

St Paul's CE (VC) First School  
Coven



School Prospectus  
2018 - 2019

# St Paul's First School 2018-2019

Dear Parents,

We very much hope that this information helps you to understand a little bit more about our school and that it will support you as you become more familiar with the ways in which we operate.

Firstly, St Paul's First School is a voluntary controlled Church of England school, very much at the heart of the community of Coven. Our school is fortunate in having really beautiful, well maintained grounds which are used as an important environmental resource and are thoroughly enjoyed throughout the year. We have many outstanding features including our very own woodland area. Our school is a joyful place of learning and is very much an extension of our families and of our local Community.

## Highlights from our recent Ofsted Report September 2016

*The school lives out its motto to 'Inspire, Achieve and Believe' based on the school's Christian Values. An inclusive and welcoming culture is at the heart of the school's ethos.*

*Partnerships with parents are strong...One summed up the views of many with the comment: 'We have seen the school go from strength to strength. There is a rapid improvement going on and a desire to make sure that all children have a great experience'.*

*A strong feature of teaching is the purposeful atmosphere for learning, with teachers establishing positive working relationships with the pupils.*

*Pupils thrive in a happy, caring environment where their welfare and safety are paramount...Pupils are friendly, well-mannered and respectful to visitors, staff and other pupils.*

As you enter our school, we trust you will be made to feel welcome by our friendly staff and our fantastic children. We enjoy learning together and have created a safe, happy, creative and industrious environment, where children are actively encouraged to pursue their own interests and develop independence.

At St Paul's, we pride ourselves in our excellent standards of achievement and promote and develop our key philosophy of Personalised Learning. We strongly believe that every child has a right to reach their full potential and succeed in their own unique way, whether that is via sport or music, the arts, or by their own academic excellence. In understanding the unique child, by celebrating their strengths and through working together, our children learn very important lessons in life.

We show that we care and we respect everyone and everything, by living up to our Core Christian Values.

**RESPECT  
COURAGE**

**FRIENDSHIP  
THANKFULNESS**

**HOPE  
PEACE**

Our Governing body is a strong, enthusiastic and committed group of people who represent the Church, the Community and the parents which the school serves. Together they manage and develop St Paul's by continuously striving for the highest standards, improving and extending opportunities and resources for all. We really believe in working as a team!

Finally, we know that your child will enjoy a happy and successful learning adventure at St Paul's and welcome you all most sincerely to our School family.

With our very best wishes

Karen Roberts and the St Paul's Team

## INTRODUCTION

Choosing a school is one of the most important decisions you will have to make as a parent. Schools throughout the country offer excellent education and opportunities. To have to choose one that suits you and your child can sometimes be difficult.

Our prospectus aims to tell you about our school and the ways in which we work, thus enabling you to make an informed decision. This prospectus is not meant to take the place of personal contact between home and school, but I hope it will answer some of your questions.

Parents are always welcome to visit the school and see the children and staff at work. Please do not hesitate to contact the office between 8.30am and 4:30pm to make an appointment. You are always very welcome.

If you have already chosen our school our aim is that this prospectus will help you and your child gets to know how we work and thus enable a smooth transition from home to school

St Paul's First School is a co-educational Church of England Voluntary Controlled First School for boys and girls of all abilities from 3-9 years of age. The school is situated in a residential area of Coven. St Paul's First School enjoys attractive, well maintained grounds which are used as an important environmental resource in the curriculum.

## FACILITIES AND RESOURCES

The school provides a stimulating environment including:

- Six classrooms;
- A hall - which is used for PE, Drama, Dance and School Assemblies. It has specialist apparatus for gymnastics;
- An attractive library
- 2 large playgrounds;
- A performance stage;
- A large field for outdoor sports as well as a pleasant grassed area for playtimes;
- A Foundation Stage Play area with canopy and outdoor seating;
- covered Outdoor Learning Classroom;
- Whole school wireless remote ICT;
- Digital learning facilities including, iPads and digital cameras;
- An environmental area;
- Two outdoor adventurous play areas;
- Specialist teaching including many musical instruments, both tuned and untuned percussion; and choral groups, dance and drama opportunities;
- Swimming Lessons at Wolgarston Pool in KS2;
- Professional Sports Coaches, including Staffordshire Cricket;
- Dedicated and well equipped group study areas;

St Paul's also holds the Dyslexia Friendly School Status award.

