



PROSPECTUS

2009- 2010



WELCOME TO NEW HALL PRIMARY AND CHILDREN'S CENTRE
2009-2010

A MESSAGE FROM THE GOVERNING BODY

We would like to welcome you and your child to New Hall Primary and Children's Centre and look forward to establishing a very good partnership. We believe everyone in our school is important and special and that children will learn best when they feel secure and happy.

We aim for New Hall to be a happy and exciting school where we will provide an excellent education for your child.

We have high expectations of ourselves and each other and want every child to reach his/her full potential.

We hope this brochure will be a useful reference to you. Please do not hesitate to contact us should you require further information.

NEW HALL PRIMARY AND CHILDREN'S CENTRE
2009-2010

MISSION STATEMENT

LOVE TO LEARN

At New Hall Primary and Children's Centre we aim to foster self esteem, confidence and independence, flourishing within a calm secure environment.

It is a place where children are encouraged to aim high, develop a love of learning, think positively and develop the ability to reflect. We will aim to nurture these from birth.

Mutual respect is encouraged for each other and our surroundings. Diversity and inclusion is promoted.

Through our shared vision we aim to recognise the values of every individual as well as an awareness of the role they play within their community.

In our community we aim:

- to keep ourselves safe
- to make healthy choices
- to enjoy and achieve
- to succeed in our futures
- to make positive contributions

New Hall Primary & Children's Centre offers day care provision at New Heights Nursery 0-3 years. The school element of the building has a 52 place Nursery (Foundation Class 1). Children are then able to move into Foundation Class 2 (Reception), then into Key Stage 1 followed by Key Stage 2.

All classes are organised according to age, sometimes they are vertically grouped and all are of mixed ability.

Children throughout the school make use of the additional facilities on site:

- a swimming pool which is suitable for small group lessons and the school employs a qualified swimming instructor to teach all classes
- a Cyber café which comprises 30 networked computers and an interactive whiteboard
- the library which is organised with fiction and non-fiction areas. All loans are entered onto a computer, so borrowing information about each child is available.

GENERAL INFORMATION

Address: New Hall Primary & Children's Centre
Langley Hall Road
Sutton Coldfield
West Midlands
B75 7NQ

Telephone: 0121- 464 5170

Fax: 0121-464 5171

e-mail: enquiry@newhall.bham.sch.uk

New Hall Primary & Children's Centre is within the Birmingham Education Authority. New Hall is a community school.

Head Teacher: Mrs B Hanks

Deputy Head Teacher: Miss A Jaremko

Teaching Staff

Members of teaching staff and their curriculum responsibilities:

| | |
|----------------|--|
| Miss H Davis | Key Stage 1 and Literacy Leader, Mentoring and ECM* (Team Anderton) |
| Mrs D Shilston | Key Stage 2 and Maths Leader, Mentoring and ECM* (Team Shilston) |
| Mrs S Jurzcak | Inclusion Leader SEN, EAL, CAF, LAC and ECM* |
| Mrs L Enefer | Early Years Foundation Stage Leader, parental links and ECM* |
| Mrs S Moran | Children Centre Teacher |
| Mr J Boyce | Team Boyce |
| Miss H Wood | Team Wood |
| Mrs Trevelyan | Team Trevelyan |
| Mrs J Boyle | PPA cover teacher |
| Mrs J Feeley | PPA cover teacher |
| Miss B Cookson | Team Cookson |
| Miss A Dart | Team Dart |
| Miss E Brookes | Team Brookes |
| Miss M Jones | Team Jones |
| Mr D Spiers | Team Spiers |

Senior Leadership Team

Mrs B Hanks, Mrs D Shilston, Mrs H Davis, Miss A Jaremko, Mrs S Jurzcak,
Miss A Mylett, Ms P Hardware, Mrs Enefer

Teaching Assistants

| | |
|--------------|---------------|
| Mrs J Fox | Mrs T Haigh |
| Mrs K Finlan | Mrs J Ronan |
| Mrs S Jeff | Mrs D Carless |
| Mrs A Selmes | Miss A Butler |
| Mrs T West | Mrs K Pearson |
| Mrs C Busby | |

