

# 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  
Tel: 01384 818335      Pre-School: 01384 815298  
[info@amblecote.dudley.sch.uk](mailto:info@amblecote.dudley.sch.uk)





## WELCOME TO AMBLECOTE PRIMARY SCHOOL

Acting Head Teacher: Mrs J. Cook  
Chair of Governors: Mrs C. Roberts



### 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."



My name is Jane Cook, and I am very proud to be the Acting Head teacher at Amblecote Primary School. On behalf of the pupils, staff and governors at Amblecote Primary, thank you for taking the time to read our prospectus and we hope that it offers you a chance to develop some understanding of our school.

At Amblecote Primary we aim person matters. We believe that your child deserves the best and we aim to provide excellence in terms of the learning opportunities and experiences provided for them within school. This is encompassed in our vision, 'At Amblecote we achieve, because in our pupils we believe.'

Our staff are highly trained, caring and committed to working with your child to achieve and be the best that they can be, both on a personal and academic level. We believe that our children learn best when the school works in partnership with parents, carers and governors. It is our ambition to equip all of our children with the key skills and values they will need to thrive in our rapidly changing to create and foster a love of lifelong learning within a safe, stimulating and happy environment in which every world. We actively encourage children to develop a curiosity about the world, and a love of learning, in the belief that this will encourage them to become lifelong learners and ready to make a valued contribution to society.

I am incredibly proud to be the Acting Head teacher of this delightful school and under more normal circumstances we warmly welcome visits from any parents or carers who wish to find out more. Unfortunately at the present time this is not possible, but we are producing a video to show you what our Amblecote family is all about. We will also be arranging virtual Q&A sessions, where prospective parents will have an opportunity to ask any questions that you might have.

Please note that due to COVID-19 there are currently changes to many aspects of school life. Please contact the school office if you would like any further information.



## INTRODUCTION

Amblecote Primary School take 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 forty-five.

We have an independently funded Pre-School sharing our site with many of the children who attend moving up into our Reception class. (Attending the pre school, does not guarantee a place at Amblecote Primary. School places must be applied for by following the school admission procedure).

We also have a Time 4 Two's provision with twelve 2-year olds every morning.







## SCHOOL ORGANISATION

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

Acting Head Teacher: Mrs. J Cook

Acting Deputy Head Teacher: Mrs. M Pickett

EYFS Co-ordinator: Mrs A. Price

Key Stage 1 Co-ordinator: Miss J. Careless

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

Chair of Governors: Mrs C. Roberts





## STAFFING

Reception Teachers: Mrs A. Price (DSL) & Miss. A. Judd  
Year 1 Teacher: Mrs H. Marsh  
Year 1/2 Teacher : Miss J. Careless (DSL)  
Year 2 Teachers: Ms M. Masters & Mrs C. Exall  
Year 3 Teacher : Mr. L Pitts  
Year 3/4 Teacher : Miss. L Skirving (DSL)  
Year 4 Teacher : Miss. K Hughes  
Year 5 Teacher : Mrs. J Keys  
Year 5/6 Teacher : Mrs H. Foster  
Year 6 Teachers : Mrs M. Pickett (DSL) & Mrs A. Brannon  
The Learning Cave: Mrs J. Barstow  
PPA Cover: Miss D. German (DSL) , Mr R. Foster, Mrs G. Dunckley (DSL) , Mrs S. Barratt, Miss E. Dowler, Mrs J. Barstow

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 & DSL), Mrs E. Bradley (Manager DSL)  
Mrs. L. Jukes (Deputy Manager)  
Mrs. K. Rhodes (Teaching Assistant)  
Mrs. H. Dews (Teaching Assistant)

Time for Two's: Mrs E. Bradley (Manager & DSL)  
Miss C. Allen (Teaching Assistant)  
Miss E. Arnold (Teaching Assistant)  
Miss I. Ball (Teaching Assistant)

Acting School Business Manager: Mrs K. Harris  
Office Assistants: Mrs J. Sparrow (DSL) & 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  
Cook: Mrs J. Hill  
Assistants: Mrs P. Sinton, Mrs D. Lawrence, Miss S. Green, Mrs G. Mitchell  
Site Manager: 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 D. Silk, Mrs R. Leedham, Mrs N Ali, Mrs A Hazelwood & Miss A. Edwards



