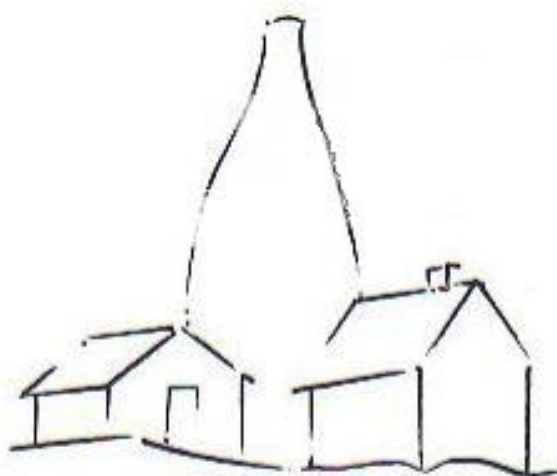


AMBLECOTE PRIMARY SCHOOL

PROSPECTUS



**AT AMBLECOTE WE ACHIEVE BECAUSE IN OUR
PUPILS WE BELIEVE!**

Amblecote Primary School, School Drive, Amblecote, Stourbridge, West Midlands, DY8 4DQ
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WELCOME TO AMBLECOTE PRIMARY SCHOOL

ACTING HEADTEACHER: Mrs J. Cook

CHAIR OF GOVERNORS: Mrs J. Lewis



MISSION STATEMENT

"At Amblecote we achieve because in our pupils we believe"

"We are a listening school. We value the views and opinions of both pupils and parents so that together we can continue to improve the opportunities for, and the success of, all our pupils."



INTRODUCTION

Amblecote Primary school is a Primary school admitting children from the age of 4+ until they leave for secondary school at the age of eleven.

The school dates back to 1861, although the present buildings date from 1962, with a new build in 2005.

The building has eleven class spaces which can accommodate three hundred and fifteen children in total.

The intake limit per year is 45.

We have an independently funded Pre-School sharing our site with 48 children daily, 24 in the morning and 24 in the afternoon. Also, a Time 4 Two's provision with 12 2 year olds every morning.



SCHOOL AIMS

The school aims to provide a happy and, caring atmosphere in which the individual needs of all our children are clearly catered for.

We aim to encourage all our children to excel in work and strive to reach their full potential.

We aim to provide our children with a wide variety of learning experiences to help them gain in confidence and encourage them to have independent and reasoning minds.

We aim to provide a relevant and stimulating curriculum which will provide each child with the knowledge, understanding and skills necessary for future success. In Reception the EYFS curriculum and from Years 1 -6 we follow The National Curriculum.

We aim to foster in our children an appreciation, understanding and tolerance of others, irrespective of race, culture, religion, gender or abilities and to provide an equality of opportunity.



We aim to encourage children to work and play together, to be self-disciplined, to respect and care for each other and their environment.

We aim to develop strong links with parents so that their children's education can be a shared experience and encourage links with the wider community so that education becomes a real and relevant experience.



SCHOOL ORGANISATION

The school is arranged into three phases: Early Years Foundation Stage, Key Stage 1 and Key Stage 2. Early Years are Pre School and Reception classes, Key Stage 1 are years 1 and 2. Key Stage 2 are years 3, 4, 5 and 6.

Acting Headteacher: Mrs J. Cook
Acting Deputy Headteacher: Mrs J. Kettle
EYFS Co-ordinator: Mrs A. Price
Key Stage 1 Co-ordinator: Mrs J. Kettle
Years 3 & 4 Co-ordinator: Miss L. Skirving
Years 5 & 6 Co-ordinator: Mrs M. Pickett

