



Inspire tomorrow, today...

SCHOOL PROSPECTUS

CLAREGATE PRIMARY SCHOOL
CHESTER AVENUE
TETTENHALL
WOLVERHAMPTON
WV6 9JU

Email: claregateprimaryschool@wolverhampton.gov.uk

Website: www.claregateprimaryschool.org.uk

Twitter: [@claregatepri](https://twitter.com/claregatepri)

Telephone 01902 558575

Headteacher: Mr. M Murphy B.Ed. (Hons)

Deputy Headteacher Mr. D Saunders B.Ed. (Hons)

Chair of Governors: Ms Stephanie Sherwood

Claregate Primary School is a Maintained Community Primary School.
We admit 60 children per year group from 3 to 11 years of age.

EYFS: Nursery - 30 morning and 30 afternoon places (subject to demand) and Reception

Key Stage 1: Year 1 & 2

Key Stage 2: Year 3 to 6

Safeguarding Children

We take our Safeguarding responsibilities very seriously and have a robust Safeguarding Policy – please read it on our website! All school staff and volunteers in “Regulated Activity” are DBS checked before appointment and we work with multi agency teams to ensure pupil welfare and safety. The **Designated Safeguarding Lead (DSL) is Miss Evans** the Inclusion Leader and the **Deputy DSL is Mr Murphy** the Headteacher. **Mr Saunders** is also an additional **Deputy DSL**. Mrs Fielding is also trained to the same level as the DSL and may assist in some cases.

Any concerns about child safety or welfare, or indeed whistleblowing, should be reported to the DSL or Headteacher (or the Chair of Governors if this is about the Headteacher). A list of useful contacts is in the Safeguarding Policy. We cannot always tell you what has happened about a referral because of confidentiality, but it is fine to ask the question “has my concern been read investigated and appropriate action taken”. You can also inform social services if you feel as though the school have not dealt with a matter appropriately.

For a child in serious danger of immediate harm call the police or social services immediately. The website “Worry Box” is for serious but non urgent safeguarding issues. It emails Mr Murphy directly.

MISSION STATEMENT

Claregate aims to offer an excellent standard of education for all children regardless of their background, ethnicity or ability. We are a fair, open and tolerant community. Our vision is to provide a stimulating and enriching education which encourages the holistic development of every child. We promote cultural, spiritual, moral, personal, social and intellectual development within the context of a happy school community. We teach the principles of tolerance, understanding and respect. Excellent educational standards underpin everything we do.

Claregate School Aims

- We follow the principles set out in our vision and motto
- We promote British values and aim to develop children into responsible, independent thinkers, able to play their full part in twenty-first century Britain
- We take pride in our school's industrious and inclusive atmosphere; our excellent practice promotes racial harmony
- We develop a caring community in which concern and respect for one another are fostered and the importance of goodwill, sensitivity and tolerance in interpersonal relationships are exemplified
- We provide an exciting, enjoyable, safe and happy learning environment
- We teach a broad, balanced curriculum, imparting knowledge that the children will need to achieve high academic standards and enhance their life chances
- We strive for excellent standards of learning and teaching.

Claregate School Objectives

We will achieve our Motto Inspire Tomorrow Today ... by :-

Teaching pupils to be **knowledgeable, academic and successful learners**.
Giving age appropriate **ownership and independence**, by allowing pupils to plot their own daily learning in our "All, Most Some" system.

Motivating pupils to learn with **enjoyment** each and every day by praising "**Habits of Mind**" such as striving for accuracy, persisting, metacognition (thinking about thinking), applying knowledge, using senses, managing impulsivity, thinking flexibly, questioning and posing problems, creating imagining and innovating, thinking interdependently, listening with understanding and empathy, thinking with clarity and precision, wonder and awe, taking responsible risks and being open to continuous learning. Therefore teaching pupils to strengthen their mind and **love to learn**.

Teaching **life skills** crucial to success, such as being positive about passing tests!

Inspiring pupils to be impressively **thoughtful and articulate**.

Designing curriculum intent so pupils engage in **deep learning** techniques to become a mathematician, linguist, scientist, historian geographer, musician, theologian and sports person.

Encouraging and celebrating their strengths – these are what define us!
Teaching **ambition and aspiration** and by moulding and guiding their preferred future - discussing how to **achieve and raise their ambitions**.

Being good adult role models, so pupils can be **good moral leaders** themselves.
Live out a behaviour policy which concentrates **holistically** on the child and their relationship with others.