## GENERAL INFORMATION

### OUR 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

#### PLEASE NOTE:

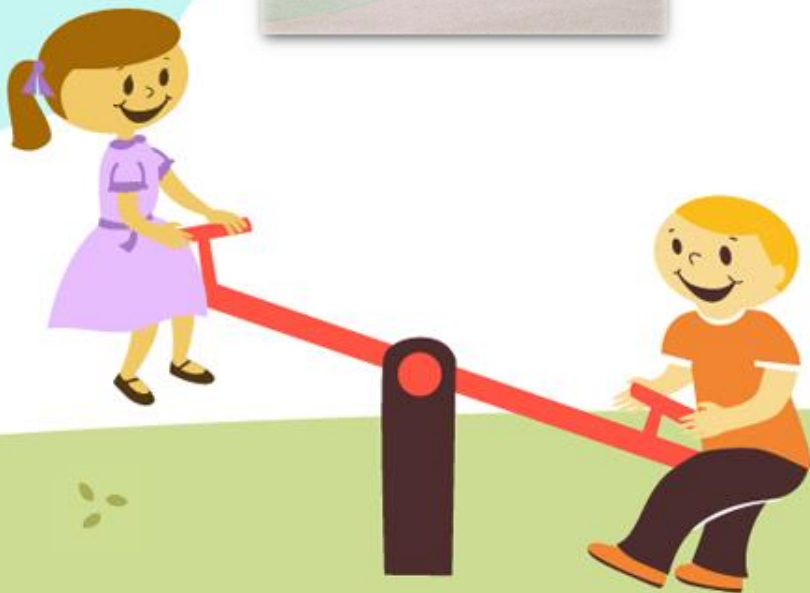
Due to the current circumstances we are currently operating staggered times for drop offs, play times, lunchtimes and collections. Please see our website for more details.

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.

Each class has its own class email, so that parents can communicate directly with their child's class teacher.





## SCHOOL DINNERS

The school has a kitchen on site which caters for the children. Or school meals are very well balanced and nutritious. You can view the menu on our website. The children are offered a choice of three or four main meals and sweets each day. Jacket potato and sandwich options are also available daily. Meals are all eaten in the main hall.

Pupils in 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.

If you are receiving Income Support or Job Seekers Allowance and are entitled to free School meals, please enquire at the School Office for further information. The school attracts extra funding for books and resources for each child that takes up a free meal, so it is important that families eligible for free meals take up this entitlement.

## PACKED LUNCHES

Children may bring a packed lunch in a lunch box/bag. This needs to be clearly labelled with the child's name and class. As we are a Healthy School, we encourage fruit and other healthy snacks as part of a well-balanced meal. Nuts **are not** allowed. This includes using peanut butter and Nutella in sandwiches. All uneaten food and litter will be put back in their sandwich boxes to bring home so you can see how much your child/children have eaten.







## ATTENDANCE

Amblecote Primary School believes that good attendance is a vital factor in helping children achieve success and reach their potential. We therefore expect all children to attend school, on time, every 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 before 9:30am. As part of our safeguarding procedures, the Attendance Officer carries out first day calling to all pupils who are absent but for whom no reason for absence has been received. The Attendance Officer monitors pupil absence and contacts parents if absences are not authorised.

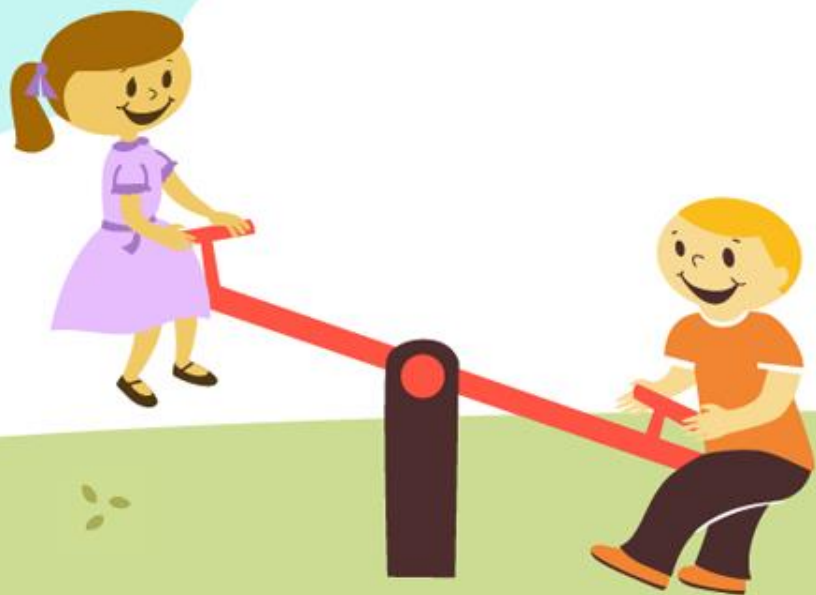
The School Governors have adopted a zero tolerance for holiday requests. As a result, holiday taken in term time cannot be authorised. If you do take your child out of school for a holiday, you may be referred to The Education Investigation Service, and you may receive a penalty notice/fine of £60 per child, per parent.

