



Welcome to Stow Heath Primary School.

We are pleased to be able to say that Stow Heath is a good school, the pupils eagerly talk about liking the school and are proud of their learning and work. We look forward to welcoming your child to our school.

Kevin King
Chair of Governors

Vivienne Bunce
Head Teacher

Stow Heath Primary is a two form entry school which caters for boys and girls aged from three to eleven. The school has a Nursery class which accommodates 66 children on a part-time basis, 33 children in each session. Childcare, Extended Provision, 30 hours and Terrific for Two's is available at the Rainbow Day Nursery.

Vision and Values

We believe that every child has a right to learn in a stimulating and caring environment. We aim to make all our children '**Shine like stars**' and prepare them for life outside school. We will develop the children as confident learners who have every opportunity to reach their potential. We will provide a broad, balanced and inspiring curriculum, making learning an enjoyable and rewarding experience. We believe that children should be happy, confident, tolerant, responsible, and self disciplined. We firmly believe that education is a partnership between school, child and parent.

We will promote British values through our Spiritual, Moral, Social and Cultural curriculum.

Stow Heath Primary School

Hill Road
Portobello
Willenhall
WV13 3TT

Telephone: 01902 558820 Fax: 01902 558821
web site: stowheathprimaryschool@wolverhampton.gov.uk





To Shine like a Star at Stow Heath we will...

foster a happy, caring, secure and exciting environment which enables all to achieve

offer a broad and balanced curriculum, that is enjoyable and inspiring, designed to meet the needs of all our children

develop in each child a sense of self esteem, responsibility, co-operation, independence and tolerance of others to prepare children for life outside school

promote British values through Spiritual, Moral, Social and Cultural (SMSC) development

encourage a sense of community and good citizenship

ensure equal opportunities for all our children

foster and maintain an effective and positive partnership between school, parents and other agencies, the local community and the wider community

offer a holistic approach to children's development, listening to and nurturing the whole child.

This is why we all shine like stars!





To Shine like a Star we believe in:



telling the truth
respecting others and their property
being considerate towards each other
helping each other
taking responsibility for what we do
having confidence
being happy

These things do not let us shine



bullying	racial harassment	sexual harassment
stealing	unkind words	name-calling and unkind comments
unkind and hurtful actions		pupils spoiling things for others





Behaviour

We have adopted the 'Achievement for All' strategy for behaviour in our school. The aim is to promote positive behaviour whilst maintaining a calm and safe working environment. This system is based on a colour coded system. The range is from Red to Gold and each colour has a standard of behaviour. All children start on Green and will be encouraged to work towards achieving Silver and Gold. Good behaviour will be rewarded and there will be consequences for children who display unacceptable behaviour.

We encourage the children to take responsibility. We have a 'School Leadership Council', elected by their peers. A Head boy and Head girl. Children in year 5 and 6 are chosen to be 'Peer supporters'. Throughout school, children will have opportunity to take responsibility.

We ask parents not to approach each other to discuss children's behaviour. If there are any concerns then parents should discuss this with the class teacher.

Sex Education

It is the express wish of the Governing Body that Sex Education should be encompassed in the whole school philosophy of answering questions as they arise through topic work for KS1. At KS2 Sex Education is seen as part of the Science work about Health and Wellbeing. A part of sex education is taught in partnership with our Health Service. Staff receive training to deliver sex education. Sexual matters will be set in a clear moral framework of caring and respecting others in a family situation. Governors are most concerned that sensitivity is shown to the children themselves and to wishes of parents with regard to this matter. Parents have the right to withdraw their children from the sex education aspect of the Science curriculum. Please see the Head teacher if you have any concerns.

Safeguarding

Parents and carers should be aware that the school does maintain a Child Protection Register and has a duty to record any suspected incidents. Information recorded is confidential and only shared on a need-to-know basis. It is the duty of all staff to protect children from harm. The school follows Government and LA (Local Authority) guidelines for safeguarding. **The Head teacher is the person responsible for Child Protection. The school operates the LA confidentiality policy.**





RESPECT

Code of Conduct for EVERY member of the school community.