Enabling pupils to be **good British citizens** and guiding responsible choices.
Teaching how to **manage risks** and stay safe.

*Visitors are always welcome.
Come and see how we inspire tomorrow!*

Curriculum Organisation

Classes are organised into age groups. Some lessons are taught as whole class, but there are smaller ability groups, or even individual help depending upon the nature and content of the lesson. We sometimes withdraw children to give extra help or challenge.

Although the National Curriculum is subject based, we do recognise, and pay attention to knowledge across the curriculum.

Please read our Pupil Premium Report on the website if you are interested in how we spend the Government's money for disadvantaged children.

The National Curriculum

English, Mathematics, Science, Computing, Design Technology, Geography, History, Art and Design, French (KS2), Music and P.E (including swimming).

Religious Education is also taught, in line with a locally agreed syllabus.
Details of what is to be taught in each year group will be given at the beginning of each year in September so that parents can give appropriate help and support throughout the school year.

Included in our teaching of subjects is Personal Social and Health Education, Citizenship and British Values and Relationship and Sex Education.

Detailed curriculum maps are available on the school website.

The Governing Board of the School

For current details of the Governing Board and their responsibilities and roles please see the 'About' Section of the website.

All members of the Governing Board can be contacted through the school, by letter or telephone. If telephone contact is required, please leave your name, the name of the Governor you wish to speak to and your telephone number and the Governor will call you back as soon as he/she is available. Letters to them will not be opened by school staff. Governors have collective responsibility as part of a committee and have no individual line management over school staff, but your issues will be raised.

Admission Information

We welcome visits to the school before you apply and we are happy to show you how we inspire tomorrow. Please book an appointment with the school office and if possible come during the school day when the children are here.

Application forms for Nursery are available from the school and for Reception and "in year" admissions (at times other than normal entry to Reception and Year 3) from the Local Authority. Nursery applications should be returned to the school with the child's birth certificate and applications for Reception class to the local authority by the date published on the Local Authority website. **N.B. Admission to Nursery does not guarantee admission to school and does not play any part in Reception class admission criteria.** In year admission requests are also returned to the local authority.

The Nursery is a 60 place Nursery and attendance is on a part time basis in all cases 30 morning and 30 afternoon (subject to demand). Children start after they are 3 years of age and are admitted on age criteria as a vacancy occurs, unless there are Special Educational Needs diagnosed.

Children entering school will usually start during the September before their 5th birthday (birthdays between 1 September and 31 August). If places should become available, children will be accepted during the academic year. To make sure of positive starts, we phase entry dates so that pupils do not all start at the same time.

The admission limit is 60 in the Reception class and across school. This is called the Published Admission Number (PAN).

Our School Day and Essential Information

Infants - Reception and Key Stage 1

Gates open 08.35 a.m.
8.45 a.m. to 11.45 a.m.
12.45 p.m. to 3.00 p.m.

Juniors (Key Stage 2)

Gates open 08.35 a.m.
8.45 a.m. to 12:15 p.m.
1.00 p.m. to 3.00 p.m.

The Infant curriculum is 21 hours per week and the Juniors is 23.5.

It is essential that parent / carers ensure that their children are not regularly late for school. It disrupts teachers and leads to gaps in children's knowledge because of things missed. If you are late you may have to wait while administrative staff take your details, lunch arrangements and escort younger children around to class.

It is equally important to pick your child up on time from school. Nobody is employed to mind children after hours. If you do need before or after school care please contact Breakfast Activity Time club or Claregate Activity Time after school club on 07960757439. N.B. It is essential to register and book a place. The school cannot put unregistered children in after school club.

How do we communicate with you and vice versa?

Before you start in Nursery we ask if we can visit your child in the home environment, so that we see your child in context of the family home. This is exceptionally valuable in building up a holistic picture of your child.

We will meet with parent / carers prior to admission to Reception class and pass on an information pack with essential information. You can ask any questions either in the meeting or afterwards. We will also invite your child to "Stay and Play" sessions so they can come in and play alongside their new friends in the Reception class.

To ensure good communication we use an app called "MarvellousMe" and we may send you messages about praise for your child's work or behaviour, homework, spellings or general messages. This is our method of communicating with you so please ensure that you sign up. It works on mobile telephones, laptops, tablets and desktop computers and is free. N.B. you cannot reply by this app.

