



High Ercall Primary School



Our School Prospectus

2024-25

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High Ercall Primary School
Church Road
High Ercall
Shropshire
TF6 6AF
☎ (01952) 387570

Welcome to High Ercall School

We hope that this prospectus will be of help to you in explaining the general organisation and policy of the school. In order that we may continue to improve the information presented to parents, please let the school know if you feel that there are any omissions or other information you would like to see in this prospectus.

High Ercall Primary is a small village school in a rural location between Telford and Shrewsbury. The school was established in 1870. The original building remains in use and has been supplemented by a new open-plan block with hall and kitchen. There is a hard surface playground and ample playing fields.

We have breakfast and after school clubs providing care and activities for children from 7.50am until 5.30pm

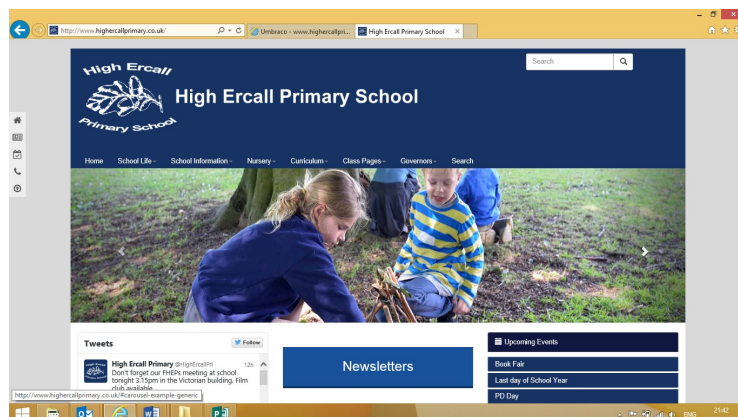
Our recent OFSTED; March 2023 said: High Ercall Primary is a highly motivating place to learn. Pupils love coming to school and attend regularly. Pupils say that the teachers make them feel safe, confident and happy. Please read our full report on the website—we are very proud of the findings of the inspection team.

At High Ercall Primary School, there exists a caring and supportive atmosphere. We expect high standards within our school—in learning, in relationships with others and in expectations of self. We want our children to grow up to be independent and resilient, but also kind and respectful of others. There are many ‘basics’ we hold dear—including manners!

Please telephone to make an appointment to view our school, we would love to show you around.

The school website address is:
www.highercallprimary.co.uk

It contains all important letters that are sent home, important dates, staffing information, FHEPS and Governors’ pages, examples of children’s work, latest news, links to learning activities for pupils and information for parents to support their child’s learning.



School Website Page

SCHOOL GOVERNORS

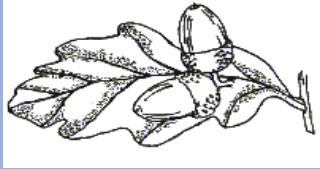
Name	Type
Mr A Reilly	Co-opted
Mr M Parton	Co-opted
Mr I Davies	Co-opted
Mrs R Thiara	Co-opted
Mrs J Antenbring	Foundation
Mrs J Meredith	Foundation
Mrs F Gater	Foundation
Mrs S Roberts	Headteacher
Mr S Armstrong	LA Appointed
Mrs K Moreton	Parent
Ms L Roberts	Parent
Mrs L Clare	Parent
Mrs N Colbourne- Park	Parent
Mrs G Lingham	Staff

SCHOOL STAFF

Headteacher	Mrs S Roberts
Deputy Head	Mrs G Lingham
Class Teachers	Mrs Carvell-Shepherd Mrs S Jordan Mrs J Wallace Mrs L D'Angelillo (maternity) Mrs Preston Miss Ford
Business Manager	Mrs C Machin
Administration Assistant	Mrs C Johnson
HLTA	Mrs N Blanchard (maternity) Mrs R Akers Miss L Young
Teaching Assistants (TAs)	Miss C Adams Mrs E. Smith Mrs J Aston Ms W Gater Mrs V Jones Mrs C Johnson Mr P Meredith Mrs M Ramsdale Mrs R Hall Mrs S Patel Mrs A Clinton Miss J Decalmer (apprentice)
Lunch-time Supervisors	Ms C Adams Ms W Gater Mrs E Smith Miss L Young Mr P Meredith



Outside learning



High Expectations, High Ercall

Our School Mission Statement

High Ercall Primary School provides a safe and secure environment, in which our happy and confident children are nurtured and valued as unique individuals. Our children learn to become **resilient**, self-assured and **respectful** of all, thriving on the high expectations of behaviour and learning which are evident across school. Our values-based curriculum nurtures curiosity and creativity by inspiring, challenging and engaging the children. Our children take **responsibility** for their learning and work in partnership with their parents and the school. They are equipped with the skills to **reflect** upon themselves as learners, and to become **resourceful** young people ready to make a positive contribution to their local community and the world around them.

THESE ARE OUR 5RS.

They are an important part of our school ethos.

