

LICKEY END FIRST SCHOOL

PROSPECTUS (updated June 2020)



www.lickeyendfirstschool.co.uk
office@lickeyendfirstschool.co.uk



Lickey End First School
School Lane, Lickey End, Bromsgrove B60 1JG
(Visitor access via car park entrance in Alcester Rd)

office@lickeyendfirstschool.co.uk
www.lickeyendfirstschool.co.uk

Headteacher: Mr N Rintoul

Telephone: 01527 872360

Dear Parents/Carers

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.

Yours sincerely

Mr Neil Rintoul
Headteacher

About 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 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.

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 can become 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:

- 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
- 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 School for Year R and Year 1
- Children and parents views and opinions valued

About our school

Our Vision

At Lickey End First School we provide an engaging school experience where children are confident partners in their own learning and embrace challenge. We aim for all pupils to leave as independent, inquisitive and resilient learners who can form lifelong friendships and become responsible, respectful young people and ready for the diverse world that they live in. Our curriculum is thought-provoking, inspiring and full of memorable moments.

Aims

- To provide an environment where children learn best as they are happy and secure.
- To provide an environment where children become independent, co-operative and reflective learners who are able to both understand their own learning and have a love of learning.
- To meet the needs of every child, as no two children learn in the same way, so they can develop intellectually, socially, morally and physically.
- To provide children with the skills and knowledge, ready for their next steps and which will enable them to cope with our changing world
- To foster good relationships between home and school.
- Encourage excellent behaviour by providing clear, consistent guidelines within school and the wider community.
- Foster in children a caring and considerate nature, leading them to become reliable and responsible members of society who value and respect cultural diversity, religious diversity as well as social diversity.
- To always be reflective and evaluative, striving for improvement.

About our school

School Staff

Headteacher	Mr N Rintoul
Assistant Headteacher	Mrs P Landon
Class Teachers	Miss V Troth Ms A Attwood Mrs C Davis Miss C Ridley Mrs P Landon Miss H Jackson
Office	Ms L Brown Mrs B Tinsley Mrs S Davis Mrs D Henderson
IT Technician	Mr D Patten
Teaching Assistants	Mrs L Prescott (Forest School Leader) Mrs A Jones Mrs F Moseley Mrs A Boland Mrs D Littlejohn Mr J Endall Mrs S Gardiner Mrs S Jones
Midday Supervisors	Mrs C Turner Mrs S Gardiner Mrs A O'Connor Mrs E Pedley Mrs S Jones Mrs J Banks Mrs A Jones
Cleaner	Mrs E Pedley
Independent Before/ After School Club	Managed by Mrs Tina Lammas and Mrs Stacey Gough

About our school

Governors

Mr R Davies	Chair of Governors
Mr J Smith Vice	Chair/Parent Governor
Mrs J Baker	Co Opted Governor
Mrs C Farrell	Co Opted Governor
Ms R Critchlow	Parent Governor
Miss E Gough	Co Opted Governor
Mrs L Baker	LA Governor
Miss V Troth	Staff Governor

The Role of Governors

1. Ensure clarity of vision, ethos and strategic direction of the school.
2. Hold the Headteacher to account for the educational performance of the organisation and its pupils, and the performance management of staff.
3. Oversee the financial performance of the school and make sure its money is well spent.

How do governors fulfill their role?

Strategic Governance Meetings - Monitoring governor effectiveness through action planning and review.

Resources Meetings - Budget planning and expenditure, premise planning and reports.

Monitoring Meetings - Monitoring and evaluating standards and pupil progress.

School Improvement Meetings - Monitoring teaching and learning and management and leadership. Receiving Headteacher reports and governor visit reports.

Governor Visits - These take place every half term and have a specific focus related to the current school development plan. They provide an opportunity for individual Governors to speak to the children and staff, spend time in the classrooms and look at the work in children's books where appropriate. The Governor then writes a report that is presented at the next Governors meeting.

Governor Training - All governors are required to keep up to date in relation to carrying out their role effectively, and with new initiatives, guidance and legislation. They attend relevant courses and meetings when and where appropriate.

Admission to our school

At Lickey End First School, we admit pupils from the beginning of the academic year in which they are five. Parents who wish to view the school prior to application are welcome to make an appointment by contacting the school office. Formal open days are not held but small group tours with the Headteacher are provided.

