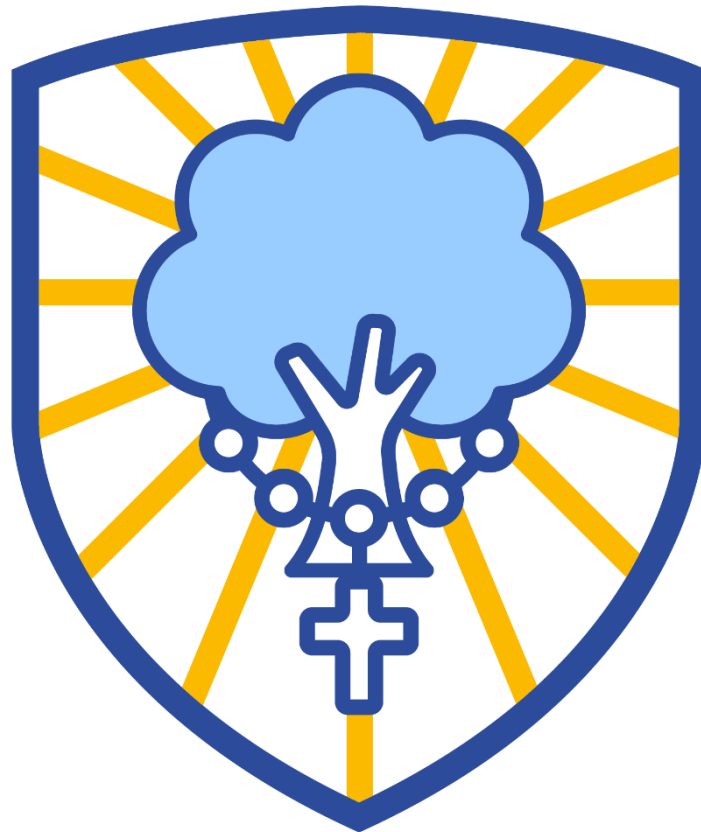


2023-2024 School Prospectus



Visit our school website: www.olfatima.bham.sch.uk



OUR LADY OF FATIMA
CATHOLIC PRIMARY SCHOOL

Part of the Emmaus MAC

The School

Our Lady of Fatima Catholic Primary School was opened in 1967 as the Parish School of Our Lady of Fatima, Quinton. In February 2021 the school became part of the Emmaus Multi Academy Company. The building has a pleasant, open aspect and is situated on the south side of the Hagley Road, opposite Lightwoods Park in Harborne.

The School provides for its pupils a primary curriculum with special emphasis on the teaching of the Catholic faith and regular participation in the liturgy and prayer life of the Church.

There are 210 children aged four to eleven on roll. Up to 30 children are admitted each September to the Reception Class. Children aged four years on August 31st are eligible for admission during the Autumn Term. Reception children are invited to spend some time in the school prior to commencing full-time attendance. This normally takes place during the Summer Term. We send information to all parents before the end of summer term to help them prepare over the summer holidays. In September, we meet with parents to showcase what the year ahead will look like, support available and help answer any questions they may have. Parents of intending pupils are always invited to visit the school before a child is admitted. The school is organised into seven mixed ability classes, Foundation, two classes at Key Stage 1 and four at Key Stage 2. All children are in year groups and within each class; teaching is adapted to the age and ability of the child.

School Mission Statement

We welcome everyone into our community,
to live, love and learn together
in the light and example of Jesus Christ.

Aims of the School

Our school, which looks to Christ for the basis of its existence, aims to show concern for all connected with the school. We see ourselves as vital to the life and worship of the parish.

Our school will be distinguished by the quality of care, support and respect shown between its members.

Our school aims to make worship in all forms central to the life of the school and aims to promote the spiritual growth of all its members. We aim to ensure that our whole curriculum, including the National Curriculum, is delivered within a Catholic environment in which pupils can grow and acquire concepts, knowledge, skills, attitudes and values in preparation for future life.

Our school acknowledges that each person is unique and we should strive for the fullest development of every pupil and all those who work in the school, promoting equal opportunity and respect for all.

Our school aims to promote justice and understanding in our world by forging positive links with the community, other schools, other faiths and the world of work.

In declaring these aims, the term 'School' encompasses all the staff, pupils, parents, Governors, clergy and everybody concerned in the organisation and running of the school.

The aims are not listed in any order of priority.