Administration Staff

Ms P Hardware (Office Manager/Bursar)
 Mrs A Singleton (Administration Officer)
 Mrs J Cornhill (Clerical Assistant)

Children's Centre & Extended Schools Leader

Miss A Mylett

Children's Centre & Extended Schools Administration Staff

Miss H Galloway (Children's Centre Development Officer)
 Mrs J Moore (Children's Centre Administration Assistant)
 Miss C Williams (Children's Centre Administration Assistant)
 Miss S Nolan (Extended Schools Development Officer)
 Mrs S Hynett (Early Years Services Co-ordinator)

Other Children's Centre Staff

Mrs A Selmes (Wrap Around, Holiday & Play-Scheme Leader)
 Mrs A Dean (Wrap Around, Holiday & Play-Scheme Deputy Leader)
 Ms D Charles (Childcare assistant in Wrap Around)
 Mrs R Jordan (Childcare assistant in Wrap Around)
 Ms E Finn (Family Support Co-ordinator)
 Ms C Walker (Family Support worker/councillor)
 Ms L Hill (Community Support Worker)

Lunchtime Supervisory Staff

Mrs T West (Senior Supervisor)
Ms D Carless
Ms K Venables
Miss K Clarke
Mrs L Horton
Miss R Pearce
Miss S Peers
Miss R Harrison
Mrs A Selmes

Building Services Staff

Mr D Darbyshire
Mr A Bartley (Children's Centre Shift Supervisor)

I T Technician

Mr P Howes

New Heights Nursery Staff

Mrs Kim Barker (Nursery Manager)
Miss R Perry (Deputy Nursery Manager)
Miss J Harris (Deputy Nursery Manager)
Ms Wendy Henderson
Ms Mandy Stephens
Ms Carolyn Thompson
Ms Helen Toulouse
Miss Kim Ward
Miss H Reed-Jones
Miss C Selwood
Mrs Mary Bower

- This school is committed to the highest standards in protecting and safeguarding children.
- Our school will support all children by:
 1. Promoting a caring, safe and positive environment
 2. Encouraging self-esteem and self assertiveness
 3. Effectively tackling bullying and harassment
- We recognise that some children may be victims of neglect, physical, sexual or emotional abuse.

Our first priority is your child's welfare and therefore there may be occasions when our concern about your child means that we have to consult other agencies even before we contact you. The procedures we follow have been laid down by the Birmingham Safeguarding Children Board. If you want to know more about this procedure, please speak to the Head Teacher.

If you have a concern that a child is being harmed, is at risk or harm or you receive a disclosure (intentionally or unintentionally) you must contact the following staff member as quickly as possible.

DSP Name: Mrs S Jurczak

If this person is not available please contact: Miss A Jaremko or Mrs D Shilston

Security on Site

We want all children to feel safe at New Hall. Visitors to the school are asked to report to the school office, where they sign in and have a pass to wear whilst on the site. Access gates are closed at the start of the school day and we have security locks on all main doors.

Admission Policy

You would be most welcome to visit the School with your child before he/she is officially admitted. Children are admitted in the Autumn Term, but if places are available they may enrol at Nursery any time during the year, as long as their 4th birthday falls between September 1 and August 31 of the academic year.

We are able to accept 52 children in the Nursery class on a full-time basis and parents are notified of a place in the Summer term.

All other year bands can accept 45 pupils.

During the Spring term parents are informed if a place is available for Foundation Class 2 (Reception) children.

In accordance with the School Standards and Framework Act 1998 Birmingham Education Authority (LEA) has determined its relevant area as that contained within the City Of Birmingham; children are admitted in September at the start of the academic year in which they reach five years of age, or later if their parents so wish.

If the School is over subscribed the Local Education Authority operates an appeals procedure for school places. For further information please see the Head Teacher or School Reception staff.

Criteria for Admission

Parents have the right to express a preference for the Primary School which they wish their child to attend and it is the Authority's policy to meet their wishes.