The office staff Mrs Elliott (Office Manager), Mrs Maxwell (Administrative Assistant based in the front Reception) and Mrs Lasance (Administrative Assistant) are always happy to receive a call or email (contact details on the front cover). There is a member of staff on each gate in the morning to greet you, ensuring good home school transfer of responsibility - we want communication between school and home to be excellent! We may ask you to ring the office for messages as the teacher on the gate teach immediately after gate duty. Discussions between class teachers and parents are more effective after school as it is not preparation time for teachers.

To report an absence, please contact the school by telephone on 01902 558575 (an answerphone message is acceptable) or email, before 08.45 a.m. on the day of your child's absence. The school office is open from 8.05 a.m. until 4.30 p.m.

Please ensure that your contact telephone numbers are correct and updated when you change your phone. If your child becomes ill during the school day we will ring you and ask you to fetch them.

If your child has a minor bump or injury during the school day we will send a MarvellousMe message so you know. If we think it is serious we will ring you. Be particularly mindful that head bump symptoms can manifest themselves over time - a child may show no symptoms of concussion at school but this may develop this at home. For that reason we report all significant head bumps. We record, but do not report, minor grazes that have been cleaned unless you specifically ask us to.

We may also post general celebratory messages on Twitter which posts live on the school website and if you subscribe, straight to your smartphone.

We may telephone you if we need to discuss something more complicated.

Each child should have a book bag so they can bring home their reading book letters and homework.

Occasionally, we will send a letter out, so look in book bags just in case e.g. school trip letters which require the return of a consent form.

If a parent has parental responsibility and does not live with the child, they generally have as many rights as the parent with main residence and school cannot lawfully refuse information because the other parent says so. On the admission form, please give us details of all people with parental responsibility – we want both partners to be involved. If you have PR and are not in touch with your ex wife / husband / partner you can still ask to have app messages and access to the website for general information. We will provide all statutory information including school reports and we will need your address to post these on.

Communication on social media between parents / carers has rapidly grown over the last few years. As you make new friends, you may make contact in this way and it can be a really good way of getting to know people and find support. However, please do not post incorrect information or use social media for gossip about the school, members of staff or individual children. If you need information ask us, or if you have a concern talk to us. We are very amenable and we are happy to explain our policies and why we do things in the way that we do.

If you want us to give medication to your child you must follow the Medical Needs Policy on the website which at the most basic level means that you need to fill in a Medical Needs Permission Form (downloadable off the website). We can also email you this form or give you a paper copy if you cannot print it out – just ask.

At the end of each academic year we will invite you to a “Meet the Teacher” event after school and we will tell you what to expect in the next academic year. In the new academic year we will invite you to an initial parents meeting to discuss how they have settled in to the new year group. Mid-year we send to you a mid-year report and we will invite you to a meeting during a school closure day to discuss this. At the end of the year you will get a full school report giving statutory information such as your child’s attainment level in years and months so you can see exactly how your child compares with the national average.

Assembly and Religious Education

A daily act of worship is held in school.

Monday	Tuesday	Wednesday	Thursday a.m.
Whole School Assembly 9:00 – 9:30	KS1 Class 10:30-10:45 KS2 Hall 9:00 – 9:20	KS1 Hall 9:00 – 9:20 KS2 Class 9:00 – 9:20	Whole School Achievement Assembly 9.00 – 9.30

Monday Whole School Assembly is led by a member of the SLT, the KS1 Wednesday Assembly is on a rota between staff and the Thursday Whole School Assembly is led by the Headteacher.

Religious Education lessons are a multi faith curriculum as agreed locally by SACRE and children are taught tolerance, respect and understanding from the outset. We respect parental rights to withdraw their child from collective worship or Religious Education.

Food in School

School meals are cooked on the premises by Local Authority staff. The menu provides a balanced range of essential vitamins and minerals (as defined by the Government's Nutrition Based Standards). We provide "Universal Free School Meals for every child in Reception, Y1 or Y2. In Y3 to 6 you must be eligible for "Free School Meals" and claim this. You may also provide a packed lunch for your child. We would ask that you provide a healthy balanced meal and avoid sugary or highly processed food.

Guidance on what are healthy lunchboxes can be found on the website <https://www.nhs.uk/change4life/recipes/healthier-lunchboxes>

Due to the fact that some children have severe food allergies, we control food in school rigorously. We do not allow nuts. We also do not allow hot food / drinks e.g. in flasks due to the chance of children being scalded. We also do not allow fizzy drinks due to the likelihood of spillage. We encourage children to bring a water bottle for class use and water is available throughout the day. We do not allow any flavoured drinks in water bottles, because of sugar content.