OUR LADY OF FATIMA SCHOOL COMMUNITY

Governing Body

Mr M Higgins	Chair (Foundation)
Mr A Morris	Vice-Chair (Foundation)
Mr M Woods	(Foundation)
Mrs J McGuinness	(Foundation)
Father Long	(Foundation)
Miss V Chen	(Foundation)
Mrs M Jat	(Parent)
Mrs J Chapman	(Parent)
Mr D Simmons	(Principal)
Mr M Leese	(Staff)
SIPS Education	(Clerk)

Teaching Staff

Principal: Mr D Simmons

Vice Principal: Mr M Leese

Mrs H Lake, Mrs A O'Regan, Mrs Cadman, Miss H McAleenan, Mr Ward, Miss H Hung, Mrs McCartan, Mrs Hale

Non-teaching staff

Mrs C Billingham	(Senior Office Manager & PA to Principal)
Mrs C Hayden	(Office Manager PT)
Mrs S Darkaoui	(HLTA)
Miss H Walker, Mrs L Hayward, Mrs R Kaur	(Teaching Assistants)
Miss E Reynard, Mr L Wilson	
Mr S Rollason	(Building Services Manager)
Mrs K Rollason	(Cleaning Assistant)

Lunch Time Supervisors

Miss V Jaep, Miss C Mooney, Mrs C Baylis

Before & After School

Admission Criteria September 2023

The admissions process is part of the Birmingham local authority co-ordinated scheme.

The Admission Policy of the Governing Body of Our Lady of Fatima Catholic Primary School is as follows:

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. The school is conducted by its Governing Body as part of the Catholic Church in accordance with its Trust Deed and Instrument of Government and seeks at all times to be a witness to Jesus Christ. We ask all parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the right of parents who are not of the faith of this school to apply for and be considered for a place here.

The School's Admission Number for the school year 2023/24 is **30**.

If the number of applications exceeds the admission number, the Governing Body will give priority to applications in accordance with the criteria listed, provided that the Governing Body are made aware of that application before decisions on admissions are made (see Note 1 below). If there is oversubscription within a category, the Governing Body will give priority to children living closest to the school determined by shortest distance (see Note 4).

A map of the parish boundary is available at the school, on the school website at the parish church or by post on request.

1. Baptised Catholic children (see Note 2 below) who are looked after or previously looked after (See Note 3 below).
2. Baptised Catholic children (see Note 2 below) living in the parish of Our Lady of Fatima who have a brother or sister (see Note 4 below) attending Our Lady of Fatima Catholic Primary School Academy at the time of admission.
3. Other Baptised Catholic children (see Note 2 below) who have a brother or sister (see Note 4 below) attending Our Lady of Fatima Catholic Primary School Academy at the time of admission.
4. Baptised Catholic children (see Note 2 below) living in the parish of Our Lady of Fatima.
5. Other Baptised Catholic children (see note 2 below).
6. Non-Catholic children who are looked after or previously looked after (See Note 3 below).
7. Non-Catholic children who have a brother or sister (see Note 4 below) attending Our Lady of Fatima Catholic Primary School Academy at the time of admission.
8. Non-Catholic children.

Note 1

Children with an Education, Health and Care (EHC) Plan that names the school **MUST** be admitted. This will reduce the number of places available to applicants. This is not an oversubscription criterion.

Note 2

In all categories, for a child to be considered as Catholic, evidence of Catholic Baptism or Reception into the Church will be required. For a definition of a Baptised Catholic, see the Appendix. Those who face difficulties in producing written evidence of Catholic Baptism or Reception into the Church should contact their Parish Priest. Parents making an application for a Catholic child should also complete a Supplementary Information Form (SIF) which should be returned directly to the school. If you do not provide the information required in the Supplementary Information Form and return it by the closing date, together with all supporting documentation, this is likely to affect the criteria that your child is placed into, which is likely to affect your child's chance of being offered a place at this school.

Note 3

A "looked after child" has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of the local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making the application to the school. A "previously looked after child" is a child who immediately moved on from that status after becoming subject to an adoption, child arrangement order or special guardianship order and includes those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. For the purposes of this policy, a looked after child living with a family where at least one of the carers is Catholic will be considered as Catholic. The carer must forward a copy of their own Catholic Baptismal or Reception certificate directly to the school in order for this priority to be given to the child as failure to do so will result in the looked after child being ranked as a non-Catholic.

Note 4

For all applicants the definition of a brother or sister is:

- A brother or sister sharing the same parents
- A half-brother or half-sister, where two children share one common parent
- A step-brother or step-sister, where two children are related by a parents' marriage or civil partnership where they are unrelated, but their parents are living as partners.
- Adopted or fostered children

Note 5

Distances are calculated on the basis of a straight-line measurement between the child's home address and the main front gate on Winchfield Drive. The Local Authority uses a computerised system, which measures all distances in metres. Ordnance Survey supplies the co-ordinates that are used to plot a child's home address and the address of the school.

