

**Belbroughton Church of England
Primary School**

Prospectus 2017-2018

Belbroughton Church of England (VC)
Primary School

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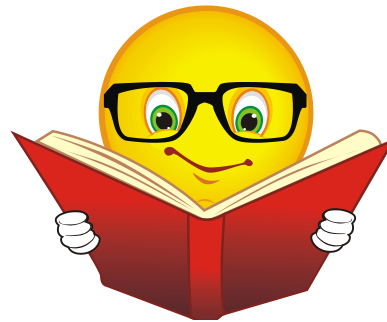
Headteacher:
Mrs Clare Bishop

Chair of Governors:
Mr Simon Benbow

Copies of all School Policies can be accessed and downloaded from the School Website, or hard copies requested from the School Office.

Disclaimer: The information in this document is subject to change. All information was correct at the time of printing, June 2017

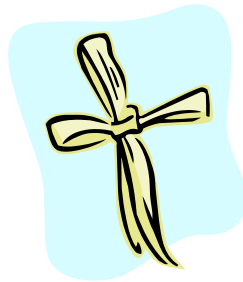
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School Prayer

Dear God
Please help us in school,
to be responsible for our actions
and words.
To be thankful for our friends
and teachers.
To show respect by saying
kind words.
To be honest by telling the truth.
To persevere and keep trying,
and to reflect on what we have done.
Please hear our prayer.
Amen.



School Mission Statement and Values

Mission Statement

To open the door to the future.

School Values

At Belbroughton we are:

- Responsible
- Respectful
- Reflective
- Honest
- Thankful
- And we persevere

We are proud of our school values. The children, parents, governors and staff were involved in their selection. We encourage children to use them all. Each term we choose one value as a particular focus.

Welcome

Dear Parents and Carers,

I would like to welcome you to Belbroughton Church of England Primary School. The information detailed in this prospectus is designed to introduce you to our School and to answer your initial questions. We hope you will also find time to visit us and see the school for yourself.

Belbroughton is a beautiful village and the school thrives in a setting, which has to be seen to be appreciated. The children are taught in a spacious environment with a large playing field and magnificent rural views. We have seven classrooms, a large hall/gym, a library and a purpose built nursery, which is used by 'First Steps', a private provider. Belbroughton Church of England Primary School is in the Hagley Pyramid of schools and it is a feeder school for Haybridge High School.

At Belbroughton Church of England Primary School, we have a dedicated, caring staff team committed to enabling every child to achieve his/her best. This success in school is measured in a variety of ways, and we feel proud that our children are happy, hard working, and polite and achieving their potential measured against the standards of the school and of the National Curriculum. In school we also expect and achieve high standards of behaviour and appearance and from a very young age our pupils are encouraged to become independent and self-disciplined.

We also encourage the children to make a positive contribution to the school and to our local community in order to encourage good citizenship and caring for the environment. The children's contributions, through the ECO Committee, School Council and CREW have been very effective in creating positive change in our school.

As a relatively small community church school, we foster a warm, friendly atmosphere, with all children learning, and showing, consideration for others, especially those who are younger. We find that new children settle in very quickly and happily, especially if they have attended First Steps nursery.

Parents are closely involved in the life of the school. They raise a great deal of money, which means that the school is always equipped for all its needs. Their commitment is extensively appreciated within the school and wider community. Parents also help in a variety of ways during the school day and are keen to support the high standards of behaviour and dress, which the school expects.

Choice of school is yours and whether you live locally, or are interested in choosing a village school for your child or for other reasons, we welcome your interest. Please contact the school office if you need further information or if you would like to visit the school.

I wish you well in the choice of school for your child.

Kind regards

Clare Bishop
Headteacher

General Information

Belbroughton C E School is a co-educational voluntary controlled primary school for pupils aged 4+ to 11 years. It is part of the Hagley pyramid of schools feeding Haybridge High School.