We aim for all our children to become:

- RESPECTFUL
- RESPONSIBLE
- RESOURCEFUL
- RESILIENT
- REFLECTIVE

ADMISSIONS—STARTING SCHOOL

The reception intake is as follows:

- Children who become five from September to August can be admitted to school full-time from the beginning of the Autumn Term in September
- Our Pupil Admissions number is 20 in Key Stage 1 and 24 in Key Stage 2. This is agreed at our Full Governing Body meeting in the Autumn term.
- Telford and Wrekin Council operate our admissions on our behalf.

We encourage parents to visit the school prior to children starting, and also offer opportunities for your child to attend prior to intake. For new Reception parents we offer several opportunities to come and look around including personal tours with Mrs Roberts.

You will be given more information about our induction programme when you receive confirmation that your child has a place in the school. Admissions are operated for the school through Telford and Wrekin Council, admissions department.

Parents are asked to complete admissions information on entry, giving some family details and other data which enable us to contact you in case of emergency, or to act on your behalf. Please notify the school of any changes in work address or telephone numbers.

For children transferring to our school into other year groups, please contact school to come and have a look around and discuss the transfer with Mrs Roberts, Headteacher. We would like to make any in year transfer as smooth as possible, and so a meeting to discuss any move is important for your child.

More information is found on our website.

THE SCHOOL DAY

The ‘normal’ school day:

8.45am	Please make sure that your children are not left unattended on the school premises before this time as we cannot accept responsibility for them.
8.45am	All classes line up
9.00am	Register closes.
10.30 – 10.45am	Morning break. The children are supervised by 3 members of staff.
10.45 - 11.00am	Assembly time. This is led by different staff and visitors as collective worship.
12.15 – 1.15pm	Lunch
3.15pm	End of the school day.

CLASS ORGANISATION

Organisation for this academic year is as follows:

Class 1 Mrs Jordan / Mrs Carvell-Shepherd	R	20	
	Yr 1	11	Class total 31
Class 2 Mrs. Wallace / Mrs Bane	Yr 1	9	
	Yr 2	20	Class total 29
Class 3 Mrs Preston	Yr 3	22	
	Yr 4	8	Class total 30
Class 4 Mrs Lingham	Yr 4	15	
	Yr 5	14	Class total 29
Class 5 Miss Ford	Yr 5	9	Class total 30
	Yr 6	21	

Each class has teacher assistant support.

THE AIMS OF THE CURRICULUM

Our School Curriculum:

Intent

What is our intent? What are we trying to achieve with our curriculum?

At High Ercall Primary School, we believe that our curriculum is designed to inspire, engage and challenge our pupils. At its core is the transferrable knowledge and skills the children learn in Mathematics and English, and the progressive development of knowledge in all subject areas.

Across the curriculum, across every year group, our key school drivers are to:

- develop life skills through our 5Rs - responsibility, resilience, resourcefulness, reflection, and respect;
- enable the children to engage in active learning and access our outdoor learning environment; and
- show an understanding of diversity – within our community and beyond. Our curriculum is built with consideration of these drivers at the centre, to enable our pupils to develop skills and understanding for later life.

Because of our mixed year groups, we have designed our curriculum to consider the journey of a child through the school - as children will spend 2 years in some classes. We have mapped out the knowledge and skills progressively to consider this carefully to ensure that learning is not repeated and that children cover all of the statutory requirements of the National Curriculum.

In addition, each curriculum area is sequenced carefully to build upon and revisit substantive knowledge (for example: WHAT are the key concepts in history) and the disciplinary knowledge (for example: HOW to think in a historical way). This is mapped out and considered carefully to create exciting curriculum content for each class, across a 2 year rolling programme of learning.

We have considered carefully the readiness of our children for secondary school - so that they leave High Ercall Primary school equipped with our 5Rs, and the knowledge, skills and attitudes to become successful and lifelong learners

Mrs Gemma Lingham, Deputy Headteacher is in charge of the curriculum management.

Implementation

How do we deliver our curriculum?

Our curriculum is delivered through exciting and engaging learning opportunities for our children both in school and out: lessons, assemblies, visits, visitors, workshops, residential, extra-curricular activities, sport opportunities and fundraising. We deliver Mathematics, English, Science, PSHE and the National Curriculum Foundation subjects in line with expectations in the National Curriculum. Knowledge (substantive and disciplinary) and curricular skills are taught progressively through the year groups for all subjects and content is taught through a thematic approach where appropriate - so links may be made between art and history for example, and reading will link throughout.

As a school: we place high expectations on teaching and learning across the whole curriculum; we deliver effective teaching and learning, making relevant links across subjects; we plan, teach and revisit knowledge in all areas of the curriculum; we teach skills which will be transferrable across subjects; we promote resilience in learning and social contexts within our 5Rs; we plan a broad and balanced curriculum over a 2 year rolling programme for each class; we work in partnership with parents of all our pupils, and other agencies, to support positive learning and behaviour.

Reading, writing and mathematics follow a **yearly** planning cycle, using objectives from the National Curriculum, and planned progressively building upon prior knowledge. High quality reading material is also specifically chosen to support vocabulary and knowledge taught in other curriculum areas.

