

# SCHOOL PROSPECTUS

## Graiseley Primary School

Headteacher: Mrs. Sharifan Nasa

*"Guide, Prepare, Succeed"*



2015-2016

Graiseley Hill, Wolverhampton, WV2 4NE

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# Welcome to Graiseley Primary School

Welcome to Graiseley Primary School. We believe that everyone in our school is learning continuously - whether they are a child or an adult. In order to promote learning at all levels we need to feel safe and happy in our environment. We are striving to provide the best possible environment which is conducive to learning.

We continually target the process of raising children's standards of education as the principle priority of the school. We also surround that intention with a structure of care and support that puts people's individual needs first - children, parents, our community and staff to ensure that contact with our school leaves people the better for having met us.

We have moved into the new century and it is our continued aim for Graiseley to be able to build yet further on realistic targets for Literacy, Numeracy and personal/social development. This will equip our children to be successful citizens. We have set ourselves ambitious targets that will take the school into an era not only improving on previous best, but on sharing that success with communities local and further afield.

We want our school to be a place where children are cared for, nurtured and welcomed, allowing them to develop to their full potential: where relationships involving children, parents, and staff are based on trust and openness: where individuals feel happy, safe, and respected.

At Graiseley, all children have an entitlement to access the full National Curriculum with breadth, balance, differentiation and challenge relevant to their individual needs. By enriching the curriculum through practical activities, music, art, drama, sport and language, we want all of the children to be able to express themselves. The school wishes to prepare children with the tools, skills and confidence necessary for the multi-cultural world, in which they grow up.

Children should acquire knowledge, skills and understanding and will be given opportunities to develop personal, social and moral foundations. Links with the local community will be vital at Graiseley, fostering a partnership, particularly with parents and carers that is an integral part of our school.



## Message from Chair of Governors

Dear Parents/Carers,

The governors of Graiseley Primary School, many of whom are parents of existing or past pupils of the school, are aware that the decision about the choice of a primary school for your child is extremely important.

We hope that this prospectus will give you an insight into the values and culture that we promote at Graiseley, and encourage you to send your child or children to Graiseley.

I know from my frequent visits to the school that Graiseley has a fine reputation for creating a friendly and homely atmosphere amongst pupils, staff and parents - an atmosphere in which all children are encouraged to do their best. Our size helps us to provide excellent pupil/teacher ratios.

We now are looking to strengthen our links with local industry and the community to enrich our children's education and experience.

Governors, staff, parents and pupils are extremely proud of Graiseley, which we believe creates an environment in which children from a range of backgrounds can work together to build a firm foundation for future academic and personal success.

If you wish to know more, please contact the head, Mrs. Sharifan Nasa, or any of the governors or staff. Please also feel free to come along and see us either formally or at one of our special events. We will be delighted to see you!

Yours very sincerely,

*Penny Johnson*

## The Governors of the School

Mrs. Penny Johnson	Chair	Community Governor
Mrs. Bethan Lloyd	Vice Chair	Parent Governor
Mrs. Sharifan Nasa	Headteacher	Staff Governor
Mrs. Cath Drew	Staff Governor	
Mr. Shaheen Khan Iqbal	Parent Governor	
Mr. Ashok Kumar	Parent Governor	
Mrs. Sonia Singh	Parent Governor	
Mr. Malcolm Butt	Local Authority	
Mr. Ravi Sharma	Local Authority	
Mr. Hans Jakhu	Community	

Governors are appointed for four years. It is their responsibility to supervise the management of the school. They meet at least twice every term to discuss and to make decisions about the many aspects of school management. At each meeting the Headteacher presents a report describing events of the term.

The Governors also have to manage the school's budget, they have to appoint teaching staff and they have to plan for the school's future development.

If you would like to contact a Governor for any reason you can do so through the Headteacher at the school, you can contact the Clerk to the Governors at the Civic Centre, or you can approach the Governor directly.

