

SPRINGDALE PRIMARY SCHOOL



**School Prospectus
2022 – 2023**

Springdale Primary School – Prospectus Information

Springdale Primary is a community school administered by Wolverhampton Local Authority catering for children between the ages of three to eleven years.

Our Aims

OUR MISSION STATEMENT

At Springdale Primary School we aim to provide a secure and stimulating learning environment which will enable our children to achieve their full potential and encourage them to develop skills for life in the 21st Century.

Aims and Objectives

To continue to maintain and raise standards at Springdale through:

- provision of a quality teaching and learning environment
- access to a broad and balanced curriculum for **ALL** pupils
- the development of self discipline, self esteem, good conduct, good work ethics and a positive attitude towards others
- a thorough understanding of spiritual, moral, social, and cultural issues
- recognising the valuable contribution made by governors, parent/carers, outside agencies and all those involved in the life of the school community
- ensuring equal opportunities for all members of the school community

Admissions

Springdale is a 2-form entry primary school with an admission limit of 60 pupils per year and a Speech, Language and Communication Resource Base for 28 pupils. The Local Authority (LA) allocates places.

The LA will notify parents of children not allocated a placement at the preferred primary school and indicate procedures for appeals against the decision.

Part Time Admission to the Nursery Class at Springdale Primary School

We do not discriminate against any parent or child regarding admission to Nursery.

To request a Nursery place:

- Complete request form after the child's second birthday.
- Parents contacted by school regarding availability, and if spaces are available, they will be registered and admitted.
- If school is unable to contact parents to notify them of availability, they may lose the opportunity to register their child.

Admission to Nursery is in order of age (being 3) sibling, distance **not** according to the date of request.

We are now able to offer up to 13 places for 30 hours. This is for 5 days from 8.45 until 3.30, the extra half hour a day will be charged termly.

Nursery allocation does not guarantee a reception place.

Nursery Morning Session	8:45 doors open 8.45 – 11.45 morning session
Nursery Afternoon Session	12.30 doors open 12:30 – 3:30 afternoon session
Reception	8:45 – 9.00 doors open 9.00 – 11.45 morning session 12.30 – 3:05 afternoon session
Key Stage 1	8:45– 9.00 doors open 9.00 – 12:10 morning session 1:00 – 3:10 afternoon session
Key Stage 2	8:40 – 8.50 doors open 8.50 – 12:15 morning session 1:10 – 3:15 afternoon session (Years 3 and 4) 1.10 – 3.20 afternoon session (Years 5 and 6)

Out of Hours Activities

Breakfast and After School Club (A.C.E.S)

Monday - Friday during school term.
Timings and cost

- 7:30 to 8:45 - £3.50
- 3:15 to 4:30 - £4.50
- 3:15 to 5:30 - £5.50
- 3:15 to 6:00 - £6.50

Booking using 07712 165287 or email acestrinity@hotmail.com

After School Clubs

Springdale Primary School also runs a programme of after school activities.

The number of children who can be included in activities of this kind is limited by space and the availability of staff for supervision.

Access to the School Site and Building

- Entrances to the school site for pedestrians are off Warstones Drive

Late Arrival of Pupils

All children arriving after 9:00 will need to enter school through the main entrance and be signed in by a parent at the office. Access to school other than afternoon Nursery is only available through the main entrance via Warstones Drive.

The End of the School Day

Lessons end at the times outlined above but please remember that pupils may need 5 or 10 minutes to collect their belongings.

Early Years

If you have children in Nursery and Reception, you should collect them at the classroom door. We allow Nursery and Reception pupils only to leave school with known adults, which you will have identified, on the admission form. If there is a change to who will be collecting, staff in Early Years need to be informed.

Key Stage One

If you have children in Year 1 and Year 2 you should collect using the one way system on the playground. An adult should collect Key Stage One pupils. We do not allow Key Stage One pupils to leave school unaccompanied by an adult.

