

Morville

Church of England
PRIMARY SCHOOL



PROSPECTUS

Morville
Nr. Bridgnorth
Shropshire
WV16 4RJ
Telephone: 01746 714219
E-mail: a2205@telford.gov.uk

BAET Multi-Academy Trust, a charitable company, limited by guarantee registered in England & Wales.

Company Number 08762217.

Registered office: Unit 11 The Business Quarter, Ludlow Eco Park, Sheet Road, Ludlow, Shropshire, SY8 1FD

Executive Head teacher: Mrs Sue Blackburn

CONTENTS

	Page
Letter of welcome	3
Information about the school - introduction	4
Our mission and Aims	5-6
Buildings and facilities	7
School organisation	8
The curriculum	9-14
Assemblies and collective worship	15
Pupils with special educational needs	15
Pupils with disabilities	16
Gifted and talented pupils	16
Behaviour and discipline	16
Links with parents	16
Extra-curricular activities	17
Ofsted and SIAS/SIAMS inspections	17

PRACTICAL DETAILS AND INFORMATION

Admission to school	18-19
Home School Agreement	20
Uniform and PE kit	21
Jewellery	22
The school day - times	22
School opening	22
Absence	22
Leave of absence in term time	23
Late arrivals	23
Drinking water	23
Morning break	24
Lunchtime	24
End of the school day	24
Homework	24-25
School visits and charging policy	25

BAET Multi-Academy Trust, a charitable company, limited by guarantee registered in England & Wales.

2

Company Number 08762217.

Registered office: Unit 11 The Business Quarter, Ludlow Eco Park, Sheet Road, Ludlow, Shropshire, SY8 1FD

Parents Teachers and Friends Association	25
Parental volunteers	25
Medicines and sun protection	25-26
School Health Service	26
Accessibility	26
Child protection	26
Complaints procedure	27
Holiday dates	27



Members of the governing body
Morville

Nr. Bridgnorth
Shropshire
WV16 4RJ

Telephone: 01746 714219

Email: admin@morville.shropshire.sch.uk

Executive Head teacher: Ms Sue Blackburn

WELCOME TO MORVILLE C.E. PRIMARY SCHOOL

This prospectus is written with the intention of giving you a picture of our school and information that we feel may be helpful.

I am firmly of the opinion that no document, however well written, can give a true picture of a working school. I am always delighted to show visitors around the school when it is in full operation. On such occasions I hope to be able to illustrate our commitment to seeing children working hard to achieve their full potential in a calm, caring and disciplined environment.

If you wish to make a visit to the school then please do not hesitate to contact me. In the meantime, I hope this document gives you a flavour of our school and our pride in it.

MS Sue Blackburn
Executive Head teacher

INFORMATION ABOUT THE SCHOOL (2016 - 2017)

Morville is a Church of England Primary School, and was founded in 1856 by the Church of England. The school became an academy as part of the Bishop Anthony Educational Trust (BAET) in September 2014. Admission to the school is not dependent on any Christian commitment. It is funded by the Department for Education through BAET Multi-Academy Trust, a charitable company, limited by guarantee registered in England & Wales. Company Number 08762217. Registered office: Unit 11 The Business Quarter, Ludlow Eco Park, Sheet Road, Ludlow, Shropshire, SY8 1FD.

As a Church of England Primary School Academy, we have a clear commitment to promoting a strong Christian ethos within the school. We are delighted that the school represents the wide range of different faiths and perspectives of our local community.

Situated just 3 miles from Bridgnorth and 3 miles from Much Wenlock on the Shrewsbury road (A458) it stands central to the village of Morville. The school is housed in an attractive Victorian building with the old school house forming part of the school facilities.



This prospectus was published in June 2017. The information it contains is correct at the time of printing. However, changes may occur during the course of the academic year. The school makes every attempt to ensure the information is accurate.

BAET Multi-Academy Trust, a charitable company, limited by guarantee registered in England & Wales.

Company Number 08762217.

Registered office: Unit 11 The Business Quarter, Ludlow Eco Park, Sheet Road, Ludlow, Shropshire, SY8 1FD

OUR MISSION

'Our Christian school offers a unique rural setting that provides exceptional opportunities to promote individual learning. We nurture the development of our children's academic, physical, spiritual & emotional needs within a family and community environment.'



We shall encourage attitudes of tolerance, co-operation, perseverance, independence and responsibility and will endeavour to develop children who have a positive and healthy attitude to life-long learning.