## The School Staff 2015 - 2016

Mrs. Sharifan Nasa	Headteacher
Mr. Mark Story	Deputy Headteacher
Mrs. Sharon Griffiths	Nursery Teacher: Assistant Headteacher; Foundation Stage Leader
Miss Mandeep Thandi	Nursery Teaching Assistant
Mrs. Ginny Denner	Reception Teacher: Literacy Co-ordinator
Mrs. Kay Broome	Reception Teacher
Mrs. Di Cole	Reception Teaching Assistant
Mrs. Beth Lloyd	Reception Teaching Assistant
Mrs. Coreen Hutchinson	Year 1 Teacher
Mrs. Kerry Bickley	Year 1 Teaching Assistant
Mr. Peter Harvey	Year 1/2 Teacher
Miss Maria Forte	Year 1/2 Teaching Assistant
Mrs. Kiran Kanda	Year 2 Teacher
Miss Eva Cashmore	Year 2 Teaching Assistant
Miss Sonia Khankhana	Year 2 Teaching Assistant
Mr. Datinder Singh	Year 3 Teacher
Mrs. Asha Mattu	Year 3 Teaching Assistant
Mrs. Rajinder Rai	Year 4 Teacher
Mrs. Cath Drew	Year 4 Teaching Assistant
Mrs. Sen Ledgister	Year 5 Teacher
Mrs. Nise Cook	Year 5 Teaching Assistant
Mr. Mark Story	Year 5/6 Teacher
Miss Sharalyn Shea	Year 5/6 Teaching Assistant
Mr. Anit Mahay	Year 6 Teacher
Mrs. Kayleigh Gedi	Year 6 Teaching Assistant
Mrs. Audrey Steadman-Watt	Home School Community Liaison Officer (HSCLO);
Mrs. Jay Mistry	Office Manager
Mrs. Anita Mehta	Office Support Clerical Assistant
Mr. David Hampton	Administrative Assistant, ICT Support
Mr. Simon Millard	ICT Technician (Wednesday am)
Mr. Suky Chahal	Site Supervisor
Mrs. Wendy Baker	Senior Mid-day Supervisor
Mrs. Aruna Patel	Mid-day Supervisor and cleaner
Mrs. Maya Mahay	Mid-day Supervisor
Mrs. Rajinder Marway	Mid-day Supervisor
Mrs. Louise Turner	Mid-day Supervisor
Mrs. Mandy Burdett	Servery Assistant
Mrs. Sunita Bansal	Servery Assistant

## **Information about admissions**

Graiseley is proud to be in every sense a Family School. Many of our children have brothers, sisters, cousins, even Mums and Dads who have also attended the school. We have an excellent reputation in the town as a friendly and welcoming school that cares for everyone, no matter what their ability, no matter what problems they may have had elsewhere. When a child comes here we are confident that our caring environment and committed staff will help them make the most of their potential.

Parents who are considering sending their child to Graiseley Primary are urged to make an appointment to visit the school and talk with the Headteacher and Staff. Applications from outside the school's catchment area are welcomed. Children can start our Nursery as soon as they are three years old. It is part-time:

Nursery      Morning sessions:                      9.00 am      to      12.00 noon

**From January 2014 we are offering afternoon sessions  
from 12.15pm to 3.15pm**

Children are given an excellent start and a strong base for their continuing work in main school. The partnership that is formed between the Nursery and our parents is continued into main school through the strong links between Nursery and Reception Staff. Children can go right through to the age of eleven without having to transfer.

We think that is extremely beneficial.

Children start their full time education in September.

	<b><u>Born between</u></b>		<b><u>Start School</u></b>
	1 <sup>st</sup> September and 31 <sup>st</sup> August		beginning of Autumn Term
Infant	Morning sessions:	8.50 am.	to 12.00 am.
	Afternoon sessions:	1.10 pm.	to 3.15 pm.
Junior	Morning sessions:	8.50 am.	to 12.00 am.
	Afternoon sessions:	1.10 pm.	to 3.15 pm.

We strive to ensure that the children get as much individual attention as possible. This year every class in the school will have additional support.

Every effort will be made to help your child make a confident start to school life.

Parents are very welcome to visit the school at any time to find out about the interesting and varied activities going on. Please telephone first.

You will be invited to any school events that are being held, and to a 'welcome session' as a new parent.