Headteacher	Mrs Clare Bishop
Deputy Head-teacher/ SENCo	Mr Paul Fearn
Teaching Staff	Mr Mathew Andrews Mrs Sue Russ Mrs Nicola Collum Mrs Rose Hughes Mr Steve Metters Mrs Holly Willetts Miss Jessica Schneider Mrs Ruth Brazier Mrs Natalie Skelding
Chair of Governors	Mr Simon Benbow
Parent Representatives	Mr Kerry Webb Mrs Rachel Hansford
Local Authority Governor	Mr Jon Taylor
Ex-Officio Governor	Vacancy
Co-Opted Governors	Mr Ian Hadley Mr Dominic King
Staff Governor	Mr Steven Metters
Foundation Governors	Mrs Claire Pottinger Mr Glynn Ashman
Office Manager	Mrs Jayne Jones

Mid-day Supervisors	Mrs Beverley Wright Mrs Clare Wilson Ms Caroline Bagust Mrs Fiona Knowles Mrs Nicky Rogers
Cleaner-in-charge	Mrs Carol Burgess
Teaching Assistants	Mrs Nicky Rogers Mrs Fiona Knowles Mrs Beverley Wright Mrs Claire Wilson Ms Caroline Bagust Miss Penny Foulkes
School Hours	School opens to children at 8.50am 8.55am - 12 noon (KS1) 8.55am - 12.10pm (KS2) 1.00pm - 3.10pm (KS1) 1.00pm - 3.15pm (KS2)

The address and telephone number of the local education authority is:

Director of Children's Services
Children's Services' Directorate
P.O. Box 73,
WORCESTER.
WR5 2YA

Telephone Number: Worcester (01905) 763763

School Term and Holiday Dates

These are available, separately, from the school secretary and are automatically sent to the parents of children attending the school.

Worcestershire County Council's Information for Parents book: *Guide on How to Make an Application for Starting School*, is available to view online at

www.worcestershire.gov.uk/schooladmissions

A copy of the book is also available to view in the School, at Libraries and at your Local Worcestershire Hub.

The Information for Parents book contains full details on the application and allocation process, including the oversubscription admission criteria for each school. You are advised to read the book prior to making an application.

The information below briefly explains the process.

How to apply for a school place in the normal round of admissions 2017/18

The parents of ALL pupils resident in Worcestershire, including parents whose preference is for the catchment area school for the child's home address, seeking a place at any First/Primary or Middle School, including any Academy, Foundation or Voluntary Aided Schools, and any School outside Worcestershire, must complete a Worcestershire LA Common Application Form on-line.

Applications must be made online from 1st September 2017 and up until the closing date, January 2018 by visiting www.worcestershire.gov.uk/schooladmissions

If you do not have access to the internet, you can get online at any Worcestershire library. Join the library and use your library card to get one hour internet access free each day. Training on "How to get online" is available free to all Worcestershire Library members.

When are decisions made?

For pupils resident in Worcestershire, the offer letters will be posted in April 2015 via second-class postage. The Pupil Admissions and Transfers Section will send them direct to parents, even if it is on behalf of the governing body of an Academy, Foundation or Voluntary Aided School, or a school in a neighbouring LA.

In the few cases, where it may not be possible to offer a place at any of the preferences nominated on the application form, a place will be offered at the nearest school with available places.

The offer letter will include an acceptance/decline slip, which must be returned by the date specified in the offer letter.

For pupils not resident in Worcestershire, the offer or refusal letters will be sent direct to parents by the home LA, even if it is for a school in Worcestershire.

Admissions to schools during the year outside the normal round of Admissions

The procedure for in-year admissions for Worcestershire residents is as follows;

- Parent/Carer to obtain an application form (CA1) from website (www.worcestershire.gov.uk)
- 1) Parent/Carer to complete the application form and ensure form is counter-signed by current Headteacher (if already attending a Worcestershire School).
 - 2) The parent should then forward form onto their Home Authority Admissions Team to be processed.
 - 3) The Home Local Authority will co-ordinate with any relevant admission authorities on behalf of the parent to determine which is the highest ranked offer that can be made.
 - 4) The Home Local Authority will write to parents, on behalf of the relevant admission authority, normally within 10 school days, of the form being received to notify of the decision. Where it is not possible to offer a place, parents will be notified of the right of an appeal, on behalf of the relevant admission authority and in most cases, an alternative school will be offered.
 - 5) If there are insufficient places for all applications received at a time, then priority will be decided in accordance with the published admissions criteria for the school.

Is there a waiting list for schools that have too many applicants?

Waiting lists for Community and Voluntary Controlled Schools are maintained by the Pupil Admissions and Transfers Section and are operated in line with the admissions criteria for the school. Parents must apply in writing direct to the Pupil Admissions and Transfers Section if they wish to put their son/daughter on a waiting list. Only on receipt of an acknowledgement slip from Pupil Admissions will that child be on the list. The LA will not accept application requests by telephone or via email.

