



Lickey End First School Prospectus



Worcestershire County Council
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Headteacher: Mrs A E Hill

Dear Parents

This brochure may be your first introduction to our school. If so, I would like to extend a very warm welcome to you and your family.

Everyone at Lickey End First School hopes that your association with us will be a happy and successful one and that your son or daughter will make very good progress during this most important phase of schooling.

The information in this brochure applies to the current academic year. Information will be updated annually and you, as parents, will be kept informed.

Yours sincerely

Mrs A E Hill
Headteacher





About our school:

Brief history of our school	p3
What makes Lickey End First School special?	p3
What are our school aims?	p4
Who is who in our school?	p5

Admission to our school:

When can my child start school?	p6
How do I register my child?	p6
What are the arrangements and procedures for my child starting school?	p7
How can I prepare my child for school?	p7

Organisation:

When is the school open?	p8
How do I find out school holiday dates?	p8
How is the school organised?	p8
What happens during the school day?	p8
What will my child be learning at school?	p9
Is behaviour good at Lickey End First School?	p10
What happens at lunch time and how do I order a hot lunch or a break time drink for my child?	p10
What if my child has special dietary requirements?	p11
Is any before/after school care available on the school site?	p11
Does the school have a holiday club on site?	p11
Do you have any extra curricular activities?	p11
Do you take the children on any educational visits?	p12
What if my child has special educational needs?	p12

Uniform:

What do children wear and <u>not</u> wear to school?	p13
What do children wear for P.E.?	p13

Parent/Carer involvement:

How can I be involved in school?	p14
How can I help my child at home?	p15
How can I help my child with their homework?	p15
How can I help my child with reading?	p15
How will I know how my child is doing at school?	p15
What should I do if I am concerned with my child's progress?	p15

Absence and Attendance:

What should I do if my child is unwell?	p16
What will happen if my child is unwell during school hours?	p16
What should I do if my child is late?	p16
What if my child needs medication during the school day?	p16
Do Lickey End First School have First Aiders?	p16

Security:

Will my child be safe at school?	p17
Is there a school crossing service?	p18

Community:

Do Lickey End First School have links with the community?	p19
Can members of the community access the school site?	p19
Where do the children move on to when they leave Lickey End First School?	p19

Contact:

What do I do if I have a query or concern?	p20
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Brief history of our school

The oldest part of our school was built in Victorian times. It was opened in 1878 following the introduction of universal education. It provided separate education for boys and girls until 1901 when classes became mixed.

The school had a hall and classroom extension added in the 1960's and has very recently had a further very modern two classroom extension built for the youngest classes in our school. This has meant we are now able to provide state of the art facilities for early years education in the 21st century.

Lickey End First School is a County Community school.

It offers 'extended school' provision and now has an area designated for the use by groups, clubs and societies, both during the school day and out of school hours.

We are creating a disabled toilet facility and converting the room so it can be used by the Before and After School Care club and Holiday club too.

What makes Lickey End First School special?

Our school is situated at the edge of the town of Bromsgrove and serves the community of Lickey End.

It has a rural aspect and has the feel of a village school even though it is extremely close to major route ways such as the M42.

Many parents have attended the school as pupils in the past, and we feel that the family atmosphere and friendly, open door policy is a strong feature of the school and the partnership that grows between us.

The ethos of our school is very important too. The values we instil in the children of trust and mutual respect, honesty and caring will take them through life so that they become very moral, successful and confident citizens in the future.

We are very proud of our First School and the education and opportunities it provides for the children and families of Lickey End.

Some of the key features of the school are:

- ✓ **'Outstanding'** ofsted inspection in 2006
- ✓ Small school of 150 pupils
- ✓ Strong and experienced staff team
- ✓ 5 classes taught in single age year groups
- ✓ Friendly open school and welcoming, caring staff
- ✓ New Early Years purpose built classrooms with adjoining terraces providing free flow between the indoors and outdoors
- ✓ Fun filled curriculum with many extra opportunities provided
- ✓ Forest schools and Conservation area

✓ Children and parents views and opinions valued



About our school

p4

What are our school aims?

Children, parents, staff, governors and the wider community, working together to provide, within a happy and secure environment, purposeful, fun, challenging and fulfilling experiences so that all the children are able to fulfil their potential and acquire the skills to become confident, moral and successful citizens in the future.

AIMS

To provide a happy, caring environment in which children will gain the confidence to develop intellectually, socially, morally and physically.

Through the Early Learning Goals for Year R and the National Curriculum for Years 1-4 we aim to:

Develop each child to their full potential respecting and valuing the children's needs as much as possible.

Provide an ethos which enables children to be happy, self-confident and have high self esteem.

