

The Bromley Pensnett
Primary School

2016-2017 Prospectus



The Bromley Pensnett Primary School
Bromley, Pensnett, Brierley Hill, West Midlands. DY5 4PJ
TEL: 01384 816865
EMAIL: info@bromley.dudley.sch.uk WEBSITE: www.bromleyprimary.org.uk



Welcome Note from the Headteacher

The Bromley Pensnett Primary School is committed to providing an exciting education for all pupils. We aim for children to achieve the best and be the best they can. Ofsted agrees that we keep them safe and do a good job teaching our children. In all that we do we remember our four key values:

Respect for ourselves and each other
Working together
Success in all we do
Trust

We place a strong emphasis on building relationships with our children, parents and their families. We operate an open door policy at Bromley and if there is anything we can do to support your child, or you have any concerns, please come into school for a chat with myself or one of my team.

In October 2015 we became an Academy School, under the drb Group Multi Academy Trust. This will give us new freedoms as we can create the curriculum that our children need. We have greater freedom over our finances.

I am committed to ensuring that your child enjoys their time at The Bromley Pensnett Primary School whilst achieving the best results they can. I look forward to working in partnership with you on this journey of learning.



Miss Helen Coles - Headteacher



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Meet the Team

Headteacher	Miss H Coles
Assistant Headteachers	Mrs K Palmer (Foundation Stage), Mrs H Shaw (KS2), Miss A Benton (KS1)
Inclusion / SENCo	Mrs S Darby – Inclusion Manager Mrs A Garrish (Assistant SENCO – Special Educational Needs)
Chair of Governors	Mr D Sheldon
Vice Chair of Governors	Vacancy
Administration staff	Mrs D Fiddian (Finance Officer) Mrs L Humphrey (PA to Headteacher) Mrs K Guest (Administrator) Mrs K Weston (Administrator)
Pastoral Team	Mrs J Gresswell (Attendance Officer, Extended Schools, and Parent Support Advisor) After School Club Manager Mrs J Holden (Learning Mentor) Mrs T Slater (Learning Mentor)
Contact numbers	Tel: 01384 816865 / Fax: 01384 816868
Absence Reporting	Tel: 01384 816865
Website	www.bromleyprimary.org.uk

CLASS

6P	Mrs L Brettle
55	Mrs H Shaw (Asst. Head KS2)
4J	Mrs V Snelson
3S	Mrs S Shaw (HLTA)
2B	Miss A Benton (Asst. Head KS1)
2N	Mrs C Needham
1W	Mrs M Writtle
1H	Mr M Hickman

CLASS

Foundation Stage Teachers	Mrs K Palmer (Asst. Head Foundation Stage) Miss S Kausar / Mrs S Downing Mrs J Young / Mrs J Timmins / Mrs J Walburn (HLTA)
Foundation Stage practitioners	Mrs M Woodward / Vacancy Miss N Brown
TA's KS2	Mrs J Wood / Mrs D Flavell / Mrs S Shaw (HLTA) Mrs K Nock / Mrs A Harper / Miss C Probert (HLTA)
TA's KS1	Mrs W Crew / Miss L Sutton/ Mrs J Wyke

Governing Body

The full Governing Body meets once a term to make decisions regarding school policy.

The 3 committees meet at least once a term to advise the Full Governing Body on issues to inform policy.

The committees are: School Improvement, Finance & General Purposes and Full Governors

Procedures are also in place to constitute panels for Discipline and Appeals should the need arise.



Values of The Bromley Pensnett Primary School

TRUST
RESPECT
SUCCESS
WORKING TOGETHER

We achieve these by:

- ✓ Setting high expectations in learning & behaviour
- ✓ Making all children, staff and parent/carers feel valued through an open door policy and recognising their individual talents
- ✓ Establishing a safe and secure environment where children are happy to learn and grown
- ✓ Providing a rich, positive and varied learning environment
- ✓ Developing children's respect in both themselves and other people, being mindful of their beliefs, cultures and needs in the wider community
- ✓ Encouraging children to gain maximum personal achievement
- ✓ Allowing children to become independent learners, growing in confidence, resourcefulness, with enquiring and imaginative minds



The Foundation Stage



We follow the Foundation Stage curriculum for 3-5 year olds.