The aim of our prospectus is to introduce you to the ethos and systems of our school. We hope that you and your children will feel really welcome at our school and that you will soon feel able to participate as an active member of our school community. Please do not hesitate to ask for information as everyone will be very pleased to help you.

## OUR AIMS AND VALUES



**Our school motto: Inspire! Achieve! Believe!**

**Inspire:** Together we can be inspired to challenge ourselves, as Jesus himself was challenged and challenged others.

**Achieve:** Together we will be the very best that God has created us to be.

**Believe:** Together we believe in ourselves as God believes in us.

**We aim to:**

- Provide the widest possible range of experiences to help children learn.
- Prepare our children as lifelong learners by developing self-esteem, a positive attitude to learning and a sense of responsibility.
- Encourage our children to develop a growing awareness of other people's needs and achievements based on mutual respect and honesty.
- Provide an example that our children might use as a reference for positive behaviour.

We are totally committed to the principles of equal opportunity and inclusion.

**We would like our school to be known for:**

- A warm, happy and positive ethos where all children are happy to come to school;
- The very highest academic standards;
- Children and adults who can work as teams;
- Creativity, sporting achievement and community involvement.

**We aim for our children to:**

- Be proud of their school;
- Feel happy and secure in school;
- Have high self-esteem through recognising and developing their individual strengths;
- Know they are valued for themselves;
- Value and respect others and respect their individuality;
- Be aware of their role in the wider community.

## SCHOOL CONTACT DETAILS

St Paul's First School  
School Lane  
Coven  
WV9 5AD

Telephone: 01902 291124  
Email: [office@st-pauls-coven.staffs.sch.uk](mailto:office@st-pauls-coven.staffs.sch.uk)  
Web site: [www.stpaulscoven.co.uk](http://www.stpaulscoven.co.uk)

## SCHOOL ADMINISTRATION TEAM

Mrs Jeanette Pace - Office Assistant  
Email: [office@st-pauls-coven.staffs.sch.uk](mailto:office@st-pauls-coven.staffs.sch.uk)

Mrs Karen Botten - Clerical Finance Assistant  
Email: [office1@st-pauls-coven.staffs.sch.uk](mailto:office1@st-pauls-coven.staffs.sch.uk)

Please ensure that the school office has your full address and contact details. You should also provide an emergency contact number for another family member or friend who we could contact should you be unavailable. Please remember to let us know if you change your telephone or mobile number.

## ABSENCE

If your child is unable to attend school for any reason please telephone the school office to let us know. We also require a written note explaining absence when your child returns to school. If your child has sickness or diarrhoea we ask that he/she does not return to school for 48 hours as this type of illness can be very infectious. We also operate a first day absence phone call if we do not hear from you. All absence from school is always followed up.

## PUNCTUALITY

We believe it is vitally important that children attend school promptly and that absence is kept to an absolute minimum. There is a strong correlation between high attendance at school and excellent performance and progress.

Our school gates and doors open at 8.45am and the school day begins promptly at 8.55am. **Please ensure your child is not late for school.** Children who are late will be marked late in the register.

## **HOLIDAYS DURING TERM TIME**

From 1 September 2014 new DfE regulations came into force regarding leave of absence for children from school. Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Parents wishing to apply for leave of absence for their child due to exceptional circumstances should contact the school office who will provide you with the appropriate paperwork.

## **ADMISSIONS AND SCHOOL ORGANISATION**

A copy of our admissions criteria is available from the office and on our website.

### **Early Years Foundation Stage**

Children join our maintained school Nursery Class at the start of the academic year after their third birthday and our Reception Class at the start of the academic year after their fourth birthday. If you wish to apply for admission to our Maintained Nursery or Reception Class you will need to complete the Staffordshire Local Authority online application and also contact us in school. Please contact the school office for further advice.

Please note that a nursery place in the maintained school Nursery Class does not guarantee a place in our Reception Class.

### **Appeals**

Should your application be unsuccessful you do have the right to appeal.

### **Transfer to Middle School**

The vast majority of our children go to Brewood Middle School when they leave us at the end of Year 4. Places to Brewood Middle School are allocated according to the Local Authority admissions criteria. Information about how to apply for a Middle School place is provided at the beginning of the Autumn term when your child is in Year 4.