In some cases this may not be possible because there are too many children for the places available. When this happens, it is intended that places will be offered in the following order of priority:

- (a) where the LEA has established a catchment area, the children in that area shall have priority over those outside it
- (b) where there is no catchment area or where a school with a catchment area still has places available after all its catchment children have been accommodated, priority is given in accordance with the following criteria:
 - (i) children looked after by the Local Authority (Children in Public Care).
 - (ii) children with Statements of Special Educational Needs, who have been identified as needing to attend schools with specific facilities to accommodate them.
 - (iii) siblings who have brothers and sisters already in attendance at the school and who will be in attendance at the time the sibling enters the school.
 - (iv) pupils whose parents have made an application on denominational grounds in the case of controlled Church of England Primary Schools.
 - (v) nearness of the child's home to the school as measured by a straight line measurement to one fixed point in the school.

Admission to a nursery school or nursery class does not give the child an extra right to transfer at the age of five to the primary school to which the nursery is linked or attached.

If you have any queries please contact the Admissions and Appeals Officer for this area of the City: Telephone 0121-303 2547/2537.

SCHOOL GOVERNING BODY

The *Governors* are representatives of the local council; the parents, the staff and the local community. They take a keen and active interest in the running of the school and, in conjunction with the staff, try to foster a good relationship with the community.

All parents are eligible for election to the *Governing Body* as *Parent Governors*. This occurs either at the end of a term of office or when an existing member leaves.

The *Governors* meet at least twice a term and are elected for four years from the time of their election.

Chair of Governors:

Mr R Roberts

Parent Governors

Mrs N Grayston

Mrs C Oldham

Mrs Michelle de Rosa

Mrs J Cross

Mrs S Hynett

Community Governors

Ms A Wells

Ms J Rawlinson (Vice Chair)

Mr R Roberts

Miss L Farmer

Local Education Authority Governors:

Mr G Bates (Vice Chair)

Mrs M Richards

Mr D Wilson

Staff Governors:

Mrs D Shilston (Teacher)

Mrs S Jurczak (Teacher)

Mrs J Moore (Staff)

Clerk to Governors:

Mrs J Buckley

GOVERNING BODY CURRICULUM STATEMENT

Learning is a life long process which enables us all to play a full part in society, to contribute to it and benefit from it. All of us, parents, children, teachers, governors and the wider community are involved in this process. Our school curriculum is the total of everything that is offered to your child at New Hall. It is therefore of vital importance as it provides a solid foundation for future life experiences.

At New Hall we emphasise that all children have an entitlement:

- to equality of opportunity, contribution and esteem,
- to a curriculum which recognises the individual and special needs of each child,
- to a curriculum which provides continuity in their learning as much as possible,

The Governors wish to ensure that through this curriculum children will develop and apply the skills, knowledge and understanding gained from their homes, our school and the community.

COMPLAINTS PROCEDURE

If you have a concern or query, you should contact the school so that the matter can be discussed with the Head/Deputy or a member of staff. It is expected that the majority of questions and anxieties can be dealt with in this way.

If Parents are still worried about an issue, formal written complaints may be made to the Governing Body. Details of the procedure are available upon request.

Governors would also like to hear about success and positive aspects of school life.

SCHOOL DAY

All children should be in the playground between 8.45am and 8.55am.

Breakfast club runs between 8.30am to 8.45am in the dining hall.

Children should not arrive at school earlier than 8.45am as there is no supervisor on the playground before this time. The morning bell is rung at 8.55am.

School finishes at 3.20pm (3.15 for Foundation Class 1)

Our School Daily Routine

| | |
|--|--|
| 8.30am-8.45am | Breakfast Club |
| 8.45am | The earliest time children should arrive in school |
| 8.55am | The bell rings. All children must be in the playground |
| 9.00am-11.00am | Registration and Teaching time. |
| 11.00am | Morning break. All children in KS1 are offered free fruit and may drink their water at play time. All children in KS2 children can purchase milk and fruit from the school kitchen (see the office for the prices) |
| 11.15am-11.45am | Teaching time (FS) |
| 11.15am-12.00pm | Teaching time (KS1) |
| 11.15am-12.15pm | Teaching time (KS2) |
| 11.45am-1.15pm | Lunch Break |
| 11.45am-3.20pm | Teaching time |
| KS1 have afternoon break between 2.00pm-2.15pm | |
| 3.15pm | Home time (FS1) |
| 3.20pm | Home time (KS1 & KS2) |

Attendance

Please ensure your child attends school regularly to gain maximum benefit from his/her education.