Our attendance policy is written in conjunction with other local Stourbridge schools and is available to view on our school website.



## COMPLAINTS POLICY

At Amblecote Primary School, there is 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, Senior Leadership Team 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.



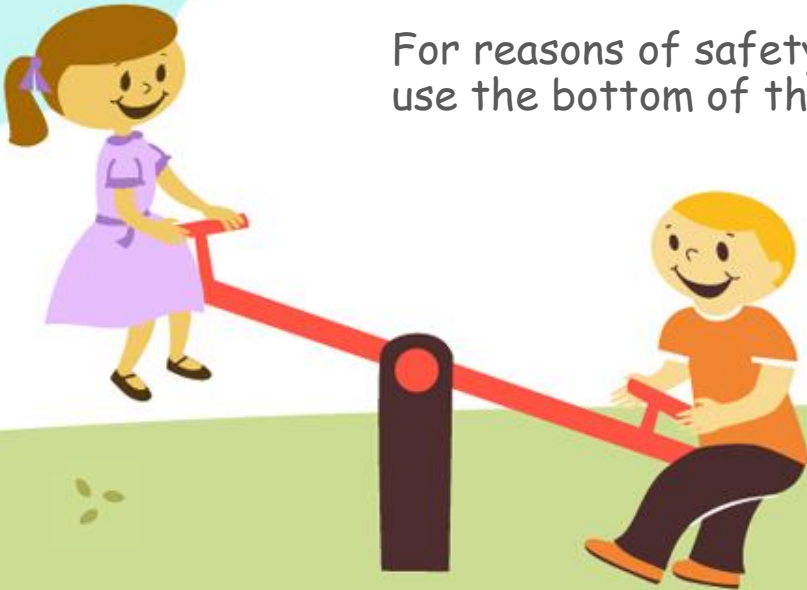
## PARKING

Parking around school is difficult and as a result of this we encourage as many families as possible to walk to school or park a short distance away. If you do have to drive, the best place to park is on the community car park just off School Drive.

If you park in School Drive, please use the side opposite to the school's main entrance, so that children crossing the road have clear vision both ways.

If you are accessing school, via our Top Gate (off the High Street), we ask that you do not obstruct the access to neighboring resident's properties.

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





## 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.

Our uniform consists of:

- Plain white polo shirt, blouse or shirt;
- Red school sweatshirt or cardigan embroidered with the school logo or plain red cardigan or jumper;
- Plain grey trousers, skirt or pinafore dress;
- Grey, red or white socks/tights;
- Sensible flat heeled shoes **NOT** trainers;
- Plain red tie (for Year 6).

As an alternative in hot weather:

- Girls' summer red gingham school dress;
- Plain grey shorts;
- Plain white polo shirt, short sleeved blouse or shirt;







## **P.E. KIT**

At Amblecote, children will participate in both indoor and outdoor PE lessons.

All children will need a drawstring bag to hold:

Plain black or navy PE shorts;

Plain white t-shirt or white t-shirt with the school logo;

Black pumps for indoor P.E;

Plain black or navy tracksuits (jogging bottoms and zip up jacket);

Trainers (not high tops) for outdoor P.E.

## **JEWELLERY**

Children may only wear small stud earrings if they have pierced ears. Children may also wear a watch. Wearing jewellery of any kind can be dangerous for your child because the jewellery may get caught or accidentally pulled which can cause a painful and unpleasant accident. Children are also not permitted to wear any makeup or nail varnish.

We recommend for younger children, that they do not wear earrings on the days that they have PE.

If your child has their ears pierced during term time, they will not be allowed to take part in PE lessons, until these earrings can be removed.

## **MOBILE PHONES**

At Amblecote Primary, for safeguarding reasons, we do not allow children to bring mobile phones into school. We also insist that when parents are on our school site they do not use their mobile phones.