BAET Multi-Academy Trust, a charitable company, limited by guarantee registered in England & Wales.

Company Number 08762217.

Registered office: Unit 11 The Business Quarter, Ludlow Eco Park, Sheet Road, Ludlow, Shropshire, SY8 1FD

OUR AIMS BASED ON THE CHURCH OF ENGLAND VISION FOR EDUCATION

Educating for Wisdom, Knowledge and Skills

Good schools foster confidence, delight and offer structure in seeking wisdom, knowledge, truth, understanding, know-how, and the skills needed to shape life well. They nurture academic habits and skills, emotional intelligence and creativity across the whole range of school subjects and what one needs to understand and practise in order to be a good person, citizen, parent, employee, team or group member, or leader.

Educating for Hope and Aspiration

Good schools open up horizons of hope and aspiration, and guide pupils into ways of fulfilling them. They also cope wisely when challenges are presented.

Educating for Community and Living Well Together

Whatever our circumstances we are each called to responsibility towards others and to contribute responsibly to our communities and so education needs to have a core focus on relationships and commitments, participation in communities and institutions, and the qualities of character that enable people to flourish together.

Educating for Dignity and Respect

Human dignity, the ultimate worth of each person, is central to good education. The basic principle of respect for the value of each person involves continual discernment, deliberation and action, and schools are one of the main places where this happens, and where the understanding and practices it requires are learned.



BUILDINGS AND FACILITIES

Morville CE Primary School is situated in its own spacious grounds. It is surrounded by attractive gardens, a large playground and a multi-purpose games field with trees and hedges to the rear.



There are two classrooms currently in use with additional practical work areas. There is a hall which is used for a range of activities such as P.E., music, dance and drama, and for whole school events.

The dining hall is used for meals during lunch time and also small group work at other times in the day. The school has twenty wireless enabled laptop computers and eight newly purchased iPads. All classes and the dining hall are equipped with interactive whiteboards which are used to enhance the children's learning through the presentation of high quality teaching materials and access to interactive learning experiences. Whilst valuing the contribution of ICT to learning and teaching, the school continues to foster a love of books amongst the children and has a wellresourced, reference library. Friends of Morville School (PTA) have funded two large interactive screens during 2016-17.

Outside the main building we have a hard play area and an extensive school field which is used to support learning across the curriculum and as a particularly pleasant additional play area during the summer term. The school has a 'forest schools area' which is used to enhance children's learning in a range of areas and a gardening area for growing vegetables.



SCHOOL ORGANISATION

Executive Head teacher: Ms Sue Blackburn

Senior Teacher & Special Educational Needs Coordinator: Mrs Carolyn Gould

School Administrator: Mrs Nicola Power and Mrs Lorna Wickens

Cleaner: Mrs Kim Hansen

Caretaker: Mrs Anne Baugh

Lunchtime Assistants:

Mrs Anne Baugh

Mrs Lorna Wickens

Class One Reception – Year 2

Class One

Mrs Carolyn Gould

Class Teacher

Mrs Anne Baugh

Classroom Assistant

Class Two Years 3 - 6

Class Two

Mrs Ann Spandryk

Class Teacher

Mrs Liz Acocks

Classroom Assistant

BAET Multi-Academy Trust, a charitable company, limited by guarantee registered in England & Wales.

Company Number 08762217.

Registered office: Unit 11 The Business Quarter, Ludlow Eco Park, Sheet Road, Ludlow, Shropshire, SY8 1FD

Class sizes vary from year to year, according to the number of children on the school roll. The school has a statutory responsibility not to exceed 30 pupils in any Foundation or Key Stage 1 class.

THE CURRICULUM

Our curriculum has been designed to meet the requirements of the National Curriculum and gives our pupils the widest possible educational opportunities. It caters for the development of the whole child with a balance between the academic and creative. Great emphasis is placed upon creating the right environment in which learning can flourish and children can reach their potential.

Reception

Children in Reception follow the Early Years Foundation Stage Curriculum, which consists of seven, equally important, areas of learning:

- Personal, social and emotional development
- Physical development
- Communication and language
- Literacy
- Mathematics
- Understanding of the world
- Expressive Arts and Design

In accordance with the National Curriculum the children from Key Stage 1 (Year 1 and 2) and Key Stage 2 (Years 3, 4, 5 and 6) study the following subjects.