Encourage children to become independent, co-operative and reflective learners who are able to both understand their own learning and have a love of learning.

Provide an environment in which staff can be courageous, progressive and reflective thinkers sharing a collegiate approach.

Provide clear and consistent guidelines of rewards and consequences which support pupils in their choice of appropriate behaviour within school and the wider community and which allows the staff to teach to their full potential.

Foster in children a caring and considerate nature, leading them to become reliable and responsible members of society

Celebrate the achievements of all children and support with values which encourage a pride in their work and surroundings

To create a welcoming and open school, in which parents, governors, children and staff can work together feeling valued and respected.



Who is who in our school?

There are 6 Teachers in our school (5 full time equivalent) plus the Headteacher. They are assisted by 7 teaching Assistants who work alongside the teachers in every class.

The School Administrator/ Secretary deals with all matters of finance as well as all aspects of school administration.

The children are cared for by 8 part time lunchtime supervisors (one per class every day) and the school security and cleanliness is the responsibility of our caretaker and cleaner.

School Staff

Headteacher	Mrs A E Hill	
Deputy Head	Miss R Bird	
Class Teachers	Mrs S L Jones	
	Mrs J Poulter	
	Miss S James	
	Mr M Poulter	
	Mrs C Tabberner	
Secretary	Mrs D L Scourfield	
Teaching Assistants	Mrs J Hughes	Mrs A Boland
	Mrs J Gurney	Mrs F Moseley
	Mrs S Swan	Mrs C Short
	Mrs M McLay	Mrs A Lucas (Teacher of French)
Cleaner in Charge Cleaner	Mrs W Bruce	
	Mrs J Harpur	
Midday Supervisors	Mrs J Harpur	Mrs S Webber
	Mrs C Turner	Mrs S McCallum
	Mrs H Cosgrove	Mrs N Cox
	Mrs M McLay	Mrs N. Law
	Mrs M Bennett	Mrs S. Gardiner
Crossing Patrol	Mrs N Cox	
Before/After School Care Club	Managed by Mrs Stacey Draper	

School Governors

The names and addresses of the School Governors, including Parent Representatives, are always on display in the school office.



When can my child start school?

The governors of this school offer a place to pupils from the beginning of the academic year in which they are five. Children with birthdays between 1st September and 30th April can start full time schooling from the beginning of September.

There are part-time attendance arrangements during first half of the autumn term for the youngest children who become five after the 30th April i.e. summer born. These children will attend mornings only until half term and then full time after half term. Parents may occasionally opt to defer the full time option until the start of the Spring Term.

How do I register my child?

If you decide you would like your child to become a pupil at our school, you will need to ring up and give your child's details so that they can be recorded in our Admissions Register (failure to register would mean that you would not receive the Worcestershire County Council application forms). Parents are informed by the Local Authority whether or not they have been successful.

Out of area applications are welcome but can only be considered after priority has been given to children from within the school's catchment area. We make every effort to accommodate those parents who wish their children to attend our school. However, places are not always available, depending on the number of applications.

The Worcestershire County Council Admissions Policy is explained in the Information for Parents' Book which is printed each year and issued to parents with application forms.

Parents are encouraged to visit our school prior to applying for a place for their child. We are always pleased to discuss the ethos and facilities of the school and explain the curriculum we offer. If you wish to look round the school please telephone to make an appointment with the Headteacher who will show you around.

For any enquiries to do with pupil admissions the address of the Local Authority is as follows:-

Mr Clive Evans
Pupil Admissions and Transfers Section
Children's Services
P O Box 73
WORCESTER
WR5 2YA

Tel: 01905 763763



What are the arrangements and procedures for my child starting school?

New Parent Induction Evening

During the term before the children start school, there will be an Induction Evening for parents. The Headteacher, Reception Class Teacher and Reception Class Teaching Assistants are present to talk about the procedures, the curriculum provision and organisation in the Reception class year. Forms dealing with administrative details will also be given to you at this time.

New pupil Induction Afternoons

The children will be given several opportunities to spend time in the class they will be joining in the summer term before they start in September. During these afternoons they can get to know the Class Teacher and the Teaching Assistants who will be teaching them, and become more familiar with the classroom and the other children who will be in their class. These opportunities are planned sensitively and carefully in the term prior to starting school so that when they start in September they will have much greater confidence.

Home Visits

During the summer term the class teacher responsible for the Early Years Reception class will make an appointment to come and visit you and your child at home in their own familiar setting. This gives you and your child's teacher time to discuss your child's achievements and interests and also share any concerns you may have.

How can I prepare my child for school?