Our science curriculum is planned over a **one year** rolling programme, and the children are taught in single year groups. Our science lead has planned a progressive curriculum which builds upon the knowledge of prior learning in science topics so that both substantive knowledge and disciplinary knowledge develop progressively.

Our National Curriculum foundation subjects (History, Geography, Art, DT, French, Music, Computing, PE) and RE are planned over a **two year** rolling programme for each class. Because we have two year groups in each class, this enables us to cover all the knowledge required in the National Curriculum. We have planned the progression of knowledge carefully, building the children's understanding key concepts in the different disciplines to map out the curriculum. Please see the different subject pages for more information.

Inclusion

Our children with any additional needs access the same high quality teaching and learning in all aspects as their peers. Our curriculum is fully inclusive. Children may also be supported through an Individual Provision Map or additional intervention support. Where necessary a differentiated curriculum is fully planned to take into account individual needs. This is monitored by the class teachers and our SENDCO - Sarah Roberts - and parents are fully engaged and involved.

Impact

What is the impact of our curriculum and how do we know?

OFSTED said: Leaders are determined to provide a curriculum which is ambitious for all pupils. Staff want pupils to enjoy and be active in their learning and plan innovative ways to achieve this.

The impact of our curriculum is that by the end of Year 6 our children achieve highly, they are secondary ready, they have our 5Rs as values for learning and life and they have enjoyed a broad and balanced curriculum both within the school day but also as the opportunities offered in our extended curriculum.

School leaders, including Governors, and teachers regularly measure the impact of our curriculum through the monitoring of teaching and learning, monitoring of behaviour, assessment and on-going self-review. We talk to children and parents; we undertake learning walks; we look at books and we review the curriculum as subject leaders.

We have an established system of Governor review – each Governor follows a line of enquiry to evaluate and monitor across all areas of school life. Each term a new development plan is written and shared with staff and leaders, outlining priorities within the curriculum and other aspects of school life, and making links to longer term school development planning which is in place.

We aim to ensure that our children are: emotionally and academically prepared for the next phase of their education; motivated to succeed and achieve and are equipped with the personal skills to do this.



Through our provision of Spiritual, Moral, Social and Cultural aspects of the curriculum we will also support our children to develop cultural capital by:

- enable our children to develop their self-knowledge, self-esteem and self-confidence;
- enable our children to distinguish right from wrong and to respect the civil and criminal law of England;
- encourage our children to accept responsibility for their behaviour, show initiative, and to understand how they can contribute positively to the lives of those living and working in the locality of the school and to society more widely;
- enable our children to acquire a broad general knowledge of and respect for public institutions and services in England;
- further tolerance and harmony between different cultural traditions by enabling children to acquire an appreciation of and respect for their own and other cultures;
- encourage respect for other people;
- encourage respect for democracy and support for participation in the democratic processes, including respect for the basis on which the law is made and applied in England

These aims are achieved using both a curricular and cross-curricular approach to learning, supported by the requirements of the National Curriculum 2014. All pupils are offered equal access to a broad and rich curriculum, regardless of race, gender, disabilities or special educational needs. The pupils are taught in ability and mixed ability groups. Teaching at the school is based on the needs of the individual child and mixed age classes will not affect progress. Every child is encouraged to reach their potential in all areas of the curriculum.

RELIGIOUS EDUCATION

Religious Education is part of the curriculum. The LA has produced an ‘Agreed Syllabus for Religious Education’. For a pupil subscribing to a religious faith whose principles would be compromised by the involvement in Religious Education, there is a right of withdrawal from both collective worship and RE lessons.

We have visitors from both the local church and other faiths in school.

RELATIONSHIPS & SEX EDUCATION

Children learn about Relationships and Sex Education as appropriate to age and stage of development. National and local guidance have been used by a task group of parents, governors and teachers to develop the programme of study.

The programme can be found on the school website and we are happy to discuss any content with you. There is a right of withdrawal from these lessons, and this can be discussed with the school. Letters are sent to all parents at the start of the school year, and prior to units of learning.

During 2020 we adopted the new statutory Relationships Education, Relationships, Sex Education and Health Education guidance from the DFE. This has been incorporated into our PSHE curriculum using the PSHE association planning and resources.



Keeping happy, healthy and safe

ABSENCES

Please inform the school by telephone (01952 387570) if your child needs to be absent from school. All schools have a legal responsibility to ensure that accurate registers are kept and so it is important to inform us of the reason for absence. If your child is diagnosed as having an infectious disease (eg. chicken pox, measles, whooping cough, mumps, etc.) we would be grateful if you could contact the school as soon as possible as we are obliged to notify the Health Authority of such cases. The school administrator follows up all absences each morning.

Special Requests To avoid disruption to your child's education, please ensure that routine medical appointments are made outside of the school day. If it is unavoidable for an appointment to occur within the school day, please ensure that the school office have sight of the appointment card or letter to ensure that registers can be updated accordingly. In such cases, children must be collected from school by a responsible adult.