Absence

Regulations from the Government and Local Education Authority mean that we must have a letter or telephone call notifying us of the reason for any absence, in advance wherever possible.

If your child is ill please contact the school reception by phone by 9.30 at the latest. On the day your child returns to school please send a letter explaining the reason for the absence. We are now required to keep full records about absence.

If your child needs to leave school during the session for a medical, dental or an urgent appointment, please give us prior notice whenever possible.

Children with less than 80% attendance will be referred to the Education Welfare Officer. Home/School visits may also be made where attendance is a concern.

Holidays taken during school term

Please book your family holidays outside the school terms. If this is unavoidable you can request permission by writing to the Head Teacher stating the dates which should not exceed two weeks in any key stage.

Please realise that this will hinder your child's progress. Long weekends are also very disruptive.

SCHOOL ORGANISATION

Admission Procedure for Pupils

We try to ensure the children settle happily to the School environment, Foundation Class 1 (Nursery) will be admitted in small groups during September.

If you need to telephone the school and speak directly to a member of the staff please call before 9.00am or after 3.15pm if possible.

Arriving at School

When bringing or collecting your child please park your car away from the zig-zag lines and walk with your child into the playground. Please DO NOT park your car in the staff car park.

Please supervise all Nursery and Infant children at all times especially before and after school. Keep to the paths and please DO NOT walk your child through the car park.

Late Arrivals

The gates to the school playground are closed at 9.00am. If in exceptional circumstances your child arrives late at school, please enter through the main entrance to enable registers to be accurate.

Leaving school

Please be punctual each day and collect your child on time. Young children can become quite fretful while waiting to be collected.

For Foundation Stage and KS1 children it is important to inform a member of staff if your child is to be collected by someone we do not know. No child may be collected by anyone under 16 years of age unless by prior arrangement with the Head Teacher or Class Teacher. In these circumstances a letter of confirmation is required which should be brought with the person collecting the child.

Some parents of children in year 4, 5 and 6 allow their children to walk home. It is helpful for the class teacher to be made aware of children who do this.

Parking

As Langley Hall Drive is a Cul de Sac and has a large number of elderly residents, parents are requested not to park in the road unless absolutely necessary. For the safety of our children we ask parents to park in the surrounding area and walk to school.

CURRICULUM INFORMATION

Learning is a life-long process which enables us all to play a full part in society, to contribute to it and benefit from it. Parents, children, teachers, governors and the wider community are involved in this process. It is therefore of vital importance as it provides a solid foundation for future life experiences.

At New Hall, we emphasise that all children have an entitlement to:

- equality of opportunity
- a curriculum which recognises the individuality and special needs of each child
- a curriculum which involves children in their learning
- religious education and acts of collective worship as required by the Education Reform Act.

The staff and governors wish to ensure that through this curriculum children will develop and apply the skills, knowledge and understanding gained from their homes, our school and the community.

Early Years Foundation Stage Curriculum

The Foundation Class 1 (Nursery) and Foundation Class 2 (Reception) classes form a firm foundation for learning in our school.

The children enjoy a stimulating and happy atmosphere where they learn important skills through their play, such as co-operation, communication and

concentration. They are encouraged to develop their imagination and independence whilst acquiring those skills necessary for reading, writing, maths, science and information technology.

We follow the new Early Years Foundation Stage curriculum. This enables us to organise carefully planned practical activities through themes and cross-curricular topics, so that the children gain experience in all the following areas of learning:

- Communications, Language and Literacy
- Personal, Social and Emotional Development
- Mathematical Development
- Creative Development
- Knowledge and Understanding of the World
- Physical Development

All areas align to the National Curriculum subjects.

Curriculum Information

Key Stages 1 & 2

The National Curriculum is divided into four Key Stages. Key Stages 1 is for children aged 5-7 and corresponds with the Infant phase. Key Stage 2 is for ages 7 - 11 and relates to the Junior phase.

The National Curriculum describes the programmes of study that should be taught to the pupils in each of the following subjects:

Core Subjects

English: taught through the Primary Framework

Mathematics: taught through the Primary Framework

Science

Religious Education -

Information Communication Technology

Foundation Subjects

Design & Technology

History

Physical Education

Personal, Social, Health Education

Geography

Art
Design
Music
PSHE/Citizenship

Religious Education

All schools must provide Religious Education for all pupils (Parents can choose to withdraw their children by writing to the Head Teacher and alternative provision can be arranged).