We would expect your child to be able to dress and undress themselves, to be able to fasten buckles, buttons and laces and to make proper use of toilets. Children should be able to follow simple instructions and respond when spoken to. They should be able to tidy things away after use.

We hope your child will have had lots of opportunity to look at books, share stories and have been singing and saying nursery rhymes from an early age.

It is so very important to have spent time with your child, communicating with them and encouraging them to find out about the world they live in. Children at this age are very inquisitive and full of life and energy. Talk as much as you can and let your child talk back. Give your child clear boundaries for their behaviour, teaching them to share and take turns and have consideration for others as well as themselves. This is not always easy to do but it is very important that children learn to do this in order to enjoy being in a class group.

Children love to learn through play and thrive in a loving and caring environment. When the children come to school they will be cared for and respected by all the adults in school and continue their learning journey which has begun with you.

Encourage your child to count objects when you are shopping or working around the house, or out in the neighbourhood. Use vocabulary of size and weight and position. Look for numbers everywhere!

It is helpful if children know their colours too. If children have learned to hold pencils and crayons it is important that they have learned to do this correctly. Spending time with your child and encouraging them to sit and concentrate for short periods will benefit them immensely when they start school.

If children have started to write their name make sure they have not learned to write in capitals only. The children will be taught how to form letters correctly when they come to school and it is very difficult to change an embedded incorrect formation

Organisation

p8

When is the school open?

The school hours are :	Classes 3 & 4	Years R, 1 and 2
	8.55 am - 12.10 pm	8.55 am - 12.00 noon
	1.00 pm - 3.00 pm	1.00 pm - 3.00 pm

Children should arrive at school in good time to line up when the morning bell rings at 8.55 am. Under present arrangements parents are welcome in the playground before school and are therefore responsible for their children until the bell rings. A member of staff is also on duty on the playground from 8.45 am.

The dates of the school terms are regularly circulated to parents.

How do I find out school holiday dates?

Holiday dates are regularly distributed via our school newsletters. Alternatively, holiday dates for the Worcestershire area can be found at www.worcestershire.gov.uk

Parents wishing to take their children on holiday during term-time **must** fill in Form A/H issued by Worcestershire County Council and available from the School Secretary.

The Governors of the School recognise how important it is for all children to have continuity of learning. The teachers plan for very careful and systematic progression and children's confidence and learning can be impaired if they are absent for a long time. It is therefore **not advisable** to take a holiday at all during term time.

A letter must be written to the Headteacher, or a meeting arranged to discuss exceptional circumstances.

How is the school organised?

There are 5 classes at Lickey End First School.

The children are divided into classes according to age and they progress from Reception class (Year R) through to Class 4 (Year 4) over a period of 5 years.

The school has one class per year group.

The pupil admission number (P.A.N.) is allocated by the Local Authority and is dependant on the size and capacity of classrooms and the school grounds.

Our P.A.N. is 30 pupils per class.

A Class Teacher is responsible for the learning in each year group and Teaching Assistants are allocated to every class to support the learning and curriculum in each year group.

The school employs high quality experienced staff to support the children in order to enable them to fulfill their potential

What happens during the school day?

The school day is varied, encompassing a variety of lessons based upon the National Curriculum, Early Years Foundation Stage Guidance and Literacy and Numeracy frameworks. Children participate in a daily assembly with a celebration assembly on Friday



What will my child be learning at school?

The curriculum of the school is committed to developing all aspects of Language - listening, speaking, reading and writing. Children are expected to join their letters and use cursive handwriting by the end of Year 3. We aim to give children a very good basis for understanding all concepts of Mathematics, Science, Technology and Information Technology.

The children's aesthetic appreciation is encouraged through Art and Music and Drama, whilst their understanding, skills and knowledge are extended through History, Geography, Design Technology and the cross curricular themes. Moral, cultural and social development is developed in RE and PSHE lessons.

The school is well resourced with a library and computer area where children can read and gather information. Our Science, Art and Design Technology resource area enables children to also work on specific projects in small groups with a specialist Art and Design Teaching Assistant. Each class also has a number of computers and there is an Interactive Whiteboard which is now an integral part of every teachers teaching resource.

As part of the Early Years Curriculum children spend half a day a week during several weeks of each term in the outdoors learning through the 'Forest School' experience about nature first hand. Our school grounds are a valuable learning resource for all classes. We have a Conservation area and pond which is carefully supervised during the times when children are using the area for scientific enquiry. We take care of our school grounds encouraging children to take a pride in their environment. Classes are organized to help keep the school litter free.

The children have elections each term to select School Councilors from each class. They meet fortnightly to discuss pupils' queries or suggestions for improvement. The children have a voice which is very valued and they are listened to.