## **SCHOOL ORGANISATION**

There are six classes at St Paul's First School. Our Nursery is open every day during term time. Each class is taught by a fully qualified teacher who is assisted by a teaching assistant. We encourage continued professional development and staff are very highly qualified. All our teaching staff have half a day each week for planning, preparation and assessment. In addition to this we also have a governor run before and after-school club which runs from 7:30am before school to 5:30pm after school.

## TIMES OF THE SCHOOL DAY

The school gates are unlocked at 8.30am and the classroom doors are opened at 8:45am. The playground is not supervised in the mornings so children should not be left unaccompanied on the playground before the doors open at 8:45am.

There is always a member of staff at each door to support the passing on of messages and general information.

Please could we kindly ask that you do not bring dogs onto the playground or allow children to play on wheeled toys such as scooters, skates or skateboards as they near the school path ways?

### Nursery

8:40am	Gate is opened and children are allowed to enter the classroom
8:45am	Morning session starts
10:15am	Snack time
11:45am	Home time for children who only attend the morning session
11:45am - 12:15pm	Lunchtime for children who attend Nursery all day
12:15pm	Afternoon Session Starts
1:45pm	Snack time
3:15pm	Home time for all children

### Reception to Year 4

8:45am	Doors are opened for children to enter school
8:55am	Registration
9:00am	Register closes. First lesson begins.
11:00am	Morning Break
11:45am	Lunch time for Reception
12:15pm	Lunch time for Years 1-4
1:00pm	ERIC Time Everyone Reads in Class
1:15pm	Afternoon lessons begin
2:15pm	Afternoon Break for Year 1
3:15pm	Home time



## **SCHOOL VISITS / VISITORS**

We believe that a lively curriculum leads to a love of learning. Most class teachers will arrange to go on visits during the year or will invite visitors into school to enrich studies. The governors do not wish any child to be disadvantaged through financial reasons; consequently contributions towards visits are voluntary. If parents have any difficulty in making a financial contribution they are advised to talk in confidence to the Headteacher or office team.

## **SWIMMING**

Children learn to swim as part of their national curriculum studies. Swimming lessons are provided at the Wolgarston Sports Centre. Children at St Paul's swim in Year 3 and Year 4. Children may wear goggles during these sessions as long as parents sign a permission slip and the children are able to put the goggles on themselves.

## **WORKING AS A TEAM**

We believe that the most effective school is where individuality and difference are celebrated and everyone is valued.

## **SCHOOL COUNCIL**

At St Paul's, we have an extremely busy School Council who have organised all of our charitable fund raising and helped support our school in many, many different ways. Each year an election takes place for our House Captains and also for representatives to the School Council. The School Council at St Paul's gives all pupils a chance to be listened to and to make a real difference.

## **WORSHIP COMMITTEE**

We have a worship team made up of Year 4 pupils, who support the act of Collective Worship and plan at least one Act of Worship themselves at least once a half term.

## **ECO WARRIORS**

At St Paul's we have an enthusiastic team of Eco Warriors who work tirelessly to ensure that we take good care of our environment and conserve energy.

## HOUSE CAPTAINS

In Year 4 we have a House Captain and Vice Captain who look after our 4 House Teams:

- The red team of Willow
- The blue team of Hazel
- The green team of Beech
- The yellow team of Oak

## PLAY LEADERS

Our Year 4 play Leaders support our happy and active lunchtimes. Year 4 pupils wishing to be Play Leaders must first apply for the position and then take part in Play Leader Training.

## ASSEMBLIES

Each Friday we have a special Celebration Assembly where certificates and awards are given out. Parents are invited in to our Headteacher's Award assemblies each half term if their child is nominated for an award and children are also encouraged to bring in any Sporting certificates and awards that they have achieved outside of school.

In addition to our whole school assemblies each class also participates in a weekly class assembly which offers the chance to explore and discuss a topical and current news item and makes firm links with our British Values.

Parents are entitled to withdraw their child from assemblies on religious grounds. If you wish to do so, please make an appointment to discuss this issue with the Headteacher.