If you wish your child to be on the waiting list for the next term you will need to confirm this in writing at the beginning of each term to:

Pupil Admissions and Transfers Section
Children's Services Directorate
PO Box 73
Worcester WR5 2YA

Application letters will be destroyed at the end of the preceding term so the waiting list is accurate and active.



Starting School

Parents are encouraged to bring their children on preliminary visits. In addition, during the Summer Term before your child is due to start school, we hold an informal information session for all new parents where they are able to ask any questions they may have and get any information that they need.

When children start school they are encouraged to be independent. After the first morning they are encouraged to come into school and hang up their own coats etc. helped by a classroom assistant or the class teacher. At the end of each day children are met at 3.10pm in the playground under the supervision of their class teacher.

Children may come in to school from 8.50am, arriving through their class entrance. They will be met by Teaching Assistants and/or teachers. The school day starts at 8.55am. Children arriving after 8.55am receive a 'late' mark in the school register.



Aims

We aim to provide an attractive, stimulating and happy environment for staff and children, in which all can work to their full potential. Within such an environment there is a wide and challenging curriculum based on the programmes of study presented by the National Curriculum.

We place a strong emphasis on helping the children become independent and reflective learners.

Teaching is based on a thematic approach. Each class works on several topics throughout the year. A topic may have a particular subject bias but will incorporate learning from the programmes of study of the National Curriculum. Woven into the whole school curriculum are vitally important cross-curricular elements such as sustainability, equal opportunities and healthy living. Visits and visitors enrich the children's learning.

National Curriculum assessments and tests are carried out during a child's time in Year 2 and Year 6. Our latest results and national comparative information is available online.

Curriculum

The school is following the programmes of study of the National Curriculum in all years.

Each year group is nationally numbered as follows:-

Year R	4 - 5 years
Year 1	5 - 6 years
Year 2	6 - 7 years
Year 3	7 - 8 years
Year 4	8 - 9 years
Year 5	9 - 10 years
Year 6	10 - 11 years



Children are taught in year groups of up to 30 children
Class structure is reviewed on a yearly basis.

Teachers plan activities to meet the needs of the different ages and abilities within the class. Teaching assistants are employed mainly to ensure that children receive support as individuals or in small groups.

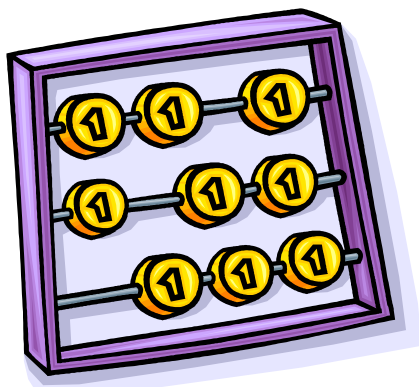
A brief summary of the curriculum

Literacy

We follow the National Curriculum for Literacy. Books are sent home for children to share with parents. Parents are asked to read with their child for ten minutes every day as research shows that this is very valuable in developing a child's reading skills. The emphasis is on enjoyment so that not just the skills but also the reading habit will be acquired. Writing, spelling and handwriting are taught as well as reading. The whole approach is very structured and progression is clearly identified.

Reading is taught using Story World and the Oxford Reading Tree scheme and through the use of other books, both from schemes and personal choice.

The skills of writing, listening and speaking are developed through programmes of study, which include drama, poetry and stories. Phonics is taught systematically. The children are encouraged to use dictionaries from an early age and to redraft work so that they always aim for high standards.



Mathematics

There is much practical learning of concepts whilst also placing an emphasis on learning the basic skills of computation. Aspects of maths are explored through topic work and mental and oral work.

Science

Science is taught in as real and practical a way as possible. The children learn through experience, investigation and experimentation. The school has a stock of equipment to assist in presenting the National Curriculum in a stimulating and meaningful way.

Design and Technology

The children follow the programmes of study of the National Curriculum, experiencing designing and making using a variety of media. Children are encouraged to develop the skills of planning, making and evaluating. Since September 2014 we have introduced cooking/food technology into our curriculum.