SEND Co-ordinators: Mrs G. Dunckley & Miss D. German



STAFF

Yr. R: Mrs R. Price / Miss. A. Judd

Yr. I: Mrs H. Marsh / Miss J. Careless

Yr. 2: Mrs R. Masters / Miss J. Careless

Yr. 3: Mr. G Kendrick / Miss L. Skirving

Yr. 4: Miss L. Skirving / Miss. K Hughes

Yr. 5: Mrs. A Brannon / Mrs. S Barratt / Mrs H. Foster / Mrs B. Isles

Yr. 6: Mrs M. Pickett / Mrs H. Foster

Teachers: Mrs G. Dunckley, Miss D. German, Mr R. Foster

HLTA: Miss E. Dowler, Mrs J. Barstow

Cover Supervisors: Mrs M. Smith, Mrs A. Walker

Teaching Assistants: Mrs N. Ali, Mrs V. Brooks, Mrs I. Cartwright, Miss L. Delves, Ms A. Edwards, Mrs C. Ellis, Mrs A. Hazlewood, Mrs S. Hyde, Ms K. Wood, Mrs. S Owen, Mrs E. Pope, Mrs D. Richards, Mrs V. Smith

Pre-School: Mrs H. Perigo (Manager), Mrs E. Bradley (Manager)

Mrs. L. Jukes (Deputy Manager)

Mrs. K. Rhodes (Assistant)

Mrs. H. Dews (Assistant)

Miss. C Allen (Assistant)

Time for Two's: Mrs E. Bradley (Manager), Miss C. Allen (Manager)

Miss C. Allen (TA Level 2)

Miss E. Arnold (TA Level 1)

Miss I. Ball (TA Level 2)

Business Manager: Mrs K. Price

Office Manager: Mrs K. Harris

Office Assistants: Mrs J. Sparrow, Mr P. Keen

Out of School Club: Mrs T. Cutler, Mrs K. Pardoe, Mrs A. Bristow

Breakfast Club: Mrs T. Cutler and Mrs K. Pardoe

Peripatetic Music: Various members of staff from Dudley Music Services, teaching Brass, Woodwind and Guitar

Cook: Mrs J. Hill Assistants: Mrs P. Sinton, Mrs D. Lawrence, Miss S. Green, Mrs G. Mitchell

Caretaker: Mr P. Williams Cleaners: Mrs A. Bristow, Mrs A. Best, Miss S. Green, Mrs D. Silk, Mr L. Delves

Lunch Time Supervisors: Mrs K. Pardoe, Mrs A. Bristow, Mrs A. Best, Mrs A. Gordon, Mrs D. Silk, Mrs R. Leedham, Mrs N Ali, Mrs M. Bethell



GENERAL INFORMATION

SCHOOL DAY

Foundation Stage

Morning session 8.55am - 12.00pm

Afternoon session 1.05pm - 3.15pm

Key Stage One

Morning session 8.55am - 12.10pm

Afternoon session 1.15pm - 3.15pm (including 15 minute break time)

Key Stage Two

Morning session 8.55am - 12.20pm

Afternoon session 1.15pm - 3.15pm



Children should not be on the school premises before 8.45am when the doors open and should leave promptly at 3.15pm

The school cannot accept responsibility for children on the premises outside these hours unless permission has been granted for clubs etc.

We do not allow children out of school unaccompanied during school hours. If you have a dentist or doctors appointment etc. please collect your child from school.

Teaching hours: Key Stage 1 21.30

 Key Stage 2 23.10



PARKING

Parking around school is difficult. The best place to park is on the community car park just off School Drive.

If you park on School Drive, please use the side opposite to the schools entrance so that children crossing the road have clear vision both ways.

Please do not obstruct the rear entrance by parking in that driveway. Please do not obstruct access to neighbouring residents properties.

For reasons of safety, cars **MUST NOT** be brought up the schools own drive. Please do not use the bottom of the driveway as a dropping off or turning round point.

SCHOOL DINNERS

The school provides excellent subsidised school meals. The children are offered a choice of three or four main meals and sweets each day. Jacket potato and sandwich options are available. Meals are self-service and are eaten in the main hall.

The school kitchen also operates a healthy tuck shop at morning breaks selling a range of drinks, toast, flapjack, muffins, crumpets, low sugar biscuits and fruit, with a sausage or bacon sandwich on Fridays.

Reception and Key Stage One are entitled to a universal free school hot meal every day. Key Stage Two are charged at £2.40 a day unless entitled to free school meals.

Any family in school on benefits or income support are entitled to free school meals, please apply so the school receives the pupil premium of £1320 per child in the budget.