In a very small number of cases, where the school is oversubscribed, it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place when applying the published admission criteria.

For example, this may occur when children in the same year group live at the same address, or if the distance between the home and the school is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both, or all, of the children would cause the Published Admission Number for the child's year group to be exceeded, the Local Authority, on behalf of the Academy Committee, will use a computerised system to randomly select the child to be offered the final place.

The Local Governing Body will, where possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's published admission number.

A child's home address refers to the address where the child usually lives with a parent or carer and will be the address provided in the Local Authority's Common Application Form.

Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address provided in the Local Authority's Common Application Form, provided that the child resides at that address for any part of the school week.

Parents may be requested to supply documentary evidence to satisfy the Board of Directors that the child lives at the address put forward by the parents.

If a place in the school is offered on the basis of an address that is subsequently found to be different from a child's normal and permanent home address, then that place is liable to be withdrawn.

SCHOOL ENTRY

Parents must, by law, ensure that their child is receiving suitable full-time education from the beginning of the term following the child's fifth birthday, when they will have begun to be of compulsory school age.

Where a place is offered in the school, the pupil will be entitled to take up that place, on a full-time basis in the September following their fourth birthday.

A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the first day of the summer term 2023.

A child may take up a part-time place until later in the school year, but not beyond the point at which the child has reached compulsory school age.

Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

The parent of a child whose fifth birthday falls during the summer term who wishes to defer their child's admission until the beginning of the following academic year (when the child will have begun to be of compulsory school age) will therefore need to make a separate in-year application for a place in Year 1 at the school. Any reception class place offered following an application made for the 2022/2023 admission round will be withdrawn if the child does not take up that place by the first day of the summer term 2023.

APPEALS

Parents who wish to appeal against the decision of the Local Governing Body Committee to refuse their child a place in the school may apply by submitting an appeal via the Local Authority Admissions website. Appeals will be managed and heard by the Local Authority.

REPEAT APPLICATIONS

Any parent can apply for a place for their child at any time outside the admissions round. Parents do not have the right to a second appeal in respect of the same school for the same academic year unless, in exceptional circumstances, the admission authority has accepted a second application from the appellant because of a significant and material change in the circumstances of the parent, child or school but still refused admission.

LATE APPLICATIONS

Late applications will be dealt with according to the local authority co-ordinated scheme.

WAITING LIST

Parents whose children have not been offered their preferred school will be informed of their right of appeal and will be added to their preferred schools waiting list.

The Local Authority will send voluntary aided and foundation schools their waiting lists following the offer of school places.

Waiting lists for admission remain open and are not reset.

Waiting lists will not be fixed following the offer of places. They are subject to change. This means that a child's waiting list position during the year could go up or down. Any late applicants accepted will be added to the school's list in accordance with the order of priority for allocating places.

Inclusion on a school's waiting list does not mean that a place will eventually become available. It may be that those already offered places may accept them, thereby filling all available places.

Children who are the subject of a direction by a local authority to admit or who are allocated to a school in accordance with a Fair Access Protocol take precedence over those on a waiting list.

IN YEAR FAIR ACCESS POLICY

The Governing Body has adopted the LA fair access policy for admission of previously excluded or hard to place children.

APPLICATIONS OTHER THAN THE NORMAL INTAKE TO RECEPTION CLASS

(In-year applications)

An application should be made to the Governing Body at the school.

There is no charge or cost related to the admission of a child to this school.

APPENDIX

DEFINITION OF A "BAPTISED CATHOLIC"

A "Baptised Catholic" is one who:

- Has been baptised into full communion (Cf. *Catechism of the Catholic Church, 837*) with the Catholic Church by the Rites of Baptism of one of the various ritual Churches in communion with the See of Rome (i.e. Latin Rite, Byzantine Rite, Coptic, Syriac, etc, Cf. *Catechism of the Catholic Church, 1203*). Written evidence* of this baptism can be obtained by recourse to the Baptismal Registers of the church in which the baptism took place (Cf. *Code of Canon Law, 877 & 878*).

Or

- Has been validly baptised in a separated ecclesial community and subsequently received into full communion with the Catholic Church by the *Right of Reception of Baptised Christians into the Full Communion of the Catholic Church*. Written evidence of their baptism and reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases, a sub-section of the Baptismal Registers of the church in which the *Rite of Reception* took place (Cf. *Rite of Christian Initiation, 399*).