Physical Education

Games, gymnastics, movement and dance all form part of the school curriculum. The skills required for most games are taught and practised with extra-curricular activities offering children further opportunities. A range of sporting events takes place during the school year. These include a cross-country competition, a cricket and rugby tournament. In the summer term children in Years 1 to 4 attend the swimming baths at Bromsgrove for a weekly lesson and, with very few exceptions; all learn to swim before they leave the school.

Environmental Studies

The school has a conservation area on the field, including a pond, which is specifically designed to be used as a learning resource. We aim to create an awareness of the need to care for the environment locally and globally.

History and Geography

Projects in these subjects form the basis of much of the work done in school. The aim, while following National Curriculum studies, is to relate these subjects as closely as possible to the pupils' lives and help them towards a sense of identity by learning about their own country in relation to the rest of the world.

Personal, Social and Health Education, and Citizenship

The school aims to teach the children about, their emotions, their relationships, rights and responsibilities.



Computing

All classrooms are equipped with Interactive Whiteboards. All have Internet access. All children have access to two sets of laptops for use in classrooms. Computing skills are taught in designated lessons and are also incorporated into other curriculum areas. In the early years children use iPads as a learning tool. The teaching of 'code' has been introduced this

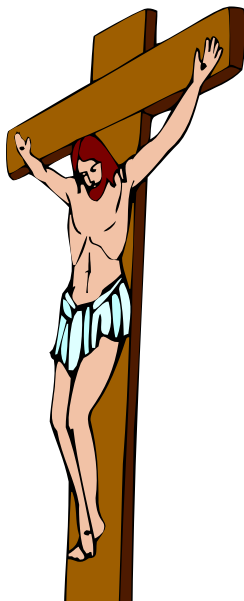
September 2014.

Art

The children have very wide opportunities in both the aesthetic and technical sides of this sphere of the curriculum. They are able to experience a wide variety of materials including paint, clay, textiles, and wood. Close observation is encouraged through drawing.

Music

Singing is an established part of most days. The school has a wide variety of musical instruments, which help to develop a sense of rhythm and are used as part of the music curriculum. We collaborate with organisations such as the CBSO in order to enhance and enrich our delivery of our music curriculum. In addition pupils from Year 2 onwards have the opportunity to learn an instrument such as the violin, piano or guitar.



Religious Education

Religious Education in the classroom is in accordance with the County Agreed Syllabus and is also integrated with other lessons. Any parents who do not wish their child to receive religious education should see the Headteacher.

Collective Worship

Every day there is an assembly of the whole school for an act of worship. Visiting members of the Church often lead assemblies and the school takes part in at least one termly Church Service at the local Church. As a Church of England

Voluntary Controlled school, close links with the Church are maintained. Any parents who do not wish their child to take part in collective worship should inform the Head-teacher. Whilst maintaining these close links with the Church we also aim to help children develop an understanding and appreciation of other religions.

Homework

All children are expected to read at home daily as well as complete weekly homework.

Parents are given a copy of our homework policy, which outlines our expectations of homework for each year group. This is available, on request, from the school office.

Special Educational Needs

If a child is identified as having a specific need, the first step is increased differentiation of work within the classroom. Special Needs Teaching Assistants may work alongside children in the classroom or with a small group as appropriate. If considered necessary, the appropriate specialists are called in and a particular programme of study is designed and followed. In a few cases a specialist teacher is provided for a specified period of time.

Arrangements for disabled pupils

"A person is disabled if they have a mental or physical impairment which has a substantial and long term adverse effect on their ability to carry out normal day-to-day activities."

Schools are required to produce annual accessibility plans identifying existing support and plans for future development. At Belbroughton all of the new build is wheelchair friendly and we have many strategies in place to cater



for a range of different needs. All staff are Epi-pen trained and we are able to cater for those who have a range of allergies. Pupils and parents are consulted on an annual basis to ensure that we identify any areas that can be further improved. Our equal opportunities policy details the ways in which we prevent children with disabilities being treated less favourably. During the year we aim to further enhance our consultation mechanisms.

More Able Children

We place a strong emphasis on stretching our more able children. Teachers set more challenging work within the class to enable the children to reach the highest possible standards.

Extra-curricular Activities

A wide range of clubs supplement the curriculum. These include art, choir, multi-skills, football, dance and netball. Please check with the school office for the clubs currently on offer.