Children learn through a balance of adult led and child initiated 'play' within a carefully planned environment. The Foundation Stage curriculum develops children's skills, knowledge and understanding in seven areas of learning. These areas are:

- ✓ personal social and emotional development;
- ✓ communication, language and literacy;
- ✓ physical development
- ✓ literacy
- ✓ numeracy
- ✓ understanding of the world
- ✓ Expressive arts and design

Our Nursery induction programme provides children and their families/carers with an early opportunity to become familiar with our Foundation Stage Unit and staff.

Our Foundation Stage Unit run by Mrs Palmer and her team, caters for 3-5 year olds. Children are admitted termly to Nursery and each September to Reception. Our setting offers an exciting and challenging indoor and outdoor learning environment, including Forest School, with a wide range of experiences through which the Foundation Stage curriculum is delivered.

Our children learn alongside practitioners who use detailed observations in order to understand children's developmental and academic needs to plan for the next stage in their learning.



Key Stage 1 & Key Stage 2



The Bromley Pensnett Primary School is for pupils aged 5 – 11, and follows the National Curriculum. The curriculum is divided into:

Key Stage 1: Years 1 and 2 Ages 5 – 7

Key Stage 2: Years 3, 4, 5 and 6 Ages 7 –11

Children must study the following subjects:

Core Subjects

Mathematics
English
Science
Computing

Foundation Subjects

History
Geography
Art
Music
Technology
Physical Education
PSHE (Personal Social Health Education)

The school is committed to delivering these subjects in an interesting and creative way that teaches children the skills of learning.

RELIGIOUS EDUCATION AND COLLECTIVE WORSHIP

Our school is non-denominational. Collective worship is a social gathering with a predominately Christian religious element, but incorporating stories and references from other faiths. The content support our Personal, Social and Health Education Policy (PSHE), so giving pupils a set of values by which to live their lives based on awareness of themselves and the world in which they live.

Religious Education is taught in accordance with Dudley's Agreed Syllabus for Religious Education. Although we would advise against it, parents may exercise their right to withdraw their children from Religious Education and Collective Worship. If parents/carers wish to exercise this right, alternative arrangements will be made for these children.



Attendance & Holidays during Term Time

Coming to school **every day is really important** and we know that working together makes this easier. We are grateful for the co-operation of parents/carers who are asked to adopt the following procedures:-

- Please telephone the school or send a note giving the reasons for absence by 9.15am on the 1st day of absence. If we have not received a reason for absence by 9.15am our Attendance Officer operates a 'first day absence' calling system for your child's safety. The officer is then obliged to inform the LA if they cannot make contact.
- If a child is receiving treatment from a doctor or a dentist and needs time out from school, please let the class teacher know the previous day. When collecting your child, call at the office and your child will be brought to you in the reception area. Your child will then be 'signed out' giving a reason for leaving school during session time and 'signed in' when your child returns. You should provide a letter from your GP, Hospital, dentist etc, for all appointments
- If a child arrives late for school they need to come to the front office where they will be signed into the late book.

FIRST DAY ABSENCE OFFICER

Mrs Jo Gresswell

Please ring her regarding sickness on
01384 816865

From the 1st of September 2013 and following guidelines from the Dfe (Department for Education), the Headteacher at The Bromley Pensnett Primary School may not grant any leave of absence during term time unless there are exceptional circumstances. Any unauthorised leave of absence could result in a referral being made to the Education Investigation Service, where they would then advise you of the possible legal consequences of the unauthorised absence. A Leave of Absence form should be completed and is available, on request, from our Attendance Officer or from the School Office. An appointment with the Headteacher may be required.