## HAIR

In the interests of safety, practicality and hygiene, long hair, i.e. 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 (no large flowers or bows or other extra decorations on hairbands).

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.

A Grade 1 hair cut, undercuts, tramlines or patterns shaved into the head, highlights or dyed hair is not allowed.

## SCHOOL BAGS

We request that children in Reception and Key Stage 1 (Years 1 and 2) have a school book bag. These bags can be stored securely in the children's trays in the classrooms.

In Key Stage 2, the children can bring slightly larger school bags - rucksacks are the best option and these are kept on their pegs.

School sweatshirts, cardigans, fleeces, polo shirts and book bags are available from Tesco online and The Sports Shop, Kingswinford.



## **SPECIAL EDUCATION NEEDS AND DISABILITY**

Amblecote Primary places great emphasis upon supporting pupils with SEND and working collaboratively with their families and outside agencies. For this reason, school has a Key Stage 1 and Key Stage 2 Special Educational Needs and Disability Co-ordinator. If a child displays signs of having special needs, his/her teacher assesses this need in consultation with the SENDCO's. In most instances, the teacher is able to provide resources and educational opportunities which meet the child's needs within the normal classroom environment. If a child's need is more complex, we, if necessary, use the support provided by Teaching Assistants and we involve the appropriate external agencies. In partnership with parents and teachers, the school provides a 'Learning Plan' for each of the children who are on the special needs register. This sets out the nature of the special need and outlines how the school will aim to address the need. It also sets out targets for improvement so that we can review and monitor the progress of each child at regular intervals.

## **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 a disabled toilet and has a care room. The school's general admission criteria apply equally to children with disabilities.

## **EQUAL OPPORTUNITIES**

Amblecote prides itself in providing equal opportunities for all, regardless of disability, religion, sexual orientation, culture, gender ethnic origin, colour class or age.

## PARENTS IN SCHOOL

At Amblecote Primary School we 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 Head teacher. We are always looking for extra volunteers. The school organises concerts, plays, musical evenings and curriculum workshops, all of which need your support.

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.







## PARENT AND TEACHER ASSOCIATION (PTA)

Amblecote Primary's PTA is 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 children's film nights, children's discos, the Summer and Christmas Fayres.

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.

The PTA make a real difference to allow school, raising money for our children to purchase reading books, chrome books and subsidise many trips, including our annual trip to the theatre.





## SCHOOL CURRICULUM

Schools, are required by law to teach the National Curriculum to all children of five years and over. At the centre are the 'core' subjects of English, Maths and Science as well as Computing and Religious Education. The Foundation subjects comprise of History, Geography, Art, Design Technology, Music, Physical Education and Personal, Social, Health and Citizenship Education (PSHE) and Modern Foreign Languages - French in KS2

Pupils in Nursery and Reception follow the Early Years Foundation Stage Curriculum. Years 1 and 2 will be working on 'Key Stage 1' of the National Curriculum and those in Years 3, 4, 5 and 6 will continue through 'Key Stage 2' of the National Curriculum.

Children are taught and have opportunities to learn in a range of ways - individually, in groups and as a whole class, as appropriate.

At all stages, children learn, practise and refine a wide range of skills in all their activities across the National Curriculum. These are described as key skills as they help learners to improve their learning throughout their education, as well as in later life.

The key skills are complemented by the development across the curriculum of 'thinking skills' - information-processing, reasoning, enquiry, creative thinking and evaluation skills.

Curriculum overviews, skills progression documents for all subjects and knowledge organisers for foundation subjects, which support learning, can be found on our website.

## SWIMMING

We believe that it is vitally important that all children learn to swim and Amblecote Primary School ensures that all children have the opportunity to learn this essential, life saving skill.

The National Curriculum objective for swimming is for each child to swim 25 metres unaided. Children in Years 3 and 4 attend swimming lessons at The Wordsley school.

Qualified swimming teachers lead the sessions which are an hour long. Amblecote staff that attend swimming all have the required Pool Side training so can confidently support the children.

At present we ask for a voluntary contribution to help us provide these lessons. The cost of each lesson is £4. This will equate to a voluntary contribution of £40 for the 10 week block.



## MUSIC

School has a strong tradition in music with a well-supported Choir, which performs music for concerts and events in school, the local community and participates in music festivals.