WRITTEN EVIDENCE OF BAPTISM

The Governing Bodies of Catholic schools will require written evidence in the form of a Certificate of Baptism or Certificate of Reception before applications for school places can be considered for categories of "Baptised Catholics". A Certificate of Baptism or Reception is to include: the full name, date of birth, date of Baptism or Reception, and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of Baptism or Reception.

Those who would have difficulty obtaining written evidence of Catholic Baptism/Reception for a good reason, may still be considered as Baptised Catholics but only after they have been referred to their parish priest who, after consulting the Vicar General, will decide how the question of Baptism/Reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

Those who would be considered to have good reason for not obtaining written evidence would include those who cannot contact the place of Baptism/Reception due to persecution or fear, the destruction of the church and the original records, or where Baptism/Reception was administered validly but not in the Parish church where records are kept.

The Academy Committee may request extra supporting evidence when the written documents that are produced do not clarify the fact that a person was baptised or received into the Catholic Church, (i.e. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not.)

Please refer to website for year of application. Forms can also be collected from the school office.

Curriculum

Religious Education

This for us is at the core of everything. There is a strong Catholic ethos within the school, which is to be found not just within R.E. lessons but throughout all the activities which take place.

As a community of Faith, whole school and class Masses are celebrated regularly. There are also special liturgies for the Key Stage 1 children. Children in Year 3 are prepared for the Sacraments of Reconciliation and the Eucharist. A Reconciliation Service is normally held for the Key Stage 2 children during Lent. The children receive the Sacrament of Confirmation in Year 6. Parents who send their child to a Catholic school would wish their child to be fully involved in the life of the school, taking part in all the educational opportunities provided, including Religious Education and Collective Worship. The law does, however, permit parents to withdraw their child from Religious Education and Collective Worship. No alternative provision is available in school but any parent wishing to exercise that right should contact the Principal. We strongly encourage all families to participate in weekend Mass – Saturdays at 6 pm and Sundays at 9 am and 11 am.



The National Curriculum

Children's year in Reception class marks the last year of the Early Years Foundation Stage in education, a stage for children from the age of three. 'Areas of learning and development' consists of **three prime areas** and **four specific areas**. The prime areas cover the knowledge and skills which are the foundations for children's school readiness and future progress, and which are applied and reinforced by the specific areas.

How my child will be learning?

The EYFS Framework explains how and what your child will be learning to support their healthy development. Your child will be learning skills, acquiring new knowledge and demonstrating their understanding through **7 areas of learning and development**.

Children should mostly develop the **3 prime areas** first.

These are:

- Communication and language;
- Physical development; and
- Personal, social and emotional development.



These prime areas are those most essential for your child's healthy development and future learning.

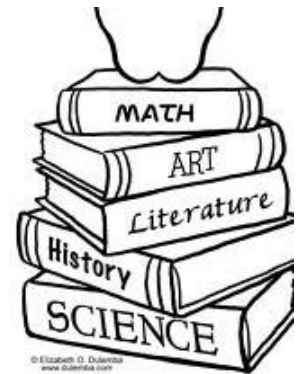
As children grow, the prime areas will help them to develop skills in **4 specific areas**. These are:

- Literacy;
- Mathematics;
- Understanding the world; and
- Expressive arts and design.

These 7 areas are used to plan your child's learning and activities. The professionals teaching and supporting your child will make sure that the activities are suited to your child's unique needs. This is a little bit like a curriculum in primary and secondary schools, but it's suitable for very young children, and it's designed to be really flexible so that staff can follow your child's unique needs and interests.

Children in the EYFS learn by playing and exploring, being active, and through creative and critical thinking which takes place both indoors and outside.

All classes follow the new National Curriculum guidelines. The guiding principle throughout is that each child is entitled to a broad, balanced education which is appropriate to his/her needs regardless of ethnicity, gender or ability. The National Curriculum comprises:



Core subjects

English
Mathematics
Science
Religious Education

Other Foundation subjects

Art & Design*
Physical Education
Geography*
Design and Technology*
History*
Music*

Computing – computer skills are taught discreetly but technology is also used to enhance the broad curriculum.

* These subjects are mostly taught in a creative cross-curricular way.

French is taught by a specialist French teacher in Key Stage 2.

In the Reception Class, a basic sight vocabulary and phonic knowledge is established using the Read Write Inc scheme. Each day the children experience new phonemes, digraphs and trigraphs which they then use taught to use in their reading and writing. Weekly guided reading sessions use a mixture of books, which support the teaching of discrete phonics. These are followed by the Oxford Tree Book Banding which forms

the core of our reading material and whose levels are used to classify other supplementary books. Children are encouraged to develop a love of books and there is a well-stocked Library.