## Our Aims

At Graiseley Primary School we aim to

1. Provide a meaningful education for all, regardless of gender, ethnicity, social and educational background
2. Empower everyone with skills for life-long learning
3. Provide a safe, welcoming, stimulating and creative environment
4. Promote cooperation, partnerships and strong relationships across the school and wider community
5. Foster the spiritual , moral and emotional well-being of individuals
6. Encourage creative and inquisitive minds
7. Equip pupils with necessary skills for a technologically changing future
8. Encourage healthy lifestyle choices
9. Prepare for a future where each individual plays an active and responsible role in society, respecting and valuing others equally.
10. Motivate pupils with a drive to succeed and achieve the highest standards in all aspects of school life
11. To understand, respect and celebrate diversity in school and society

Our school motto is “Guide, Prepare, Succeed”

## SCHOOL RULES

- Remember learning is fun.
- Be kind to your neighbour.
- Do as you are told.
- Always walk in school.
- Take care of school property.
- SMILE we are a friendly school.



## Discipline

It is a primary aim of Graiseley Primary School that every member of the school community feels valued and respected, and that each person is treated fairly and well. We are a caring community, whose values are built on mutual trust and respect for all, our school motto being 'many faiths, one community'. The school expectations policy is therefore designed to support the way in which all members of the school can live and work together in a supportive way. It aims to promote an environment where everyone feels happy, safe and secure.

The school has a number of school rules, but the primary aim of the expectations policy is not a system to enforce rules. It is a means of promoting good relationships, so that people can work together with the common purpose of helping everyone to learn. This policy supports the school community in aiming to allow everyone to work together in an effective and considerate way.

We praise and reward children for good behaviour in a variety of ways:



- teachers congratulate children both physically and in exercise books, stamps and stickers are used in exercise books as well as positive comments in marking.
- teachers give children Golden points; each week the winning class receive praise in assembly and additional Golden Time (30 minutes) on a Friday afternoon which the children decide. Golden points are linked to the *Reflective Behaviour system*.

**We expect children to be responsible and think carefully about their actions.**

**Bullying in any form will be treated as a serious matter.**

## Pastoral Care

There is a well-equipped medical room and all teaching assistants and the secretary are qualified first-aiders, so we can deal with everyday problems ourselves. If a child becomes too ill to work we contact the family so they can go home.

The school nurse visits regularly as part of their routine health surveillance offered by Wolverhampton PCT. and carries out routine checks of height, weight and vision. You will get a letter before the test and if she finds any problems she will contact you. She is available to give you any advice; please phone for an appointment.

Please let us know if your child has a medical condition that might affect their fitness for schoolwork, especially P.E. You should also phone or send a note when your child is off school due to illness.

Once a child is in school, we are responsible for them. We can only let them out of school to attend an appointment if an adult collects them.

For obvious safety reasons children must not bring medicine to school. If your child needs medication at mid-day, please bring the medicine and administer it yourself or if this is not possible, if the bottle/packet is clearly labelled with the child's name and the correct dosage, accompanied by a letter form from the school office we will administer the medication in school.

Pupils with asthma are able to have their inhalers in the classroom with them, as long as they are clearly named. It is important that you inform us that your child has asthma and that you check the school inhaler regularly. They should have two; one for the classroom and one in the medical room for lunchtimes and break times, when the classrooms are locked.

Our Pastoral Care team consists of Head teacher, Deputy Head ( Special Needs Coordinator) Home- School Liaison officer, and Admin/Attendance officer. We meet weekly to ensure all Pastoral needs in our school are addressed.

Children have been trained to be peer supporters, to go out on every playground to provide help and support to other children. Miss Bate is in school to support children in need. Just ask if you need someone.

The child protection officer is Mrs. Nasa (or in her absence Miss Bate or Mr. Hateley). All staff are trained in the correct procedures.

If your child is unhappy or worried about school please tell us so that we can help.

### **Absences**

If your child is away from school please send a note to the class teacher, even if you telephone the school. If your child is going on holiday during term time a holiday form is available from the school office. You do need to discuss it with the Headteacher, to obtain permission before you book your holiday.

We will **not approve** any holidays in term time.

If a holiday is expected beyond 14 days during term time the school is required to offer the place to the next child on the waiting list, and you could lose your child's place. Any holidays should be arranged after application 2 months prior to the holiday and after agreement is sought from the Head teacher. Only extremely urgent extenuating circumstances will secure this type of leave.

Total numbers of registered pupils of compulsory school age:        **222**    (2015-2016)

### **Attendance Figures**    (2014-2015)

Percentage of half days missed through authorised absence:        3.1%  
Percentage of half days missed through unauthorised absence:    1.8%

## **The School Curriculum**

Your child's work has been planned on a whole school basis. Each term your child will work on particular themes, which are designed to cover the programmes of study and relevant attainment targets as outlined in the National Curriculum - ( under review 2013-14).