If your child is absent for any reason other than sickness or where leave has been granted by the Headteacher, that absence will be deemed to be unauthorised. Within school there are clear procedures with regard to requests for leave in term time. These follow the guidance of the Local Authority (LA) and new Department for Education (DFE) regulations. We can only consider leave in term time where both:

- the application is made to the Headteacher in advance of the leave by a parent/carer the child normally lives with,
- there are exceptional circumstances, as agreed by the Headteacher, for the leave.

Applications should be made as far in advance of the leave as possible and parents/carers should speak to the school before they book any holidays. We will only agree absence in **exceptional circumstances**.

Holidays in term time, or any unauthorised periods of absence, are actively discouraged by the school and the LA, and we will follow the advice set out by the DFE as:

- each request can only be judged on a case by case basis;
- even in exceptional circumstances it is expected that Headteachers will use their discretion sparingly;
- Headteachers should not apply policies (for example, blanket bans) which might suggest that each application has not been considered on its individual merits;
- as a general guide any activity, holiday or event that can be arranged during the annual 13 week holiday time should not be authorised during the school term.

All parents requesting leave of absence must complete the Request form (appendix v) with as much notice as possible, and preferably before booking any trip abroad. A written response will then be sent by the Headteacher. If the absence is authorised, the letter will detail how many days are authorised.

Where a child accrues ten sessions of unauthorised absence within a ten-week rolling period, parents could be issued with a penalty notice. In Telford & Wrekin, Penalty Notices are issued by the Attendance Support Team. Where a child accrues multiple periods of unauthorised absence, parents may be prosecuted.

Further information and the criteria for the issue of Penalty Notices and prosecution can be found in our Attendance Policy.

ATTENDANCE STATISTICS

Attendance at our school is excellent. Our attendance figure for 2024 was 96.4% . This is well above the national statistic which was 94.5% for 2023-24.

BEHAVIOUR AND DISCIPLINE (please see our policies on the website)

Behaviour Principles and Safeguarding Statement for High Ercall Primary School

We, the Board of Governors of High Ercall Primary School:

- adopt and support the School in achieving its values, safeguarding its rights and following its rules;
- respect and value all members of the School community and are committed to providing a caring, friendly and secure environment for all pupils so that they can learn and achieve success in a safe and happy environment;
- recognise our responsibility to safeguard all who access our School and we promote the welfare of all pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying;

- value the strong relationships that exist in the School which leads to mutual respect and we encourage positive behaviour;
- have high expectations of everyone and we will actively promote equality of value whether race, gender, age, sexuality, religion or disability; and
- seek to eliminate all forms of discrimination, harassment and bullying.

With regard to bullying, there is a statement in our behaviour and anti-bullying policy which reads:

'Bullying is defined at this school as 'on-going and persistent intimidation or physical/mental torment carried out by one person on another'. This includes cyber bullying. Where a consistent approach to high standards of behaviour exists, bullying should not be an issue.

However, if any incidences of bullying happen at this school, the Headteacher will be involved straight away and will inform both sets of parents of sanctions to be imposed. All teaching/non teaching staff would also be involved in follow-up monitoring procedures.

CARS ON THE SCHOOL PREMISES

For the safety of the children in our care, we request that parents do not drive cars onto the school grounds when bringing to or collecting the children from school, breakfast club or after school clubs. Due to the danger from delivery vans and school buses, we make it a rule that children enter and leave through the small gate into the playground.

As children leave school, we ask that they take care leaving the premises and go straight to their waiting parents or home. They must not play around the school. Children are also discouraged from returning to school premises to play after school hours or during the holidays.

CHARGING POLICY (Policy on website)

The Governors have accepted the Local Authority recommended charging policy, a copy of which is available in school, and on the website. The Governors would, however, like to point out that the activities offered to the children are unlikely to take place unless parents offer the suggested level of voluntary contribution.

CHILDREN WHO ARE UNWELL

If your child becomes unwell during the school day, we will contact you so that s/he may return home if you feel it is necessary.

CHILD PROTECTION AND SAFEGUARDING (Policy on website)

At this school, we recognise that your child is our shared responsibility and concern.

We want to work in partnership with you, and we will share successes with you, and discuss with you any concerns we may have.

Since our first priority is your child's welfare, there may be rare occasions when our concern about your child means that we have to consult other agencies even before we contact you.

The procedures we follow have been laid down by the statutory document—Keeping Children Safe in Education, and the school has adopted a Child Protection and Safeguarding Policy in line with this. If you want to know more about our procedures or the policy, please speak to the Head Teacher/Designated Safeguarding Lead Mrs Sarah Roberts.

CHILDREN WITH SPECIAL EDUCATIONAL NEEDS (Policy on website)

Not all children learn at the same rate . We will always support children with their learning, and involve both you and your child in the process. This follows guidance in the SEN Code of Practice, September 2014.

Mrs. Roberts is the Special Educational Needs Co-ordinator within the school, and if we think that your child needs additional help, we would seek to involve you in discussion at an early stage.

Children who need extra help are usually identified through teacher assessments and screening tests and set procedures are then put into place in order to start and continue with learning support. This may include initiating a process which could lead to an Education and Health Care Plan (EHCP), where there is a significant level of additional need.