In Years 1 and 2 children sing songs related to Thematic work being covered in class. They also learn the glockenspiel enabling them to accompany songs and perform pieces with backing tracks. They explore music by composing short pieces related to Topic work; during 'Traditional Tales', children compose a piece based on the Ugly Duckling story...is it the Ugly Duckling or the Beautiful Swan? During work on the colours of the rainbow, children compose a piece for the colour 'blue' or 'red'...which colour is it?

In Years 3 and 4 Thematic work again is integrated into music lessons. Pupils also learn elements of music through playing the recorder and performing in a larger group. They are introduced to music notation and explore music creating 'word' pieces such as 'BAG', 'BEAD' 'CABBAGE'; children also use the music program 'Charanga' to compose pieces as a class.

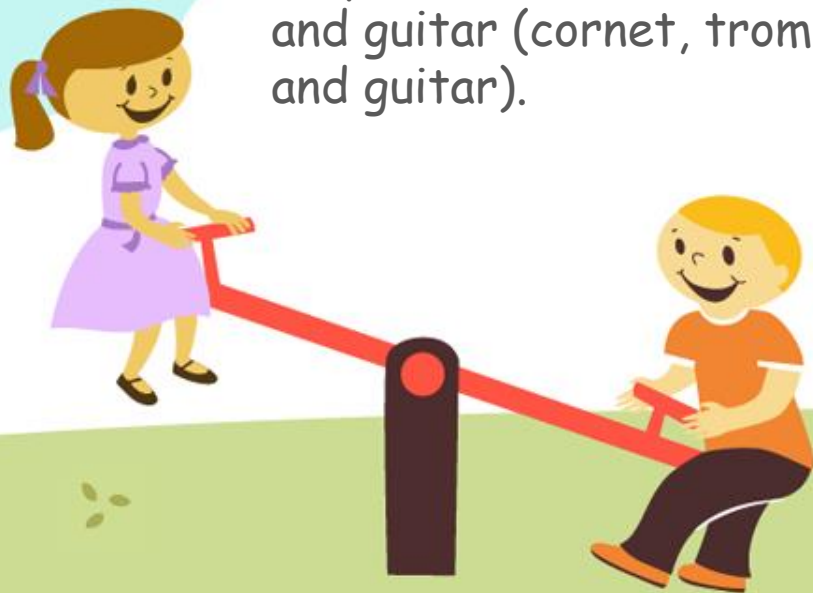
In Years 5 and 6 children learn to play the ukulele. This gives them the opportunity to sing and play songs, often relating them to occasions in the school calendar or Thematic work e.g for work on World Wars, pupils learn and sing 'Run, Rabbit, Run', 'Knees Up Mother Brown' and 'Stop the Cavalry' at Christmas.



## MUSIC

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 £9 per lesson, please ask our music coordinator (Mr Foster) or school office for further information.

At present we have between 10-15 children learning instruments including brass, woodwind and guitar (cornet, trombone, euphonium, tuba tenor horn, clarinet, flute, oboe, bassoon and guitar).





## PSHE, RSE AND CITIZENSHIP (including SMSC and British Values)

Personal, Social, Health and Economic Education (PSHE) and Citizenship, underpins life at Amblecote Primary School. They are planned programmes of learning opportunities and experiences that help children grow and develop as individuals and as members of families and social and economic communities. PSHE education and Citizenship equip children and young people with knowledge, understanding, attitudes and practical skills to live healthy, safe, productive, fulfilled, capable and responsible lives. The Relationships (RSE) aspect (compulsory from September 2020) provide a framework and ideas for teaching key aspects of healthy relationships.

At Amblecote, we believe that nurturing safe, happy and healthy children is central to all aspects of their learning and development. We believe that children should acquire the ability to make informed, healthy and moral choices in their lives and recognise that they should play a positive role in the school and wider community. PSHE helps enable children to become confident, independent members of society with and awareness of their rights and responsibilities as individuals and as part of a diverse society. It enables children to reflect on and clarify their own values, attitudes and feelings and explore the complex and sometimes conflicting range of values and attitudes they encounter now and in the future. This area of the curriculum makes a significant contribution towards supporting school in meeting statutory responsibilities to promote well-being, achieve the curriculum aims and promotes community cohesion.

## PUBERTY AND SEX EDUCATION

Puberty is taught in Year 5 as part of the statutory Health Education (which is compulsory from September 2020). Children will learn about how we grow and change, both physically and emotionally. They will learn about their own and others' bodies, looking at similarities and differences in people and learning about gender stereotypes. They will also learn about respecting their own and others' bodies, keeping their bodies safe and sharing their feeling in response to life experiences.