Daily Assemblies

Assemblies are held every day usually for about 15 minutes. (Parents have the right to withdraw their children by writing to the Head Teacher and alternative provision can be arranged). There is also a Celebration Star Burst Assembly once a week to which the parents of the Star Burst child are invited.

Literacy

We look to develop confidence in all children as readers, writers and speakers, and to foster a love for the English language. Our Literacy lessons give children the opportunity to share texts as a whole group, to work closely with the teacher in smaller groups and to work independently on prepared tasks. Basic reading skills are firmly established through a balanced programme of sight vocabulary and phonic word building. Our library is well stocked and provides new collections of classroom books each term. All children are expected to choose a book to read and share at home.

The children's written skills are developed through 'Extended Writing' that allows children to write for a range of purposes. Standards in spelling and handwriting are regularly assessed and planned for weekly.

Speaking and listening is an important aspect of literacy and children are given opportunities to perform through role-play and drama.

Children's literacy skills are also supported across the curriculum.

Numeracy

The school follows the primary framework and ensures that all levels of ability are catered for. We feel that it is important that children enjoy Maths and feel confident about their developing skills.

Science

At New Hall we look to develop investigational approaches to scientific concepts. Children take part in practical activities, investigations and experiments where they can gain experience in making observations, planning, predicting, interpreting results and drawing conclusions.

Attainment Levels

Key Stages 1 & 2 are divided into levels of attainment. The average 7 year old will achieve Level 2 and the average 11 year old Level 4. There are at least 3 Levels in each class group because pupils have different abilities and/or maturities and teachers aim to plan for such differences.

ICT - Information Communication Technology

New Hall looks to keep up-to-date in the rapidly developing area. The Cyber Café provides opportunity for a class to access information from the internet, through the 30 workstations. All classes have a multimedia PC which can access the internet and make network contact with other classes. All classes have an interactive whiteboard which forms an important part of the learning and teaching. All teachers also have a digital camera which is used on a regular basis for a range of purposes.

Religious Education and Collective Worship

Religious Education is provided for all pupils based upon Birmingham's agreed syllabus. This includes the themes of tolerance, respect for the beliefs of all religions and races, with an emphasis on understanding, encouragement and praise.

Collective worship takes place each day and there are times when the whole school comes together to participate in celebrations. Your will be invited to attend your child's class assembly. Collective worship will be broadly and mainly Christian in character, whilst valuing and sharing the celebrations of other beliefs. In this way, we aim to ensure that our pupils become honest and respectful members of our school and community.

Geography

We begin with the child's own home and children learn about their immediate surroundings. Then they look beyond their local world to study other countries and people. Children examine and consider the effect humans have on the environment and how they can help to protect and safeguard the world for future generations.

History

Through the teaching of history, children are encouraged to develop a clear sense of their identity within the family and the time in which they live. As children move through the school, the topics they cover lead to the study of other civilizations and world history.

Art and Design Technology

Children will experience a wide range of art, craft and design activities. They will draw, print and use a variety of materials in model making. The work of other artists will be studied.

Music

Musical experiences in school has two aspects:

- performing and composing music
- listening to and appreciating music

Activities will include singing and using tuned and un-tuned percussion instruments, to compose and perform. The school takes an active role in performances, working with local musicians to develop the children's skills.

Physical Education and Sport

All children need to move and be active. At New Hall, we feel that the physical development and well being of a child is a fundamental part of the school's curriculum. The hall has been well equipped with specialist gymnastic equipment and pupils make regular use of the school's swimming pool.

We aim to provide pupils with a range of sporting opportunities to extend their experiences. We run a number of extra-curricular clubs. The school competes in Sutton Coldfield/Birmingham events.

Swimming

Pupils should wear appropriate dress such as a swimming costume, trunks or swimming shorts with an inner lining. Bermuda shorts and bikinis are not considered appropriate for school swimming.

Costumes that are modified or when additional clothing is worn to cover the arms and legs for reasons of religion or modesty, are acceptable as long as they are close fitting.