Other agencies may also be used to support a child with learning difficulties within the

school. These include:

- Learning Support Advisory Team (LSAT)
- Educational Psychologist
- Speech and Language Therapists
- Occupational Therapists
- Services for Visually/Hearing Impaired
- School Nurse

Policy and practice are regularly reviewed, and the SEND Policy is reviewed annually and is available on the school website. The school offer for SEND is also detailed on the website alongside the annual report for SEND. The school has adopted the recommendations of the ‘Supporting Children with Medical conditions in School’ DFE guidance. Policies are available to view on the website.

A parent who is not happy with any aspect of SEND provision should first discuss it with the Head (by making an appointment at the school). If the parent is still worried, the Governor with responsibility for SEN, Mr Tony Reilly will support further.

CLUB ACTIVITIES

Rise and Shine, Chill and After School Clubs

There are extended schools session ran throughout the year. It is essential that children attending after school clubs are collected by their parents from the school building. Only older children with written permission will be allowed to leave by themselves. If, due to inclement weather or unforeseen circumstances, clubs are cancelled, otherwise your child will be supervised until the normal finishing time of the club. **See also extended provision.**

DATA PROTECTION (Policy on website)

High Ercall Primary School and Telford & Wrekin Council is committed to protecting the privacy of individuals and handles all personal information in a manner that complies with the GDPR 2018.

Please refer to our Data Protection Policy, and Privacy Notices on the website.

EQUAL OPPORTUNITIES

Every possible step will be taken to ease admission to the school for pupils with any Special Educational Needs or access requirements. These will include:

- meetings with parents/other agencies before admission
- use of outside agencies for support and training of staff
- employment of Teaching Assistants for extra classroom support
- regular review meetings

All pupils are treated equally. Please see the Single Equality Policy available on the website. The school will monitor equal opportunities informally through discussions with Class Teachers, Teaching Assistants and other support staff. This will also be monitored formally as part of the review process.

To help with access and improve resources, the school has already :

- created ramp access with grip rails at the main entrance, hall entrance, entrances to infant classes and Victorian building
- built an accessible toilet in Victorian building and in the main school building

The school reviews the disability / accessibility plan on an annual basis. This is on the school website.

There are equality objectives on the school website.

EXTENDED SCHOOLS PROVISION

Breakfast Club

Breakfast is available for all children from 7.50am until 8.45am, when the school bell indicates the start of the school day. This can be pre-booked at a price of £3.50. This price includes a choice of cereal and a drink. For more details, look at the school website.

After school provision—Chill Club

Extended school provision until 5.30pm every night, except Friday, which is 4.15pm. This can be booked termly using the relevant forms or by contacting the school office. Session 1 is from the end of school day until 4.15pm and is charged at £3.50. Session 2 runs from 4.15pm—5.30pm and is also charged at £3.50.

After School Clubs

Afterschool clubs run every evening until 4.15pm. These clubs could include Art Club, Football Club and Gardening Club. They are charged at £3.50 per session and are booked for a term at a time using the relevant forms. Second session of Chill can also be booked if child-care is needed until 5.30pm

HOMEWORK

The most useful homework any child can do is to read as widely and regularly as possible. We ask that parents support us by reading with their child at least 5 times each week, and record this in their diary. Books are always available for children to take home and every child takes home their current reading book and diary each evening.

Children are also expected to learn a limited number of spellings for weekly testing and to learn their multiplication tables using Times Table Rockstars.

Older children are set homework tasks each week, including MyMaths online activities to complete.

During one of the school holidays, a homework project may be set. This will be detailed in a task sheet. The focus will be on the children completing the task, with a small amount of parental support.

Children will have an increasing but realistic amount of homework as they get older.



After school Chill Club

HEALTH

The following information sets out the arrangements for routine services provided by the School Health Service to support with the school.

The School Nurse is based at Wellington Health Centre and the telephone number is 01952 621340.

The school also has a named School Doctor, who is a Community Paediatrician.

During your child's first term at school, s/he will be offered a general health check, including a check of height and weight, carried out by the School Nurse.

If you have any concerns about your child's health in school, you can contact the School Nurse who will then discuss those concerns with the Doctor. The Doctor will then contact you and may arrange an appointment to see you and your child if necessary. School can also make a referral on your behalf to the School Nurse Team.

INSURANCE AND OUT OF SCHOOL ACTIVITIES

The school arranges a variety of out of school activities. Some of these are very much an integral part of the daily/weekly routine of the school whilst others take place less frequently, generally to places farther afield, and for a longer time.

Those forming part of the regular routine of the school are as follows: swimming lessons at Shortwood Primary School, local studies within High Ercall village, football/netball matches against local schools, visits to the local church.

We also organise residential trips for older pupils.

Supervision will be provided by use of school teaching and other staff, parent helpers and other adults, and will be determined for each outing taking into account what the children are doing, how they are getting there and so on. Whenever other help is used, at least one member of the school's teaching staff will be involved and in charge. Supervision will also comply with any standards set down by the authority. For all school trips, detailed information and consent forms will be sent to the parents concerned at the planning stage of each trip.

Insurance Cover

The authority provides insurance cover to protect your children should they suffer injury, damage or loss through negligent acts by staff or others engaged on authority business.