Most of our curriculum is activity based and pays much attention to enhancing communication skills. The learning and teaching is of a cross-curricular nature.

“Hands on” experiences through visits, and visiting specialists such as writers, illustrators, artists, drama groups and history groups, run throughout the curriculum.

Developing creative thinking and enterprise skills are high on the agenda, to prepare the children for the world of work.

The National Curriculum sets out a clear, full and statutory entitlement to learning for all pupils in the following subjects: English, Maths, Science, Art, History, Geography, Music, Information Technology, Design and Technology, Physical Education, and Religious Education. Personal, Social, and Health Education is given a high priority throughout subjects taught, to ensure self-confidence and assertiveness. Older children are taught about the dangers of drugs, and some sex education. Residential visits are organised for both Infants and Juniors.

Priority will be given to basic skills in both Key Stage 1 and Key Stage 2 so that children attain skills, fluency and an ability to use these skills across the curriculum. English and Mathematics are taught using the National Literacy and Numeracy Strategies. Both subjects are taught every day.

In Nursery, Reception, Years 1,2 and partly Year 3 a daily phonics lesson is held from 9.30 to 10.30 called Read, Write, Inc. This is a structured approach to the teaching of Reading which incorporates application of skills to writing. Children are taught in small ability groups.

In other subjects children are taught in mixed ability classes according to age. Their teacher will provide opportunities in the class for the children to be grouped according to their progress.

The children and staff also have the special expertise and support of:

One full-time Home/School Liaison Officer.

One Administration Assistant/ICT support.

**We aim to teach the children to be independent  
and equipped for the society we live in.**



## Fitness

Physical education includes games, gymnastics and dance. Older children also take part in athletics and in outdoor and adventurous activities. Swimming is taught to children in Key Stage 2 - Years 3 to 6 and we also run sports clubs whenever possible.



## Creativity

In the Arts, we plan visits to the Theatre and have regular performances in school, both for pupils in school time and for families outside school hours. The school visits the Grand Theatre for the annual pantomime near Christmas time.



Easter Bonnets

The School takes part in various festivals, concerts and projects citywide. The children in KS2 have the opportunity to learn to play brass, guitar, djembe drums and percussion instruments. Year 4 have the opportunity to learn how to play Cello, fife and African Drum during the year as a whole class. A concert for parents is held at the end of each term.



School Choir



Music Concert

## Science

The school is especially interested in developing science; with the increasing greater emphasis on Literacy and Numeracy from the government, we feel that this subject is in danger of being “forced out”. Science can be the “key to the future”, along with the technological advances that we are making.



Science Week

## Community Links

The school views community links as an integral part of the development of the school. Classes make visits to local places of worship, commerce and business. We encourage parents and members of the community who have special skills to support us in school. All helpers are Police checked.



Red Nose Day



Disability Workshop



Children In Need Day

Homebase have developed our garden area outside Year 2. Waitrose supply tours of the store for curriculum studies and provide Healthy Eating Days as well as sponsoring a great deal of activities. We strive to give the children opportunities to develop a sense of community. We would like to take this opportunity to thank the Companies for all their much needed and much appreciated help.

## Fair Trade

Graiseley is a Fair Trade School and we encourage our children to think about other people around the world and what we can do to help them. Children are increasingly involved in projects which develop a sense of responsibility, perseverance, imagination, *thinking outside the box*, problem solving and good communication.

## Equal Opportunities

The school actively seeks to fulfil the potential of all pupils regardless of sex, ethnic background, religious beliefs, social/economic circumstances or special educational needs. We try hard to make the school welcoming to all.

Circle Time is on every class's timetable to deal with any difficult issues that children face.

There is a School Council made up of pupils of the school who meet regularly with a member of staff.



Members of the School Council

The school is firmly committed to the Anti-Bulling Policy. Any matters are dealt with as soon as attention is drawn to them with sensitivity. The children are actively engaged in developing a sense of responsibility and for using their initiative.

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

In Religious Education we follow the guidelines that the local authority have produced. The teaching is based on the belief that all faiths and practices should be valued. There is an assembly every day for the whole school, key stage or class. There is also an assembly to celebrate and reward the children for good work. This is important in supporting our ethos of every child achieving its full potential.