Core subjects

- English
- Mathematics

- Science
- Information and Communications Technology

Foundation subjects

- Religious Education
- Geography
- History
- Art
- Physical Education
- Music
- Design Technology
- Personal Social and Health Education

Whilst the majority of the curriculum is taught with a single subject focus, teachers take every opportunity to link curriculum areas where this is considered appropriate. For example, much of the material used within the study of non-fiction reading and writing in literacy will be drawn from other curriculum areas.

The use of Information Communications Technology for all children is embedded within the curriculum. Its delivery includes the direct teaching of specific skills and knowledge as well as practical application within the children's work.

ENGLISH

English provides the communication skills fundamental to functioning effectively on a personal, social, educational and professional basis. In recognition of this, English provides the backbone of the school curriculum at Morville School.

Our commitment to the teaching of reading and writing skills throughout the school reflects our belief that all children should have the tools necessary to progress their own learning at school and beyond. Our aim is for all pupils to become confident, fluent readers who can write imaginatively using grammatically correct English, correct spelling and a neat, fluent handwriting style. Where children experience difficulties in mastering these skills, they are provided with additional support through individual and small group work.

The English curriculum has three distinct strands.

- Reading
- Writing
- Speaking and listening.

MATHEMATICS

We are committed to providing children with a good working knowledge of all the different areas of maths and to giving them the confidence to use and apply that knowledge through the development of their logical and creative thinking skills. The maths curriculum covers many different strands of mathematics including number, shape and space, measures, data handling and problem solving. The school uses the National Primary Framework to provide a thorough delivery of the full breadth of the curriculum area.

We are particularly committed to enabling children to apply their mathematical skills and knowledge within problem solving situations from an early age. This reflects our belief that learning is more meaningful for children where they can see a purpose for it.

SCIENCE

Science is an important subject which is studied throughout the school.

In the Early Years Foundation Stage, science forms part of the work covering 'knowledge and understanding of the world'. In this area of learning children are developing the skills and understanding that help them make sense of the world. They do this through exploration, observation, problem solving, prediction, critical thinking, decision making and discussion.

These early experiences and skills are developed as children move through school where the emphasis continues to be on developing scientific thinking through practical and investigative work.

The school has a wide range of resources available to support teaching and learning in science and teachers make extensive use of the outdoor environment including our garden and forest school areas.



This year, children in Reception and Years 1 and 2 visited the Shropshire Hills Discovery Centre where they learnt about mini beasts. Children had the opportunity to investigate creatures in different habitats by pond dipping and meadow exploration.

INFORMATION COMMUNICATION TECHNOLOGY

We believe a sound grasp of information and communication technology (ICT) is essential in modern society. At Morville, ICT is taught as a discrete subject and is also used to enhance teaching and learning in other curriculum areas from Reception through to Year 6.

The school is fortunate to be extremely well resourced with regard to Information Communications Technology. We have twenty wireless enabled laptops that are used in the classrooms to support learning across the curriculum. In addition to this the school has eight iPad Minis. All computers are connected to the school intranet and have access to the internet. Each class, the hall and dining room are equipped with large interactive screens or whiteboards.

HUMANITIES – HISTORY AND GEOGRAPHY

History and geography are important subjects for helping children to understand more about themselves as individuals and as members of society. Through studying units in history and geography they gain an insight into links between people, places and environment and are given opportunities to think about the effect of issues on themselves and others around the world. This learning can influence personal choices, attitudes and values for years to come.

During the Reception year history and geography work is included in the work covering 'knowledge and understanding about the world'. In Key Stages 1 and 2 topics are planned in accordance with the National Curriculum.

The school recognises the important part visits and first hand experiences play in these subjects. Over recent years visits have included:

Key Stage 1

- Black Country Museum: children went back in time to experience Victorian life.
- Stokesay Castle
- Blists Hill Open Air Museum

Key Stage 2

- Wyre Forest: this visit formed an integral part of our topic work on rivers. The pupils carried out practical investigations – for example, they measured the water flow and depth in Dowles Brook, a tributary of the River Severn.
- The Roman Baths Museum, Bath
- Cosford Air Museum

ART

The intention in this area is to stimulate the imagination and develop new skills. A variety of activities in both two and three dimensions using a wide variety of materials are undertaken. The school places a strong emphasis on displaying the children's artistic work in order to celebrate achievement and provide inspiration.

P.E. AND GAMES

Our sporting aims are for all children to develop physical competence and gain satisfaction and pleasure from skilful physical activity. We believe sport can be enjoyed by all whatever their age or physical ability.