How to apply for a school place in the normal round of admissions

Worcestershire County Council's Information for Parents on Admissions and Transfers to Schools is available to view online at www.worcestershire.gov.uk/schooladmissions.

The Information for Parents contains full details on the application and allocation process, including the oversubscription admission criteria for each school. **You are advised to read this information prior to making an application.**

The parents of ALL pupils resident in Worcestershire, including parents whose preference is for the catchment area school for the child's home address, seeking a place at any First/Primary or Middle School, including any Academy, Foundation or Voluntary Aided Schools, and any School outside Worcestershire, must complete their application online by the closing date (usually mid-January) by visiting www.worcestershire.gov.uk/schooladmissions.

If you do not have access to the Internet, you can get online at any Worcestershire library or telephone School Admissions on 01905 844 111 if you need assistance.

An offer of a full-time place is made in April of the year when the child is due to start school. Children must, by law, start school by the beginning of the term after their fifth birthday. A parent may defer a child's entry to the school, but not beyond the academic year for which the application is accepted. Parents may also wish to delay full-time entry if they feel this is more appropriate for their child. Parents may discuss these matters with the Headteacher.

Admission to our school

Admissions to schools during the year outside the normal round of Admissions

Parents/Carers must apply on Form CA1. This can be obtained from:

- Child's current school (if in Worcestershire).
- School being applied for (if in Worcestershire)
- Worcestershire Hub Centre (Tel 01905 822700)
- Download form from website (www.worcestershire.gov.uk/schooladmissions)

The Local Authority will inform parents if a place is available.

Waiting Lists

Waiting lists for Community and Voluntary Controlled Schools are maintained by the School Admissions and Transfers Section and are operated in line with the admissions criteria for the school.

Parents must apply in writing direct to School Admissions if they wish to put their son/daughter on a waiting list. Only on receipt of an acknowledgement slip from School Admissions will that child be on the list. The LA will not accept application requests by telephone or via email.

If you wish your child to be on the waiting list for the next term you will need to confirm this in writing **at the beginning of each term** to:

School Admissions
Babcock Prime
Prime House
Woodbury Lane
Norton
Worcester WR5 2PT

Application letters will be destroyed at the end of the preceding term so the waiting list is accurate and active.

Admission to our school

The Induction Programme for Prospective Reception Children and Parents

Lickey End First School strives to ensure that every child settles quickly into school. We have a very carefully planned programme of induction for new pupils entering Reception. Pre-application visits are encouraged and may be arranged by contacting the school office.

Summer Term Before Admission

- Information evening for parents of new children
- Induction visits to the class for children
- Home visits to give teachers, children and parents a further opportunity to get to know each other

Autumn Term After Admission

- Gradual part-time entry during the first few days (half days including lunchtime)
- New parent curriculum meeting - during the first few weeks
- Parent consultation meetings

Organisation

Opening Times

The school hours are:	Years 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

Our day begins when doors open for the children at 8.45 am. We expect them all to have arrived by 8.55 am.

The dates of the school terms are regularly circulated to parents and are available on the school website.

- There are 5 classes at Lickey End First School.
- The children are divided into classes according to age and they progress from Reception (Year R) through to 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 dependent 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 deployed across the school 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.

Access for the Disabled

The school has a level access at the side of the school and ramps portable ramps available for use in other areas. There are also cloakroom facilities for the use of disabled adults and children.

Lunchtime

During the lunch hour, the children are in the care of Lunchtime Supervisors with the Headteacher and Assistant Headteacher taking ultimate responsibility. Pupils are encouraged to complete their meals before going out to play. If the weather is very wet the children stay in their classrooms and play sensibly. If the weather is dry the children are able to play on the school field during the Spring and Summer Terms. Sun hats are worn and sun cream can be applied as appropriate and there is a sun shelter to provide shade.

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.

Organisation

Milk

We provide a school milk scheme that is available to all of our pupils and provided by Cool Milk. We encourage you to register your child at www.coolmilk.com to receive a carton of semi-skimmed milk every day, delivered fresh and chilled to the classroom. School milk is free for all under-fives and we will automatically register them unless you ask us not to.

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.

Meals

Hot meals are available to purchase on a weekly/termly basis. The meals are provided by Class Catering. 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. These may be booked and paid for at www.parentpay.com. Meals still need to be booked online even if not paid for (**see below**). If your child has special dietary requirements these can be catered for by Class Catering via bespoke menu adaptations and information about any allergies and conditions is shared with Lunchtime Supervisors, Teachers and Teaching Assistants so that children stay safe and healthy. Alternatively, children may 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.