Religious Education must play an important part in a school where the child is part of a caring community. The children are taught to care for, and respect other members of the school. The morning assembly helps to develop their religious, social and moral awareness. The RE syllabus reflects the fact that the religious traditions in Great Britain are in the main Christian, whilst also bringing the children to an awareness of other faiths and the importance of tolerance and understanding. Whilst, as parents, you have the right to withdraw your child from any form of Religious Education, we are always sad when this happens. We wish the children in our care to appreciate that we live in a multi-cultural society and experience our policy of equal opportunities. Children who are withdrawn would be expected to sit in the Library area during Assembly time.

In these early years the children's health and sex education embodies finding out about themselves and the world around them. The children learn about growing things, plants, animals and humans as new life is something familiar and natural to them.

All children do PE and sport as part of their education. They wear vests, pants, T-shirts and shorts. Long trousers and footwear are not allowed as they constitute a danger when climbing bars. The children do need to have a pair of pumps for PE outdoors. They should not wear any form of jewelry in school e.g. rings, ear-rings etc. as these could be very dangerous during PE lessons.

Our aims are to encourage children to participate in and gain enjoyment from competitive and cooperative games and sporting activities. School sports events include football and tennis coaching every term and an annual sports day in the summer term.

All children in Year 3 and Year 4 have the opportunity to learn French during Curriculum time. A French specialist teaches the children in smaller class groups through games, singing and fun activities.

An Outdoor Adventurous Activity and residential experience is offered to the children in Year 4. They spend 2 days and 1 night at the Malvern Hills Outdoor Education Centre.

Copies of the National Curriculum, Policy Documents, the OFSTED Report and the School's Aims and Objectives are always available for parents to read and discuss with staff.



Is behaviour good at Lickey End First School?

Discipline has always been regarded as an important issue at Lickey End First School. In conjunction with recognition of the importance of each child's personal and social development, it forms part of the school's ethos. Staff, teaching and non-teaching, parents, pupils and governors, all contribute to nurturing this ethos, which is fundamental to the structure of our school family.

We expect a high standard of discipline from the children when they are in school, both in their work and their social behaviour.

We have only a few rules which are relevant to the children's safety. As a staff, we have agreed on accepted forms of rewards and consequences for the children. The Headteacher is always willing to discuss this aspect of discipline with parents. Should we have a child who persistently misbehaves, then we request the support of the parents to try to find the cause of the problem.

A copy of our Behaviour Management Policy is available for parents to read if they so wish

Golden Rules

Do be gentle

Do be kind and helpful

Do listen

Do be honest

Do work hard

Do look after property

What happens at lunch time?

Our school has achieved the Healthy Schools Award. This is because we promote healthy lifestyles and healthy eating both during the school day and at home.

During the lunch hour the children are in the care of five dinner supervisors with the Headteacher and Deputy Headteacher taking ultimate responsibility.

The supervisors will encourage them to complete their meals before going out to play. If the weather is wet the children will stay in their classrooms and play very sensibly.

If the weather is very hot and dry the children are able to play on the school field. Sun hats are worn and sun cream can be applied. There is a sun shelter for the children to find shade.

How do I order a hot lunch or a break time drink for my child?

Hot meals are now available to purchase on a daily/ weekly/termly basis. The meals are provided by the Shropshire County Meals service. They are served from a hot trolley each day and the children really enjoy the hot meals and the quality and variety of the menu is very good. Dinner money must be brought in on or before Wednesday each week

Children may alternatively, bring a packed lunch to school.

Children should bring packed lunches in suitable plastic containers. Please supply drinks in plastic flasks or cartons as we cannot allow children to drink out of cans or glass bottles. Drinking water is always available both in the classroom as well as at lunchtime.

Lunch is eaten at dining tables in the school hall. If the children have fruit to eat they are allowed to finish this in the playground if they wish.

Break time snacks

Under the National Fruit Scheme children in Year R, Year 1 and Year 2 are currently supplied with a free piece of fruit daily at morning break time.

Children in Year 3 and 4 are strongly encouraged to bring fruit for their morning snack. Other snacks may be brought to school but must be eaten in the classroom prior to going out to play.

Organisation

p11

Milk

If you wish your child to have milk at morning break, payment is made each term in advance. The Secretary sends a note home just before each holiday to allow you to place your order.

Water

The children have water bottles in the classroom which are readily available to them throughout the day. These are washed and re-filled every day and filled even more frequently when the weather is hot.

Free School Meals

The entitlement of free school meals is determined by a net income scale that operates nationally. An application form from school should be completed by the parents initially. Please ring school or call in for the form if required. As with all matters in school, confidentiality and discretion are always maintained.

What if my child has special dietary requirements?