You should only keep your child off school if they are genuinely too ill to attend. Good attendance is rewarded weekly, termly and annually.

Consistent attendance in the Foundation Stage is just as important!

Please make every effort to ensure that your child attends regularly.

Late Arrivals

Late arrivals to school are classed as an absence.

Please ensure your child is in school for 8:45am

If your child's attendance during the school year is...	your child would have lost approximately...	or they would have missed approximately...
95%	9 days	50 lessons
90%	19 days	100 lessons
85%	29 days	150 lessons
80%	38 days	200 lessons
75%	48 days	250 lessons
70%	57 days	290 lessons
65%	67 days	340 lessons

You should not take your child on holiday during term time. Please encourage punctuality to maintain school attendance. Remember Absence = Lost Opportunity

Taking your child out of school for a total of 2 weeks will drop your child's attendance to 95%.

If you do require to take your child out of school, you will need to complete a **Leave of Absence Form**, which is available from the Front Office



Discipline & Behaviour

At The Bromley Pensnett Primary School we believe effective discipline and behaviour are essential to effective teaching and learning. The Home/School Agreement outlines our expectations and parents are given a copy of this at the beginning of each year. You will find in this pack a copy of the school Behaviour policy. We encourage children to take responsibility for their behaviour. We have many rewards and few sanctions, but we feel that this balance supports the atmosphere of enjoyment of school that we have as a priority. The Headteacher and Governing Body reserve the right to exclude a pupil either temporarily or permanently should severe discipline problems or incidents occur. **We expect good behaviour by all the children at all times.**

Children are expected to:

- ✓ be kind to everyone;
- ✓ speak politely to everyone;
- ✓ treat other people the way they would like to be treated;
- ✓ not bully or frighten other people;
- ✓ listen carefully to others, try their best and work hard;
- ✓ listen to other people's point of view;
- ✓ look after and respect the school's and people's personal things.

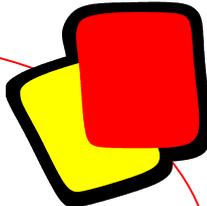
The following examples of bad behaviour will not be tolerated:

- ✗ swearing, fighting, name-calling, biting, stealing;
- ✗ refusal to follow a reasonable instruction by any member of staff;
- ✗ bullying – this is when children behave badly to each other over a **sustained** period of time;
- ✗ racism;
- ✗ disrespect of people and property;
- ✗ answering back inappropriately;
- ✗ disrupting the learning of themselves and/or others;

We have a discipline policy that clearly states the procedures for dealing with poor behaviour, including fixed term and permanent exclusions.

Lunchtime Consequence System

Any Incident of unwanted behaviour will result in your child being given:

- 
1. 'The Look'
 2. A verbal warning
 3. A **YELLOW** card
 4. A **RED** card. The child then spends the remainder of the dinner time inside

A list is kept of children who have received a YELLOW or RED card;

If your child gets a RED card they will miss their following day's lunchtime break;

If your child gets a 2nd RED card you will be informed by letter and they will miss their following day's lunchtime break;

If your child gets a 3rd RED card you will be asked to come into school to see the Headteacher to discuss their behaviour.



Looking after your child

PASTORAL CARE

Class teachers are responsible for the general welfare of the children in their classes. If parents/carers have concerns, we would appreciate early contact so that any issues can be dealt with quickly.

HEALTH

The school nurse visits school regularly to check height, weight and sight. She is available to support both the school and parents, concerning health matters. Please ask the office for details. The school dentist carries out regular inspections, and you will be informed of any treatment that is recommended.