P.E. and games takes place for all classes in the school hall and on the school field. In addition to these lessons, children from Year 2 go swimming. Details of out of

school activities can be found in a later section. We have a large amount of outdoor space for sport, and make full use of indoor facilities at several nearby venues. Children participate in a wide variety sports or PE from Golf to Dance and everything in between. Morville has a fantastic team spirit and everyone gets to try as many activities as possible. We enter as many competitions as possible with great enthusiasm and sportsmanship.

DESIGN AND TECHNOLOGY

Design and technology offers opportunities for children to nurture creativity and innovation and to develop their designing and making skills.

It is a practical subject where the children are encouraged to learn about designing and making through consideration of a variety of products. Children will work with a range of materials including food, textiles, construction materials, electrical resources and mechanical components.

Children are encouraged to evaluate their work in order to develop their reflective and critical skills and so enhance subsequent learning in this area.

MUSIC

Music lessons are an important feature of the school curriculum. They allow children the opportunity to make and respond to music and to develop skills, attitudes and attributes that can support learning in other subject areas for example listening skills, the ability to concentrate, creativity, intuition, aesthetic sensitivity, perseverance, selfconfidence and sensitivity towards others. Classes are taught by the class teachers. Morville have won several medals (including gold) over the last two years at the Much Wenlock Olymian Live Arts Festival. Morville singing is exceptional.

A number of children also receive instrumental tuition from Shropshire Music Service including keyboard, violin, cello, clarinet, flute and guitar. Additional information about this can be obtained from the school administrator.

RELIGIOUS EDUCATION

The school follows the Telford and Wrekin LA's Agreed Syllabus and using the 'Understanding Christianity' resources which provides opportunities for children to

develop their knowledge and understanding of Christianity and to understand and respect different religions, beliefs, values and traditions.

In the Foundation Stage, R.E. is included in the topic 'knowledge and understanding about the world'.

The school has close links with St Gregory's Church, Morville and visits are made as part of the R.E. work. Our Vicar or members of Bridgnorth Team Ministry also visits school regularly as part of the children's R.E. activities.

Parents have the right to withdraw their children from all or part of R.E. if they prefer.

PERSONAL, SOCIAL AND HEALTH EDUCATION [PSHE]

Personal, social and health education is taught throughout the school.

PSHE aims to give children the knowledge, skills and understanding they need to lead confident, healthy and independent lives, and to become informed, active and responsible citizens.

Relationships and Sex Education is taught as part of the PSHE programme, as is Drugs Education.

Children's awareness and experience of their role as participating, responsible citizens is encouraged through our active School Council which is made up of selected representatives from each class. The Council meets on a regular basis, has its own budget and makes an important contribution to school life.

RELATIONSHIPS AND SEX EDUCATION

The Governing Body has an agreed policy for this area which is available on request. This area is taught throughout the school mainly through the ongoing PSHE work. Children in Year 5 and Year 6 undertake more specific units of work each summer. Parents are informed in writing about the content of these units and invited to a parent's meeting prior to them taking place. All parents have a legal right to withdraw their children from Sex Education.

COLLECTIVE WORSHIP

Daily worship is held for all children. Every Friday we have a whole school celebration assembly, in which children are chosen for star and hand writer of the week awards. These assemblies provide opportunities for children to participate in collective worship and to celebrate work and achieved. Worship is led by the headteacher, members of staff and the team ministry including Rev Simon Cawdell.

The daily worship, which, in accordance with current requirements, contains a broadly Christian act of collective worship aims to:

- Develop a sense of belonging and community
- Promote the children's spiritual and moral development
- Develop a sense of awe and wonder and provide opportunity for children to reflect and question
- Offer a foundation through which children can discover a faith or belief on which to base their lives, through exploring the beliefs and faiths of others

At different times during the year the children will visit St Gregory's Church to take part in a variety of services including Harvest Festival, Easter and Christmas

celebrations. Parents and friends of Morville are invited to our Leavers' Assembly for Year 6 children at the end of each summer term.

Parents with particular religious convictions who wish their child to be excluded from collective worship should contact the school, where their right to withdraw children from acts of worship will be upheld and alternative supervision arranged.

PUPILS WITH SPECIAL EDUCATIONAL NEEDS

At Morville School, we seek to provide a supportive learning environment for all children. We strive to offer a curriculum that recognises the needs of every child, supports self-esteem and provides opportunities to fulfil personal potential.