Key Stage Two

Pupils in Year 3, 4, 5 and 6 will leave through the Key Stage 2 gates at the front of the school. Key Stage Two pupils leave school unaccompanied. If you wish your child to be collected the person responsible for collection should meet pupils at the front of school building. Staff are on duty until 3:30pm.

Late collection and Non-collection of pupils.

If a child is not collected before 3:30, they are supervised in at the late collection point at the front of the building. After 3:45, children are placed in ACES care club and charges will apply.

Contacting School

Please remember for messages or enquiries you can contact the school by telephone on 01902 558810 or email enquiries@springdaleprimary.co.uk This email can be used to report reasons for absence, messages to be given to teachers,

Each year group has an email if you need to speak directly to a teacher. Please note this email may not be seen by the teacher at the start of the day so continue to use the enquiries email for more urgent messages.

Nursery@springdaleprimary.co.uk
Reception@springdaleprimary.co.uk
Year1@springdaleprimary.co.uk
Year2@springdaleprimary.co.uk
Year3@springdaleprimary.co.uk
Year4@springdaleprimary.co.uk
Year5@springdaleprimary.co.uk
Year6@springdaleprimary.co.uk

Vehicle Access and Parking

For the safety of all, vehicle access to the school site is highly restricted during the following times:

Between 8:30am and 9:00am
Between 3:00pm and 3:30pm

During these times only ID card holders have access to the site.

There are pedestrian only zones and paths on site. The crossing of the car park has a Zebra Crossing marked for pedestrians.

When parking in Warstones Drive please consider the residents and observe parking restrictions by not parking on the pavement or within the School Exclusion Zone.

Parents may not bring vehicles, onto school premises unless they have a 'disabled parking' badge or invited to do so by prior arrangement with staff.

Attendance

Good attendance is important in order for your child to progress in their learning. Missing School is missing out.

Pupils must meet the minimum target of 96%. The school's attendance officer may follow up pupils not meeting the target.

If your child will be away from school for a genuine reason eg. Illness/hospital appointments then contact the School on the first day of absence as early as possible by telephoning 558810 or by written message to a member of staff.

If no contact is made then send your child with a letter explaining the absence on their return.

The school uses Health Protection Guidelines for advice on infectious diseases and school attendance.

If a child leaves school during session time, for a doctor's or dental appointment, etc, it is important that the school should be informed in advance wherever possible.

Report to the School Office and your child will be fetched from class.

School action if your child is absent

If you have not contacted the school, the school will contact you by text on the first day of absence. The Educational Welfare Officer will conduct home visits if concerns are raised.

If attendance is a concern, an early help Assessment is undertaken. No improvement in attendance results in action taken by the Local Authority Educational and Educational Welfare Officer.

Leave of absence

School term dates are always available from the school office or website. They are also available on the Wolverhampton City Council Website.

You should arrange family holidays during school holiday times. **The school does not grant leave of absence for family holidays.**

The average whole school attendance at Springdale Primary School must be at least in line with national average of 96%. In order to address this issue, the Governing body use the Local Authority procedures for Leave of Absence.

It is important to note that ALL leave of absence is an absence on your child's attendance record.

If you need to apply for leave of absence, you must contact the school to complete a Local Authority form, which the Head teacher approves in exceptional circumstances.

If leave of absence results in your child's attendance falling below 96% the school, local authority or education welfare officer takes action.

Persistent Absence

The Department for Education definition of "persistent absence" is any child whose attendance falls below 90%.

Any child whose attendance falls below 90% is a persistent absentee and referred to the Education Welfare Officer. This may lead to court action.

Children who are absent for substantial parts of their education fall behind their friends and struggle to catch up.

Inclement Weather

In severe weather conditions the school may be closed. Closure is posted on Wolverhampton Today Facebook. As teaching staff do not live near the school they may be unable to reach school. Please do not leave your child at school before checking that there is someone there to receive them.

Valuables in School

No valuables, including money should be brought into school unless invited to do so by staff. School is not responsible for breakages or losses.