If your child is in school, and you think that you may be entitled to free school meals please see the school staff for details. We need Reception or Key Stage One children to apply for Free School Meals so the school will receive the Pupil Premium to support the children's learning in school. Thank you.



SANDWICHES

Children can also bring sandwiches to school. They are usually eaten in the hall or the classroom. Could you please ensure that no sweets or chocolate are sent in because they melt. Please ensure that your child brings a healthy packed lunch to help them concentrate and learn in the afternoon.

All uneaten food and litter will be put back in their sandwich boxes to bring home so you can see how much they have eaten.

Drinks like water should be in a safe container with a sports cap, no glass bottles or cans please. A water fountain is available in school and may be used by the children at break times and lunch times.

ABSENCE

The school believes that good attendance is an important factor in helping children achieve success in their school career. We therefore expect all children to attend school each day unless they have a genuine illness or other legitimate reason for having time off.

If your child is unable to attend it is essential that school receives an explanation or telephone message on the first day of absence. School will contact families of children with no reason to ensure that the child is safe.

Holiday in term time cannot be authorised. Please do not take your child away from their learning for a holiday. If you do inform school that you are taking your child out of school for a holiday, you may be referred to The Education Investigation Service, and you may receive a penalty notice/fine of £60 per child, per parent. Thank you.



UNIFORM

We are a "uniform" school, we believe that a uniform looks smart, wears well and contributes to a feeling of belonging to the school.

Items of school uniform such as polo shirts, sweatshirts, cardigans, fleeces, baseball caps and book bags can be purchased from school.

Our uniform consists of:

Plain white School Polo Shirt or Blouse or School White Polo with School Logo

Red School Sweatshirt, Cardigan or Fleece embroidered with School Logo or

Plain Red, grey cardigan or pullover

Plain grey trousers, skirt or pinafore dress

Grey or white socks/tights

Sensible flat heeled shoes NOT trainers

Plain Red Tie (from Year 6)

As an alternative in hot weather:

Girls Summer School Dress in red and white

Plain grey shorts

School T-shirt in Red or White with the School Logo

P.E. Kit

All children will need a drawstring bag to hold:

Plain PE shorts, black or navy.

Plain white T-shirt or school white T-shirt.

Pumps for indoor P.E. - with an elastic gusset for the younger children.

Tracksuits are optional in cold weather.

Training shoes are required for outdoor PE.

School sweatshirts, cardigans, fleeces, Polo Shirts and book bags are available from Tesco online and The Schools Shop in Stourbridge.

Children **MUST NOT** wear jewellery in school with the exception of one plain ear stud in each ear and wrist watches. These must be removed for PE.

ALL CLOTHING NEEDS TO BE CLEARLY MARKED WITH THE CHILD'S NAME.



The school cannot accept responsibility for any loss, or damage to, individual property. Lost property is kept in a cabinet in Key Stage Two and may be claimed at the beginning or end of the school day. We have a terrific amount of lost property that is never claimed because it is not named.

Hair

In the interests of safety, practicality and hygiene, long hair, ie shoulder length or longer must be tied back during school hours and fringes must be kept short. Please use a small plain hair band/bobble (small red or black bows are only allowed, no large flowers or other extra decorations on band). No more than two plaits unless very short or tied back. Hair Gel must not be worn. We are very aware of the fact that children are continually subjected to fashion influences with regard to hair styles and hair wear, some of which are appropriate to the school situation whilst others are not. Any styles which cause a potential health and safety issue will not be allowed nor will any style/accessory which is not formal School wear or causes a child to be the subject of embarrassment, teasing or argument. Bearing this in mind Grade 1 is not acceptable and Grade 2 haircuts should be applied with caution. Children should not have their hair or eyebrows shaved. Tramlines/patterns, highlights/colours/steps/two different lengths in the hair are not allowed.

Noncompliance with our policy will lead to parents/carers being contacted and asked to resolve the situation.

Please support our policy on hair by ensuring girls hair is tied up if long, and no tramlines, shaved patterns or extreme haircut styles are permitted.

PARENTS IN SCHOOL

The school actively encourages parents to become involved in the education of their children. Children are much more likely to succeed when home and school are working together in partnership supporting one another.