All teachers take care to identify pupils who have special educational needs and to discuss these with parents at the earliest opportunity. Once identified, a child considered to be experiencing special educational needs will be placed on the school register of special needs and an appropriate programme of intervention will be designed by the class teacher working in collaboration with the Special Educational Needs Coordinator. This programme will be recorded on an Individual Education Plan which will be reviewed termly.

The school follows the Shropshire guidelines in assessing and monitoring pupil attainment and when necessary the help of outside agencies such as the learning support advisory teacher and educational psychologist are sought. Children who have statements of special educational need are given help from teaching assistants. The school also provides small group and individual support for other pupils on the register.

Pupils who have statements of special educational needs are admitted to Morville School in accordance with the Local Authority guidelines and the SEN code of conduct. Once in school they will be encouraged and supported to participate in the full range of activities alongside their classmates.

PUPILS WITH DISABILITIES

We are fortunate to have facilities at Morville School that allow wheelchair access. Children with different abilities are encouraged to join in everyday activities with other pupils. Pupils with disabilities are admitted to Morville school in accordance with the Local Authority guidelines and where applicable the SEN code of conduct.

GIFTED AND TALENTED PUPILS

Children are identified through a variety of methods but particularly through assessment activities. The needs of these children are usually met through the differentiation of work within the normal teaching group. Parents are informed when their child has been added to the data base.

BEHAVIOUR AND DISCIPLINE

As part of our policy in aiming for the highest standards possible for each child in all aspects of school life, we expect good and appropriate behaviour from all children at all times. Our aim is for children to respect each other and the adults in school at all times. The children are encouraged to appreciate the facilities of the school, to look after them, and to use them in the correct manner.

The school behaviour and anti-bullying policies are available to all parents on request. Under the 1988 Education Act, the school has the right to ask for payment for repairs to, or replacement of, damage to school property, materials, equipment and books.

LINKS WITH PARENTS

We value very highly the need for good communication between home and school and we aim to work in close partnership with parents as we understand that you have a vital role in your child's education. This is achieved through a variety of means including regular newsletters, termly reports and parent consultation evenings to which parents are invited.

We are always willing to help with any problems or concerns that may arise. Appointments to discuss such issues may be made at a mutually convenient time unless the situation is urgent and you feel you need to speak to someone immediately.

Friends of Morville School (FoMS), parent teacher association is open to all families and is vital to school life. Fund-raising activities and family oriented social events are

run throughout the year. We are a small school where active participation is encouraged and strong links to the local community are fostered.

EXTRA CURRICULAR ACTIVITIES

We now offer Breakfast club from 07:45 – 08:50 a wide range of after school clubs from 15:20 – 16:30. Additional care is available until 17:00 each day in term time. There is a small charge for these popular sessions which are run by permanent and visiting staff and DBS checked volunteers. Listed below are the clubs that have been offered during the last two academic years. Our weekly newsletter will keep you updated.

- Art
- Athletics
- Cookery
- Craft
- Cricket
- Cross-Country
- Dancing
- Film club
- Football
- Gardening
- Gymnastics
- Lego
- Maypole Dancing
- Multi Skills Sports
- Music
- Netball
- Rounders
- Tennis

INSPECTIONS

The school last underwent an Ofsted inspection in May 2014.

The last Statutory Inspection of Anglican Schools (SIAS) inspection was in July 2012. Copies of the full reports are available from the school or the Ofsted website.

PRACTICAL DETAILS & INFORMATION

BAET Multi-Academy Trust, a charitable company, limited by guarantee registered in England & Wales.

Company Number 08762217.

Registered office: Unit 11 The Business Quarter, Ludlow Eco Park, Sheet Road, Ludlow, Shropshire, SY8 1FD

ADMISSION TO SCHOOL

LEGAL FRAMEWORK

The school's current admission policy is operated by the Shropshire Local Authority (LA), which is the admissions authority for all Community and Controlled Schools within Shropshire. Full details of the policy, together with information about the arrangements for admissions, are set out in the "Parents' Guide to Education in Shropshire" available on the Shropshire Council website under School Admissions for detailed guidance on starting dates.

The school has an admission number of 12 for the Reception intake in 2017.

Parents of Reception children in Shropshire will be required in the autumn term prior to the school year of admission, to complete a Local Authority application form stating preferences for up to three schools. If there are more applications than available places within the admission limit, then priority will be given based on:

- Statement of Special Educational Needs
- Looked After Children
- Sibling connections and residence within catchment area
- Residence within catchment area
- Sibling connections and residence outside catchment area
- Proximity to school and residence outside catchment area

Please see the "Parents' Guide" for specific details. Parents should be aware that attendance at a particular primary school does not in any way guarantee a place at a particular secondary school.