Monday	Class Worship
Tuesday	Hymn Practice
Wednesday	Whole School Worship
Thursday	Whole School Worship
Friday	Celebration Assembly

## COLLECTIVE WORSHIP

As a Church of England school we enjoy an Act of Collective Worship each day. We encourage all of the children as well as our Worship Team to contribute to worship and our children especially enjoy singing.

Each half term we focus on a different Christian Value which is explored further in one of our whole school assemblies each week. In addition to this, we look at key religious festivals and events are explored in our other whole school assembly.

Further details on our Collective Worship themes and plans can be found on our web site.

## LIBRARY

Reading for enjoyment is our goal at St Paul's. Mrs Richards, our fantastic English Leader, always ensures we have a wide range of exciting and engaging texts. In addition, she works closely with all teaching staff to ensure that the children are supported to choose appropriate reading materials.

## RELIGIOUS EDUCATION

We follow the Diocese of Guilford Scheme of Work for RE supported by the Understanding Christianity resources. If you wish to withdraw your child from RE lessons please make an appointment to discuss this with the Headteacher.

## MUSIC TUITION

Music is a very important part of our school life at St Paul's. Children wishing to learn to play an instrument can receive tuition in guitar, violin, drums and keyboard. Fees for these lessons are set by the Staffordshire Music Service. The school also offers a thriving school singing club and recorder lessons and. Peripatetic lessons take place during or before the school day and can be arranged by contacting Mrs Pace or Mrs Botten in the school office. We are unable to refund any tuition charges should your child wish to withdraw from peripatetic lessons.

## ICT

All classrooms have an interactive white board, a desktop computer, a class iPad and a digital camera. In addition to this we also have a trolley of mini iPads, a trolley of iPads and a computer suite with 15 desktop computers. All children enjoy a dedicated weekly lesson in the ICT suite where they learn specific skills, as well as continuous use of the iPads in classrooms to support learning across the curriculum.

## PARENT / FAMILY HELPERS

Parents are very welcome to help in school. If you would like to help out, please speak to the headteacher or one of the teaching staff. Each year we run family learning workshops for parents e.g. Maths, early Reading, Phonics, Spelling etc. Please let us know if you would like to take part or would like to suggest a new course.

## PLAYGROUND EQUIPMENT

We have a wonderful range of play equipment for the children to use at playtime. This includes a climbing frame for Key Stage 1 and Key Stage 2 as well as a covered outdoor learning classroom and an all-weather activity area for Early Years. This equipment should not be used before or after school as we need to ensure the safety of our children at all times.

## MEDICAL & OTHER ISSUES

When your child starts school you will be asked to complete a form outlining any medical history that we should be aware of. It is important that this record is kept up to date throughout the year. Any changes to a child's health or a requirement to administer medication must be noted and recorded on school information systems.

## ILLNESS DURING THE SCHOOL DAY

Please do not send your child to school if he/she seems unwell. In the event of illness at school we shall contact you immediately; therefore, it is crucial that you keep us up to date with any changes in your contact details or arrangements. We will do all we can to comfort your child but we do not have the staffing or facilities to care for children who are unwell.

<b>Disease</b>	<b>Exclusion Advised</b>
Sickness and Diarrhoea	At least 48 hours. A child should not attend until clear of all the symptoms for one complete day
Threadworms	Until treated
Chicken pox	6 days from appearance of spots
German Measles	4 days from appearance of rash
Measles	7 days from appearance of rash
Mumps	Until swelling has subsided
Whooping cough	14 days from onset of cough
Impetigo	Until treated
Warts/verruucas	Until treated. Verrucas should be covered
Ring worm	Until treated
Scabies	Until treated
Headlice	Until treated

## **ALLERGIES**

If your child suffers from allergies please let us know.

## **CHILD PROTECTION**

We have a comprehensive safeguarding policy and a duty to ensure that all children are thriving and safe. The Headteacher (Miss Roberts) is the Designated Safeguarding Lead and the Assistant Headteacher (Mrs Richards) and the Nursery Teacher (Mrs Jones) are the Deputy Designated Safeguarding Leads. If we have any concerns about a child's welfare it is the responsibility of the school to contact Social Services. We take safeguarding very seriously. If you have any concerns about the well-being of a child please inform us in confidence immediately. *See Appendix 1.*

## **SEX EDUCATION**

Children learn about sex education as part of their Science and PSHE studies throughout the school. Sex education is very simply explained in terms of physical, moral and emotional relationships and family. It is not until Years 5 & 6 that children will take part in more detailed human biology lessons. This will be further explained following your child's move to the Middle School. If any parent wishes to discuss the content of the curriculum with the school, please do not hesitate to contact us.