School Meals provided by the school are paid weekly in advance via SIMS Pay. **If you are entitled to free meals for your child, please contact the school office for further information, or visit the website www.wolverhampton.gov.uk/freeschoolmeals. Please claim Free School Meals even if your child is in the Infants or you don't want the meal – this helps the school to claim extra money.**

If debt is built up regarding school meals, we reserve the right to ask parents to provide lunchboxes and will not continue to provide school meals. We will pursue school meals debt via the Local Authority and through the court system.

Charging and Remissions Policy

Education for all nursery and school children is paid for by the Government and parents / carers do not pay anything directly to the school for day to day education. You do not have to buy text books, exercise books or stationary. Please refer to the charging policy in the 'About' section on the school website for charges that we do make for activities outside of the main curriculum.

Equality

We value all children at Claregate and take equality for protected characteristics extremely seriously. We expect the highest standards of moral, spiritual, social and cultural development of our pupils and we teach equality and tolerance as part of the curriculum. We are a multi-racial school and value the diversity that this brings. See our Equality Policy on the website.

Behaviour and Anti Bullying Strategies

This regularly receives praise from local inspectors, Ofsted, Headteacher, colleagues and the general public. We encourage the children to be polite to adults and sociable with each other. We ask Parent / Carers to let us know if their child experiences any issues so we can intervene early. Never think "we don't want to bother them". Anti-social behaviour in whatever guise, is never tolerated! Please refer to the Behaviour and Anti-Bullying policies in the 'About' section on the school website.

Health and Welfare

Pastoral Care System

The general care and welfare of the children is the responsibility of all members of staff. Every effort is made to ensure that the children are happy and well cared for. The school leadership team is made up of phase leaders:-

- EYFS Mrs Ross
- KS1 Mrs Reynolds
- Lower KS2 Mrs Plant
- Upper KS2 Mrs Kirkham

School nurses conduct medical assessments soon after admission to school. The nursing team notify parents beforehand and seek written consent. There are also routine tests on hearing and vision, together with dental hygiene. Some year groups e.g. Year 6 have height and weight checks also. The school nurse and education social worker are available to make home visits to help privately with individual problems should the need arise. School nurses can be contacted on 01902 444531.

Team around the Child

Occasionally we may discuss with parents / carers that a child be entered onto a system called "Early Help". This means that the child needs some co-ordinated support to overcome a particular barrier. This often involves multi-disciplinary work and can include other professionals such as :- Educational Psychologists, Teacher for Special Educational Needs, Doctors or School Nurses, Speech Therapists, Educational Welfare Officers, Strengthening Family Support Workers, Social Workers, et al.

The systems allows all professionals to record their work and communicate effectively.

If your child is cared for by a family member or friend, even if it is for a short period of time e.g. a matter of days, Private Fostering regulations can apply and we need to know.

Other Local Authority or Health teams exist to support children i.e. Looked After Children in Education team or the Fostering Team.

The Gem Centre is a local NHS centre, housing a variety of health services such as "Children and Families" and Occupational Therapy. In school support is also available including Speech Therapy, Visual Impairment and Hearing Impairment provided by external teams.

Relationships and Sex Education Policy

The Governors have decided that Relationship and Sex Education will be taught to Year 4, 5 and 6 as part of a "Growing Up" unit. School nurses show a DVD and then discuss the matters arising. Parents will be given notice of this and are welcome to see the DVD as part of the curriculum and may withdraw their child if this is their wish. In other year groups we have "Relationship and Sex Education" Scheme of Work, so look on the website to see what we teach and when.

Inclusion Leader and Child & Family Support Worker

Miss Evans and Mrs Fielding are employed to help children and families in need of help, support or challenge. They are available by contacting the school via email or in person. Miss Evans leads on English as an Additional Language, Safeguarding and Curricular Intervention. Mrs Fielding leads on Early Help, family support, nurture and more holistic interventions.

Special Education Needs and Disability

Some children find learning more difficult than others and need some help to remove barriers or accelerate their educational progress. The school has a SEND Policy / Code of Practice on the website which aims to identify children with individual needs as early as possible. Any child identified will be placed on the Special Educational Needs Register (with parental consent) and an individual programme worked out to help them progress. The plan to boost achievement will be shared with parent / carers and their input sought.