WHEN DO CHILDREN START SCHOOL?

The law says that children must start their education no later than the beginning of the term after their fifth birthday.

Parents of spring and summer born pupils can, if they wish, opt to have their children admitted to mainstream school in the September prior to their fifth birthday. For more information parents should refer to the "Parents' Guide to Education in Shropshire".

VISITS TO THE SCHOOL

Parents who wish to visit school because they are considering applying for a place are always welcome to do so. Appointments can be made by contacting the school office.

APPLYING FOR A PLACE AT MORVILLE

Whilst it is helpful if parents can let school know at an early date if they would like their children to attend in due course, such expressions of interest do not constitute registering a child, nor placing a child's name on a waiting list nor being offered a place. Offers of places can only be confirmed in the academic year before the child is due to start school. This process is handled by the Local Authority.

AFTER A PLACE HAS BEEN ALLOCATED BY THE LOCAL AUTHORITY

In the term prior to a child's entry into school, the parents are invited to an open morning with the class teacher. It will be an opportunity to learn more about the school, your child's future classroom and class teacher.

HOME SCHOOL AGREEMENT

We ask all parents to adhere to our Home-School Agreement; this sets out the shared expectations of both parents and the school.

PARENTS AND GUARDIANS

Will try to/agree to:

- ensure that my child attends school regularly, on time, correctly dressed and properly equipped.
- inform the school promptly of the reasons for any absence.
- inform the school of any concerns or problems which might affect the work, welfare or behaviour of my child.
- encourage my child to make the most of the educational opportunities offered by the school and to give support and encouragement in school work and homework.
- attend parents' evenings and work with the school to help my child progress.
- support the school's efforts to maintain proper order and discipline so that the school will be a safe and secure place for pupils and staff.

SCHOOL

will try to/agree to:

- ensure that children are taught well, cared for and treated fairly.
- identify, help and encourage children to make constructive use of their talents.
- provide an orderly, secure and happy environment in which children can learn and grow up.
- inform parents about the work children will be doing, offer advice on how parents can help and keep parents informed of children's progress.
- listen to and act upon parents' concerns and anxieties.

- keep parents informed about school activities and the opportunities to participate in them.

PUPILS

will try to/agree to:

- treat others with courtesy, consideration and respect.
- attend regularly, and on time.
- tackle all the work set as well as I can.
- treat the school and its grounds with respect.
- observe the school's rules/code of conduct.

UNIFORM

All pupils wear school uniform: all clothing and other personal belongings should be CLEARLY MARKED with the OWNER'S NAME.

The uniform required is as follows:

BOYS

- Red sweatshirt with or without the school logo.
- Red or white polo shirt with or without Morville logo.
- Black trousers or 'school' shorts.
- Sensible school shoes in black. No trainers.
- Socks should be white, grey, black or red.
- Hair styles should be appropriate for school.

GIRLS

- Red sweatshirt or cardigan with or without the school logo. □ Red or white polo shirt with or without Morville logo.
- Black skirt, pinafore dress, trousers or 'tailored' shorts. Sports or fashion shorts should not be worn.
- In summer, girls may wear a red/white gingham dress.
- Sensible school shoes in black. High heels and backless shoes are not permitted for health and safety reasons. No trainers.
- Socks and tights should be red, grey, white or black.
- Hair styles should be appropriate for school.

School Uniform is available from Bristows Sports, Bridgnorth.

Contact details: Mr Bristow 01746 761701

PE KIT

- Black shorts or tracksuit bottoms
- Red or white t-shirt
- Pumps/trainers
- Long hair should be tied back during PE lessons.
- Additional 'warm' clothing may be worn in winter as required.

All equipment should be kept in a bag, which can be hung on their peg, with the bag and contents clearly named.

JEWELLERY

Children should not be wearing any jewellery in school with two exceptions. Firstly, a single stud earring may be worn, but must be covered by tape during PE lessons; on no account should hooped earrings be worn. Secondly, some children may wish to wear a wrist watch in school. I am happy to allow this but please try to avoid sending children with valuable watches. This advice is due to the very strict Health and Safety regulations that all schools now have to enforce. Please help the teachers by ensuring that your children do not breach these regulations.