Should your child become unwell during the day, we will contact you with a view to you taking them to the comfort of your own home, or to the doctor's. In the case of minor accidents, first aid will be given at school and your child will receive a slip telling you what treatment has been administered. In the event of a serious accident, you will be contacted immediately. We always contact parents/carers in the case of a head injury – even a minor bump. If your child has a toilet accident we cannot always adequately wash and change children in school, so we will contact you to collect your child to change them at home. ***With this in mind we ask that you keep us informed of your correct details, if you move, change mobile or home phone numbers.***

SEX EDUCATION

Sex Education forms an integral part of the Health Education at The Bromley Pensnett Primary School, it also forms part of the Science curriculum. Children are taught about the importance of family life and sex education is incorporated into the discussion of social and human relationships. Children are taught about reproduction and growing up within this framework.

The school nurse, who is well known to the children, supports the school in its Health Education teaching. She provides resources and some elements of teaching to children in Years 5 and 6. Parents will be informed as to when the school nurse is involved with these children, when you will be offered the opportunity to view the resources. Parents can withdraw their children from these elements of sex education but not those taught as part of the National Curriculum Science lessons.

HEALTHY SCHOOLS

We are very proud that the school has achieved the National Healthy Schools Award and we encourage children to be aware of healthy lifestyle options. Toast is on sale at morning break for 25p and we have a Tuck Shop selling fruit & milk at 20p each, juice for lunch time is 30p, plus other various healthy options. Children are only allowed to eat healthy snacks at break time. This means CRISPS & CHOCOLATE will not be allowed at morning break.





Looking after your child

EMERGENCY INFORMATION

It is vital that the school has up to date contact information so that in an emergency parents can be contacted quickly. Please make sure that the school is informed of any changes to the information e.g. telephone numbers, as soon as possible.

HEADLICE

Occasionally pupils may suffer from head lice in school. This is an issue which may never be solved by the school but we look to work with parents and carers to help minimise the disruption in school

If we suspect head lice in school a letter will be sent out to all children within that class, allowing parents to be more vigilant and check their children's hair at home. Parents can seek advice and support with this through the school nurse. If your child has head lice, you do not need to keep them off school once they have been treated, but please let the front office know so that we can be aware of the problem.

RACE EQUALITY

In line with Government guidelines 2002, the school does not discriminate against anyone be they staff or pupils on the grounds of their sex, colour, religion and nationality, ethnic or national origins. We challenge prejudice or stereotyping whenever this occurs. We celebrate the diversity of our community and show respect for all.



Our School Day

SCHOOL HOURS

	Session Starts	Gates Close	Children dismissed from	Gates Close
Nursery AM Session	8.45am	8.55am	11.30am	11:45am
Nursery PM Session	12.15pm	12.25pm	3.00pm	3.15pm
Reception	8.45am	8.55am	3.00pm	3.15pm
KS1 & KS2	8.45am	8.55am	3.15pm	3.25pm

BREAKFAST & AFTER SCHOOL CLUB'S

Breakfast club is available for all pupils during term time. Doors open at 7.45am, and last entry is 8.30am. The cost of the club is £1.50 per child, per day. Children are offered a range of cereals, toast, milk and juice.

The Bromley Pensnett Primary School offers a variety of afterschool clubs for the different year groups. Letters will be sent to parent/carers at the start of each term offering places for the individual clubs and any costs involved. Regular attendance is required at these clubs, to secure your child's place.

MEAL ARRANGEMENTS

We have a separate kitchen and dining room serving hot and cold dinners to children. The cost is £2.10 each day. Payment is requested in advance to order dinners for the week.

Mrs Marie Rose, the Catering Manager, works hard to encourage children to eat a well-balanced meal. She serves well-cooked and imaginative meals which are good value for money. She will, on request, provide special dietary menus and/or sandwich meals for children who prefer them.

Children may choose to bring a packed lunch from home. These children eat in the school hall. A packed lunch must be in a clearly labelled 'lunch box'. Water is provided, a variety of healthy sugar free drinks are also available. Can we please request children do not bring sweets or large chocolate bars into school in their lunch boxes, e.g. Mars bars, Flake or Lion bars. Small chocolate biscuits are acceptable.

Juice is available at a cost of 30p per day.