Some of our multi-cultural events

We have a policy of inviting visitors from the community and representing other faiths to speak to the children. Parents may withdraw their children from all or part of the religious education and collective worship provided.

### **Health and Sex Education**

All children receive health education delivered through the programmes of study for Science and as part of the curriculum for Personal and Social Education. Specialists such as the school nurse are invited into school to assist the teacher. In accordance with the decisions made by the Governors, children in Year 5 and 6 receive sex education and drug education as part of the general health and hygiene programme.

Children's questions are answered sensitively and sex education is placed in the framework of family life. All other year group's questions are referred to parents, although support for the parent can be arranged by contacting the Headteacher.

Parents have the right to withdraw their children from all or part of the sex education provided, except that which is required as part of Science.

### **Homework**

In the early years the children may not describe their home activities as formally as "homework" but nevertheless any short activity they may have, together with their reading will provide the opportunity for you and your child to enjoy learning together, helping to promote the partnership between school and home.

There is a soft toy complete with his backpack containing a diary and a “bedtime story” who visits your home from time to time!

Children in Reception class to Year 2 have daily phonics practise as well as their reading books.

As the children progress through the junior years they are expected to spend a little longer on their homework. They will bring home some Maths, Literacy and a Reading record book for you as parents to record comments. This will provide valuable links between home and school.

It is very important that the children complete this work and hand it in to their teacher. If you would like any advice on how to help your child, please ask the class teacher.

### **Extra-curricular Activities**

Events are organised which encourage the social development of the pupil and provide happy memories of honest endeavour in sport and club activities. We run various clubs during the year:-

Art -- Athletics -- Dancing -- Computers -- Cricket -- Cookery -- Cycle proficiency training -- Dance Mat -- Dhol drumming -- Film Club -- Football -- Karate -- Library -  
- Multi-sports -- Music lessons -- Netball -- One-Two-One Tuition -- Rugby -- Swimming -- Theatre skills.

We hold Summer Fairs, Jumble sales and Book Fairs throughout the year.



Halloween Disco

There is an after school Cookery Club running every Wednesday for parents with their children who want to learn new skills and recipes. Sessions run from 3.30pm. to 4.30pm. Every morning we run a Computer Club from 08:20am - 8:50am.

The school believes that it is very important to make the children’s learning come alive, so they have many visits out of school and visitors into school to help with staging special days, e.g. Victorian Day, Tudor Day, and Black History Day.



Black History Day

Visits have included Safari Park, Baggeridge Park, Birmingham Airport, Bridgnorth, Birmingham Think Tank, Birmingham China Town, Birmingham Safeside, Chester Zoo, Christmas Tree Farm, Cosford Aero-Space Museum, Cosford Grange, Gelliwig, Hoo Farm, Ironbridge, Kingswood, Kington, Leicester Space Centre, Weston Park, Weston Super Mare, Wildside and many more.



Safeside



Weston Park

There are also artists and writers to spark the pupil's imaginations and productions to add spectacular colour to any subject! Speakers address the children on the subjects of motivation, racism and bullying and the children learn respect for different religions through visiting various places of worship, receiving visitors from different faiths into assembly and taking part in workshops.

Infants receive free fruit each day and there is a snack bar for the purchase of toast at break-time for the Junior children who wish it.

Year 5 and Year 6 have an annual residential visit to Kington in Herefordshire. The children have tremendous fun and these trips do wonders for their confidence and self-esteem.



Kingswood Residential Centre

### **Special Educational Needs**

We make sure that children who need it get extra support with their learning. We have specially trained teachers and support staff to help in class with English, and we also give extra help to children who have difficulties with learning.

Mr Hateley has this specific responsibility.



Safari Park



## **Home-School Links**

We believe that children learn best when parents and school work together in partnership. If your child attends our Nursery, then that partnership will begin when you meet with the nursery teacher either at home or at school. Similarly, when your child is ready to start full time education you will be given the opportunity to meet the reception teacher and discuss any concerns you may have. Before entry to Reception class we hold Home Visits and an Induction day whereby you can have a school dinner with your child followed by a meeting with the Head, classteacher, School Nurse , School Office, Home School Liaison officer, Education Welfare service - this is to introduce you to all those who will support both you and your child as you begin your time with our school.

The teacher will also tell you about the ways you can best help your child at home. The teacher or the Headteacher will gladly answer any further questions at any time.