THE SCHOOL DAY

Breakfast Club*	7.45am
School doors open - registration	8.50am
Lessons begin	9.00am
Morning Break	10.45am – 11.00am
Lunch Break - Key Stage 1	12.00pm – 1.00pm
Lunch Break - Key Stage 2	12.00pm – 1.00pm
School closes	3.20pm
After school clubs*	3.20pm – 4.30pm
Additional care*	4.30pm – 5.00pm

The above outlines the normal daily school routine.

*Wrap-around clubs and supervision are available for a small reasonable fee. Please enquire about activities offered.

SCHOOL OPENING

When the whistle is blown at the start of school day at 8.50am Reception and Years 1 and 2 will line up at the black rear gate. Years 3, 4, 5 and 6 will need to line up by the main reception entrance. Pupils will then be led into school year by year.

Reception parents may enter the school with their child to help with their belongings. We would ask that all other parents do not enter the school along with their child.

We ask all parents to be punctual and support the school by allowing a prompt start to the day.

ABSENCE

As a school we consider attendance and punctuality to be fundamental for maximising achievement and obtaining the greatest benefit from education. If your child is absent from school, please inform the school by telephone, letter or e-mail on the first day of the absence. School is required to keep a record of the reasons for all child absence.

LEAVE OF ABSENCE IN TERM TIME (LOCAL AUTHORITY GUIDANCE)

Holidays taken during the school term are extremely disruptive for both pupils and teaching staff and we strongly recommend that they should be avoided. Where there used to be the option for headteachers to grant leave of absence for the purpose of a family holiday during the term time in 'special circumstances' of up to ten days in a year, this has been removed. Headteachers are now only allowed to authorise any leave of absence if it is felt to be for an exceptional circumstance; the annual family holiday would not be deemed an exceptional circumstance.

If leave of absence is to be requested parents must complete an application form in advance. The following points will be considered prior to authorising the request:

- The child's previous attendance history
- The age of the child
- The child's stage of education
- The time of year (SATS, exams etc)
- The nature of the trip (exceptional circumstances)

Leave of absence will not be granted retrospectively. If a request has been refused by the headteacher and the parents proceed with the absence, this will be recorded as unauthorised and the Education Welfare Service will be informed. In this instance the Local Authority may serve a Fixed Penalty Notice.

LATE ARRIVALS

Any child arriving after 9.00am will need to enter school from the front entrance and confirm with the administrator that they are signed into school.

DRINKING WATER

We believe that it is very important that children have regular access to drinking water. We are very aware of the large body of educational and medical research that supports this approach. Listed below are our current arrangements.

Containers – Parents are asked to supply children with named ‘sports’ containers.

Drink – The bottles should only be filled with water.

These containers can be refilled throughout the day at the water fountain.

MORNING BREAK

The children have a fifteen minute supervised break each morning. Children in Foundation Stage and Key Stage 1 are provided with free fruit as part of an initiative called The National Fruit Scheme. If you do not wish your child to have fruit then please inform the school in writing. Children in Key Stage 2 are not eligible for this initiative but are allowed to bring fruit from home to eat at this time.

LUNCHTIME PROCEDURES

The lunchtime menu is available in the front entrance to school.

Parents may choose whether or not their children bring a packed lunch or prefer a cooked meal which is freshly prepared at Barrow Primary School and served from

the kitchen in Morville. Parents can sample the school menu on special days advertised each year.

The cost of a school meal is £2.50. Water is always available free of charge.

If any child has special dietary requirements please contact the school.

- All money for lunches may only be handed in on a Monday. If you are not sure of what days your child may be taking lunches these may be paid for the following Monday.
- All money must be in an envelope stating child's name and what is enclosed.
- Envelopes may be passed to the school administrator by parents, but if pupils are bringing in the envelope these will be collected in class at Monday morning's registration.

When children are not eating lunch they are supervised on the playground. If it is wet they will be supervised in the classroom or hall.

As a matter of course we send reminder letters out periodically to ensure parents are fully informed of any lunches not yet paid for. This is a polite and gentle reminder and not to be seen as an arrears demand.

END OF THE SCHOOL DAY

All children finish school at 3.20pm. The teachers will bring them out onto the playground via the black side gate.

If anyone other than yourselves is collecting your child you must inform the school office. This person should bring photo identification so that we can ensure that safeguarding procedures are being met.