Children with special dietary needs are identified within school as a result of parents informing us of allergies and conditions. Information is shared with Lunchtime supervisors and Teachers and Teaching Assistants so that children stay safe and healthy.

Is any before/after school care available on the school site?

A before-school and an after-school Care Club is provided, which runs from 7.45-8.50 am and 3.00 - 6.00 pm Monday to Friday, term-time only. Details of this facility and admission forms can be obtained from the office.

Does the school have a Holiday club on site?

The school has a holiday club which runs during all school holiday periods if there is enough demand from parents. Stacey Draper our After school club Manager runs the Holiday club so there is continuity of staff and familiarity of the setting and routines for the children.

Do you have any extra curricular activities?

The school currently provides the opportunity for pupils in Year 3 and above to have instrumental music tuition provided by Worcestershire Youth Music. At present this includes, cello, guitar and piano tuition. Costs to parents for this service are based on standard WYM charges. These lessons are arranged before the school or during a lunch hour so that children's normal classroom lessons are not disrupted.

Other extra-curricular opportunities are provided intermittently either during or after the school day. The curriculum is enriched through regular educational visits and also visitors coming into school to extend the children's knowledge and develop their skills.

A six-week mini-Tennis course is offered to Years 1 – 4 throughout each year.

Football coaching is also provided for children in Years 3 and 4 by a local trainer.

Bromsgrove Sports Development also provides Multi Skills sessions for all Years from Year 1 to Year 4.

Over the course of the year, other clubs are offered:

- ✓ Gym Club for Years 2 and 3 in which the children work towards the British Association of Gym Awards.
- ✓ ICT Club for children in Years 3 and 4
- ✓ Choir Club for children in Years 2, 3 and 4
- ✓ Maths Games club for year 1
- ✓ Craft Club for Years 2, 3 and 4.

- ✓ Tri golf club
- ✓ Recorder clubs for Years 3 and 4 with Year 2 learning as a class during the summer term
- ✓ Drama clubs for Years 2, 3 and 4 in turn.



Organisation

p12

Do you take children on any educational visits?

We provide many opportunities for children to experience the curriculum at first hand. All class groups are taken on regular visits during the year.

We use the local community too for visits and arrange for visitors to come into school. We believe the children should have a broad rich experience throughout their years at school and work hard to provide opportunities for them.

What if my child has special educational needs?

The Education Act states that all pupils share the right to a broad and balanced curriculum, including the National Curriculum, but in delivering this education we must be fully aware that during all or part of their school life, at least one in five of these children will experience a problem or "Special Need".

Aim

To provide equal opportunities for each child in school to achieve and develop to the full extent of their potential.

Objectives

- 1) To recognise which children have special needs and to identify each particular need.
- 2) To determine the course of action to be taken once identification has taken place.
- 3) To respond to the pupils' needs through differentiation and not through offering a different curriculum.
- 4) To ensure that pupils are fully integrated within the school as a whole and participate in all class activities.

The curriculum is followed by all children in the school according to each child's ability. The staff are able to call on the expertise of members of the Learning and Behaviour Support Service and Advisory Teachers for support for children with special educational requirements. The school also has a designated member of staff who liaises with parents and staff to facilitate provision for children with Special Needs. This applies to the more able as well as the less able child.

More Able Workshops organized between local schools are offered as additional opportunities for children with particular talents to extend and develop their skills. The school plans other opportunities for More Able children to develop their potential.

The Revised Code of Practice for Special Educational Needs may place children on School Action or School Action Plus arrangements. Individual Education Plans are drawn up at this point with parents' involvement and with Educational Support Services if necessary.

Parents are always informed should any concern arise at any time over the child's social, emotional or intellectual development.

Resources in school are provided for children at all ages and levels according to their specific need and are used to support and help the children.

Lickey End First School provides very good pupil/adult ratios in the classroom. Teaching Assistants in school work with all levels of pupil ability in the classroom but may be used sometimes to provide additional support to groups or individual children. This is carefully planned by the Teacher.

Teaching Assistants will also deliver Additional Literacy and Numeracy learning programmes to identified pupils in Classes 1, 2, 3 and 4 as part of the Government initiative to help all children succeed and fulfill their potential helping them to reach the expected levels for children of their age and ability.

The children at Lickey End First School are regularly monitored and assessed as part of their daily work within

school and the teachers plan for all levels of ability throughout the day in every subject.

Uniform

p13

What do children wear to school?

SCHOOL UNIFORM

We do have a school uniform. We feel it is very important that the children should look smart and also be comfortable in order to achieve their best at school. They should not be preoccupied by fashion and accessories.