School Uniform

The school uniform consists of:

Girls

- Grey pinafore dress/skirt/trousers
- Red polo shirt with school badge
- Red sweatshirt with school badge/ red cardigan with school badge
- White socks (a red gingham trim is acceptable)/grey tights
- Red gingham dress
- Black shoes (no boots or trainer-style shoes please)
- Painting overall

Boys

- Grey long or short trousers
- Red sweatshirt with school badge
- Red polo shirt with school badge/red cardigan with school badge
- Grey socks
- Painting overall
- Black shoes (no boots or trainer- style shoes please)



Sweatshirts, cardigans and polo shirts, embroidered with the school badge are available on our designated page on www.yourschooluniform.com. The children are provided with a book bag when they start school, courtesy of the PTA. Other uniform may be purchased at most chain stores.

Hair

Hair that is longer than shoulder length should be tied back. Black or red hair bands should be used for this (red and white gingham is also acceptable). This maintains a smart appearance and also helps to stop the spread of head lice.

Games/P.Ed Equipment

- Black pumps
- Navy or white shorts
- White t-shirt (no logo please)
- Pump bag
- From Y3 onwards children will require a navy tracksuit and outdoor trainers.

All items of school uniform, including PE wear and pumps, should be clearly labelled with the name of the child.



Medical

If a child is absent from school please ring the school on the first day of absence. If he/she is to be away from school for more than a few days, or has an infectious illness, please contact the school. If your child suffers sickness and/or diarrhoea please keep him/her at home for 48 hours after the last bout of sickness. No child is allowed out of school, for dental appointments, etc., unless collected by a parent - this is for the child's safety. Parents are requested to inform the Head-teacher of any relevant medical history that may affect the child's general development, well being and education in school.

If your child requires medication for asthma, named inhalers may be kept in school. First aiders will help younger children where necessary, older children may keep their inhalers with them. However, the responsibility for making sure those inhalers are fully functional and in-date remains with the parents.

The school nurse and the orthoptist see all children when they first enter school. The dentist also visits during the children's time at school. The parents are informed of the examinations in advance and are invited to be present.



Lunchtime

Hot dinners are available or children may eat a healthy packed lunch (no large chocolate bars or sweets please), brought from home, in the dining hall. We ask that parents ensure that no products containing nuts are sent to school. The following playtime is spent under the

supervision of Lunchtime Supervisors.

Since September 2014, all children in Reception and Key Stage One are entitled to a free school meal.

Milk

Subsidised milk is available if required. (Please ask the office for details.) Children under 5 receive free milk. This needs to be ordered by the parent.

School Fruit

All children aged 4 - 6 years are entitled to a piece of fruit at break time without charge. Older children may bring a piece of fruit to school to eat at playtime.



School Charging and Remissions Policy

Parents may be charged for activities taking place in school time. The policy of this school is to ask for voluntary contributions when necessary, but no child is excluded from an activity through non-contribution. Obviously, without sufficient funding through your contributions, it would not be possible to continue a programme of very valuable educational visits.



Parents who fall into the category mentioned below should apply to the school for financial assistance with trips taking place during school time.

Parents will be charged for the cost of board and lodging during residential school trips. Where a residential trip takes place wholly or mainly during school hours, children whose parents are in receipt of the following support payments will, in addition to having a free school lunch

entitlement, also be entitled to the remission of board and lodging charges.

- Income Support
- Income based jobseeker's allowance

- Support under part V1 of the Immigration and Asylum Act 1999
- Child Tax Credit, provided the parent is not entitled to Working Tax Credit and their annual income does not exceed £16190
- Guaranteed State Pension Credit.

General guidelines for the smooth running of the school

The school has very high expectations of behaviour. Rudeness is not tolerated and the children are taught respect for self, for others and for property through our school values. Tidiness is insisted upon - children are expected to assist in maintaining a well-ordered school. Children are expected to wear school uniform.

Pupils must be punctual and regular in attendance. If a child is absent, parents should notify the school of the reason for absence and, if possible, the length of absence without delay. On return a written note should be sent for our records.



Worcestershire County Council states that "Parents have no automatic right for their children to be absent from school for holidays. Parents contemplating holidays or other absences during term time should discuss the implications with the Head-teacher before making any commitments.

Punctuality is stressed. However, it is rarely a young child's fault if he/she is late for school, and we ask your close co-operation in this important matter. The children should be in school by 8.55am.