Sex education is an integral part of the Relationships programme and is dealt with sensitively and appropriately with due regard to children's ages and levels of development.

In Year 6 children we have a sex education talk from the school nurse, which tries to answer some of the questions and anxieties that children have at this age and as they prepare for the transition into secondary school. They will draw on their knowledge of life cycles set out in the national curriculum for science and apply this to the human life cycle.

N.B. Parents have the right to withdraw the sex elements of the curriculum but **not** the health elements which include puberty.





## ASSEMBLY

We believe that Assembly is a vital part of the school day for all children. It serves several important purposes:-

It enhances the spiritual development of the children;

It is a time of quietness, stillness and reflection;

It is an opportunity to come together as a community, either in part or as a whole, as appropriate;

It provides an opportunity to reinforce the values, ethos and expectations of the school, particularly tolerance, understanding, empathy and respect;

It is a time to share and celebrate effort and achievement of individuals, groups and teams;

It is a time to share and celebrate festivals and special events;

It is an opportunity, using music, stories, drama and other activities, to reflect the various faiths and traditions of our society, particularly the Christian tradition;

It fulfils the requirement of the law that all children take part in a daily act of worship.

Parents/carers and guests will be invited to share Assemblies at various times of the year. While parents have the legal right to withdraw their child from Acts of Collective Worship we do ask parents to first consider that in doing so a child may feel "left out" and less a part of the School community. Parents who wish to withdraw their child should make an appointment to see the Head Teacher.

We will always respect the views of the parents and child, and work to find an agreeable outcome. Assembly is central to the life of the school, and as such, is to be shared and valued by all members of the community



## **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.

These include clubs for music, board games, physical fitness, gardening, art and well-being.

## **SCHOOL TRIPS (CHARGING AND REMISSIONS POLICY)**

We consider school trips to be an essential element of our curriculum providing both firsthand 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.



## PUPIL VOICE

At Amblecote, we pride ourselves on our students having a voice. We value their views on every aspect of school life where possible. We want to nurture a culture where all children feel listened to, valued, respected and empowered. All of our groups are democratically elected on a yearly basis, with the exception of our Anti-Bullying Ambassadors and our Junior PCSO's, who are trained and from election run until they leave us for secondary school.

Currently there is a range of opportunities for listening to our children on key issues in our school, these include:

**School Council** - A representative from each class to put forward a whole class voice;

**Anti-Bullying Ambassadors** - Children from Years 4, 5 and 6 who have been specially trained to help with friendships within school;

**Eco-Warriors** - These children discuss ways of improving our environment school to make it more eco friendly and sustainable;

**Junior PCSO's** - Specially trained in association with West Midlands Police. They conduct speed checks and high visibility foot patrols around the school gates;

**Collective Worship Group** - They take part in whole school services and attend visits to a local church for different workshops throughout the year with other local schools. They also support the use of the school reflection area;

**Digital Leaders** - A team of children who are passionate about computing and work with other children to inform them about how to keep safe online;

**Globe Trotters** - These children work in partnership with a local high school supporting world wide projects such as Project Gambia;

**Pupil Questionnaires** - We question all pupils on their opinions annually.

## HOUSE CAPTAINS

Again democratically elected, children from Year 6 put themselves forward for the privilege of being House and Vice Captain to represent and lead the four Houses within school, Corbett, Silvers, Stuart and Webb.

The children prepare a short speech and present themselves to their House representatives from Year 1 to Year 6.

Once in post, these children support many areas of school life especially open afternoons, where we invite our local community into school.



## BEHAVIOUR

The school expects and instills high standards of behaviour of all our children

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.

Please refer to our school behaviour policy for more information.



## OUT OF HOURS BREAKFAST AND AFTERSCHOOL CLUB

Here at Amblecote Primary School we provide a Breakfast & After School Club for working parents with children aged between 4 to 11 years (from Reception to Year 6)

Please email the club manager to enquire about places and availability.

### Opening hours

Breakfast club is open every school morning from 7:45am.

We offer an 'Early Arrival' from 7.30am-7.45am and this is at an additional cost of £2.00 per day.

The After School Club is open every school day. Monday - Thursday 3.15pm - 6.00pm. Friday 3.15pm - 4.30pm.