Winter Uniform - Girls

Grey or navy skirt or pinafore
White blouse/polo shirt
Navy jumper/cardigan or sweatshirt and tie*
Grey or Navy tights or white socks
Navy fleece

Boys

Grey or navy trousers
Grey or white shirt/polo shirt
Navy jumper or sweatshirt and tie*
Grey socks
Navy fleece

Summer Uniform

Blue and white checked gingham dress (any design)
Navy cardigan*
White socks
Grey socks
Footwear

Grey or navy trousers or shorts
White shirt/polo shirt
Navy jumper or sweatshirt*

Children should wear smart and sensible waterproof footwear to ensure comfort and safety at playtimes and on journeys to and from school.

Outdoor Wear

Warm waterproof clothing should be worn to school during the Autumn and Spring terms. Children should always bring a waterproof coat or garment to school, even in the Summer term, as showers can be heavy. A navy fleece or a waterproof fleece can be purchased with or without the school logo. Even if your child travels to school by car, we need a waterproof coat in school for playtimes and lunchtimes.

What should my child not wear at school?

Jewellery should not be worn as this may result in accidents during PE and playtimes e.g. rings, earrings. Some items of headgear worn by the girls are fashion items, eg headscarves and are not appropriate for the school day. Headbands, if worn, should be comfortable and long hair should be tied back. Head lice is a recurrent problem in all schools and regular checking of hair should be a parental routine.

What do children wear for P.E.?

P E and Games - Please make sure all P.E. items are clearly marked with their name

Red T-shirt*

Shorts or leotard

Pumps for P E, pumps or trainers for games

All children should have a pump bag clearly marked with their name.

Waterproof, nylon, Lickey End First School bookbags can be purchased from the School Secretary (£3.50 – royal blue) or from School Days (£4.99 – navy). An A5 zipper wallet is available from the Secretary (£1) for sending in money to school (e.g. for hot dinners/milk/trips etc).

* Jumpers, cardigans, sweatshirts, polo shirts, T-shirts and fleeces with school emblem and school ties are available from 'School Days', 13 – 15 Church Street, Bromsgrove O1527 877561 or from The Locker Room in Barnt Green O121 445 3262.

PLEASE will you clearly name the children's clothes and in particular sweatshirts, pullovers and cardigans, as lost lost property can become a major problem.

Parent/Carer involvement

p14

How can I be involved in school?

We always welcome parents, carers, Grandparents, Governors and friends coming in to the school to help the children in a voluntary capacity.

We greatly appreciate that time is always short in our busy lives and so are very grateful if you can help us.

Parents and Grandparents have regularly helped with hearing individual readers. Our Literacy co-ordinator gives reading helper training to interested parents so that they can adopt the same approach and method we use in school.

We are very grateful for parental and Grandparent support when running after school clubs. Several adults join us for Craft club to help children knit, sew and make items.

All adults helping in school are C.R.B. (Criminal Records Bureau) checked before they can help in school.

If you have any other ideas of how you can help please let us know

Parents and Friends Association

We have a very supportive and active Parents and Friends Association who meet on a regular basis. We are extremely grateful for their support and for the many extra resources they have provided for the benefit of all the children. Everyone is most welcome to join the PFA and attend the events organised throughout the year. We hope that as parents you will enjoy being involved.

The list of Chairman and Committee members is displayed on the PFA notice boards.

Please see below a message from the Chairman of the PFA.

Dear New Parents

Welcome to the Parents and Friends Association. As a parent/guardian of a child at school you automatically become a member. We aim to involve ourselves in activities which support the work of the school and its staff. We also try to provide extra resources for the children through various fund raising activities, e.g. Christmas Fayre, children's disco and social events for parents and their friends.

At the annual meeting, normally held in September, a Committee of six officers and a number of parents is elected, and meets at regular intervals throughout the year. Any parents can be nominated to join the Committee and new ideas are always welcome. A list of current members is displayed on the PFA notice board inside the main school entrance.

We will keep you notified of events and hope you will join in our activities.

Yours sincerely

Chairman



How can I help my child at home?

Parental involvement has a significant effect on pupil achievement throughout the years of schooling. We particularly value your partnership with the school in developing reading and literacy skills. Sharing books with your child is one of the most useful things you can do. Reading diaries are provided so that school and home can communicate. Reading Information meetings for parents are held shortly after your child starts school and provide very valuable guidance on how to help your child achieve and become a successful reader.

How can I help my child with their homework?

During the first half term of each of your child's academic year at Lickey End First School, individual class teachers will hold curriculum meetings where an overview of the forthcoming curriculum and teaching methods are discussed. Your child will be set homework that is age and ability related; this will be challenging yet will be able to be completed fairly independently. If your child needs support with any aspect of their homework, the best method is to support them without directly giving the answers. Discuss the method needed with your child and if there is still confusion, please see the class teacher. Please do not worry or allow your child to worry about their homework.