## **SCHOOL NURSE**

If you require the support of a school nurse then we are able to make a referral on your behalf to the School Nursing Service. Our school nurse comes into school regularly and is available to meet individually with children or parents.

## **FAMILY SUPPORT / EARLY HELP REFERRALS**

Please contact our Inclusion Manager (Mrs Claire Jones) or the Headteacher (Miss Karen Roberts) if you would like some advice on any aspect of parenting or child care. We work very closely with the Local Support Team and can make a referral for families if they wish.

## **SCHOOL UNIFORM (All school uniform must be clearly marked)**

Our school uniform is designed to be comfortable and to look smart. All children wear a red St Paul's sweatshirt or cardigan with our school logo. These are available from Crested Uniform in Cannock. Children need a plain white or red polo shirt and grey trousers or skirt. Red checked dresses may be worn during the summer months and grey shorts. Sensible black school shoes must be worn. Trainers are not allowed.

## **PE / GAMES**

All children are required to wear a red St Paul's PE T shirt for their indoor and outdoor games lessons. These are available from our uniform provider. Children also need navy blue or black plain shorts and a pair of trainers. Tracksuits or joggers should be navy blue or black. Tracksuits may be worn for outdoor PE / Games in cold weather. During the winter weather it is expected that children will have their warm winter PE clothing with them at all times as we will be enjoying our lessons outside wherever possible.

## **SWIMMING IN YEAR 3 AND YEAR 4**

Children will need a one piece swimming costume/trunks and a swimming hat. Please note that the manager of Wolgarston swimming pool requires parents / carers to give permission in writing if they wish their children to wear goggles during swimming lessons. We ask that parents do not arrive at the pool to watch lessons as it distracts the children.

## **JEWELLERY**

Children should not wear jewellery to school. Earrings are not permitted during any PE / Games activities.

## **SUN PROTECTION**

During the summer months it is advisable for your child to have a sun hat in school and please ensure your child is protected with a high factor sun screen on hot days. Sandals may be worn in winter as long as they securely fasten and are worn with socks.

## **WINTER COATS**

We encourage our children to go outside during breaks and lunchtimes for fresh air. Please ensure that your child has a suitable coat during winter months or if it is likely to rain. Fleeces with the school logo can be bought from our supplier should you wish to purchase one. Other types of school coats or anoraks are of course, perfectly acceptable.

## **WHAT WILL YOUR CHILD EXPERIENCE AT OUR SCHOOL?**

### **Teaching and Learning - "Developing life- long learners."**

At St Paul's First School, we recognise each child as an individual, with their own strengths and areas for development. The needs of all the children are met through a carefully planned and structured curriculum that focuses on children's learning. The teacher will plan learning opportunities that cater for the varied ways that children learn.

Teachers will offer the appropriate experiences using such teaching styles as:

### **Whole Class Teaching**

All children will be taught at the same time and with the same planned and intended learning outcome. This method is often used at the start of a new phase of work and will give the teacher an opportunity to see what the children already know and what they will need to gain in the future.

### **Group Work**

Groups of children will be taught a specific learning outcome and this might be different from another group within the same time. Groups are organised according to the needs of the individual children and each child will be placed in an 'ability' group depending on their actual need in that lesson. Ability grouping will often be used for the teaching of English and Maths. The groups are very 'flexible' with opportunities for children to move to a different group if it means their needs will be met more effectively. On occasions, groups of children will be organised using different criteria, e.g. friendship groups, mixed-ability groups or random groups.

### **Individual teaching**

An individual child works on a 'one to one' with the teacher or learning support assistant. This allows a teacher to ensure a specific need is met and that the child receives a short, intense focus which enables them to achieve a particular target.

The National Curriculum provides a framework for teachers to work within and serves as a guide to parents in understanding their children's progress. Each teacher holds a curriculum leader's post of responsibility. Regular staff meetings and courses help us to review the children's learning.