The authority does not provide any personal accident insurance (i.e. where no one is negligent or to blame) or cover for personal effects. We do, however, have our own policy to provide travel cover for all outings/trips. Details of this cover are available at the school office.

We have a great music curriculum across school



Arthog Residential Trip in Year 6



KEY STAGE TESTS

In Reception, Children are assessed to see if they are at a 'Good Level of Development' and ready to access the National Curriculum.

National SATs take place in the Summer term (normally within the month of May).

For SATs - KS2, Yr 6 children are assessed and tested

An 'average' Yr 6 pupil would be expected to achieve 'expected standard'

Please see our website for our most recent results.

Our results are consistently above national standards. This is because our children are happy and we adapt learning to suit the needs of the children.

LOST PROPERTY

Most lost property is kept in the store off the hall. We also display lost property on open evenings.

Please label/name all belongings as this will greatly assist us to reduce the amount of lost property. At the end of the term all unnamed items will be disposed of.



Football coaching in school PE lessons

MEDICINES

With regard to medicines in school, the following instructions have been issued by the Local Authority:-

Medicines will only be administered subject to the following criteria:-

1. A proper written request is made by parents and full instructions are given.
2. It is clearly necessary for the medicine to be administered during school time. This assumes that
 - a. the child is properly fit to attend school, if not, he or she should be at home.
 - b. it is imperative that the prescribed dosage is given during the school day. If it is sufficient to dose before and after school (ie. three times per day), then the school should not be asked to administer additional doses during the day.
 - a. the administration required is simple and straightforward to undertake.

All medicines and tablets should be handed to the Head or Administrator.

Please read our Administering Medication Policy, and Medical Conditions in School Policy.



A school 'Book Bistro' event to promote reading

MONEY AND VALUABLES

There is no tuckshop, so children should not bring spending money into school. The school cannot be responsible for jewellery, watches, balls, marbles and toys that children bring to school, as none of these are necessary school equipment. Any toys should not be brought into school.

Children should not bring mobile phones into school. Any occasion where a mobile phone is deemed necessary by a parent must be discussed and approved by the Headteacher.

PARENTAL HELP IN SCHOOL

We are always pleased to have parents come and help in school and to assist during school functions. Some parents come into school to help with reading, swimming, art and craft, and other school-based activities (by prior arrangement). We are also grateful for help when making educational visits to places of interest. Younger brothers and sisters should not accompany parental helpers on these occasions. All helpers are required to be checked by the Disclosure and Barring Service (DBS) before helping in school. There is a clear induction process to ensure that all volunteers adhere to an expected code of conduct. Parents are unlikely to volunteer to support in the same class as their own child.

PARENTAL “LICENCE” TO ATTEND SCHOOL

Through the school’s practice of welcoming parents of its registered pupils into the school and parents natural need to visit the school from time to time to deal with matters related to their children’s education, parents acquire a limited “licence” to enter the school premises. In certain rare circumstances of either very serious or persistent cases of unacceptable behaviour this “licence” may be revoked by the Headteacher.

The full policy document setting out the detailed terms and procedures of this school’s “Parental Licence to Attend School” is available from the school office. Please also read the Behaviour and Anti-bullying Policy which also refers to parental behaviour and details the parental licence. Further reference is also made in the Child Protection and Safeguarding Policy.

PARKING

There is no parking for parents on the school site.

The trustees of the Village Hall have agreed that their car park (situated in Park Lane) may be used by parents of pupils when dropping off and picking up.

This helps reduce parking outside the school gates and makes it safer for our pupils entering and leaving the premises.

Please take care when crossing the main road with your child.

No responsibility is accepted for cars parked.

Parents are responsible for the safety of their children until 8.45am when a member of staff will be on the playground.

Friends of High Ercall Primary School (FHEPS)

The school is fortunate in having a hard-working parental support group. The objectives of the group are to advance the education of the pupils in this school, by providing and assisting in the provision of facilities at the school which are not normally provided by the Local Authority. In addition, the group fosters and extends relationships between staff, parents and others associated with the school. All parents are automatically members of the group and help with the projects and activities is always much appreciated. Currently Rob Jordan is Chair of FHEPS. He can be contacted through school.

RECORDS

Under the Freedom of Information Act 2000 all public authorities, including schools, have a duty to make certain information public.

The classes of information that we undertake to make available are organised into four broad topic areas:

School Prospectus – information published in the school prospectus.

Governors' Documents – information published in governing body documents.

Pupils & Curriculum – information about policies that relate to pupils and the school curriculum.

School Policies and other information related to the school – information about policies that relate to the school in general.

If you require a paper version of any of the documents within the scheme, please contact the school.

To help us process your request quickly, please clearly mark any correspondence 'PUBLICATION SCHEME / FOI REQUEST' (in CAPITALS please).

If the information you're looking for isn't available via the scheme, you can still contact the school to ask if we have it.

Some information which we hold may not be made public, for example personal information.

SCHOOL CLOTHING/UNIFORM

We encourage all our children to take pride in their appearance, and in wearing our school uniform.