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.

In addition, all children in Early Years and Key Stage 1 (Reception, Year 1 and Year 2) are entitled to Universal Free School Meals and we strongly encourage parents to take advantage of this scheme. The free school meals application must also be completed for this scheme.

Organisation

Before/After School Care

A privately run before-school and after-school care club is provided, which runs from 7.30 - 8.55 am and 3.00 - 6.00 pm Monday to Friday, term-time only. Details of this facility and admission forms can be obtained from Tina Lammas, the Manager, on 07530 871415.

Extra-curricular Activities

The school currently provides the opportunity for pupils in Year 3 and Year 4 to have instrumental music tuition provided by Severn Arts. At present this includes guitar, violin, flute, trumpet and piano tuition, however other instruments can also be chosen. Costs to parents for this service are based on standard Severn Arts charges.

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 mini-tennis course is offered to Years 1 – 4 throughout each year over the course of the three terms.

Football coaching is also provided for children in Years 2, 3 and 4 by a local trainer.

Various other sports clubs are provided throughout the school year such as gymnastics and golf and a street dance club is available for children in Years 1 - 4.

There is also a lunchtime Spanish club.

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. The children also visit the theatre every year to watch high quality performances.

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.

Curriculum

The school day is varied, encompassing a variety of lessons based upon the new Primary National Curriculum and the Early Years Foundation Stage Curriculum. Children participate in a daily assembly, with a celebration assembly every Friday.

The curriculum of the school is committed to developing all aspects of Language - listening, speaking, reading and writing. We aim to give children a very good basis for understanding all concepts of Mathematics, Science, Technology and IT/Computing.

The children's aesthetic appreciation is encouraged through Art, 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, PSHE and all lessons.

The school is well resourced with a library, 32 portable chrome books and a 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. Each classroom also has a number of computers and an Interactive Whiteboard.

As part of the Early Years Curriculum children in Reception and Year 1 spend half a day a week during several weeks of each term in the outdoors learning about nature first hand through the 'Forest School' experience. 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 pride in their environment. Classes are organised to help keep the school litter free. We are currently developing our school field as a learning environment and Y2 also participate in regular outdoor learning.

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

Curriculum

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.

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. 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. We also have a wooden exercise trail on the top field.

All children in Year 3 and Year 4 have the opportunity to learn French during curriculum time.

An outdoor adventurous activity and residential experience is offered to the children in Year 4. They spend 3 days and 2 nights 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.

Behaviour

Discipline has always been regarded as important 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 behaviour 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. When occasionally a pupil has a persistent or specific behaviour difficulty then we request the support of the parents to work in conjunction with us to find a solution.

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

These are our rules:

We follow instructions first time.

We are kind to others.

We always listen with respect.

We respect our school and everything in it.

We keep ourselves and others safe.

Policy - Care and Control of Pupils

If members of staff become aware of, or have a need to become involved in, situations where a child may be at risk of hurting themselves or others or, if the behaviour of a child seriously disrupts good order in the school or causes damage to property, staff may need to take steps to intervene physically. In such circumstances, staff will follow the school's policy for dealing with situations and members of staff receive regular training in positive physical interventions. Any parent wishing to view this policy may do so by request.

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.

Uniform

Grey skirt, pinafore, trousers, shorts or skorts
Blue and white checked gingham dress, any design
White blouse, shirt or polo shirt
Navy jumper, cardigan or sweatshirt
School tie (optional)
Grey or navy tights
Grey or white socks
Navy fleece
Navy book bag with school logo

Footwear

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

Outdoor Wear

A warm waterproof coat should be worn to school during the Autumn and Spring Terms. Children should bring a waterproof coat to school, even in the Summer Term.

PE

Red t-shirt
Navy or black PE shorts
Black pumps for PE, black pumps or trainers for games
Navy drawstring PE bag (available with school logo)

Jewellery

Jewellery should not be worn as this may result in accidents, however, if ears are pierced, single studs may be worn. Religious jewellery is allowed. All jewellery must be removed for PE and games. Headbands, if worn, should be sensible and plain and long hair should be tied back. Head lice are a recurrent problem in all schools and regular checking of hair is recommended.

PLEASE clearly name the children's clothes, footwear, PE items, coats and bags, in particular sweatshirts, pullovers and cardigans, as lost property can become a major problem. Please regularly check name labels have not fallen off or inked names have not washed away.