R RESPONSIBILITY (Everyone's)



E EMPATHY (Show understanding)



S SMART (Appearance in everything)



P POLITENESS (Be polite at all times)



E EMPOWER (Let me learn/lead for myself)

**C CARE (Show you care about yourself, each other
and your environment)**



T TEAM (Together Everyone Achieves More)





Admissions

The school follows the LA'S policy on admissions. For the main school our admission limit is **60**. Admissions can only be made via Wolverhampton Education Department – dependent upon LA admissions policy.

Parents are encouraged to look around the school. In the event that the school is oversubscribed, the LA admission criteria are implemented. Please look on our website for further information on admissions.

We operate Early Years classes [**Reception**] for the under fives.

Nursery

Parents are invited to visit the school and complete an admission form. Each name is added to the waiting list in order of date of birth. **Parents should note that a place in the Nursery does not guarantee a place in Reception.**

The **uniform for the Primary School** consists of:

Years 1—6

- grey pinafore dress/grey skirt/grey trousers and a white shirt
- grey sweatshirt or cardigan with school logo
- school tie
- black sensible flat shoes and grey or white socks
- grey tights
- blue and white stripe or check dress
- grey shorts
- White polo shirt in Summer

PE clothes

All children need a change of clothes for PE and games. Black shorts, a white t-shirt and black pumps are suitable. [A track suit is useful, but not compulsory for outdoor activities.] The children require pumps/trainers for outdoor sessions. Black school pumps must be worn for indoor PE. Earrings must not be worn during PE or games.

Reception - as above with the following exception.

The children may wear a **white polo** shirt and do not have to wear a tie.

Nursery

The children may wear a white polo shirt with the school sweatshirt or cardigan and grey jogging bottoms.

There is an expectation that all children will wear uniform.

We prefer children to wear sensible flat dark shoes in preference to trainers as they are not good for children's feet.

No jewellery should be worn except stud earrings and only 1 pair of earrings in the ear lobe. Children should not wear makeup or false nails. Children should not wear jewellery during PE.





School times

Nursery

8.40am—11.40am

12.30pm—3.30pm

Doors open 15 minutes before the end of the session for meet and greet time.

Reception,

8.45am—12.00 noon

1.00pm—3.15pm

The children start to get ready for lunch at 11.45am with the teaching staff.

Years 1, 2, 3, 4, 5 and 6

8.45am—12.15

1.15pm—3.15pm

Teaching times:

Nursery: 3 hours each session

Reception:

Years 1 and 2:

Years 3, 4, 5 and 6:

Am session 3 1/2 hours

Pm session 2 hours

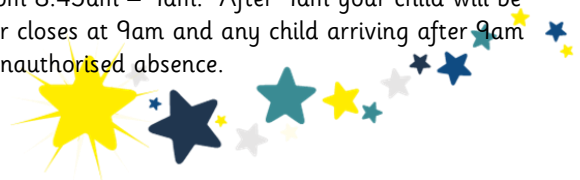
The children should arrive **promptly** for 8.45am. The **school gates will open at 8.40am** and the school bell goes at 8.45am and the doors will be opened then. The school gates close at 8.55am and registration ends at 9am. School ends at 3.15pm for KS1 and KS2. Parents are asked to collect their children promptly to avoid unnecessary anxiety for the child. Every child in Nursery and years 1 - 4 should be brought and collected from school by a **responsible adult unless permission for the child to go home alone has been received**. Pupils in years 5 and 6 may arrive and go home alone following permissions from parents. Any parent who needs to leave a child before 8.40am should contact the Head teacher or use the Breakfast Club.

Nursery pupils should arrive for 8.40am/12.30 should be collected at 11.40am and 3.30pm promptly. Arrangements can be made to accommodate parents who have children in School as well as Nursery. Doors will be opened at 11.30am and 3.20pm.

Children who go home to dinner should be collected from the main entrance and they should return to the main entrance at 1.10pm. Children who go home to dinner cannot be supervised during lunch time.