We aim to give you as much information as we can about your child's work and progress.

- Each term your child will have some home link targets, designed to support their work in Literacy and .
- You will also receive a Newsletter weekly. This may contain routine matters or it may include notification of special events. Look out for the invitation to your child's class assembly or to our yearly celebrations such as Harvest, Diwali celebrations, Vaisakhi or Christmas.
- Parent's evenings are held every term.
- Structured Conversations - termly; held with the classteacher during the school day
- Open sessions/ workshops - to share our teaching and learning strategies - regularly each term in Reception class, and targeted in other year groups through the year where we have a focus.

We will share a termly Report with you at the end of each term and in the summer term before Parents Evening you will receive your child's Annual Report.

All our parents are welcome to visit school at any time. The Headteacher or Deputy is available to talk to parents and arrangements can be made for you to talk to your child's teacher on request.

## **Parent Helpers**

We have parents helping in the Nursery, in the Infants and the Juniors doing cooking and Art activities, making resources and helping children with their reading. Others, in the past have helped improve the playgrounds tremendously and with raising money. If you have any spare time and wish to come into school please contact Mrs. Nasa the Headteacher.

Finally, as part of our partnership we would like to invite you and your child to sign our Home School Agreement on admission to school.

## **Charges**

Although we always keep it as low as possible, we do have to make a charge for some activities. Please contact your child's teacher if you have any difficulty, especially if you have to pay for more than one child.

### School Meals

Hot lunches, including a vegetarian choice, are served every day. The school secretary collects payments which is £2 per day or £10.00 for the week on Monday before school. Please put the exact money in an envelope with your child's name and class clearly written on it. You may qualify for free meals. To find out, contact the Pupil & Student Services, Children & Young People at the Civic Centre.

### Uniform

Our colours are red and Grey, so a uniform can be chosen from the following list:

Red jumper, sweatshirt, fleece or cardigan

Grey trousers, skirt or pinafore

White polo shirt (T shirt in summer) Older children may wear plain white shirt

Grey, white or black socks

Black shoes

**Red sweatshirts can be purchased in school.**

### **For P.E.**

White T-shirt, black shorts

Black PE pumps

Bag

(This must be kept in school)

### **For swimming (older children only)**

Towel and waterproof bag

Costume and swimming hat

**Please put your child's name on all their clothing and belongings.**

**For reasons of safety and security, children should not wear jewellery or watches for school. We cannot accept responsibility if they are lost. It is not safe to wear jewellery at school. Children will be asked to remove any items.**

### School Security

Our school is a friendly and welcoming place, but we take care to keep our children safe. We keep outside doors locked during lesson time and we ask all visitors to use the main entrance from the car park whenever they come into school. **There is CCTV operating for added security.** Parents should not come into school through the upper or lower school exit doors when collecting children at home time or when delivering children in the morning. This is to minimise any risk, so that staff are able to monitor the one door easily. Please come to the office if you would like to see someone.

### Parents Views

We NEED to know what you think about what we do. We have an annual Parent questionnaire given out in the Autumn term. However, you are ENCOURAGED to see the Head teacher for a "Compliments/ Complaints" meeting during the day of parents' Evening, or indeed at any time if you request a meeting. We welcome feedback throughout the year. Please ask for a questionnaire at any time you would like to give feedback.

We held a "Meet the Teacher" day for you to come and meet the new class teachers at the end of the Summer term.

We share the site with Wolverhampton Music School and with the Community Centre, which gives us access to extra facilities and expertise.

### Complaints procedure

The 1988 Education Reform Act requires that Local Education Authorities establish a proper complaints procedure to consider complaints about actions of the Governing Body or the Local Education Authority in respect of the way the National Curriculum is being delivered or in which religious worship is being conducted within a school. A copy of the Local Education Authority's procedures is available in school. Briefly, the procedure is as follows:

- Discuss the complaint informally with the Headteacher or another member of staff. They will then get back to you if the matter cannot be resolved right away. If you are not satisfied you can then,
- Make a formal complaint to the Governing body. It must be submitted in writing to the Chairman. If you are still not satisfied you can then,
- Make a formal complaint to the Local Education Authority. It must be made in writing to the Director of Education.

This procedure does not cover complaints about teachers, discipline or admissions.

In all cases, the first step is to see the Headteacher for an informal discussion of any problem.