### Fees

All fees must be paid in advance on a weekly/monthly basis.

Breakfast Club: 1st Session £4.50 per session per child from 7.45am.  
2nd Session £2.50 per session per child from 8.15am.

After school club: 1st Session from 3.15pm - 4.30pm £6.00 per session.  
2nd Session from 3.15pm - 6.00pm £8.50 per session.

Second and subsequent siblings will have a reduction of £1.00 on the above fees.  
Breakfast and afternoon snacks are included in the above prices.



## OUT OF HOURS BREAKFAST AND AFTERSCHOOL CLUB (Cont.)

### How the clubs work

The emphasis is on play and leisure rather than education but there is an opportunity to look at reading/homework as well.

### Activities:

There are a wide range of activities for your child to access at the out of school clubs. There are a selection of puzzles, board games, toys and different craft activities. There is also an opportunity for the children to play outside (After School Club) on the school field or on the playgrounds. We provide a variety of sports equipment to promote physical development.

Contact details please contact Tracey Cutler (Clubs Manager) at [tcutler@amblecote.dudley.sch.uk](mailto:tcutler@amblecote.dudley.sch.uk) or Karen Pardoe (Clubs Deputy Manager) at [kpardoe@amblecote.dudley.sch.uk](mailto:kpardoe@amblecote.dudley.sch.uk) if you require more information.





## REMOTE LEARNING

Due to COVID-19 Amblecote Primary School are currently operating remote learning to support families who are isolating or during a partial or full school lockdown.

The government has set out very high expectations for remote learning for any future partial or full school closures (including children who are self-isolating). With these new, higher expectations, our remote learning plan takes into account the challenges faced by parents. This is because remote learning can only be effective with support for pupils at both ends - school and home.

We also need all pupils to take part in remote learning to provide continuity of learning, including when pupils return to school. While we cannot meet every challenge that parents will face, here are some of the things that we have or are working on in particular:

Quality printed materials for all pupils - we have invested in published booklets for English and Mathematics. These will be used for homework and remote learning if necessary. Pupils will also have their 'Remote Learning' exercise book and we hope that printing will rarely be necessary. In terms of any other resources that may be needed, we will keep these to the minimum and stick to those that are typically found at home.

In addition to the printed materials, we will use our subscriptions from Rising Stars online reading books, Oxford Owl online reading books, White Rose Maths and Timetables Rock Stars to set purposeful tasks that teachers can check.

Sharply focused learning tasks and a more focused programme of learning overall - each day we will set the specific Maths, English and PE learning and tasks to be completed.

In addition to this, a learning overview plan with weekly lessons to cover Science, Spellings, Topic, RE, French (KS2) and Music will be uploaded onto the ClassDojo on Monday, with the aim of the pupils completing these lessons over the course of the week.



## ClassDojo

ClassDojo is the learning platform that we are using to support our remote learning at Amblecote. The App can be downloaded on to tablets, or mobiles phones or used via web link on a PC.

In September all pupils in Pre-School-Year 6 were given information on how to download and join their ClassDojo.

In the event of a bubble being closed or pupils self-isolating the linked member of staff will place daily tasks in the class folder for the pupils to complete.

The children will be given a home learning book and any work posted on the ClassDojo can be done in the book or uploaded through the ClassDojo. Children will be expected to complete these activities and staff will monitor the work completed.

Teachers may also set work to be complete from the remote learning packs that have been sent home - this ensures that ALL children have immediate access to learning whilst at home.

Where applicable pupils can use their log-ins to continue to access learning through RM Unify, TT Rockstars and Doodle Maths and English if applicable.

**Please join our classroom community on ClassDojo**

I'm using ClassDojo to connect with families, share classroom moments, and much more. Please join to stay connected!

**PARENTS:**

New to ClassDojo?	Already have a Parent Account on ClassDojo?
<ol style="list-style-type: none"><li>1. Download the ClassDojo app</li><li>2. Open app and tap 'Parent' to create a parent account</li><li>3. Enter name, email &amp; create a password</li><li>4. Tap 'Add child (+)' and use this code:</li></ol>	<ol style="list-style-type: none"><li>1. Open the ClassDojo app on your phone</li><li>2. Log in as a Parent (if you aren't already). Ensure you're logged in as a Parent, not a Student or Teacher!</li><li>3. Tap the Kids section/avatars at the bottom of the screen</li><li>4. Add child using this code:</li></ol>
<div></div>	<div></div>

Your child's password will be here.