Lateness

We encourage punctuality. The school bell goes at 9am for the end of registration. It is important that children are on time for the start of each day. The odd few minutes lateness mount up and valuable learning time is lost. Registration is from 8.45am – 9am. After 9am your child will be marked late. The register closes at 9am and any child arriving after 9am will be marked with an unauthorised absence.





Senior Leaders

Head teacher: Miss V Bunce

Deputy Head teachers: Mrs E Nicholls, Mrs L Scoffham

Assistant Head teacher (AHT): Mrs C Roberts

SENCO AHT: Mrs J Raju

Teaching staff—KS2

Miss E Jones

Miss A Knowles

Mrs U King

Mrs S Burden

Miss C Hedgecox

Mrs L Burton

Miss S Freeman

Mrs S Hamilton (part-time)

Mrs J Russell (part-time)

Teaching staff—Early Years and KS1

Miss M Prince

Mrs L Guest

Miss S Evans

Miss k Smallman (maternity leave)

Miss L Bullock

Miss R Hersham

Miss R Dhaliwall

Support staff

Miss S Lowe Mrs C Davies Mrs T Faulkner

Mrs J Jones Miss S Bowkett Ms A Willis

Mrs D Bartleton Mrs J Sambrooks Mrs D Windsor Miss E Croxford

Mrs S Norden Mrs G Ford Mrs K Aston Miss N Yates

Mrs D Briscoe Miss S Maton-Lee

Mrs A Clarke Mr D Burden Mrs J Batho

Office Staff

Mrs T Lane, Mrs W Willis, Mrs A Mincher

Lunchtime Staff

Mrs H Chapman, Mrs C Fox, Mrs R Patel, Mrs G Smith,
Ms C Brookes, Mrs T Brienza, Mrs A Wright,

Mrs W Willis, Mrs S Davis, Mrs K Badial, Mrs Stokes

Site Staff

Mr D Hyde, Mrs Stokes

Mrs H Chapman, Mrs S Beddal, Mrs J Hodgkins,
Mrs H Archer, Mrs J Bickley, Mrs L Kitson, Mrs P Rudge,
Mrs J Patel, Mrs S Davis





Essential information

Book bags and PE bags

These can be purchased from the school office.

Absences

Parents and carers have a legal duty to ensure that their child attends school or receives an appropriate education. Far more stringent checks are now required by schools to ensure absences are monitored. Please inform us by telephone, in person or by letter when your child is absent. A written note sent to school is required on their return explaining the reason for the absence. Serious and continued absences will result in the Educational Social Worker being contacted. Please help us by keeping us informed.

Leaving the premises

Children should not normally be taken out of school during the day, as this disrupts their education. Any child who has to be withdrawn from school during school hours for any reason must be collected by a parent or an authorised person, who must report to the main office. For security and monitoring purposes you will be asked to complete a form stating that you are withdrawing your child. Upon return your child will be signed back in.

Holidays

The school is no longer allowed to authorise leave of absence for holidays. Parents who take their children out of school for holidays will be fined by the Local Authority. See information of the school website.

Emergency contacts

If your child becomes sick or is unwell in school, you will be contacted. You will be asked to collect your child from school. It is important that we have **contact numbers** in case a situation arises when we need to contact you. Occasionally children have accidents at school, if hospital treatment is required we will contact you immediately. It is **vital** that you keep us informed of any changes to contact numbers. We do have qualified first aiders on site.

Medicines

If your child requires medicine during school hours you are asked to contact the Head teacher in the first instance. The school is unable to administer medicines not prescribed by a doctor but parents are welcome to come into school to administer it themselves. Most medicines can be administered 3 times a day therefore all medicine can be taken at home. Please refer to our Administration of medicines policy on the website.





Health information

School Nurse and health checks

Periodic checks are carried out by the School Nurse and by the Health Visitor in Nursery. Medical examinations, dental inspections, hearing and vision tests are held at intervals during each child's School life. Parents are informed of these inspections.

School Nurse Team

Julie Thomas
Keren Dale
Michelle Allen
Bilston Health Centre 01902 444003

Illness

If your child is ill please keep them at home.

It is important that you inform us if your child has:

- an infectious disease - in order that we can inform the other parents

- a hair infestation (nits or lice) so that we can help stop the spread. Please do not feel embarrassed to tell us.