How can I help my child with reading?

Reading with your child **throughout the whole** of their time at Lickey End First School is of vital importance in helping your child attain their full potential. Please make a regular time to enjoy listening and reading together **every evening**, making sure your child is not too tired. Children should go to bed earlier during term times in order to be fresh and alert for their school day. Two of the most important factors contributing to successful learning are plenty of sleep and correct diet (including availability of water). We also encourage parents to come into school and read with the children.

How will I know how my child is doing at school?

Parents' Evenings are arranged during the Autumn and Spring Terms, when you will be invited into school to meet your child's teacher and see the children's work. A written report is sent home at the end of the Summer Term. This includes SATs results for Year 2 children. Parents are invited to comment on this report and have an opportunity to consult with members of staff if they feel this is necessary.

What should I do if I am concerned with my child's progress?

As parents you are always welcome to come into school at 3.00 pm to see the Class Teacher about your child's progress. If you have cause for anxiety, please come and discuss it with the Class Teacher or Headteacher by appointment.

Should we be in any way concerned about your child, we will ask you to come into school. The school has drawn up a Home School Agreement in line with national guidance and in consultation with parents. It states the school's expectations, the family's expectations and the child's expectations. This is signed at the start of your child's life in school.

There are arrangements agreed with the Local Education authority for dealing with concerns that cannot be satisfactorily settled by normal communication with the Teacher and Headteacher.

Absence and Attendance

p16

What should I do if my child is unwell?

It would be appreciated if parents could ensure that the school is notified of absence by telephone or letter, prior to or on the day. We are required to record authorised and unauthorised absences from school for any part of the school day. If we are not notified as to the reason for the absence, the law demands that unauthorised absence is recorded.

Absence statistics for the 2007-08 academic year were:-

Attendance – 97% Authorised absence - 3% Unauthorised absence 0%

What will happen if my child is unwell during school hours?

If your child is unwell during school hours, your child will be assessed by a First Aider. We will then contact Parents/Carers to arrange collection of your child if it is deemed necessary for them to be taken home.

What should I do if my child is late?

Do not worry if your child is running late, it is more important that you travel safely to school. If possible, please inform school through a phone call to advise us of an approximate time for arrival. Early informing will allow us to maintain any lunchtime orders that may have been placed.

What if my child needs medication during the school day?

Where a pupil is on a course of medication prescribed by a medical adviser, e.g. family doctor or consultant, the school **cannot** accept responsibility for administering such medication during the course of the school day. Parents should be prepared to administer the medication personally if it has to be taken during school hours. Children should **not** bring any non-prescription drugs (medicines, tablets, throat lozenges etc) to school. Exceptional cases, of course, should be discussed with the Headteacher.

Parents of children who suffer from asthma and need an inhaler, must fill in a form so that we are fully aware of the necessary medication, and allow the secretary to have charge of the inhaler during school hours.

Children who suffer from hay fever should receive their medication before coming to school and a letter should be sent to the school in order for the children to be provided with alternative play arrangements when the school field is in use. If additional medication is required during the day for hay fever, the staff will administer medicines only if the instructions on usage are clearly stated and permission has been given by the parent.

Do Lickey End First School have First Aiders?

Our school has several members of staff who are fully trained in first aid and hold current qualifications. Training is organized to ensure First Aiders knowledge and practice is updated. The First Aiders are Mrs Moseley, Mrs Gurney and Mrs Swan.

All teachers and Teaching assistants have received Epi- pen training.

The lunchtime supervisors deal with minor cuts and accidents in the playground but are able to refer children to the trained first aiders at lunchtime if there is a further concern.

How do I find out school holiday dates?

Holiday dates are regularly distributed via our school newsletters. Alternatively, holiday dates for the Worcestershire area can be found at www.worcestershire.gov.uk

Security

p17

Will my child be safe at school?

Safeguarding Children

Schools play a very important role in child protection and the safeguarding of children. Under the Childrens' Act, which puts the welfare of children as a priority, responsibility for child protection is placed on local authorities. Schools are required to refer cases, where a child's welfare is of concern, through the Access Centre to Childrens Services. This is because we do not have an investigative or intervenient role.

Our safeguarding policy outlines the procedures we will follow when, in the interest of a child, we will refer to investigative agencies.. Child protection is also embodied in our policy on bullying.