## DUDLEY MBC - ADMISSIONS POLICY

Below is a downloadable copy of Dudley's policy for primary admissions:

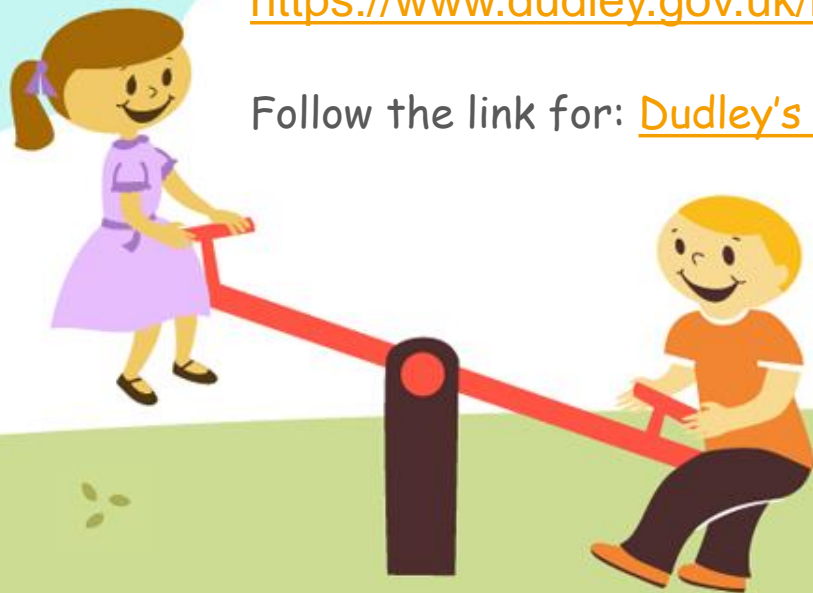
**A Parents guide to Primary School Admissions 2020-21**

[A Parents' Guide to Primary School Admissions 2020-21.pdf](#)

Please follow the link below for Primary School Admissions Academic Year 2020 - 2021:

<https://www.dudley.gov.uk/media/10783/primary-admissions-2020-21.pdf>

Follow the link for: [Dudley's Primary Reception Intake - The Admissions Process](#)





## HEALTH

If your child has a medical appointment during the school day, please inform the school in advance. Please provide an appointment card, hospital letter or other proof of the appointment. Your child may return to school following the appointment. Where possible please make appointments outside the school day. If your child is unwell or has an accident during the school day, we shall phone and ask you to collect them.

**It is essential that we have at least two up to date emergency contact phone numbers.**

Head lice are a nuisance affecting all schools; 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.

Should you children require a prescribed medicine more than three times a day, then you should come to school and complete a medicine request form giving details of dosage and time and your consent for school to administer. We will NOT administer any medication which has not been prescribed by the GP and children must not bring throat sweets, Lip balms, etc. to school.

For children who require an inhaler or an Epi-pen, these must be on the school premises at all times and in date. We also require that the children has a spare inhaler or epi pen in case of emergencies.

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:

Louise Allen

School Staff Nurse - Stourbridge Team

01384 894358





## SAFEGUARDING

At Amblecote, we provide a safe, caring, positive and stimulating environment that promotes the learning and care of all, alongside the social, physical, emotional and moral development of the individual child. Safeguarding is the responsibility of all and therefore all staff know the policies and procedures related to safeguarding. Our prime concern is always the well-being of our pupils and if we act it is to protect the individual. Every school is required to have a Designated Lead for Safeguarding (DSL) and at Amblecote that is Mrs J. Cook (Acting Headteacher). In addition we have a further nine deputy DSL's (see staffing list). We wish to work with parents and carers to ensure the best possible care for children, but this may occasionally require situations where we have a cause for concern to be referred to Social Care. In these cases you will always be informed unless it has been considered that your child may be put at further risk. All policies related to safeguarding are available on the school website.

## HEALTH AND SAFETY

The children are taught about various aspects of safety on a regular basis and are encouraged to take responsibility for their own safety. The school seeks opportunities for children to learn about aspects of safety including cycling proficiency courses, calling the emergency services, being safe in the sun/winter and talks by the fire brigade.

Fire drills take place at least once every term and lockdown practises twice yearly. This gives the children and staff the opportunity to practise either leaving the school building or staying safe within the school building in a safe, calm and orderly way, in the event of an emergency.