Pupils do not need mobile phones in school. Mobile phones brought into school are not the responsibility of teachers – pupils must put them away. Pupils seen with or using mobile phones, or disrupting learning in school through the use of mobile phones are subject to school disciplinary measures.

Behaviour and Discipline

We support children to be responsible for their own behaviour and we ask parents to support us in this aim. We investigate incidents and parents of children involved are informed. We do not tolerate bullying.

Our Anti Bullying Policy is detailed on the school website. Bullying is discussed with all our pupils during PSHE and occasionally members of the community with specific expertise are asked to discuss bullying issues with specific groups of pupils.

Our Uniform

Please ensure that all clothing is marked with your child's name.

- Grey trousers/skirt/pinafore dress
- Royal blue sweatshirt /cardigan with school logo
- White or royal blue polo shirt
- Summer dresses blue/white check or striped
- Black shoes
- PE kit for **all years** royal blue shorts and white tee shirt, black pumps to be kept in school in a school pump bag.
- Games kit navy blue/black tracksuit or blue / black leggings, white tee shirt, trainers.
- Swimming trunks or costume (year 4)

- Pupils also need a school book/homework bag.

Our School uniform and kit supplier:

Lads and Lasses
50a Warstones Road,
Penn,
Wolverhampton,
WV4 4LP

Telephone: (01902) 334650

Email: ladsandlasses@hotmail.co.uk

Store opening hours:

Monday to Friday 9am to 5pm

Saturday 10am to 5 pm

Please note that skirts and dresses should be approximately knee length.

Jewellery is not worn in school, with the exception of small silver or gold ear studs. These need to be covered or removed by the pupil for PE. Pupils wearing jewellery in school will remove it and take responsibility for it. Teachers are not responsible for jewellery in school.

School Meals

Children may change meal preference (school lunch or sandwiches). Our school meal provider to Shire Services, please look at their 3 week menu.

Hot meals which are available at school at the cost of **£2.30 per meal** and the money must be paid on Mondays in advance for the week (**£11:50 per week**). The school operates a cashless paying system, please ask at reception for details.

Pupils in Reception, Year 1 and year 2 are entitled to Universal Infants Free School meals. This does not include free milk.

If your child brings a packed lunch, use a lunchbox or container clearly marked with your child's name and class. Children who bring sandwiches should place uneaten food and wrappings back into their lunchbox in order that their parents can monitor what they are eating.

As part of our pledge to be healthy, children drink water or sugar free drinks with their dinner. Water and water flavoured with fruit is available for all pupils at lunchtime in the dining halls.

The school follows the guidance of the School Food Standards regarding food and drinks in school.

Lunchtime Assistants and Senior Supervisors undertake supervision of the children and a good standard of behaviour is expected.

If a child continually misbehaves, we may ask you to have him/her at home for lunch.

If you receive some kind of Income Support, your family may be entitled to "Free Meals." School registers your child on admission. If your circumstances change, you should register for free meals at school. You should register if you think you are entitled even if your child wishes to have sandwiches for lunch, as the number of free school meals registered helps get additional funding for the school. To register please use this link <https://www.wolverhampton.gov.uk/education-and-schools/free-school-meals>

Children registered for free meals also receive free milk.

If you are on a low income, you can apply through the school for 'Flexible Charging', which enables children to be entitled to school meals for **£2.00** per meal.

Milk

The cost of school milk for the term is £14.

Children registered for free school meals are entitled to free school milk. Please note, receipt of Universal Infant Free School Meals alone will not entitle you to free milk.

Fruit

The school receives free fruit for Early Years and Key Stage 1 pupils. Key Stage 2 pupils may bring in their own fruit for playtime.

Water

In order to remain compliant with the School Food Standards water is freely available throughout the school day to all members of the school community. The School Food Standards have been mandatory in all maintained schools since January 2015 and they state that "Water should be the default drink for every child. The more it is offered the more readily they will accept it. Sugary or sweetened drinks often have no nutritional value, contribute to weight gain and can cause tooth decay."