HOMEWORK

Weekly Homework

Class 1:	Year R	Reading Spellings
	Years 1 and 2	Reading Spellings

MEDICINES

Medicines should, wherever possible, be administered at home. On some occasions it may be essential for a child to receive medication during the school day. If necessary, a consent form from the school office needs to be completed and the medicine passed to the school office to be stored securely. Please speak to the School Administrator about any issues relating to this area.

Permission is sought in writing from parents for emergency use of an inhaler/reliever (salbutamol).

SUN PROTECTION

To ensure your child's safety and comfort, please apply high factor sun cream to their skin before they come to school and provide them with a hat on days when very strong sun is forecast. You may also wish to provide your child with sun cream to bring in to school to enable them to apply additional sun cream during the day.

SCHOOL HEALTH SERVICE

During your child's first term at school, he or she will be offered a hearing test and a measurement of height and weight, to be carried out by the school nurse Kirsten Ellmore. Your child will also have a vision test carried out by the orthoptist.

ACCESSIBILITY

The school aims to provide accessibility for all parents and children. The building provides good access for wheelchairs and has a toilet for wheelchair users, if you have any specific needs relating to access please do not hesitate to ask. If you require support with school documentation including size of print or translation into another language then please contact the school office.

CHILD PROTECTION - WORKING WITH PARENTS/CARERS

The school works in line with the local authority procedures in this area. A summary of these procedures is detailed below.

Parents and carers play an important role in protecting their children from harm.

- In most cases, the school will discuss concerns about a pupil with the family and, where appropriate, seek their agreement to making referrals.
- Where there are any doubts, the designated lead should clarify, whether, and if so when and by whom, the parents should be told about the referral.

The school aims to help parents understand that the school, like all others, has a duty to safeguard and promote the welfare of all pupils. The school may need to share information and work in partnership with other agencies when there are concerns about a pupil's welfare.

A copy of the child protection policy is available from the school office on request.

COMPLAINTS PROCEDURE

Class teachers are the usual first point of contact for any concerns. Most concerns are resolved informally through conversations and meetings. If a parent/carer has a more serious concern then they can contact the headteacher who will then work to address the concern raised. It is hoped that the vast majority of concerns can be addressed through this process.

The school has a complaints policy that is available from the school office on request.

HOLIDAY DATES

2016-2018

PD Day	Monday, 5th June 2017
Term Ends	Friday, 21st July 2017
PD Day	Monday, 24th July 2017
PD Day	Tuesday, 25th July 2017

2017–2018 Dates

PD Day	Friday, 1st September
PD Day	Monday, 4th September 2017
Autumn Term begins	Tuesday, 5th September 2017
Half Term	Monday, 23rd October – 27th October 2017
Term Ends	Friday, 15th December 2017

PD Day	Tuesday, 2nd January 2018
Spring Term begins	Wednesday, 3rd January 2018
Half Term	Monday, 19th February – Friday, 23rd February 2018
Term Ends	Thursday, 29th March 2018

Summer Term begins Monday, 16th April 2018

May Day	Monday, 7th May 2018
Half Term	Monday, 28th May – Friday, 1st June 2018
Term Ends	Friday, 20th July 2018
PD Day	Monday, 23rd July 2018
PD Day	Tuesday, 24th July 2018

MEMBERS OF THE GOVERNING BODY

The Governors have a central role to play in the management of the school, they are like a board of directors; they have legal powers which are delegated by the Bishop Anthony Education Trust and responsibilities in relation to the school and can only act together. They usually meet twice a term to make decisions about how the school is run. They represent all sections of society, united by the wish to provide the best education for the children. Governors have wide ranging responsibilities which include;

- financial management
- oversight of the curriculum
- appointment of staff
- maintenance of the building

The Governors are happy to discuss any matter related to the school with individual parents.

Governors are elected for a four year period.

- The church elects the Foundation Governors
- Parent Governors
- The incumbent parish priest (not elected)
- Co-opted governors serve for 1 year and are elected or re-elected by the local governing body.

The current Governors are:-

Ms Liz Townsley (Chair of Governors, Foundation Governor)

Mrs Fiona Thompson (Vice Chair, Foundation Governor)

Mr Nick Norbury (Foundation Governor)

Mr James Lee (Parent Governor)

Mr Phil Rowley (Parent Governor)

Mrs Eileen Thomas (Co-opted Governor) Rev'd.

Simon Cawdell (Incumbent Parish Priest)

Ms Sue Blackburn (Head Teacher)

Anyone interested in learning more about the work of the governing body or becoming a governor, should contact the Chair of Governors via the school.