Strong emphasis is placed on developing skills in English and to assist with this development, use is made of the content of the Literacy Strategy which is combined with the schools best practice. Read, Write, Inc ensures a cohesive approach to the teaching of reading, writing, incorporating spelling and handwriting. Mathematics is taught mainly as a discrete subject with core skills developed in other areas of the curriculum. A practical approach is encouraged and there is a wide variety of resources.

Other Foundation National curriculum subjects are mostly taught through a 'Creative Curriculum' theme based approach. Each half term topic is introduced with a whole school assembly, including a Religious focus which provides a mission focus and coherence, bringing curriculum areas together and ends with a whole school sharing afternoon involving all pupils. Each topic promotes excellence and enjoyment of learning experiences and includes structured skills-based teaching and learning.

Information and Communication Technology is used to enhance teaching and learning. There are a range of extra-curricular clubs, including extra school activities.

School policy documents are available for parents to see on the school's website or by written request to the Principal.

Physical Education

P.E. is part of the National Curriculum and compulsory for all pupils. Pupils currently access swimming lessons in Year 3 and Year 4. The school values the contributions that these areas make to children's all-round development through non-competitive and competitive participation. Pupils also access a variety of sports delivered by specialist teachers and coaches. Children will normally only be excused for a genuine medical reason. We are fortunate to have a large field adjacent to the school and this is used for a variety of activities. The Annual Sports' Day is held during the summer term.

Relationships and Sex Education

As a Catholic school, our mission is to support the spiritual, moral, social and cultural development of all of our pupils, rooted in the wisdom and teaching of the Church. The education of children in human sexuality is an important, precious and privileged responsibility. The Church teaches us that this is very much a partnership with parents, in which parents are the 'first educators' of their children on these matters; ultimately, you confer on us the right to co-educate your children with you.

We have been researching various programmes that are available and have decided to adopt Life to the Full by Ten Ten Resources. Ten Ten is an award-winning Catholic educational organisation that is well respected

and very experienced in this field of work. Life to the Full has been approved by our diocese. Furthermore, Ten Ten have entered into a partnership with the Catholic Education Service and the Department for Education to provide training for teachers in Catholic schools on the subject of the new statutory curriculum. Therefore, we are confident that this programme is a very good fit for our school.

Through their programme, Ten Ten understand the foundational role that parents have in educating and nurturing their children on these matters. Within the programme, they have built-in resources available on the Parent Portal which will not only keep you informed about what is being taught in school but will also give you the opportunity to engage your children in discussion, activity and prayer.

The core themes for each year group are:

- Families and people who care for me
- Caring friendships
- Respectful relationships
- Online relationships
- Being Safe – This includes the concept of personal privacy

All teaching RSE will take in a safe learning environment and be underpinned by our school ethos and values. A variety of opportunities will be provided for pupils to ask questions to further their understanding and to find out more about what affects them personally. The Ten Ten RSE scheme of learning will run alongside RE and well-being activities which are covered weekly in every class.

The Ten Ten scheme is Split into three modules:

- Created and Loved by God
- Created to Love Others
- Created to Live in Community

Special Educational Needs/ Inclusion

The school works within the framework of the Special Educational Needs Code of Practice and the Disability Rights Code of Practice.

Children are identified as having special educational needs from the end of their time in Reception class (or earlier if appropriate) and this is discussed with parents during the summer term. Subsequently, the level of need is assessed using the New Code of Practice. Each child's needs are met by the class teacher with support from the Special Needs Co-coordinator and outside agencies, as appropriate. Parental involvement is very important at all stages and this is strengthened by the Code. Children's progress is monitored, reviewed and

recorded regularly and as a result, teaching is adapted as appropriate. Every effort is made to meet the needs of children of a wide range of abilities and disabilities with or without statements.

Admission to the school is strictly in accordance with the Governing Body's Admissions Criteria. In keeping with our inclusive ethos and Equal Opportunities Policy, all children regardless of ability participate in a broad, balanced appropriately differentiated curriculum, as is their entitlement. The school has continued to monitor provision for children with specific needs and where necessary and where possible, modifications have been made. The school has an accessible toilet, playgrounds are linked by ramps and plans for the future development of the building will follow the principles of inclusion.