Health and Welfare

To see a school nurse contact Whitmore Reans Health Centre or telephone on 444790 or 444789. The allocated nurse for Springdale is Mrs K. Dhillon

Children periodically undergo a "Health Surveillance Check" and nurses will check your child's height, weight and eyesight. An Audiologist checks your child's hearing in Key Stage 1.

The nurse no longer carries out head lice inspections and we ask that parents check their child's hair regularly and notify the school should head lice be found.

The Curriculum

Foundation Years include nursery and reception. Children experience a curriculum based around three prime areas of learning:

1. Personal, social and emotional development
2. Communication and language
3. Physical development

There are also four specific areas of learning:

1. Literacy
2. Mathematics
3. Understanding the world
4. Expressive arts and design

Learning at this stage is very active and 'hands on' involving carefully planned and structured play opportunities that allow the children to become independent and learn in a way that is effective and appropriate for them.

During their time in the Reception class children complete a baseline assessment and are assessed against the Early Years Foundation Stage Profile.

Key Stage 1 includes children from Years 1 and 2. Children are taught in mixed ability classes.

In Year 1, all children undertake a phonics screening test to assess their phonics understanding. In Year 2, all children undertake the Standard Attainment Tests (SATs) to support Teacher Assessments.

Key Stage 2 includes children in Years 3, 4, 5 and 6. Children are taught in mixed ability classes of approximately 30.

In Year 6 children are required to undertake the Standard Attainment Tests (SATs) to assess their attainment at the end of their primary education.

Curriculum

Each year group plan curriculum visits or visitors that enhance the children's learning. Dates of these visits can be found on our website and events letter each term.

Mathematics

Our aim is to provide a sound mathematical foundation, developing mental and written skills which help further understanding for the application of mathematics.

We teach Mathematics in a meaningful context whilst encouraging the children to investigate and problem solve.

Springdale Primary School follows the Maths National Curriculum, teaching Mathematics explicitly for a minimum of 5 hours per week. We offer a range of mathematical experiences including practical, oral, games, investigation and written activities using a variety of apparatus and IT routed in Maths Mastery.

English

English unites the basic skills of reading, writing and speaking and listening. English is taught for a minimum of 5 hours per week.

We aim to develop an enjoyment of books and a love of reading with all children. Parents are encouraged to become involved in the development of their children's reading and we expect children to read at home every day.

All children receive a range of opportunities to write in many different styles and forms. We teach skills for writing, including handwriting and spelling. Opportunities to write creatively are planned into other areas of the curriculum.

Phonics

The school uses RWinc Phonics scheme, which follows the structure of Letters and Sounds. We introduce phonics in Nursery and continue on the scheme until they are decoding fluently.

We then teach the skills of comprehension.

For further details on curriculum coverage in our year groups please see the 'Curriculum' section of our website.

Sex and Relationship Education (RSE) – as agreed by the Governing Body

Wolverhampton Education Authority states as one of its agreed objectives for the Primary Schools' Curriculum:

“to ensure all pupils have an awareness of Relationships, Sex Education and Health Education as outlined by the proposed Government mandatory curriculum September 2020”

Children study the human body as part of science and alongside this we have a Growing Up and Relationships policy for Years 1 to 6.

The programme covers a range of topics in an age-appropriate manner and helps children to make sense of the physical and emotional changes that are happening to them, as well as helping them to keep themselves healthy and safe. This topic will build on the foundations taught in previous years and provide the basis for more detailed learning at Secondary School

The content that will be delivered to children in Key Stage1 and 2:

Year 1 People who are important to me, families, special people, similarities and differences, how we change, personal hygiene.

Year 2 Feelings, being loved and cared for, differences, male and female, naming body parts, asking for help.

Year 3 Self-esteem, differences & similarities, family differences, friendship, personal hygiene, personal safety.

Year 4 Changes, lifecycle and body changes, puberty, hygiene, personal safety, periods (Girls only, 1 lesson, delivered by the school nurse).