The school has a Special Educational Needs Co-ordinator Miss Wigley (SENCO) who co-ordinates help (teaching and the involvement of outside agencies) for each child. Parents are consulted frequently about their child's progress. The school has ground floor access for disabled children and three toilets in each block for their use.

If you as a parent, your child or a relative who visits school has a disability that we may need to make a "reasonable adjustment" for, please let us know in writing and we will add it to our database in accordance with legislative requirements. For further details please refer to the Equality Policy on the website.

General Data Protection Regulations

There are no secrets only confidentiality at Claregate and every effort is made to meet with parents, at any time, in order to discuss individual problems whenever it is felt necessary. Please see our GDPR policy on the school website. If there is information that you feel entitled to, general information may also follow our "Freedom of Information" policy on the website.

Visitors and Helpers in School

We welcome and encourage responsible parental involvement in school! We may carry out a criminal record bureau disclosure check, which is compulsory for all volunteers in "Regulated Activity". If you wish to volunteer please make an appointment to see Mr Murphy the Headteacher.

Extra-Curricular Activities

For the extra-curricular activities at school please refer to the "Sport Report" on the website. Some are free and are paid for by the Government's "Sport Premium". For some clubs there is a charge to cover the fees of the sports coaches.

Parent Teachers Association

There is a strong Parent Teacher Association and all parents and staff are automatically members. The PTA encourage everyone to get involved in educational, social and fund raising events. Please see the link on the website for further details. All of the large play equipment and markings that you see on the playgrounds has been paid for over the years by the PTA.

School Uniform

The purpose of uniform is to create a sense of belonging and equality, thus reducing conflict and unnecessary competition.

Attempts to make pupils look different or stand out, start trends or compete against other children are against the principles of our uniform policy. Dress codes are part of secondary schools, business and the world of work and we want to prepare pupils for their future as high aspiring young adults.

Hair, Jewellery and Accessories

In the interest of Health & Safety, children are not allowed to wear earrings with a loop or which dangle - these are considered dangerous (torn ear lobes). We allow simple ear studs to stop the piercing healing up, but not fashion earrings like a diamond effect.

Pupils wearing jewellery that is not permitted, will be asked to remove it or cover it and parents requested to collect it from school.

“Extreme” hair styling e.g. dying or bleaching, haircuts with dramatically different grades or shaved patterns is trying to make a pupil stand out and look different. These are not allowed. If a pupil comes to school with an extreme haircut we will ask for it to be remedied, however this may not be possible and it may have to grow out. The parent will be asked not to repeat the practice in the future. We recognise that some hairstyles are of deep cultural or religious significance and we will respect these traditions. It is impossible to always pre-define what we would classify “extreme”. If you are thinking of having a particular style please check with the school first to see if it would be permitted. It is important that other family members who are distant from the school and its practices, taking pupils for haircuts or styling know these rules.

Long hair should be tied back by a simple “scrunchie” or bobble in our school colour blue. We allow blue hair bands as long as they are of simple design and not a fashion statement e.g. large flowers. We may ask pupils to tie back long loose hair during the school day particularly if doing PE, science or technology.

Children are not allowed to wear nail varnish including clear nail gloss in school. We do allow hand decoration of cultural significance. We do not allow any tattoos, sticky transfers, or piercings that are visible (apart from ears). We will ask for any deviation to this rule to be remedied.

Equipment

We do allow sun glasses if they have a CE mark of British standards. We encourage sun hats and ask parents / carers to apply long lasting sun block on children before school on sunny summer days. We cannot apply sun cream to children during the school day unless there is a specific medical need e.g. skin pigment condition and then we will encourage the child to do this with supervision.

All pupils should bring the following items to school or keep in school on a daily basis:-

- Their PE kit in a draw string bag which hangs easily on a peg (rucksacks or back packs do not fit on a peg, fall off and create trip hazards)
- Their book bag with homework / reading books and learning materials in it
- A lunchbox if having a packed lunch
- If required, outdoor footwear (wellington boots or football boots) in a simple plastic bag or drawstring bag that hangs easily on a peg
- Sun caps

Children will occasionally need other equipment which has to be brought on a specific day e.g. swimming in Year 4.

Equipment that children should not bring to school without permission.