It is vital that we keep the channels of communication open. Staff will be pleased to discuss any issues that arise as soon as possible. Teachers are available on the playground at the end of the day or appointments can be made at the school office.



All items of clothing should be labelled with the child's name to enable them to be traced if lost or mislaid.

Parents bringing children to school by car are reminded that it is an offence to stop on the yellow zig-zag lines outside the school. NEVER reverse in to the school drive. This is for the safety of your child.



Brief parking is permitted in the Village Hall car park or at the Recreation Centre. Both of these are within a five-minute walk of school. The school driveway is a traffic free zone from 8.45am - 9.20am and 3pm - 3.25pm. At other times there is shared pedestrian and vehicle access. It is essential that children are supervised on the driveway and reminded that it is not a suitable place to play or to chat.

No glass bottles or cans may be brought to school.

No sweets or chocolate bars may be brought to school.



Any necessary prescription medicines must be given into the Secretary's care with written instructions from the doctor stating that it is necessary for the child to take medicine during school hours and containing clear instructions concerning the required dosage. Parents must complete and sign a form giving consent for such medicine to be given. No non-prescription medicine must be bought to school.

Pupils must not bring valuables or toys to school or leave money, watches or other expensive articles unattended. Pupils are discouraged from bringing mobile phones to school. Should you feel it is completely necessary, mobile phones must be handed in to the school office as your child enters the school and should be collected as they leave at the end of the day. It should be noted that property belonging to pupils or parents is not insured by the Authority when used in school

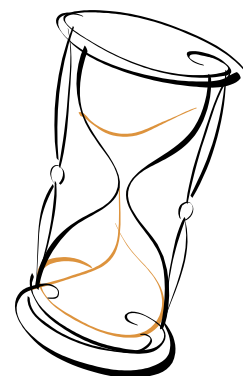
Pupils are expected to remove all jewellery including ear studs and watches before taking part in PE, Dance, Games or any other sporting activity. We would strongly advise parents to think carefully before allowing their children to have their ears pierced as they need to be able to deal with their earrings themselves and this is often difficult for a young child.



A newsletter is sent out fortnightly via email. 'Dates for your Diary' are included in this newsletter. There is also a calendar page on the school website which is updated regularly for your information. Updates and reminders are posted on the parents' notice board and on the easel outside school. Please check your child's bag weekly for any letters other than those above.

Timetable of the school day

08.50	School open for children
08.55	Registration and Early morning tasks
09.00	Start of morning session
12.00	Lunch break for Years R, 1 & 2
12.10	Lunch break for Key Stage 2
13.00	Start of afternoon session
15.10	KS1 end of school day
15.15	KS2 end of school day



Complaints Procedure

County Council Policy for dealing with complaints about curriculum and related matters



The Authority has approved arrangements for the consideration and disposal of complaints about the school curriculum and related matters. Full particulars of the procedures are available in all schools, the Divisional Education Offices and County Libraries.

School policy

Parents are encouraged to discuss with an appropriate member of staff any concerns they may have with regard to school procedures, their child's progress or other related matters. An appointment may be made to see the Headteacher almost any day. If matters are not settled to the parents' satisfaction then the school complaints policy should be consulted. A copy of this is available from the school office or on the school website.

If necessary the problem may then be brought to the notice of the Governing Body.

After School Care

Belbroughton Pirates

Here at Belbroughton C.E. Primary School and Nursery we are very pleased to be able to offer a before and after school care group. This is an independently run care group where children are looked after by qualified staff. It is open from 7.30am - 8.55am and 3.10pm - 6pm every day of the week during term time. It is a very popular group used on a regular basis by many working parents and also on a casual basis for hairdressing appointments, shopping trips etc. or as an emergency when parents are detained elsewhere. Indeed, it is so popular with the children that it is also used for a 'special treat' on many occasions. Our care group has many advantages over ordinary child-minding groups. The children can go straight from school into the after school group, which gives parents peace of mind, and children are with friends, being cared for by people they already know.

For more information please telephone Jo on 07949 947000 or collect a prospectus from the school office.



Parent Teacher Association

All parents are automatically members of our PTA and may attend

Belbroughton Church of England (VC) Primary School

meetings. The PTA raises valuable funds that really help enrich the children's education. Without the budget raised we would be unable to sustain our small class sizes. Help is always needed with events so please try and get involved. Details of meetings will be posted on the school notice board and shown on the weekly newsletter.

Space for your own notes