- sickness or diarrhoea - please keep them at home for at least 48 hours until they are clear of the symptoms.

If your child has an accident at Nursery or School and wets or soils their clothes we do have some clean spare clothing. We do ask you to return this clothing clean to the school as soon as possible. **If this is not**

acceptable to you please let us know and we will contact you to come and change your child.

Asthma

Parents of children with asthma, who need to use their inhalers in school, should contact Mrs W Willis who will make the suitable arrangements.





Lunch times at Stow Heath Primary

Children may stay for a cooked dinner, provide their own sandwiches or go home for lunch. In general we ask parents to keep to one option and only change at a half term, or on a weekly basis. Frequent changes make the necessary advance ordering of food difficult. The children are supervised by lunchtime staff. We expect all children to behave sensibly and those that find it difficult to behave at lunch time will have to go home for lunch. Dinner money should be sent every Monday morning in a labelled envelope. Arrears are not allowed. If after a week dinners are in arrears then sandwiches must be provided until all meals have been paid for.

All children in reception, year 1 and year 2 are entitled to a free school meal. Parents are encouraged to take this up. Pupils in KS2, year 3—6 must pay for their meals or parents must claim for free school meals, there is a hot meal provision and a deli option for KS2 pupils. **Please will all parents claim their free school meal entitlement as the government provide additional funding for those children who claim Free School Meals.**

Menus are available on the website.

Breakfast club

The School runs a breakfast club for the whole school. Breakfast club opens at 8am. The club is for any child who attends the school. The cost is £2.50 per day; this includes a breakfast of cereals, toast, fruit juice or milk. Child care and activities are provided. Book for a whole week and get a reduced rate of £10.00 You will need to book on a weekly basis with the School 01902 558820

Lunch boxes

Please send your child with a healthy lunch box meal. A balanced packed lunch should contain:

a sandwich, bagel, pitta bread, wrap or baguette with meat, fish, egg or cheese

a yoghurt, bread sticks, dries fruit

Chopped vegetables and a portion of fruit

Low fat flapjack , fruit juice carton or water.

We discouraged chocolate, crisps and high fat cakes. Nuts are banned.

Water in school(under review)

The children may bring a sports bottle to school each day filled with water. **Parents are responsible for filling the bottle each day with water.**

Snacks

All children in reception, year 1 and 2 will receive a free piece of fruit everyday. No other snacks can be brought in.





Milk

A third of a pint of milk is available for your child. Parents are asked to purchase this at the beginning of each term. Children under five are not required to pay and children entitled to free school meals do not have to pay.

Security

The Governors and School Staff have made every effort to ensure the security of the school, through the installation of palisade fencing, secure exit doors and an electronic entry system. Visitors are required to sign in and wear a badge. Parents can help by reporting to the main office.

Disability provision

Stow Heath is committed to complying with the Equality Act. We will continue to promote an inclusive approach. The school has published a Single Equality Policy. The school is fully accessible for pupils, parents and staff with disabilities. Governors continue to monitor the situation. The Governing Body will not discriminate against a pupil with a disability. They will make every effort to work with the LA and parents to ensure that pupils with disabilities join in everyday activities and where necessary special arrangements are made. The Governing Body continually ensures that reasonable steps are taken in order that pupils with disabilities are not put at a substantial disadvantage in relation to their peers.

Insurance

Neither the school or the Education Authority have a Third Party Insurance for accidental damage to children's clothing or loss of personal possessions. Parents may wish to make their own arrangements in this matter.

Freedom of Information, Publication Scheme

The school has adopted the LA model policy and a copy is available in school.

Equal opportunities

The School is committed to equal opportunities for all children regardless of Race, Sex, Gender, Disability, Special Needs, or Background. All children have equal access to all areas of the curriculum. The Religious Education curriculum follows the Wolverhampton Agreed Syllabus. PE activities are taught to mixed gender groups with all children following the same scheme.

Extra curricular activities

The School runs several 'extra' activities, these are provided by sports coaches and staff.

Bookshop - children can save for a book by buying book stamps.

