procedures will be held on a database and then it is subject to the provision of the Data Protection Act.



# Whitgreave Primary School

## School Policies

There are many policy documents within schools that are required by law, some of which have been referred to within this Prospectus.

However, if parents wish to read a particular policy in detail, then please do not hesitate to contact the School Office. All policies can also be found on the school website.

## Equalities and Diversity

The curriculum promotes the spiritual, moral, cultural, mental and physical development of pupils at school and of society. The aim is to prepare pupils at the school for the opportunities, responsibilities and experiences of later life.

Our school has a duty to eliminate unlawful racial discrimination and to promote equality of opportunity and ensure positive relations between people of different groups.