FREE SCHOOL MEAL ENTITLEMENT

All children in Reception and Year 1 and 2 are currently entitled to Free School Meals due to government funding.

All families in receipt of any of the benefits listed below will need to apply for Free School Meals, this includes children in KS2 and those in Reception, Year1 and Year 2.

If you do not receive any of the benefits below you will not be entitled to Free School Meals.

Eligible Benefits

- ✓ Income Support
- ✓ Income-based Jobseekers Allowance
- ✓ Income-related Employment and Support Allowance
- ✓ Universal Credit.
- ✓ Support from NASS (National Asylum Support Service) under part 6 of the Immigration and Asylum Act 1999 the guarantee element of State Pension Credit
- ✓ Child Tax Credit (with no Working Tax Credit) with an annual income of no more than £16,190
- ✓ Working Tax Credit run-on

You can apply for Free School Meals by either:-

- Contacting Mrs Gresswell on 01384 816865 or call into the school office and she will apply for them on your behalf or help you to fill out the application form online in school.
- You can apply online. Online Applications can be made at <https://www.cloudforedu.org.uk/ofsm/link2ict>

Children who are accepted onto the scheme will not only continue to receive free school meals, but will also be eligible for Pupil Premium.

Pupil Premium is additional funding that the school will receive to go towards new resources and activities.

When children receive their entitlement, no discrimination is made.



School Uniform

Your child will be expected to wear school uniform.
Our school uniform colours are:

- *royal blue jumper, cardigan or sweatshirt;*
- *white shirt, or blouse, white polo shirt for KS1 and KS2, blue polo shirts for Foundation Stage*
- *red elasticated tie;*
- *grey / black trousers/skirt; Shorts/summer dress during the summer*
- *black shoes.*



NURSERY

Uniform is not compulsory but you can choose for your child to wear a royal blue polo shirt with school logo if you wish.

PE

For any physical activity, children change into shorts and t-shirts. They are expected to be bare footed or wear pumps for indoor activities, and to wear pumps or trainers for outside activities.
ALL JEWELLERY MUST BE REMOVED FOR PE LESSONS



Uniform is available to buy from the School Office on Monday, Wednesday & Friday Morning

Available sizes

3-4yrs, 5-6yrs, 7-8yrs, 9-10yrs and 11-12yrs (+ size available if required, up to age 15)

Round Neck Sweatshirts	£7.95
V-Neck sweatshirts	£8.45
Cardigans	£8.50
Polo Shirts (Royal blue for nursery & reception, White for remainder of school)	£5.50
Waterproof Jackets (Reversible)	£14.35
Red School Tie	£2.30
Bromley Logo Book Bags	£4.50



Pupil Progress

ASSESSMENT AND REPORTING OF PUPIL'S PROGRESS

We aim to make accurate and frequent assessments of each pupil's level of attainment in all subjects so that:-

- teachers can plan and deliver lessons appropriately, *so that*
- pupils know what they have achieved and how to make further progress, *so that*
- parents/carers will have accurate information about how their children are developing and progressing;
- parents/carers will know how their work compares with National expectations and the ways in which they can continue to improve.

Each term you will be invited to meet your child's teacher to discuss your child's targets throughout the year at a Parents'/Carers Meeting.

In July you will receive a full written report on your child's academic progress in all areas of the National Curriculum as well as comments regarding effort, attitude and responsibility shown.

You will also receive curriculum Newsletters termly.

In the Foundation Stage there are regular opportunities for you to review your child's Learning Record with staff, and weekly home-school letters to help you support your child's learning outside school.

HOMEWORK

As a school we appreciate the links between home and school and the need for us to work together to ensure the best education for your child.

Parents/carers can help by seeing that children settle to their homework quietly and thoughtfully – providing encouragement and support, listening to the children read, testing if something needs to be learnt and explaining if something is causing problems.