Collective worship

The children take part in a daily act of collective worship. It is a time when the whole school comes together. Collective Worship forms part of our assemblies and is broadly Christian in nature.

Right of withdrawal

Parents have the right to withdraw their child from Religious Education and Collective Worship. Please inform the Head teacher if you wish to do this.





Essential information

Charging policy

This is available on the school website.

Sporting aims and provision

Through our PE curriculum we aim to develop appropriate skills in dance, games, athletics and swimming. Sport is encouraged through the curriculum. The school has a football team and netball team. The school holds Sports days in the Summer Term.

No-smoking policy

For Health and Safety reasons, the school operates a no-smoking policy. Please do not smoke inside the School grounds or in the building.

Handling children for restraint

If staff believe that immediate action is required to prevent a child from sustaining or causing an injury, then the child may have to be physically restrained to prevent this happening. You will be informed if this happens.

Complaints

This school operates the complaints procedure established by the Local Education Authority. Any parent having cause to complain about the school or the education offered to their children should, in the first instance, refer to the Head teacher. It is hoped that any problems can be sorted out with the minimum of delay. A Complaints Policy is available on the school website.

Educational visits

All children have the opportunity to participate in educational visits. These visits are an extension of their learning. When a visit is planned you will be sent full details. We will ask you to give your permission for your child to go on the visit and to sign the consent form. The school will ask parents for **voluntary contributions** towards the cost of the visit. Currently the school heavily subsidises the day trips but request a contribution from parents.

Safety on the school site

Dogs must not be brought onto the school site, this is to protect all our children and the animals themselves.

Mobile phones must be turned off when parents are inside school. No photographs or recordings can be made by parents of other children or during discussions with staff.

Parents should only place photographs of their own children on social network sites.

Comments made on Social network sites which are considered 'defamatory' could lead to legal action being taken against the person responsible for posting the comment.





Special Education Needs

Stow Heath Primary has a proactive approach to meeting the needs of pupils with Special Educational Needs and is supported by the Local Authority to ensure that all pupils, regardless of their specific needs, make the best possible progress in school. Stow Heath Primary School aims to be as inclusive as possible, with the needs of pupils with a Special Educational Need/s and or disabilities being met in our mainstream setting wherever possible, where families want this to happen.

And The '**Local Offer for Children with Special Educational Needs and/or Disabilities**' supports our belief that all our children should have an equal opportunity to participate in a broad and balanced curriculum. There are occasions where some children require extra help and support. It is the aim of the school to ensure that these children with Special Educational Needs receive additional support. This support may be given in the classroom or in the form of special withdrawn groups. The school works in partnership with parents to meet the needs of each child. The school has a Special Needs and Disabilities Policy which outlines the approach to SEND at Stow Heath Primary School. The SEND policy has been updated and is in line with the new code of practice for SEN. The Special Needs Co-ordinator (SENCO) in partnership with staff follow the Education Departments recommendations on record keeping. External support and agencies work in partnership with the school and parents. Additional resources are purchased as required within the scope of the School Budget. **Further information can be found on our website.**





Term dates 2019—2020

Autumn Term 2019

- **Term Time:** Monday 2 September 2019 to Friday 25 October 2019

- **Half Term:** Monday 28 October to Friday 1 November

Term Time: Monday 4 November 2019 to Friday 20 December 2019

Spring Term 2020

- **Term Time:** Monday 6 January 2020 to Friday 14 February 2020

- **Half Term:** Monday 17 February to Friday 21 February

Term Time: Monday 24 February 2020 to Friday 3 April 2020

Summer Term 2020

- **Term Time:** Monday 20 April 2020 to Friday 22 May 2020

- **Half Term:** Monday 25 May to Friday 29 May

Term Time: Monday 1 June 2020 to Monday 20 July 2020

Closure dates:

2nd September 2019

4th November 2019

6th January 2020

22nd May 2020

20 July 2020

Bank holiday: 5th May 2020





Our school curriculum is underpinned by the values that we hold dear at our school. The curriculum is the means by which the school achieves its objective of educating children in the knowledge, skills and understanding that they need in order to lead fulfilling lives.