PSHE/Citizenship

Children are given regular opportunities to develop their understanding of social issues through role play, circle time and group discussions. Children need to be encouraged to see and respect different attitudes and appreciate that solutions may not always be easy to find.

A School Council operates with representatives from each year group (Y1-Y6). This gives the children a say in issues in the school.

Sex Education

We have an open natural approach whilst respecting the cultural and religious views of individual families. Parents have the right to withdraw their children from sex education by arrangements with the Head Teacher.

The underlying principles for the work will be:

- the central role of the family and importance of loving relationships within the family
- preparation for the physical changes they will experience and have an understanding of how life begins.

Please contact the school for further information of the aspects covered.

Child Protection

The School's policy on Child Protection is available in full on request.

The Policy is designed with pupil's safety and welfare in mind.

Mrs S Jurczak is the named teacher who will deal with any concerns. It is important that parents are aware that if a concern is raised it may be necessary to make contact with a number of agencies to protect the child and that the parents may not be the first point of contact.

Musical Instruction Tuition

Children are offered the opportunity to learn to play the guitar. This is taught by peripatetic teachers. Parents meet the cost of this tuition.

SATs

See Appendix 1

Special Needs

All teachers are committed to meeting the needs of all the children in their care, including those with Special Educational Needs. These may be in the form of sensory impairment, physical disability, communication, learning, emotional and behavioural difficulties.

Children with Special Educational Needs are provided with an individual programme of work with clear targets set to meet the needs. The Inclusion Leader assists in planning, monitoring and, in some circumstances, implementing the programmes. Support agencies including Pupil and School Support Services, visit the school on a regular basis to advise, support and to monitor progress.

The area of Special Educational Needs receives funding from the school budget to allow the purchase of specialist equipment and resources to aid the implementation of programmes.

The liaison between home and school, which is vital for all children, has a special significance for children with special educational needs. In addition to the termly parents evening, special review meetings are held each term to ensure the partnership is maintained throughout the child's time at the school.

The school is part of a local network which provides training and resources to support children with Special Educational Needs.

Children who are identified as gifted/talented are also covered under our Special Needs Policy.

Equal Opportunities

The school building meets the statutory requirements regarding the Disability Discrimination Act. We have all necessary ramps, chairs lifts and toilets to allow a registered disabled child/person to access the building.

Attitude towards Racism

The Governors and Staff are committed to doing everything possible to combat racially prejudiced attitudes within the school and have clear systems in place to deal with any incident should it occur. All racist incidents are recorded.

Education in a Multicultural Society

It is an aim to ensure that attitudes and conduct appropriate to living in a multicultural society are developed within the school. Pupils will be encouraged to understand and respect different religions, customs and races.

Pastoral Care

The School aims to provide a secure, caring and happy environment where the relationship between children and staff is pleasant and secure. Staff are responsible for the welfare of the children during the school day.

Lunchtime Arrangements

Your child may be collected at lunchtimes but currently all children stay on the school site and supervisors are employed by the school to ensure that your child takes full advantage of the lunchtime break.

Equipment is provided for the children at lunchtime. Supervisors have received training to ensure that safety matters and basic first aid needs can be dealt with effectively.

Some staff have recently received training in supporting children with particular difficulties in socialisation and we offer support to the children through lunchtime activities.

Parents are informed of concerns about lunchtime behaviour and the school may request that a child goes home at lunchtime if no improvement is made.

Schools Meals

Birmingham City Council's catering company 'Citiserve' provides meals that are prepared daily on the school site. A vegetarian option is always available.

Schools meals costs in September 2009 will be £1.78 each day and Nursery meals will cost £1.42 a day. It is much preferred that payment is made at the beginning of each week but arrangements can be made to pay for the term. Cheques are acceptable and should be made payable to 'New Hall Primary & Children's Centre with your Bankers Card number written on the reverse.

If you think your child is eligible for a free school meal please enquire at the school office.

Provision is made for children who opt to have a packed lunch.

We do ask that children remain with their choice of meals and only make changes at the beginning of a term since the catering staff need to order ingredients weeks in advance.