- Anything that will distract from learning
- Rucksacks or large bags – we simply do not have the room for them
- Any device that can record voice, take pictures, video or make contact outside the school such as mobile phones, ipads, smart watches et al. Permission needs to be given for any of these
- Sharp cutlery for lunches
- Toys, games or cards unless specifically asked to e.g. show and tell or permission has been given (some pupils benefit from fiddle toys)
- Anything that is of value (we are not insured for personal belongings and will not reimburse if items are brought in and lost, damaged or stolen)
- Published materials that are unsuitable for the age of our pupils
- Medication that is not approved in advance on our Medical Permission Form (on the website)
- Nuts or nut based products which may cause allergic reactions
- Anything that is illegal or immoral for pupils of primary school or Nursery age

If banned equipment is brought to school we will follow the law to legally confiscate it and ask Parent / Carers to collect this from school.

Clothing

Compulsory Uniform – Nursery

Royal blue round necked jumper or cardigan, preferably with the Claregate logo. Plain white polo shirt, preferably with the Claregate logo. Navy blue jogging bottoms and black trainers – open toe sandals are **not allowed** for safety reasons. Children in Nursery classes are asked to bring a spare pair of wellington boots to keep at school.

Compulsory Uniform – Reception

Royal blue V neck jumper or cardigan, preferably with the Claregate logo. White polo shirt, preferably with the Claregate logo. Grey pinafore dress, grey skirt or trousers. Black low heeled shoes. Blue and white print dress or grey shorts in the summer. Children in Reception classes are asked to bring a spare pair of wellington boots to keep at school.

Compulsory Uniform – Year 1 and Year 2

Royal blue V neck jumper or cardigan in the summer, preferably with the Claregate logo. White shirt. School Tie (elasticated if required). Grey pinafore dress, grey skirt or trousers. Black low heeled shoes. Blue and white print dress or grey shorts in the summer.

Compulsory Uniform Years 3 – 6

Royal blue V neck jumper or cardigan, preferably with the Claregate logo. White shirt. School Tie. Grey pinafore dress, grey skirt or trousers. Black low heeled shoes. Blue and white print dress or grey shorts in the summer.

PE / Games Kit

All children from Reception to Year 6 will require a plain white tee shirt, blue shorts and black pumps for indoor PE.

Years 1 to 6 will also require navy blue or black jogging bottoms and sweat shirt, with trainers, for outdoor games. These items do not need the school logo.

Ordering Uniform

You can order your child's uniform on line through My Clothing by logging onto www.myclothing.com Contact email for queries: support@myclothing.com

Our local stockist is Bradsprint, which is located at 4 Bilbrook Road, Codsall. You can contact them on 01902 846262 to order and collect from the shop.

Ties are available to purchase from school.

If you want lost property returned, all items of uniform must have a label with the child's name and class on it.

Sport and Games

Please read our "Sport Report" on the website. This explains how we spend the Government's Sport Grant.

The school aims to ensure that all children grow up with an understanding that exercise and healthy living are vital elements in a happy, healthy lifestyle.

We teach swimming in Year 4 (we aim for 25 m proficiency and lifesaving skills, for all children at 11 years). Many children achieve much more.

All children take part in competitive games and the school puts out a variety of representative teams. For further details please see the Sports Report.

Each year we are involved with Fairplay Sport, Progressive Sports and Soccer Coaching 2000 who coach children in the skills required to enjoy a sport. We want our children to enjoy the health benefits of sport and the team spirit it encourages. It also helps them understand that in sport, as in life, we sometimes have to lose, and take it with good grace.

We have large playgrounds, a sports field, a Multi-Use Games Area and a cross country course within the grounds of the school. Sports coaches lead activities at lunchtime and this leads to a productive and purposeful play experience.

Complaints Procedures

Sometimes there is an issue that you feel needs to be raised as a concern to school. Please speak to the most appropriate member of staff e.g. the member of staff who is dealing with the issue, or a phase leader regarding pastoral matters in the first instance. Please do not be surprised if the school does not automatically direct you to the Headteacher.

If you feel as though this has not been dealt with or there is a particularly pressing matter, there may be a time when you feel as though a complaint is necessary. Anyone can make a complaint and you do not need to have raised a concern first! The full complaints procedure is available on the school website.

Summary

We want to be the best school that we can possibly be and we want parents / carers to feel involved and their views considered as a partner in learning. We want children's knowledge to be excellent, for them to be independent learners and for them to be happy, polite and sociable and more than anything to inspire them to lead a productive and fulfilling life. The beginning of this is an effective transfer to secondary school and a good springboard into their next stage of learning.

If you have any suggestions for anything else that could be included as part of this prospectus please email us.