The main way in which you can help *school* is simply to talk to your children about *school*, show an interest in their work and encourage them at all times.



Some parents are able to help in school in a variety of ways including helping with trips, working with small groups of children, hearing readers, helping with the computer, helping with craft activities, making resources or library work.

If you are interested in helping in school please mention it to your child's class teacher or Headteacher. We are always looking for extra volunteers.

We have a parent TEAM which meets half termly to offer the parents viewpoint and ideas.

If you are unable to help in school there are still many other opportunities to visit school. There are two open evenings, one each Autumn and Spring term where you are able to discuss your child's progress with their class teacher. Your child will also receive a written report at the end of each year detailing their progress.

The Parent Teacher Association hold social and fund raising events during the year.

The school organises concerts, plays, musical evenings and curriculum workshops, all of which need your support.

PARENT AND TEACHER ASSOCIATION

A member of the National Confederation of Parent-Teacher Associations.

The Parent and Teacher Association sees itself as a group of people who are willing to work closely with the school and local community to provide "treats" and extra equipment for the pupils of Amblecote Primary.

Funds, in the past, have been raised through social events, such as seaside trips, visits to the pantomime, family and children discos, the Summer Gala and the Christmas Fayre.

The Association meets formally once a year in September to elect a new committee and is always looking for new members with fresh ideas and not necessarily just parents, but also grandparents, aunts and uncles.

Please can we take this opportunity to appeal to any friends of the school to come forward and give some of their time, however little, to help us at P.T.A. events.



SCHOOL CURRICULUM

The early years of education are of crucial importance for they provide the basic skills and motivation for progress in later years. The school endeavors to provide a broad, balanced and relevant curriculum which incorporates a progression of knowledge, skills and understanding for each child through play and child initiated themes.

The development of literacy and communications skills are given a high profile throughout the school and curriculum. We consider the acquisition of skills in speaking and listening, reading and writing to be essential to give access and understanding to the rest of the curriculum.

Mathematics is taught both as a subject in its own right and in other areas of the curriculum where meaningful applications can be made. Basic computation is taught but the many wider mathematical concepts are also explored fully. Emphasis is placed on learning through practical activity and using Math's in problem solving and investigations. The school has sets for mathematics at Key Stage 2 and ability groups at Key Stage 1.

Through Science and Technology our curriculum has grown and adapted to give children many more opportunities to observe, test and interpret our natural world as well as learning to use design and technology appropriately in many situations.

All our children are expected to learn about man's influence upon our earth through a study of, and empathy with, our past as well as a thorough examinations of our present environment locally, nationally and worldwide.

Children's spiritual and moral education are developed through themes which examine Christian beliefs and values as well as considering other major religions. There is an emphasis on gaining an understanding, appreciation and tolerance of other peoples cultures, traditions, beliefs and customs.

Each child's aesthetic and creative abilities are developed through music, art, dance and drama. Children are encouraged to express themselves through many different mediums and gain confidence in their own abilities.

The physical development of our children is also catered for through a full programme of physical experiences including educational gymnastics, games, dance, athletics and swimming.



COMPLAINTS POLICY

There is now a complaints procedure to follow if you have any concerns regarding the curriculum or any other aspect of school life. A copy of this policy is on our website. However, the first step in this procedure is quite simple, you are asked to discuss the concern with the class teacher or Head teacher. If you feel your complaint has not been dealt with adequately then you write to the school Governors, then the Local Authority.

SPECIAL NEEDS

Many children have "special needs" of one type or another at some stage in their school career. In school we have a detailed policy of assessment, record keeping and monitoring to identify the individual needs of children and plan appropriate programmes of work to help each child. The help given may be an intervention, modified curriculum, help in the classroom or work individually or as a group.

The school now works in accordance with the special needs "Code of Practice". If children are identified as having special needs they will be entered upon the school's special needs register, and parents will be consulted regarding the help offered their children.

If you have concerns regarding your child's progress please ring school and ask to speak to the school's special needs coordinator or head teacher so that a meeting can be arranged.



MUSIC

The school has a very strong tradition in music with a band, recorder groups and a choir. They provide music for concerts and events in school and they also go out into the local community and enjoy music festivals.