Healthy Schools

New Hall's Policy of Healthy Eating means that pupils are encouraged to eat healthily during their time in school (Breakfast Club, Break times, Lunch times and at our After School Club 'Wraparound').

Breakfast club only serves healthy 50/50 white/whole meal bread, low-fat Flora for toast, a range of juices, fruit, milk or milk shakes and finally cereal. Pupils are encouraged to eat fruit or a cereal bar at break times. School dinners promote healthy eating by providing a variety of vegetables and a varied salad bar. Fruit and yoghurts are supplied daily for desserts.

All the food provided in school is in line with the DCSF standards including that consumed at Wrap-around after school club.

Charging Policy

The provision of statutory education is free and most requirements are funded from the school budget.

Voluntary contributions are requested to fund the cost of transport and admission charges for school trips.

Drinks and Fruit

The children can purchase a drink of milk and a piece of fruit. Water is also available. Milk is provided free for all children under the age of five.

School Fund

We would appreciate a contribution of £10.00 per child or family each year. This helps to pay for school trips, Christmas parties, books, visitors into school etc. Please hand this into the school office.

Clothing Support

Parents may apply for clothing support through a grant from Sutton Coldfield Municipal Charities. Further information is available from the school office.

Footwear

Trainer boots and heeled fashion shoes are not suitable footwear for school. Non-slip shoes with a good tread are more suitable, especially if children are using the playground equipment. Footwear with Velcro fastenings are very helpful in training children to be independent. Children in Key Stage 1 & 2 are expected to wear shoes in school.

If Wellington boots are worn on a wet day please send a change of footwear.

Protective Clothing

Practical activities can be messy. Foundation Stage children are provided with aprons, however, accidents do happen even though children wear protective aprons when painting etc. We cannot guarantee that the paint we use in school comes out of some fabrics fully. We would like you to be aware of this fact. Manufacturers do recommend that clothes with paint stains are soaked in cold water for 24 hours prior to washing.

Jewellery

Earrings and decorative jewellery is not considered appropriate school wear. The LEA Health and Safety directive requires that earrings be removed before P.E. including swimming. Stud earrings only may be worn.

All clothes should be clearly labelled with the child's name.

We cannot accept responsibility for any losses in school or accidental damage of clothing in school.

Parents & School

An invitation will be given to you to attend an induction meeting prior to your child's admission in the Foundation Stage, Key Stage 1 or Key Stage 2. There is also a comprehensive transition programme for children entering Foundation Class 1 (Nursery), which includes a home visit by staff preceding the child's entry into Foundation Class 1 (Nursery).

Parents are always welcome in school. The Head Teacher, Mrs Hanks, and the Deputy Head Teacher Miss Jaremko, are normally available to parents, so please do not hesitate to come into school if you have a query to raise.

Our staff are always willing to set your mind at rest should you have any problems or worries, however slight. Please contact the school office and request an appointment to meet your child's class teacher. It is most important

we develop a positive working partnership in order to give your children the very best possible start to their education.

Helping in School

We would be grateful if you could spare the time to come and work with us on a regular basis, i.e one session weekly, or more if you are able. We have found this very supportive and the parents really enjoy themselves. If you would like to do this, please see a member of staff. (We ask parents to avoid supporting in their own child's class unless it is for a trip).

School Information

Parents are fully informed about school routines and information throughout the school year through the following means:

- admission and registration procedures, which include familiarisation sessions during pre-school visits
- a prospectus that provides practical information
- termly parent consultations with a member of staff
- an end of year report detailing some of your child's achievement
- newsletters and information sheets
- standard letters following accidents, bumps on the head and other letters about trips, swimming etc
- information at the start of term about the activities your child will be involved in during the term
- invitations to assemblies, concerts and curriculum workshops
- a Home School Library Policy to actively value parents support with reading stories at home.
- opportunities to meet the Head Teacher, Deputy Head Teacher or staff during Open Weeks or by appointment when a need arises
- invitations to join us and help with aspects of School Life such a reading stories, playing games etc.
- information at the start of the term about the work your child will be involved in during that term.
- 3 Target Setting and Pupil Conferencing Days per year.
- School website www.newhall.bham.sch.uk

At the start of each school year we ask that all parents complete a new contact sheet to confirm home address etc. We ask that any changes to information such as new telephone numbers is brought to the school's attention as soon as possible, by letter or notifying the school reception. It is crucial we are able to make contact with parents should there be an emergency.