Educational Visits

When appropriate, outside agencies are brought in to supplement and enrich what is offered in school. Visits are made to museums, school farms, and other places of interest and educational worth. These visits, organised by the school, can only proceed where they have parental support in terms of voluntary contributions to cover the cost involved. Letters are always sent out to parents, well in advance, giving all the relevant information and details about any proposed visit. Therefore, all parents are expected to contribute towards the visit unless there is financial hardship. The school follows the guidelines set out in the L.A. document on Educational visits.

Please note that insurance coverage on educational visits is minimal but parents may take out their own additional insurance.

Homework

It is our view that school based work is only one facet of the education of your child. Each child's educational development can be enhanced if they are encouraged to take up personal interests.

Joining clubs and learning new sports will help to broaden your child's experience. Children should also be encouraged to use the local library on a regular basis and to visit museums and places of interest. However, homework is also an important part of your child's education. Children make better progress if the work that is done in school is supported at home. Therefore, all children are expected to work at home. We set challenges during school holidays which link to prior learning or up coming learning – we also have work set on the Doodle platform for the children to access. We also encourage children to read widely and parents are asked to make the most of family holiday activities to enhance their children's learning. The best possible support that parents can give is to set time aside so that work can be done in a quiet relaxed atmosphere free from distractions. This helps children to produce work of the same high standard in terms of quality and presentation, as that produced at school. It is vital that parents read to their children throughout their Primary School years and listen to them read every evening. All children should take a 'Reading Scheme' book or library book home every night. Reading book bags are available from school to help with the care of books. From Year 1 onwards pupils are also asked to learn spellings and number facts as well as to gather information

relating to topics being studied at school. Support for parents can be found on the schools website and through the school's newsletter

Pastoral Care

Pastoral care of children is exercised by all the teaching staff and is based on Catholic values. Throughout the school, great emphasis is placed on the fact that each child should be encouraged and given every opportunity to learn and develop a genuine sense of responsibility and self-discipline. Respect for oneself as well as for others is a very integral part of this approach and parental support is seen as being crucial to the success of our efforts. Children are praised and encouraged verbally or in writing for all good work, effort, honesty, helpfulness, success, and other good qualities. A system of rewards is used to reinforce good patterns of behaviour and good work.

All children belong to 'Houses' and they can gain House Points for their Team by completing work or deeds which are praiseworthy. House points for each week are announced in Congratulations Assembly. At the end of each half term a trophy is presented to the House Captain in the winning team – a reward for these children is given during the following half term.

We believe our school to be a caring, Catholic community where there is respect, courtesy and concern for others regardless of ethnicity, gender and ability/disability. The school has a written Anti-Bullying Policy and Race Equality Policy which is rooted in the same ethos and is subject to ongoing monitoring. Policies can be seen on request.

Child Protection/Safeguarding

Our first priority is your child's welfare and therefore there may be occasions when our concern about your child means that we have to consult other agencies. The procedures we follow have been set by the Birmingham's Multi-Agency Safeguarding Hub (MASH)/ Children's Advice and Support Service (CASS). If you want to know more about this procedure, please speak to the Principal. Further information and a copy of our Child Protection Policy are also available on the main entrance noticeboard and school website.

Care and Control

If staff become aware of, or have a need to become involved in, situations where a child may be at risk of hurting themselves or others, or if the behaviour of a child seriously disrupts good order in the school or causes damage to property, staff may need to take steps to intervene physically. In such circumstances staff will follow the school's 'Care and Control' policy for dealing with such situations. Any parent wishing to view this policy may do so on written request.

Procedures for dealing with concerns

Any concerns that may arise regarding any aspect of school life, should in the first instance, be addressed to the class teacher. If the matter is not resolved it should then be taken up with the Principal or Vice Principal. If parents are still not satisfied, complaints may be made in writing to the Chair of the Academy Committee c/o the school address. Parents who want to make a formal complaint must follow the school's complaints procedure (which is available on the school's website).

Home-School Liaison

At present we provide three parent consultation opportunities a year. The first takes place early in the Autumn Term. This is essentially an introductory meeting when parents can meet their child's class teacher and informally discuss how well their child has settled down to work and whether there is anything, medical or otherwise, that the class teacher should know about. The second consultation, during the Spring Term, provides parents with the opportunity to see their child's work and also to discuss progress in detail with the class teacher. Written reports are sent out towards the end of the summer term. Parents are given an opportunity to discuss these and are also invited to make their own written comments about their child's progress.