If parents wish their children to learn another instrument, Dudley Music Services offer high quality instrument instruction. They can also hire instruments. If you would like to know more about instrument tuition, with a cost of £5.50 per lesson, please ask the music coordinator or school office for further information.

At present we have between 30-40 children learning instruments including brass, woodwind and guitar (cornet, trombone, euphonium, tuba tenor horn, clarinet, flute, oboe, bassoon and guitar).

SWIMMING

We believe it is vitally important that all children are given the opportunity to learn to swim. Consequently, the school arranges swimming lessons at the Wordsley School for years 3 and 4. At present we ask for voluntary contributions of £ 4.00 each week for the lesson. This includes transport to and from the Centre, hire of the pool and the cost of a fully qualified instructor. We regret having to charge but feel that the cost represents good value for money and is subsidised by the school budget.

SEX EDUCATION

Sex Education is an integral part of our Health Policy and is dealt with sensitively and appropriately with due regard to children's ages.

In year 6 children have a puberty talk from the school nurse which tries to answer some of the questions and anxieties that children have at this age.

N.B. Parents have the right to withdraw pupils from puberty talks.

HOMEWORK

Throughout the school children are expected to bring home their reading books on a daily basis. Please try to find a quiet time when you can read with your child. It is vital that children get fun and enjoyment from their reading, we ask



an adult to sign their child's reading diary each evening indicating they have read.

Each week children will be required to bring home set tasks such as learning tables, phonics/spellings, finding out information for projects or finishing off class work. We appreciate any encouragement that you are able to offer in completing homework tasks. Please refer to our Home Learning Policy on the website.

EXTRA CURRICULAR ACTIVITIES.

A variety of out of school clubs take place either at dinner time or after school. You will receive notice of these, if your child is involved, and if they take place after school normally finishes.

At the present time, we have clubs for recorder group and choir practice. We also run clubs for music, physical fitness, gardening and art.

In the final year the leavers usually perform a play or concert.

SCHOOL TRIPS (CHARGING AND REMISSIONS POLICY)

We consider school trips to be an essential element of our curriculum providing both first hand experiences and a stimulus for further work.

The 1988 Education Act makes it clear that we must ask for voluntary contributions for all trips that take place during school time. Trips can only go ahead if sufficient funds are forthcoming.

BEHAVIOUR AND DISCIPLINE POLICY

The school expects and demands high standards of behaviour.

The responsibility for pastoral care and behaviour lies principally with the class teacher. The class teacher will discuss behaviour with the children and establish codes of practice within the classroom. This will be regularly reinforced in assemblies where school policy on behaviour is frequently referred to.

Minor misbehaviour is corrected immediately by the class teacher or the teacher on duty. Occasionally children will be referred to a senior member of staff and sanctions such as the withdrawal of privileges or staying in during break times will be used.

In cases of serious misbehaviour, parents are always informed so that the school and home can work together towards a solution.



We will not tolerate bullying under any circumstances and urge children and parents to report any incidents so they can be dealt with immediately.

Disruptive behavior in lessons receives a 'Time Out' of the classroom and a letter is sent home to parents.

COLLECTIVE ACT OF WORSHIP

The collective act of worship takes place during assemblies normally between 10.05 a.m. and 10.25 a.m. each morning. On Mondays the assembly will be taken by a class.

The assemblies are largely non-denominational Christian in character although we do include stories and special events from other religions. We have regular visitors to assemblies from local churches and sometimes visitors from overseas. We also have a weekly praise assembly where children's achievements are shared.

N.B. Parents have the right to withdraw their children from collective worship if they wish.



SEAL - SOCIAL AND EMOTIONAL ASPECTS OF LEARNING

We teach SEAL throughout the school. This enables children to have more awareness of how to be sociable and understand and control their emotions. This ensures they are always ready to learn and handle situations in school regarding friendships, falling out, assertiveness, criticism, upset, anger and behavior.



DUDLEY MBC - ADMISSIONS POLICY

COMMUNITY & VOLUNTARY CONTROLLED PRIMARY SCHOOLS - ACADEMIC YEAR 2003/4

Dudley Council has an Inclusive Education Policy and the Admissions Policy aims to maximise the opportunity to meet parental preference for parents and to meet the individual needs of children at their local school wherever possible. The Council does not support the use of selective policies based on aptitude or academic achievement.