School Behaviour Policy

New Hall has developed a policy of positive behaviour, where pupils are rewarded for following the basic rule of the school.

- Behave sensibly and sensitively.

All staff will:

- use praise
- give house points, stickers or table points

There are also clear sanctions for children who have difficulty following these rules and early contact will be made with parents concerning matters of ill discipline so that we can work together to improve behaviour. Further details can be found in our Behaviour Policy

Transfer to Secondary Education

Places at secondary schools are allocated on broadly the same criteria as for primary schools, i.e.; children in Local Education Authority schools are given highest priority for a school place in their catchment area, provided the school is chosen as their first preference.

Should places be available for children living outside the catchment area, then parent's preferences are met as far as possible in accordance with the LEA's admission policy.

Parents Association - Friends of New Hall

The Parents Association actively supports the school by organising fund raising and social events to provide extra equipment for the benefit of the children. Parents wishing to join the PA Committee would be most welcome. Please contact the school reception for contact details.

We are very proud of the dedicated and hard working staff and pupils at New Hall Primary and Children's Centre. We know that the school has many special qualities to offer and we look forward to your child being part of our school community.

Effective communication is essential to ensure that we are working together to support your child in achieving their full potential. Please know that you are always welcome to come to the school with any issues that you want to know more about. We value the partnership we have with you and will always do our

best to see that your child develops both academically and socially to become a valued member of the school community.

Personal Insurance

The LA is only insured against its legal liability for accidents to pupils. There is no general cover for personal accident either within the school boundaries or outside those boundaries (eg school trips); and parents/guardians who are concerned about this area of risk are advised to make their own personal arrangements.

APPENDIX 1.**SATs results 2009**

| | | | |
|-------------|---------|-----|-------------------|
| Key Stage 1 | Reading | 69% | Level 2 and above |
| Key Stage 1 | Writing | 61% | Level 2 and above |
| Key Stage 1 | Maths | 83% | Level 2 and above |

| | | | |
|-------------|---------|-----|-------------------|
| Key Stage 2 | English | 76% | Level 4 and above |
| Key Stage 2 | Science | 94% | Level 4 and above |
| Key Stage 2 | Maths | 76% | Level 4 and above |

Appendix 2

Privacy Notice - Data Protection Act 1998

We New Hall Primary and Children's Centre are the Data Controller for the purposes of the Data Protection Act. We collect information from you, and may receive information about you from your previous school. We hold this personal data and use it to:

- support your teaching and learning;
- monitor and report on your progress;
- provide appropriate pastoral care, and
- assess how well your school is doing.

This information includes your contact details, national curriculum assessment results, attendance information ^A, characteristics such as ethnic group, special educational needs and any relevant medical information.

We will not give information about you to anyone outside the school without your consent unless the law and our rules permit it.

We are required by law to pass some of your information to the Local Authority (LA), and the Department for Children, Schools and Families (DCSF).

If you want to see a copy of the information we hold and share about you then please contact the school office.]

If you require more information about how the LA and/or DCSF store and use this data please go to the following websites:

- www.bgfl.org.uk and
http://www.teachernet.gov.uk/_doc/13856/DCSF%20what%20we%20do%20with%20Children's%20data%20v4%20final.doc

If you are unable to access these websites, please contact the LA or the DCSF as follows:

- Steve Cullen, Information Governance Manager
- Public Communications Unit
Department for Children, Schools and Families
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT
website: www.dcsf.gov.uk
email: info@dcsf.gsi.gov.uk
tel: 0870 000 2288.

Connexions Services - Once you are aged 13 or over we are required to pass on certain information to the Connexions services. Connexions is the government's information and advice service for all young people aged 13 to 19 in England.

^A Attendance information is not collected for pupils under 5 at Early Years Settings or Maintained Schools

We must provide both your own and your parent/s' name/s and address/es, and any further information relevant to the Connexions services' role.

However, you (if you are over 16) or your parents can ask that no information beyond name and address be passed to Connexions. Please inform the school office if you wish to opt-out of this arrangement. For more information about Connexions please, please contact the Local Authority as shown above.