- We aim to make all our work interesting and lively to stimulate the children's desire to learn. We try to offer a wide variety of first hand experiences to make learning real, meaningful and appropriate.
- **We plan to provide a balance in the curriculum so that children have as wide a range of learning experiences as possible.**
- We expect high standards in both learning and behaviour. We look for the best that each individual can achieve. We want children to enjoy their learning and to tackle everything with enthusiasm.

### **Learning to Think/Thinking to learn**

All children learn in different ways and one of our aims is to provide for the different 'learning styles' of each individual. Instead of concentrating on the teaching of factual information, we are trying to develop the children's ability to be responsible for their own learning. We want them to 'learn to be learners' and for them to learn how to improve their own learning.

The curriculum we offer the children will focus on six key skills which will help all of them to improve their learning and performance in education, work and life. These skills are:

**1. Communication**

This skill involves speaking, listening, reading and writing. Speaking and listening involves the ability to speak to different audiences and to listen, understand and respond to others.

**2. Application of number**

This skill involves being able to develop a wide range of mental calculation skills and being able to apply these to problem-solving situations.

**3. Information Technology**

This skill involves the ability to use a wide range of information sources and ICT tools.

**4. Working with others**

This skill involves the ability to contribute to small group and whole class discussions, and to work with others to meet a challenge through collaborating with others.

**5. Improving own learning and performance**

This involves the children reflecting on and critically evaluating their own work.

**6. Problem-solving**

This involves the development of skills and strategies that will help children to solve problems they face in learning and in life.

As well as these six key skills we are keen to develop the '**thinking**' skills of each child. We want the children to be able to 'know how' as well as 'know what'. Children will be given opportunities to work on activities and challenges that will develop their 'independent thinking' skills. They will need to locate and collect relevant information, give reasons for their actions and opinions, ask relevant questions, plan how to overcome a problem, suggest solutions and evaluate their own performance. These are vital skills for us to develop in creating children for the future who have a life-long love for learning.



## **ASSESSMENT**

### **Foundation Stage Profile**

As soon as children join us in Nursery or Reception, we will complete a baseline assessment and then continue to assess them against the Early Years Framework and Development Matters learning goals. Children continue to be assessed throughout their time in Early Years where staff will add information to an assessment profile for each individual. Insights will be shared at parent consultation meetings and half termly email reports will be sent out to all parents. Your child will have a learning journey book of photos and comments which will be available during the year for you to add to. The school currently uses a system called Otrack to support the monitoring of children's progress. This is a robust and rigorous assessment programme that helps ascertain the ongoing progress of children in all areas of learning.

### **Phonics Screening Check**

During the summer term children in Year 1 will take part in a Phonics Screening Check. This forms part of the government's assessment package and has now been running for several years.

### **SATS**

May 2016 saw the introduction of a new style SAT tests for our Year 2 children. Children in Year 2 complete tests in Maths, Reading and Spelling and Grammar at the end of Year 2. These tests are used for reporting attainment in Year 2 for this year.

## **MARKING AND ASSESSMENT**

We aim to provide feedback to children through marking so that they have specific advice about improvements to their work. Children are given time to read and review their work following marking. Children are encouraged to add comments to their work where possible to show their level of understanding. Our marking policy reflects the children's understanding of their unique needs and offers them a two way dialogue and a next steps process to achieve their goals.

As a school we have developed rigorous and robust systems, including the use of Otrack and Class Track, for tracking children's attainment and progress against national expectations. We continue to inform you regularly about your child's attainment and progress and work with our other pyramid first schools to ensure consistent and accurate assessments are being made.

## **HOMEWORK**

Homework tasks are set on a weekly basis to reinforce and support the learning which has taken place or is going to take place in school. Homework tasks are often practically based and sometimes take the form of a home learning project. Daily home reading is encouraged and weekly spellings together with mental maths tasks are sent home on a weekly basis.

## **FAMILY CONSULTATIONS**

Parents are very welcome in school and we aim to involve them with their children's education as much as possible. Family consultation evenings take place in the Autumn and Spring terms, with a Drop In event held during the Summer term. If you wish to meet with the class teacher at any other time please arrange an appointment after school. The Headteacher is always happy to listen to concerns or to offer support. Please call at the office or telephone for an appointment.