SPORTS AND EXTRA-CURRICULAR ACTIVITIES

We consider this to be an important aspect of school life, the aim being to give pupils the opportunity to participate in a wide variety of activities. The range of activities on offer will vary throughout the year and are run by school staff, outside coaches and volunteers during classes, lunchtime and after school. We participate in inter-school activities and sporting events. Year 4 take part in swimming lessons at the Crestwood School.



Forest School



Here at The Bromley Pensnett Primary School, we have a Level 3 Qualified provision for Forest School.

All children at the school, including Nursery & Reception will spend time in the forest school throughout the year. On these days children will need to bring in warm suitable clothes, wellington boots, hats/scarves & gloves (if weather poor)

Why choose to develop a Forest School?

Forest School England defines the Forest School approach as: ‘...an inspirational process that offers children, young people and adults, regular opportunities to achieve and develop confidence and self-esteem through hands on learning experiences in a local woodland environment.’

How will our children benefit from the Forest School development?

- ✓ self-awareness
- ✓ self-regulation
- ✓ motivation
- ✓ empathy
- ✓ good social communication skills
- ✓ independence
- ✓ positive mental attitude, self-esteem and confidence.





Your views matter to us

SCHOOL COUNCIL

Our School Council is made up of elected children from all year groups. It is their job to raise concerns and issues that the children have about school and its surroundings. They meet with the Headteacher on a monthly basis to report back any discussions and concerns the school population has.

The School Council helps to create a feeling of belonging, of being heard and listened to and ideas taken on board by adults in school. It also helps pupils to develop a responsible attitude to other people, their ideas and concerns.

Class representatives are voted in by class members. The class representatives will feed back to class council the view/responses of pupils in their class. The council meets on a fortnightly basis.

OPEN DOOR POLICY

Miss Coles operates an Open Door Policy for any children, parent/carers that may wish to speak to her and there is a suggestion box in the main reception area for any ideas you may wish to share

COMPLAINTS PROCEDURE

In the first instance, any concerns parents/carers have should be discussed with the class teacher and if not, resolved with the Headteacher. If the concern is not resolved, a formal complaint (in writing) can be made to the Chair of Governors. This is the first stage of the complaints procedure. A copy of this is available upon request from the school or on the school's website

Safeguarding

At Bromley Pensnett Primary we have 3 designated Safeguarding Officers, and a Learning Mentor. Their job is to pass on concerns or worries that parents, carers or children may have about the safety of another child.

Safeguarding is the responsibility of EVERYONE

If you have concerns about a child you can speak to a designated Safeguarding Officer and remain anonymous, but it is the responsibility of the Officer to pass your concerns on.



Miss Helen Coles
Lead Safeguarding Officer & Headteacher



Mrs Jeanette Holden
Safeguarding Officer & Learning Mentor



Mrs Karen Palmer
Safeguarding Officer & Asst. Head



Mrs Tina Slater
Learning Mentor



PUPIL INFORMATION

When your child joins our school we open a record folder for him/her. This folder contains your child's name, address, telephone number, date of birth, medical information and family information, emergency contacts and any other information that is relevant to the welfare of your child. The folder will include the Early Years Profile completed in Reception Class and a copy of your child's annual reports/test results etc. Teachers keep class records of progress throughout the year and pupils' progress is tracked against targets throughout the year. All pupils receive a written report during the Summer Term.

Please inform us promptly of any changes to your child's circumstances, particularly changes to phone numbers, contact numbers etc., and if there are any changes to collection arrangements at the end of the day.

PUBLIC ACCESS TO INFORMATION – FREEDOM OF INFORMATION ACT 2000

The following information is available upon request without charge to any interested parties:-

- times of sessions;
- Charging Policy as determined by the Governing Body;
- LA's agreed syllabus for Religious Education (R.E);
- Schemes of Work currently used by Teachers.

SCHOOL WEBSITE & APP

You can now log onto our school website at www.bromleyprimary.org.uk for more information on the school and what's going on.

You can download our school App for free to your smart from Google-Play or the iStore. Just enter the words 'Bromley Pensnett' into the search engine to find it