**We hope you and your children have a happy and successful relationship with our school; our aim is to provide the best all round education we can give, creating a solid foundation for the rest of their life.**





# APPENDICES

## SATS INFORMATION

### COMPARATIVE REPORT

These tables show the percentage of Year 6 pupils achieving each level in 2015, compared to national end of Key Stage 2 Teacher Assessment Levels and Test Results for 2014.

The number of eligible children is: 25

Figures may not total 100 per cent because of rounding.

TEACHER ASSESSMENTS										
		Percentage at each level								
		W	1	2	3	4	5	6	D	A
English	School	0	0	0	8	48	24	0	20	0
	National	1	1	2	9	47	39	2	0	0
Mathematics	School	0	0	0	8	48	28	0	16	0
	National	1	0	2	9	44	36	8	0	0
Science	School	0	0	0	8	48	28	0	16	0
	National	1	0	2	9	49	38	0	0	0

TEST RESULTS								
		Percentage at each level						
		B	3	4	5	6	T	A
Grammar Punctuation & Spelling*	School	28	4	20	48	0	0	0
	National	3	18	24	49	4	3	0
Reading	School	24	8	36	32	0	0	0
	National	3	6	39	49	0	2	0
Mathematics	School	16	12	48	16	8	0	0
	National	3	10	44	33	9	1	0

**A** represents pupils who were absent.

**B** represents pupils who were working below the level of the test.

**D** represents pupils who have been disapplied from the national curriculum.

**N** represents pupils who took the tests but failed to register a level.

**T** represents pupils working at the level of the assessment but unable to access the test.

**W** represents pupils who were working towards but have not yet achieved the standards needed for level 1.

## COMPARATIVE REPORT

This table shows a summary of the National Curriculum assessment results of pupils in the school (2015) and nationally (2014) at the end of Key Stage 1, as a percentage of those eligible for assessment.

The number of eligible children is: 29 Figures may not total 100 per cent because of rounding.

<b>RESULTS OF TEACHER ASSESSMENT</b>											
<b>Percentage at each level</b>											
			W	1	2C	2B	2A	3	4	Disapplied Children	Absent Children
Speaking & Listening	Boys	School	22	13	-	65	-	0	0	0	0
		National	2	11	.	67	.	20	0	0	0
	Girls	School	0	17	-	83	-	0	0	0	0
		National	1	6	.	64	.	28	0	0	0
	All	School	17	14	-	69	-	0	0	0	0
		National	2	9	.	66	.	24	0	0	0
Reading	Boys	School	13	26	22	26	13	0	0	0	0
		National	3	10	10	25	26	26	0	0	0
	Girls	School	0	33	17	50	0	0	0	0	0
		National	1	6	8	21	28	35	0	0	0
	All	School	10	28	21	31	10	0	0	0	0
		National	2	8	9	23	27	30	0	0	0
Writing	Boys	School	17	35	13	30	4	0	0	0	0
		National	3	15	20	31	20	11	0	0	0
	Girls	School	0	50	17	33	0	0	0	0	0
		National	2	8	13	29	27	21	0	0	0
	All	School	14	38	14	31	3	0	0	0	0
		National	2	11	16	30	23	16	0	0	0
Mathematics	Boys	School	0	30	30	9	30	0	0	0	0
		National	2	7	12	25	27	26	0	0	0
	Girls	School	0	17	17	50	17	0	0	0	0
		National	1	5	12	28	31	22	0	0	0
	All	School	0	28	28	17	28	0	0	0	0
		National	1	6	12	27	29	24	0	0	0
Science	Boys	School	17	26	-	57	-	0	0	0	-
		National	2	9	.	66	.	23	0	0	.
	Girls	School	17	33	-	50	-	0	0	0	-
		National	1	7	.	71	.	21	0	0	.
	All	School	17	28	-	55	-	0	0	0	-
		National	2	8	.	68	.	22	0	0	.

1. Includes all schools with pupils eligible for assessment at Key Stage 1. Participation by independent schools is voluntary, therefore only includes results from those independent schools which chose to make a return and which met the statutory standards for assessment and moderation.
2. Speaking and Listening and Science subjects do not report level 2A, 2B and 2C, only level 2. These are shown in the 2B column for the purposes of this table.
4. Absent and Disapplied are not reported in science main level but are reported as U (unable). These are shown in the disapplied column for the purposes of this table.
5. '-' represents 'Not Applicable'.
6. 'x' indicates a figure not shown in order to protect confidentiality.