Meetings are held on aspects of the curriculum and assessment as needed. Parents in Years 3 and 6 are invited to Sacramental Preparation meetings. 'Inspire workshops' are organised for all classes and parents are strongly recommended to attend. They provide an opportunity to work alongside their child without distractions. Additional meetings are held to discuss the progress of children with special needs and to plan the next stage in children's learning. Apart from these meetings, parents are always welcome to contact the Principal or class teacher at other times to discuss any queries, though it is recommended, that for matters which are not urgent, an appointment should be made in order to ensure that the person concerned is available. An Open Day is also held during the Autumn Term and all parents are invited to visit the school while the pupils are all working in class.

Parking

We ask that parents who bring their children to school by car **should never** use the drive leading to the school front entrance, as this is an access point for emergency services, delivery vans and staff working on the premises. In addition, the area around the kitchen is out of bounds. The kitchen staff, Building Services

Supervisor and drivers of delivery vehicles are the only people who have valid reasons for being in this part of the school grounds.

Parents are asked to park with care and consideration for children, other parents and local residents.

Attendance/Absence

Excellent attendance and punctuality are expected. Any absence should be reported by telephone on the first morning of absence and explained in writing on a child's return to school. Please ring school between 8.15 a.m. and 9.00 a.m. on the first day of absence to report the reason. **Family holidays should always be taken during the school holidays. Holidays during term time are unauthorised** and may lead to further action being taken. Experience shows that children who miss the start of the new school year, find it difficult to settle and in May there are statutory and non-statutory assessments of children. **Holidays in term time are bound to have a detrimental effect on your child's progress.**

Where possible, routine medical treatment should be arranged outside of school hours. Where this is not possible, written notification should be given to the class teacher. This also applies if it is necessary for a child to be collected during the school day, for any other reason. For registration and safety reasons, all parents should report their arrival to the school Office when they have occasion to bring or collect their child during official school time.

Attendance for the school year 2021/22 was as follows:

% attendance	95.7%
% authorised absence	3.5%
% unauthorised absence	0.8%

Contact Forms

It is essential that the school is able to contact a parent, relative or friend in an emergency. For that reason, we require all parents to complete, and keep up to date, an emergency contact form giving address, telephone number and place of employment.

Accidents/Illness

The Class Teacher will normally inform an appropriate adult at home-time of any minor illness or accident which has occurred during the day or a school note will be sent home explaining the incident. If it is thought necessary, the parent is contacted to collect the child. **PARENTS ARE REMINDED THAT CHILDREN SHOULD NOT BE SENT TO SCHOOL WHEN UNWELL.** In the event of a serious accident, every effort will be made to

contact parents. If this is not possible the child will be taken to hospital for treatment and the parents will be contacted as soon as possible.

Medicines

Prescribed medicines such as asthma inhalers/EpiPens must be sent into school. A Health and Medicine form will need to be completed for any long-term medicines. Other medicines such as antibiotics can be administered by school staff by completing a consent form or a responsible adult may come to school to



administer the dose. Parents should bring any medication to the school office, it must not be sent in with children. The container must be clearly labelled with the contents, child's name and the required dosage. Parents are responsible for replenishing their child's supply of medicine, to keep 'spacers' clean and to ensure that medicines are not out of date.

School Opening and Closing Times

The morning session begins at 8.55 am. Please ensure that your child is brought to school punctually as it can be upsetting for a child to be late, as well as being disruptive to teaching and learning. The children are supervised in the playground, by a teacher, from 8.45 am, but parents must realise that the school cannot be responsible for pupils on the premises before this time. Pupils are allowed entry into the school from 8.4 a.m. onwards. School closes at 3.30 pm. Children should be met by a known adult. Please inform the school **in writing (email)** if a different person is collecting your child. If there is an unavoidable delay in collecting a child please telephone the school. For safety reasons, the side entrance gates to the school are normally locked between 9.10 am to 3.20 pm.

Arbor

In school we use a new pupil management system in school called Arbor. This system can also be accessed by parents to enable you to update certain information regarding your child.

The Arbor app/browser will be the platform for you to monitor your child's attendance. Arbor also provides you with information of the contact details we hold for you and allows you to update these through Arbor. If your address, phone number or email address change you can directly update these, and we will be alerted to approve this. This will ensure that you are confident we are up to date with your records and can keep in touch.

Arbor is also used to manage Before and After School Club bookings and payments and for booking and paying for places for sports clubs and trips etc.

The Arbor platform is available to you in an app (that you can download from your app store of choice) or via a web browser. Please see attached help sheet.

Once your child is registered at school, you will receive your log in for Arbor via email, please look out for this and once received activate your account as soon as possible.