School uniform is as follows:

Main uniform

Navy blue jumper, cardigan or school sweatshirt

Grey trousers, skirt or pinafore

White shirt, blouse, polo/sport shirt or top

Sensible school shoes - dark colours not trainers, no heels

Summer uniform (optional)

Light blue checked dress

Navy blue or grey shorts

White, navy or grey socks or tights with shorts, skirts or dresses

Please see our School uniform policy for further guidance.

School Uniform Provider is—Baker & Son in Wellington. Please see our website.

We ask that names are put on all clothing and footwear (name tags order forms can be obtained from the school office). If, as sometimes happens, a child takes home the wrong article of clothing at the end of the school day, it is easy to swap them the following day when they are clearly marked. Children who have lost items should check with the school office. Due to the lack of storage space your child will need a sensible sized bag to carry home books, games kit etc

In case of accidents a spare pair of pants and socks are always useful for the infant children.

We have a brilliant free uniform rail in our entrance which is for all families to swap uniform. Recycling and re-using clothing the children have grown out of is really important to us— so do come and take some—it is free!

P.E.Wear

Children are expected to have separate clothes for physical education. On PE and sports club days, children should come to school in their PE kit.

In the interests of health and safety appropriate kit should be worn for all P.E. lessons. Acceptable kit is that which presents no risk or injury to wearer or to other pupils.

Indoor P.E. kit should be:

Navy Shorts/white plain tee - shirt (not a football shirt or t-shirt with big logo)

School PE t-shirt (optional)

Gym skirt

Leotard or pants & vest

School PE hoody can be purchased via Shropshire Embroidery if required

Bare feet are essential for this type of lesson as it enables children to be sure-footed on both floor and apparatus.

Loose clothing such as large T shirts, knee length baggy shorts and leggings are particularly dangerous and are not allowed.

Outdoor P.E./Playground work-kit, is the same as indoor P.E. kit except in colder months when a track-suit or sweatshirt and leggings may be worn.

Plimsolls or trainers must be worn. Shoes and sandals are dangerous for running in and are not allowed. Football boots should only be worn with the protection of shin pads.

Jewellery

Pupils should not wear rings, necklaces or bracelets for health & safety reasons.

Where these guidelines conflict with cultural practices, items of religious importance may be worn only at the pupil's own risk. They can wear small stud plain earrings but they/you must cover them with up with sticky tape on PE days.

Hair

For health & safety reasons, children need to tie their hair back if it is shoulder length. This will hopefully minimize the risk of head lice. Hair can easily dangle or fall into a child's eyes obstructing their vision and causing them to misjudge movements and possibly fall. It can also become tangled in the apparatus.

We also ask parents to ensure that hair colour is kept natural.

SCHOOL MEALS AND PACKED LUNCHES

LUNCH TIME - 1 hour

All children eat their lunches together in their key stage groups in the hall. They are supervised by staff at all time. There are helpers from Year 6 who support the children too.

Telford & Wrekin Catering operate a cashless system. Each pupil has their own school meals account. Money can be sent into school daily, weekly, monthly, half-termly or termly. It will be paid into your child's account. Cheques should be made payable to 'Telford and Wrekin' Council. The price of a school meal is currently £2.60. All children in Key Stage 1 are entitled to a free hot school meal.

School meals services offer a choice of menu providing a range of dishes enjoyed by most children. A sample menu is included at the end of this booklet. All children are asked not to bring glass bottles with their lunch. Children are asked to bring 'pop-up top' bottles for access to water throughout lessons and playtime. There are drink dispensers on site.

SCHOOL RULES

In our School Code, two of our 5Rs, Respect and Responsibility show the children our expectations for their behaviour in school.

Respect:

How well do you look after equipment and belongings?

Have you shown good manners?

Have you listened to and cared for others?

Do you share with others and take turns?

Responsibility:

Did you make good choices about how you worked?

How do you manage your feelings so you can work well with others?

Have you been reliable, honest and fair?

Have you listened to and followed instructions?

All aspects of behaviour management are brought back to the 5Rs. Parents are involved at an early stage if there are concerns about behaviour within school.

Parents are required to sign a Home/School contract. A sample of this document can be found on Page 29.

SCHOOL SPORTS

The school sports premium funding is used across school to support teaching and learning in PE, and to promote the participation of the school in competition.

The children are taught a range of sporting skills in school PE/Games lessons. These may include:

football	netball
rounders	cricket
badminton	volleyball
athletics	tag rugby
cross-country	tennis

Clubs/activities are run outside school hours during the whole school year; they include gymnastics, tennis, football and ICT.

Swimming

The school is fortunate in being able to offer swimming for KS2 pupils every year.

Time spent on PE activities on the school timetable are in line with national recommended totals the equivalent of 2 hours a week

Facilities available to our school are:

- large fields incorporating
 - running track
 - cricket strip
 - football pitch
 - rounders pitch
 - obstacle trail

- playground markings for netball
- use of the swimming baths at Shortwood Primary School
- use of the village tennis courts which are a short walk away

Sports Day

The school runs an annual sports' day in which every child competes. For this event the pupils are divided into colour coded teams.