## PERMISSIONS

### Local Visits

We often organise local trips for the children when we think a visit will enrich their class work. The places we go are within walking distance and do not require an entry fee. Occasionally we travel by minibus driven by the school staff. These activities would include: - swimming (by coach to Central Baths), visits to local schools, visits to the City Centre, local shops and places of worship.

### Photographs

Your child's photographs may be published in the paper and used in the school's promotional materials and on the school website. From time to time we also have video footage taken of the children for the same reasons.

### Internet Access

All pupils use computer facilities including Internet access as an essential part of learning, as required by the National Curriculum. Both pupils and their parents/carers are asked to sign that the e-Safety Rules have been understood and agreed.

### You Tube Access

Wolverhampton Council is allowing schools to gain access to You Tube as an aid to Teaching and Learning. All staff will have access to You Tube, children may only access the site when supervised by a teacher to prevent pupils from accessing inappropriate content and safeguarding them from any e-safety concerns.

### e-Safety Rules

- We ask permission before using the Internet
- We only use websites that an adult has chosen
- We tell an adult if we see anything we are uncomfortable with
- We immediately close any webpage we are not sure about
- We only e-mail people an adult has approved
- We send e-mails that are polite and friendly
- We never give out personal information or passwords
- We never arrange to meet anyone we don't know
- We do not open e-mails sent by anyone we don't know
- We do not use Internet Chat Rooms

## GRAISELEY SITE

The school can be accessed using the Graiseley Hill entrance.

See map below.



# School term dates

## Academic Year 2015 - 2016

### Autumn Term 2015

Term time: Thursday 3 September to Friday 23 October

Half term: Monday 26 October to Friday 30 October

Term time: Monday 2 November to Friday 18 December

### Spring Term 2016

Term time: Monday 4 January to Friday 12 February

Half term: Monday 15 February to Friday 19 February

Term time: Monday 22 February to Thursday 24 March

Bank Holidays: Good Friday 25 March      Easter Monday 28 March

### Summer Term 2016

Term time: Monday 11 April to Friday 27 May

Bank Holidays: Monday 2 May      Monday 30 May

Half term: Monday 30 May to Friday 3 June

Term time: Monday 6 June to Friday 22 July

## School closures and Inset days

Information is available elsewhere on this website about [school closures](#) and [in-service training days](#) (inset days).

## Additional information

Teacher working days total 195. Pupils are expected to attend school on 190 working days within these overall arrangements.

## **POLICY STATEMENT FOR PARENTS**

### **Child Protection Policy Including Looked After Children**

This school recognises its legal duty to work with other agencies in safeguarding children and protecting them from 'significant harm'. The Governors are required to keep children safe while they are at school and to make sure that staff take part in inter-agency procedures to keep children safe from harm and abuse outside school. These procedures apply up to the age of 18.

Staff seek to adopt an open and accepting attitude towards children and young people as part of their general responsibility for pastoral care. Staff hope that parents and children will feel free to talk about any concerns or worries which may affect educational progress and that they will see the school as a safe place if there are any difficulties at home.

Children will always be taken seriously and listened to carefully if they seek help from a member of staff.

### **'Children in Need' and 'Children in Need of Protection'**

Parents will normally be consulted and their consent obtained before any referral is made to any agency outside the school under local 'children in need' procedures. Many family problems can be handled this way. However, staff cannot guarantee to consult parents first, or to keep children's concerns confidential, if referral must be made to the appropriate agencies in order to safeguard the child's welfare.

If school staff have significant concerns about any child which may indicate:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect

They are required to discuss them with the outside agencies responsible for investigation and child protection.

Staff, who observe injuries which appear to be non-accidental, or who are told anything significant by a child, must report their concerns to the designated teacher. School staff do not, however, carry out investigations, nor decide whether children have been abused. That is a matter for the specialist agencies.

### **Procedures**

All staff are familiar with the school's internal procedure for keeping a confidential written record of any incidents and with the inter-agency recording requirements of the Wolverhampton Safeguarding Children Board (WSCB). Further information is available on request to the Headteacher.

Staff will keep records of all concerns, observations of injuries and disclosures by children.

All concerns will be reported to the designated person for Child Protection (Mrs. S. Nasa - Headteacher).