Year 5 Puberty, hygiene, social changes, relationships, personal safety, internet safety, support networks.

Year 6 Puberty, relationships, reproduction and conception, how babies are born, safe relationships, internet safety.

Parents can withdraw children from all or part of the sex education provided, except that which is required as part of National Curriculum Science.

Drug Education

During their time at Springdale Primary School, a child will learn how to keep safe in the home, where substances – medicines, cleaning agents may be kept.

As children get older, children learn about the dangers of cigarettes, alcohol and illegal drug abuse.

They will also learn about people who keep us safe and safety in the environment, decisions in a range of situations and settings, and the consequences of their actions.

All instances of the use of tobacco and alcohol, misuse of gases and solvents and the use of other drugs by pupils are treated as drug related incidents by this school and we would wish to inform the parents immediately.

The school co-operates with the police, working with Community Support Officers and seeks advice from the Local Authority's PSHEe Advisor.

Collective Worship

Collective worship is of a broadly Christian nature and follows a series of themes. It provides further opportunities to help promote pupils' spiritual, moral, cultural and social development.

Parents have the right to withdraw their child from Collective Worship and will need to see the Head teacher to make alternative arrangements.

Assessment, Recording and Reporting

Teachers keep detailed records of children's progress and attainment, which we use to inform parents at Parent Consultation Meetings. Assessment also helps teachers plan for future work for each child in each subject.

We hold Parent consultations two times a year and all children have an annual school report in July and parents are invited to an open afternoon.

We inform Parents/Carers of targets, progress and attainment and pupils are encouraged to talk with staff about the next steps in their learning.

We report Year 6 Standardised Assessment test results to parents in the summer term.

In year 1 children undergo a phonic check, in Year 4 children undertake the Multiplication Times Table Check

In the Early Years it is a record of each child's 'Learning Journey.'

Awards

We have a variety of 'award systems' used by individual teachers in addition to the whole school system which is that of awarding house points for good work, effort and behaviour.

We assign children a house in Reception.

- Oak (house colour green)
- Elm (house colour yellow)
- Beech (house colour red)
- Yew (house colour blue)

House points are counted weekly.

Children also win weekly certificates for good work and behaviour as well as certificates for demonstrating a Springdale Learning Behaviour.

Inclusion

We are an Inclusive School actively seeking to remove the barriers to learning that can hinder or exclude individual, or groups of pupils. Our school operates an equality and equal opportunities policy. Its aim is to ensure high quality education for all our pupils regardless of ethnic origin, religion, gender, or social status and it supports the development of cultural and personal identities in our pupils. Full copies of the following school policies are available upon request from the school office: Inclusion, Equal Opportunities, Race Equality and Gender Equality Scheme.

Equal Opportunities

Our school policies are built upon the need to ensure equal opportunities for all and to eliminate discrimination of all kinds. All of our children are encouraged to have a positive cultural identity. Our curriculum reflects the importance of children's cultural language and special needs. It is also vital that children, regardless of their gender, should experience a full range of learning skills.

Special Educational Needs

All pupils have the same right of access to education, which offers equal opportunity for all, and the curriculum is organised to ensure that pupils are educated to their particular needs and abilities.

The school has two Special Needs Coordinators who work with parents, teachers and members of the Child Guidance Service should any problems arise.

The Code of Practice on the identification and assessment of Special Educational Needs provides the framework within which we work with children who have special needs.

We meet pupils need within the child's year or class group with extra support given within the resources we have available.

Some children may prove to have a learning difficulty, which calls for Special Educational provision confirmed with an Educational Health Care Plan.

The Governors have adopted a Special Needs Policy, which sets out a systematic approach to the identification, assessment and provision of pupils with Special Educational needs. A full copy of this policy is available for inspection at the school.

Provision for the Disabled

We will take any steps we can to ensure that any child, parent, member of staff or visitor can access the school building and facilities as easily as possible. If any child with a disability is admitted to school we will ensure that he/she has full access to the curriculum and not be treated less favourably than other children.