The winning team is presented with the Brenton shield, which is held for the year.

Sports Day!



Inter school links

A number of friendly/mini league competitions are entered each year. In the last few years these have included:

- Various friendly football/netball/cricket matches
- Tag Rugby
- Cross Country
- Dodgeball
- Tennis events
- Archery

Community links

Our school facilities are always available for hire on a weekly or daily basis within the community. Please contact the office if you wish to discuss letting arrangements.

SECONDARY TRANSFER

At the end of Year 6 (when your child is 11 years old) s/he will transfer to one of the local secondary schools of your choice.

The LA provides free transport to the Charlton Academy in Wellington, if you live in their catchment area.

During the autumn term, parents of Year 6 pupils will receive details of the application process, which is online. This enables you to see the local secondary schools in your area of Telford & Wrekin.

SECURITY SYSTEM

Visitors are asked to use the office entrance, where they are required to sign in and are given a visitor badge to wear during their visit. When leaving the site they return the badge and sign out. Entry through reception is only possible if the security door is released by someone in the office. All staff wear ID badges and these can be seen by all parents.

The school has a security system that consists of key-pads on all entrance doors.

As soon as the children are inside the school for the morning and afternoon sessions, all key pad entry systems are put into operation, so that no access is available to the classrooms from outside. However, on warm days, doors may be left open under supervision by staff.

ALL doors open from within for immediate exit in an emergency.

Gates onto the school site are locked during the school day. There is a comprehensive risk assessment in place for the school site.

Please read the School Security Policy or speak to Mrs Roberts with any concerns.

TRANSPORT

Children who live in the outlying villages of Longdon-upon-Tern, Roden, Rodington, Cold Hatton and Ellerdine are entitled to free transport to and from High Ercall School. This is booked directly with Telford and Wrekin Council and it is the parents responsibility to advise school if their child is being transported this way.

UNAVOIDABLE CLOSURE

In very extreme circumstances, such as national school closure, or heavy snowfall, it might be necessary to close the school. Learning would be set online for the children to access.

An email would be sent out from the school MIS system

If this is the case, the school closure will be announced on Twitter, the school website, Radio Shropshire and Beacon Radio. This procedure would only be operated in exceptional circumstances.

A reminder of what might happen in bad weather is sent to all parents in the autumn term.

URGENT PROBLEMS

The Class teachers, Head and Deputy Head are normally available for urgent problems.

Please feel free to contact us if there is anything you need to discuss.

COMPLAINTS

For all other complaints or concerns, parents (and others) are encouraged to raise them in the first instance with the Headteacher, who will be able to discuss them either there and then or at an agreed time. Should it not be possible to sort out any complaint or concern satisfactorily in this way, the complaint should be put in writing and sent or given to the Headteacher.

If you would like help in setting out your complaint the school will, if asked, help you to do this, facilitating access to translation services where necessary. The school then promises to deal with your complaint as follows:-

- confirm it has been received within five working days.
- tell you the name and telephone number of the person looking into your complaint.
- reply to it within twenty school working days or if it is not possible to give you a complete answer, tell you what is being done to investigate and how long it is expected to take.
- tell you if it has to be dealt with under a special procedure.

If you are not satisfied with the outcome of your complaint you can write to the Chair of Governors (c/o the school) who will consider what you have to say.

Should you still not be satisfied and want to take the matter further you will be told who else you can write to at that stage.

A full statement of the School's Complaints Policy can be obtained from the school office, or on the website.

High Ercall Primary Home School Agreement

The Parents/Carers

I/We will:

- See that my child goes to school regularly, on time, appropriately dressed and equipped
- Let the school know about any concerns or problems that might affect my child's welfare, work or behaviour
- Support the school's policies and guidelines for behaviour, including online safety
- Support my child in homework and other opportunities for home learning
- Attend meetings to discuss my child's progress
- Inform school by 9.00am if my child will be absent from school
- To follow the leave in school time policy in regards to any requested absences within the school year.
- To ensure up to date contact and address details are held by school
- Ensure our conduct is reasonable and acceptable on the school site towards other children, parents and staff.

Signed: (Parent/Carer) Date:

.....
Signed: (Parent/Carer) Date:

.....

The School

We will:

- Contact parents/carers if there is a problem with attendance, punctuality or equipment
- Ensure the safety and welfare of all staff and pupils
- Let parent/carers know about any concerns or problems that affect their child's work or behaviour
- Send home an annual report of attainment and progress
- Send home regular homework that is appropriate to age and stage of development
- Arrange meetings with parents during which progress will be discussed
- See parents at other reasonable times, where necessary and when problems arise
- Keep parents informed about school activities through regular letters home, notices and the website
- Expect high standards of work and behaviour

Signed: (Headteacher) Date:

.....

The Pupil

I will:

- Come to school regularly and on time
- Wear school uniform and keep myself smart
- Use the internet safely
- Ask for help when needed
- Complete class work and homework as best I can
- Respect other pupils and adults
- Look after the school and help keep it free from litter
- Not trespass on school property after school hours
- Keep the school rules
- Behave well at all times and **never bully others**

Signed: Date:

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