## **REPORTS TO PARENTS**

We inform parents on a termly basis about your child's progress and attainment. At the end of each year your child will bring home a full report detailing progress and attainment across the curriculum. The report will be based on self-assessment by your child and summative observations by the teaching team. Parents / Carers are encouraged to provide feedback to the school.

## **INCLUSION**

St Paul's is an inclusive school and holds Dyslexia Friendly Schools Status. We work hard to meet the needs of all our children. All children on the Special Educational Needs and Disability register are provided with an up to date Individual Support Plan (ISP) which is reviewed with the child and parents. Claire Jones, our SENCO, is available for advice and support. In the absence of Claire, please liaise with the class teacher or Headteacher. If you are concerned about your child's progress please request an appointment with the class teacher in the first instance.

We also maintain a list of target children who we monitor closely following any issues or concerns alerted by staff or parents. We do not label any child by so called 'ability'. For a detailed account of provision we offer to children with SEND (Special Educational Needs and Disabilities) please see the Local Offer on our school website.

## BEHAVIOUR

We believe in positive reinforcement of good behaviour. All classes operate a reward system whereby children gain recognition for good behaviour.

We operate a clear and precise behaviour, which also includes a 'time out' system during lesson times. If a child refuses to co-operate following a warning he/she may be sent to an adjoining class for a time out. In extreme incidences, the Assistant Head or Headteacher will become involved. We believe that close communication with parents is vital and will always let you know if we have any concerns about your child's behaviour.

Any racist comments or incidents will always be followed up formally.

Bullying is also taken very seriously and children are encouraged to tell an adult if they feel threatened or unhappy. We will always work with the child and family to approach a solution that they feel comfortable with.

## CURRENT TEACHING STAFF AND TEACHING ASSISTANTS

Morning Nursery	Mrs Rebecca Jones (Teacher) Mrs Heather Beason
Afternoon Nursery	Mrs Alicia Payton (Manager) Mrs Mary Edge/ Mrs Heather Beason
Reception	Miss Abigail Jones (Teacher) Mrs Trudy Clemson /Mrs Mary Edge
Year 1	Mrs Joanne Walsh (Teacher)
Year 2	Mrs Amy Pope (Teacher)
Year 3	Miss Kim Barrett (Teacher)
Year 4	Mrs Claire Richards (Assistant HT)
PPA Cover Teachers	Mrs Katrina Clews Mrs Tina Gibbon
Inclusion Manager	Mrs Claire Jones

Lunchtime Supervisors - Mrs Debbie Guest, Mrs Joanne Cole, Mrs Alison Cornes,  
Mrs Ruth Fletcher, Miss Karen Leadbeatter,  
Mrs Fiona Roden

Caretaker - Mrs Ruth Fletcher  
Site Technician - Vacancy  
Cleaning Team - Mrs Heather Hall and Mrs Tracy Bowen  
Catering Team - Mrs Natalie Beckley, Mrs Nikki Melvin, Mrs Lynn Jones

## THE GOVERNING BODY

St Paul's First School's Governing Body aims to establish a close relationship with parents.

### **POSITION**

Chair

Vice Chair

Parent Governor

Parent Governor

Foundation Governor

Foundation Governor

Foundation Governor

LEA Governor

Co-opted Governor

Co-opted Governor

Co-opted Governor

Co-opted Governor

Staff Governor

Headteacher

Staff Observer

### **NAME**

Lorna Jones

Audrey Brown

Audrey Brown

Christopher Evans

Karen Jones

Susan Sheldon

Janet Beason

Lorna Jones

Luke Knight

Tina Gibbon

David Grewal

Anthony Hyett

Abbie Jones

Karen Roberts

Claire Richards

## COMPLAINTS

We hope that you will be very happy with your child's education. If, however, you have cause for complaint please contact the class teacher in the first instance. If you still have concerns these should be brought to the attention of the Headteacher and, subsequently the Chair of Governors.

## SCHOOL ASSOCIATION

The St Paul's School Association organises fundraising events for the school. All parents are welcome to become members of the committee. If you would like to join the committee please contact the school office. The school is very grateful for the hard work of the committee and the generous support that parents give to SA events.

## PARENT PAY

School meals for Key Stage 2 children are paid via ParentPay. Family contributions for all clubs and trips can be paid for online using Parent Pay and we are hoping that extended childcare payments will be able to be made via ParentPay in the near future. Please ask at the office for more details. These methods of payment are very safe and efficient and are easy for the school to manage.