The following criteria will be used to allocate the available places at those community and voluntary controlled primary schools that are oversubscribed i.e. receive more applications than can be accommodated.

Firstly, to those children whose parents have identified the school as their first preference, on the basis of the following priorities:

- a) First priority shall be given to pupils whose statutory statement of special educational need names the preferred school as the most appropriate mainstream school to meet the child's individual needs.**
- b) Second priority shall be given to "children in public care" for whom the preferred school is the most local mainstream school.**
- c) Third priority shall be given to children with a "serious medical condition" with supportive evidence from the child's Hospital Consultant which details the reasons why the preferred school is the most appropriate to meet the child's medical condition.**
NB Decisions on applications made under this criterion will be made after consultation with the Authority's Medical Adviser, based on the merits of the individual case.
- d) Fourth priority shall be given to children who have a child living at the same address who is their brother/sister, half brother/sister or step brother / step sister and who are attending the preferred school at the requested time of entry.**



- e) **Any remaining places will be filled according to those children who live closest to the school, determined by measurement (in a straight line) from the home address to the main entrance of the preferred school.**

Any remaining places after first preferences have been dealt with will be allocated to second preference applications, applying the criteria given in a) to e) above.

Any Dudley parent not obtaining a school of either their first or second preference will be allocated a place at the next nearest school with a place available and given information about the appeals process.

The school's present intake limit is 45

HEALTH

If a child is taken ill at school parents are notified so that they may be collected from school.

Please keep your emergency contact numbers up to date.

Should a serious accident occur the child is taken to Russell's Hall Hospital immediately and parents are informed.

Head lice are a nuisance affecting all schools, The school nurse no longer conducts routine head inspections. It is every parents responsibility to inspect their own child's hair for head lice each week and to inform the school immediately if head lice are found. 'Every week, take a peek!'

The school **CAN NOT** take responsibility for administering all medicines. If your child requires prescribed medicine, then you should either come to school and complete a medicine request form giving details of dosage and time or come to school to administer it yourself.

The school has a very positive and close relationship with the school nurse. If any parent requires help and advice regarding health matters, she would be more than willing to answer queries.

School Nurse: Mrs B. Edwards



Dudley School Health Services

The school health advisor is a registered general nurse/ registered sick children's nurse with further specialised training. She is responsible for meeting the health needs of school aged children working across several schools, having close links with general practice and other health professionals within the primary health care team. She is based at the local health centre or clinic.

The school health advisor is also involved in health promotion activities throughout the school alongside the teaching staff.

We provide treatment in health centres, clinics or on our mobile dental unit for children who do not receive treatment from a family dentist. We also provide oral health promotion programmes at school.

Contact number, Dental Office, Westhill Clinic 01384 366571

THE GOVERNING BODY

Governors make decisions about the way that the school is run. They meet at least once a term at school. School Governors have legal duties, powers and responsibilities. They can only act together. They can not act individually.

Our school governing body is made up of:

1. Three parents
2. Three members of the school staff
3. One local council representatives
4. Six co-opted community representatives, business men and women.

Governors help to:

1. Decide what is taught
2. Set standards of behaviour
3. Interview and select staff
4. Support how the school budget is spent.



PARENT GOVERNORS

Parent governors are elected by the parents/guardians of the school and serve a four year term of office. They bring a parental view of the school to the Governing body, but they speak, vote and act as individuals.

The Chairman is contactable via the school and Chairman's name can be found on the first page of the prospectus.

DISABILITY DISCRIMINATION ACT 1995

The school undertakes not to discriminate against children with disabilities. Children with disabilities are welcome in the school and every effort will be made to ensure access to a full curriculum.

The school has adapted the building to allow wheelchair access. The school has installed a disabled toilet and has a care room.

The school's general admission criteria apply equally to children with disabilities.

EQUAL OPPORTUNITIES

The school is committed to equal opportunities and promoting British Values. All racist incidents are monitored and reported to the school Governors and L.A.