It includes not only the formal requirements of the National Curriculum, but also the range of extra-curricular activities that the school organises in order to enrich the experience of the children. We aim to teach children how to grow into positive, responsible people, who can work and co-operate with others while developing knowledge and skills, so that they achieve their true potential.

These are the main values of our school, upon which we have based our curriculum:

We value the way in which all children are unique, and our curriculum promotes respect for the views of each individual child, as well as for people of all cultures. We value the spiritual and moral development of each person, as well as their intellectual and physical growth.

We value the importance of each person in our community. We organise our curriculum so that we promote co-operation and understanding between all members of our community.

We value the rights enjoyed by each person in our society. We respect each child in our school for who they are, and we treat them with fairness and honesty. We aim to enable each person to be successful, and we provide equal opportunities for all the children in our school.

We value our environment, and we aim, through our curriculum, to teach respect for our world, and how we should care for it for future generations, as well as our own.

The aims of our school curriculum are:

to enable all children to learn and develop their skills to the best of their ability;

to promote a positive attitude towards learning, so that children enjoy coming to school, and acquire a solid basis for lifelong learning;

to teach children the basic skills of literacy, numeracy and computing;

to enable children to be creative and to develop their own thinking;

to teach children about their developing world, including how their environment and society have changed over time;

to help children understand Britain's cultural heritage;

to enable children to be positive citizens in society;

to fulfil all the requirements of the National Curriculum and the Locally Agreed Syllabus for Religious Education;

to teach children to have an awareness of their own spiritual development, and to understand right from wrong;

to help children understand the importance of truth and fairness, so that they grow up committed to equal opportunities for all;

to enable children to have respect for themselves and high self-esteem, and to be able to live and work co-operatively with others.





The EYFS Curriculum

The aim of our curriculum is:

- to encourage children to fulfil their own potential
- to become competent learners
- to be self-reliant resilient
- to develop the skills and knowledge to cope with the world around them.

We deliver the expectations set out in the Early Years National Curriculum. The child is at the centre of everything we do. In the Early Years Foundation Stage learning is delivered through planned, purposeful play. There is a balance between child-initiated learning and adult-led tasks covering all seven areas of learning:

Prime Areas

There are 3 prime areas:

Personal, Social and Emotional
Communication and Language
Physical Development

Communication and language: development involves giving children opportunities to experience a rich language environment; to develop their confidence and skills in expressing themselves; and to speak and listen in a range of situations

- **Physical development** involves providing opportunities for young children to be active and interactive; and to develop their co-ordination, control, and movement. Children must also be helped to understand the importance of physical activity, and to make healthy choices in relation to food
- **Personal, social and emotional development** involves helping children to develop a positive sense of themselves, and others; to form positive relationships and develop respect for others; to develop social skills and learn how to manage their feelings; to understand appropriate behaviour in groups; and to have confidence in their own abilities

Specific areas

Literacy
Mathematics
Understanding the world
Expressive arts and design

- **Literacy** development involves encouraging children to link sounds and letters and to begin to read and write. Children must be given access to a wide range of reading materials (books, poems, and other written materials) to ignite their interest
- **Mathematics** involves providing children with opportunities to develop and improve their skills in counting, understanding and using numbers, calculating simple addition and subtraction problems; and to describe shapes, spaces, and measure
- **Understanding the world** involves guiding children to make sense of their physical world and their community through opportunities to explore, observe and find out about people, places, technology and the environment
- **Expressive arts and design** involves enabling children to explore and play with a wide range of media and materials, as well as providing opportunities and encouragement for sharing their thoughts, ideas and feelings through a variety of activities in art, music, movement, dance, role-play, and design and technology

Learning through the outdoors

Our Early Years benefits from a fantastic outdoor learning environment and a large indoor space. We offer children the opportunity to go out on most days, in all types of weather. It is important, therefore that your child has appropriate clothing and footwear for the weather conditions. Children will sometimes get dirty although we do encourage the wearing of waterproof clothing and wellies outside. We have a selection of these available in school but parents are welcome to provide their own wellies if they wish to.