## ROAD SAFETY

Please do not use the staff car park unless you have prior agreement from the school or need disabled access. We encourage families to walk to school if possible. If you need to drive to school please be aware of where you park and the safety of your children as they cross the road. We will do everything possible in school to include road safety awareness as part of the curriculum. Parents may park on the Memorial Hall Car Park and walk across to school from there.

Our road crossing patrol, Heather Hall, helps families to cross the road safely before and after school.

## SPORTS CLUBS

We run a variety of sports clubs at school. Abigail Jones is our PE and Healthy Lifestyles Leader. Please see the school website for details of fixtures and clubs.

## WATER

Children are encouraged to drink water freely throughout the day. Every classroom has access to fresh chilled drinking water and children are encouraged to bring a plastic sports style bottle (named) each day. Water and milk are offered to children taking a school meal at lunchtimes.

## SNACKS

Children in Reception, Year 1 and Year 2 are provided with free fruit each day. Our Reception children also receive free school milk until they reach their 5th birthday. Healthy snacks for KS2 children may be brought from home. **No nuts** or sweets please in case we have children in school with nut allergies.

## SCHOOL MEALS

We employ Chartwells as our catering team and they provide superb nutritional meals each day. The weekly menu is provided on school notice boards and also on the school website. Children in Reception, Year 1 and Year 2 are eligible for a free school meal under the government's Universal Free School Meal Initiative. Children in Nursery, Year 3 and Year 4 have to pay for meals taken. Meals cost £2.30 per day.

Should you feel that you are eligible for a free school meal, due to family circumstances (e.g. receive Income Support), we will be very happy to help support the application.

## **BEFORE AND AFTER SCHOOL CLUB**

Our popular before and after school club runs each day from 7.30 to 8.50am and 3.15 to 5:30pm. Please contact the school office for booking forms/prices/availability or telephone 01902 291124.

## **ACCESSIBILITY**

We are delighted to be able to provide disabled toilets, ramps and hand rails to various entrance and exit points to the school. The school is on one level and there are no internal steps. Disabled access is available throughout the school.

## **FAMILY LEARNING**

We are keen to work closely with families to learn from our community and to share our ways of working with those supporting our children. If you have any further suggestions for family learning please let us know.

## **MIDDLE/HIGH SCHOOL LIASION AND TRANSITION**

The smooth transfer of your child from First School is very important. We maintain a very good liaison with Brewood Middle School. We also work effectively with our local High School - Wolgarston High School and the other schools in our local collaboration of schools. To ensure continuity in your child's education, in the Autumn term of their final year at our school, parents and children are informed about the Middle Schools available and are offered the chance to visit schools, before selecting their choice. In the Summer Term, leavers also have an opportunity to visit their new school.

Throughout the year many opportunities are provided for the pupils to work with children from other schools, to help ease transition and increase security and self-esteem at this vulnerable time of a child's life.

## **THANK YOU FOR YOUR CONTINUED SUPPORT**

We strive to provide the best possible learning environment for our children, staff and families. Please feel free to comment on any aspect of your school in order that we can work together for continued success and a lifelong love of learning.



**Karen Roberts - Headteacher**

## Appendix 1



# Safeguarding Children

We have a statutory duty to 'safeguard and promote the welfare of children'. If you have any concerns about the health and safety of a child at this school or feel that something may be troubling them, you should share this information with an appropriate member of school staff straight away. Some issues (e.g. a child's appearance, hygiene, general behaviour, etc.) can be shared with any teacher or member of support staff in school.

Do not worry that you may be reporting matters which seem small - we would rather you tell us something which does turn out to be a minor issue than miss a worrying situation.

**However, if you think the matter is very serious and may be related to a child protection issue, e.g. physical, emotional, sexual abuse or neglect, you must talk to the people below as soon as possible. If you are unable to contact them, you can ask the staff in the school office to locate them and ask them to come and speak to you immediately about a confidential and urgent matter.**

Any allegation or disclosure involving a member of staff, a child's foster carer or a volunteer in school must be reported directly to the Headteacher, unless it involves the Headteacher, in which case it should be reported directly to the Chair of Governors (Mrs Lorna Jones).

Thank you for supporting the children of St Paul's First School.