Site security

Decisions have been taken regarding school security in order to minimise risk at certain times of the day. These are as follows:-

- ✓ 8.55 am - Bell for start of school. Parents are welcome to wait in the playground with their child until that time. A member of staff will be on duty from 8.45 am.
- ✓ No arrangements are made for the supervision of pupils earlier than 8.45 am.
- ✓ The children are collected by their class teacher from the playground at 8.55 a.m.. Please would parents refrain from accompanying their child into school. Farewells can be made in the playground.
- ✓ Parents wishing to visit the Office may do so through the main door.
- ✓ If you and your child are late please report to the Office so that registers can be completed accordingly.
- ✓ On wet days children are allowed into school as they arrive.
- ✓ At the end of the day please wait for your child in the designated areas of the playground.
- ✓ Please do **not** bring your children through the car park before school and at the end of the day as at these times it is in constant use and visibility for drivers is very restricted.
- ✓ During the school day all external gates are kept locked and the only access to school or the grounds is from the car park or the Pedestrian gate on the Alcester Road via the main white Reception door next to the Office.
- ✓ The gates are locked very shortly after parents have left the playground in the morning and will be unlocked just before 3 pm.

Your help in ensuring that corridor and cloakroom areas are kept clear for children only would be much appreciated.

Ensuring a balance between a welcoming and security-conscious school needs everyone's help and co-operation. We are always however pleased to welcome parents into school. Please feel that you can still talk to members of staff but it would be helpful if you could make an appointment if you need to speak in confidence or at greater length



Is there a school crossing service?

Although there is currently a school crossing patrol on duty in Alcester Road during the time the children are coming to school and leaving school, the roads around our school are very busy and dangerous.

When meeting your child from school, please park cars in the roads adjacent to school. If you are parking on School Lane please park on the **opposite** side of the road to enable the children to have a clear view of oncoming traffic prior to crossing.

The residents on that side of School Lane request that their right of access is not blocked. There are regular Police patrol and parents can be penalized if found not parking in correct places.

Although there are traffic calming measures in place including a zebra crossing we still expect you, as parents, to cross your children over the road and see them safely into the playground. This should apply to **all** the children in school. Children should not run ahead of parents to the crossing as this hinders drivers who have to stop more than once for the same family.



Do Lickey End First School have links with the community?

We believe that our school is at the heart of a thriving local community. We engage with the local community in many ways and deem it very important to maintain these links.
Our school can also be used by the community for clubs, training, rehearsals and classes.
We use local venues for educational purposes and engage with other local school to share experiences together.

Can members of the community access the school site?

Members of the community can now use the school both during the day and in the evenings. This is because we have recently converted an area of the school specifically for this purpose.
The school grounds and building have also been adapted so that access routes into school and doors are separated from the normal school routes. Doors and fences are secured.
We are trained in all aspects of safe guarding and risk assessment so that our children are safe at all times.

Where do the children move on to when they leave Lickey End First school?

Lickey End First School is a Community First School for boys and girls aged four to nine years. It is part of the North Bromsgrove Pyramid of schools.
Children transfer from this school to a Middle School in the September following their ninth birthday. They transfer to a High School in the September following their thirteenth birthday.

Transfer to Middle School

Children who are nine years old by the 31 August transfer to a Middle School in the September of that year. Most of our children go on to Catshill Middle School and then onto North Bromsgrove High School. These are the designated schools for pupils living in the Lickey End First School catchment, but parents are free to apply for admission to other schools in the area.

The local Middle Schools hold Open Evenings for prospective parents and their children during the Autumn Term. The schools are only too happy to provide you with information to help you to make your decision about the next stage in your child's education.
Roman Catholic families may request admission to St Bede's RC Middle School, Redditch.

As Parents you are informed early in the spring term of the school designated for your child. You then have the opportunity to accept or request another school of your choice. Prior to transfer, staff from the Middle Schools visit our school to begin to get to know the children and to have discussions with their Class Teacher. The children also have the opportunity to attend induction sessions at their respective schools.



What do I do if I have a query or concern?

We are a welcoming school and will endeavour to assist you in any way that we can.

If you have any queries or concerns, you can contact school through various means.

- ✓ Our school office is staffed throughout the school day, before and after school hours. Please come to the school office for advice or to book an appointment with the Headteacher or class teacher.
- ✓ You can contact school through our telephone number 01527 872360
- ✓ You can write to school through the school address:
Lickey End First School
School Lane
Lickey End
Bromsgrove
Worcestershire
B60 1JG
- ✓ Class teachers will be available in the school playground at the start and end of each school day. Our playground is staffed from 8.45am, queries or messages can be given to the class teacher on duty.
- ✓ As parents you are always welcome to come into school at 3.00 pm to see the class teacher about your child's progress.

Please do not hesitate to contact any member of Lickey End First School's staff with any query or concern.