Arbor also provides in-app messaging so do please make sure you have turned on notifications on your device in order to receive these.

As we are a cashless school we also use the Arbor to process any payments made by parents. These include clubs, trips, music lessons etc.

School Dinners

Cooked meals are available for all pupils. Our caterers use an App called School Food United and you will be able book your child's meal choice through this App. Payment for school dinners should be made through the App. All Foundation and KS1 pupils are entitled to a Free School Meal. Parents who are eligible to claim for Free School Meals are encouraged to do so as this provides the school will extra beneficial funding. All pupils that are eligible for free school meals still need to book their meal choices through the App.

You can choose to send your child with a packed lunch. Drinks (only water) in plastic containers may be brought to school, but no glass bottles are allowed. We request written notice when children transfer from school meals to sandwiches. Due to food allergies, no foods containing nuts (e.g. snack bars, Nutella) should be brought into school.

Mid-morning snack

Free milk is provided for all children under five years of age.

Fruit is provided, each day, for Foundation and Key Stage 1 children.

Key Stage 2 children may bring a piece of fruit to eat during morning break.

The cooks provide mid- morning snacks (toast, fruit, yogurt, fruit juice and milk) at reasonable prices.

Please do not send sweets or chocolate bars to school. **CHEWING GUM IS FORBIDDEN at all times.**

School Fund

The School Fund meets incidental expenses which are not covered by the school budget. All children benefit from this Fund in one way or another. Parents are asked to make a family contribution of £5 to this fund each term. Larger contributions are of course welcome and payments are made through Arbor

Parent Teacher Association

There is a thriving Parent Teacher Association which organises social and fund raising events throughout the year. All parents of pupils are automatically members. The Annual General Meeting of the P.T.A. is held during the Autumn Term.

School Uniform

The wearing of school uniform is expected as it helps the child to identify more closely with the 'school family' and generally assists in promoting the public image of the school. Seasons don't always align with the terms in school but as a general guide winter uniforms are expected from Autumn 2, after October half term, and summer uniforms from after Easter holidays. This will be flexible depending on the weather at the time.

The winter uniform consists of:

BOYS

Grey trousers, white shirt, royal blue jumper (with school crest where able), grey or dark socks, school tie (please encourage those in Year 5 and 6 to wear an adult, do it yourself, tie), and sensible black shoes (no trainers).

GIRLS

Plain grey skirt/pinafore dress or trousers, white blouse, royal blue cardigan or jumper (with school crest where able), white socks or grey woollen tights, school tie, sensible black shoes (no trainers).

Summer Uniform:

BOYS

Grey shorts or trousers. White 'polo' shirt can be worn instead of shirt /tie

GIRLS

Blue/white striped or check summer dress

White 'polo' shirt can be worn instead of shirt / tie

Blue or black hat/cap for sunny weather

P.E.

Boys and Girls: Navy or black shorts and plain white T-shirt. Black Plimsolls for P.E. and dancing etc.

Plain track suits may be worn for outdoor games during the winter months.

Plain training shoes which do not cover the ankles may be worn for outdoor games. They are not suitable for indoor P.E. – all children need black plimsolls (pumps).

Pupils are welcome to come into school dressed in their PE kits on PE days - if they would like to wear their school hoodies on these days also they are welcome to do so. School hoodies are only to be worn on PE days. If your child is attending a sports club after school, we ask they arrive at school in their school uniform and will be given time to change before the club begins.

Swimming: Costume and towel. One piece swimsuit for girls, swimming trunks (not shorts) for boys.

All uniform can be purchased from Somal Fashions in Quinton or Clive Marks in Bearwood, we no longer sell uniform in school.

ALL CLOTHING SHOULD BE MARKED WITH THE CHILD'S NAME AND SHOULD CONFORM TO SAFETY.

Long hair should be tied back for hygiene reasons and especially during P.E., for safety reasons. Hair accessories should be simple and follow school colours. 'Fashion' haircuts (e.g. tramlines / patterns) are not appropriate for school for boys or girls. Boys' hair should be cut no shorter than a number 2. Children are asked not to wear jewellery for safety reasons. If pupils have pierced ears, one small plain (no stone or gem etc.) discrete stud may be worn in each ear lobe. For health and safety reasons pupils will be expected to remove studs for PE/swimming. If a child cannot remove the stud it will be covered during the lesson. No other body piercing of any kind will be acceptable.

Children are responsible for their own possessions in school and for this reason are asked not to bring toys or valuables as their loss or breakage can cause distress.

All details are accurate at the time of printing, however, some changes may be necessary and parents will be informed of any such changes.