All children are valued at Springdale Primary and we ensure that individual needs are met so that everyone can flourish.

Safeguarding

At Springdale Primary, the safety of our pupils is of paramount importance. All staff are DBS checked and appointments are subject to screening in line with the LA recommendations. All staff undergo safeguarding awareness training on a regular basis.

Child Protection

It is our responsibility as governors to ensure that children are kept as safe as possible. We therefore have an obligation to report immediately any incident concerning unexplained injury to a child or any concerns we may have about their well-being, both in and outside of school hours. All staff and governors have received training in child protection issues and we have a Designated Safeguarding Lead (DSL), Mrs J Hopkins. In addition, we have three additional Operational Safeguarding Leads who are trained to the same high standard as the DSL. If you have any child protection concerns, do not hesitate to contact us confidentially or as a parent or carer you may refer to <http://wolvesscb.org.uk/parents.html>.

Medicines in School

In line with medical advice, children with inhalers will keep them available in class at all times. You should label inhalers with your child's name and instructions for use. We train staff in the use of inhalers and Epi-pens in schools.

We only accept prescribed medicines if administering times **must** be during school hours. The forms can also be emailed to you or downloaded from the school website

Contact in an Emergency

If your child becomes ill or injured whilst at school, we will contact you as soon as possible so you must ensure that your telephone and address details are up to date in our records.

Homework

The purpose of homework is to reinforce and consolidate learning which takes place in school. Every week children must read regularly at home. Research shows that when parents show an interest in books, children's reading improves.

In years 1 – 6 pupils must learn spellings, times tables and number bonds.

Reception have a termly sheet which contains a menu for home learning. Year Groups 1 – 6 have termly Learning Logs.

Out of School Visits

Where these visits incur costs, such as admission fees or coach travel, we ask parents for a voluntary contribution. Parents/carers are not bound to pay for your child and we do not individually exclude children from a visit if they cannot contribute.

However, visits may only be possible if parents/carers are willing to make voluntary contributions. The visit will therefore often depend upon the level of contribution from parents. Where a child is unable to attend, the school regrets that it is unable to return spent contributions.

For your children's safety, we have developed a policy for taking children out of school. This includes guidelines for keeping children safe and well during any visit, which may take place off the school premises.

Our guidelines are in line with the LA recommendations.

Complaints Procedure

We welcome discussions with parents about various aspects of school life that may, from time to time, cause concern or warrant explanation. Please feel that you can come to talk to us. We pride ourselves on resolving problems – it is how we improve.

We do have a complaints policy and procedure, which is available on our website.

Confidentiality Policy

Our Confidentiality Policy explains that the school acknowledges the need for confidentiality except where we believed that a pupil may be at emotional or physical risk or in breach of the law.

Access to School Information.

Copies of the above documents are available on our website. A full copy of the policy can be obtained from the main office, but a small charge will be made to cover photocopying costs.

The Governing Body

The governors of the school manage the school, through the Head Teacher. The Governing Body consists of Local Authority, Co-opted, Teacher and Parent Governors, and the Head teacher who has the option of being a governor. All members are elected for a period of 4 years.

For further information and names of school governors, please refer to the website. Contact for Governors is through the school.

The full Governing Body meets formally once each term. In addition, there are committees, which meet regularly to give certain issues more time for consideration.

Our Staff

Our website has a full list of staff and their roles within school. We like to be an approachable school, if you wish to discuss any issue regarding the school's provision or your child; please do not hesitate to contact us by contacting the school office and filling in a Parental Concern Form.

Thank you we look forward to working with you.

J Hopkins
Head teacher
Springdale Primary School
Warstones Drive
Penn
Wolverhampton
WV4 4NJ
Tel: (01902) 558810

Email: springdaleprimaryschool@wolverhampton.gov.uk

Our website is constantly updated and it has more information that is useful for parents and pupils.

Website: <http://www.springdaleprimary.co.uk/>