Parent / Carer involvement

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

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

Parents and grandparents have regularly helped with hearing individual readers. Our Reading Subject Leader gives reading helper training to interested parents so that they can adopt the same approach and method we use in school.

Parents also help with gardening and Forest School activities.

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

All adult volunteers are DBS checked before they can help in school.

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.

Attendance, absence and holidays

At Lickey End First School, we recognise that regular attendance is extremely important. Pupils need to attend regularly if they are to get the most from the educational opportunities provided within our school and achieve maximum progress. Lickey End First School has an excellent attendance record averaging over 96% every year!

Sickness

If your child needs to take time off school please contact the school before 9.00 am on the first day of absence, so that an appropriate entry can be made in the class register. Please keep the school informed daily if the absence continues and let us know when your child will be returning to school, preferably prior to their return.

To ensure the safety of your child, we will investigate all unexplained absences if we have not heard from you by 9.30 am. We will follow our Children Missing From Education policy - potentially contacting other agencies - if any doubt or delay remains.

As a general rule, if your child has suffered vomiting or diarrhoea we ask that you keep them at home for 48 hours following their last incident. If however, you have cause to believe the sickness is not viral, and your child appears well in themselves, we are happy for them to return after 24 hours clear of symptoms. If you have any queries about the absence for any particular ailments please don't hesitate to check with us.

If your child is unwell or has an accident during school hours, they will be assessed by a First Aider. We will then contact Parents/Carers to arrange for their collection from school if it is deemed necessary.

Absence Requests

Obviously, we would prefer that parents **do not** take children out of school for holidays but we would rather parents be honest, if they choose to do so, rather than to ask their children to deceive their friends and teachers. Should you wish to request leave during term time, please first complete an Absence Request Form, available from the school office. You will then be notified in writing whether the request has been approved due to exceptional circumstances, or not approved.

We would appreciate parents being mindful of the fact that, as a result of amendments to the Education Regulations 2006, Headteachers may not grant any leave of absence unless there are exceptional circumstances. As a general guide, Headteachers have been informed that, although each application should be considered on its individual merits, any activity, holiday or event that can be arranged during the annual 13 week holiday time should not be authorised during the school term. Therefore, in accordance with Government and Authority guidelines, holiday requests are unauthorised in all but exceptional circumstances.

Medication, first aid and accidents

Medication and First Aid

If your child needs to take prescribed medication during the school day our First Aiders are qualified to do this for you, or you can attend school to administer it yourself if preferred. If you would like our First Aiders to give the medicine please email the school office and ask for the link to our electronic Request for School to Give Medication Form to be emailed to you. This online form should then be fully completed and submitted to school, prior to taking the medication and any appropriate medicine spoon etc. to the school office. In order to keep all children safe, medication MUST NOT be sent into school in a child's book bag or passed to staff on the playground.

Please also note that non prescription items such as cough sweets, sun creams or moisturising creams should also not be sent into school in children's book bags. If it is essential that your child have access to these during the school day, please request this via the school office.

Parents of children who suffer from asthma and need an inhaler must also complete the online Medication Form so that we are fully aware of the necessary medication. The inhalers and other medication for allergies and long term conditions are stored in a locked medical cabinet during school hours. All medication is recorded in accordance with the Health and safety policy.

Children who suffer from hay fever should receive their medication before coming to school. If the hay fever is severe 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, first aiders will administer it.

Our school has several members of staff fully trained in first aid with current qualifications. Training is organised to ensure first aiders' knowledge and practice is updated. Teachers and teaching assistants have received Epi-pen training.

Minor Accidents

The lunchtime supervisors deal with minor cuts and accidents in the playground but are able to refer children to the first aiders at lunchtime if there is a further concern. A yellow or red wristband will be put onto an injured child and a copy of the accident report emailed to parents. Parents are then asked to log onto the school website to acknowledge receipt of the accident form. Information can be found on our school website here:

<https://www.lickeyendfirstschool.co.uk/parent-and-carer-information/behaviour-and-wellbeing.html>

A telephone call will be made to parents if the first aider feels it is necessary.

Safeguarding and security

Schools play a very important role in child protection and safeguarding of children. Under the Children's Act, which puts the welfare of children as a priority, responsibility for child protection is placed on local authorities. Schools have a statutory duty to safeguard the pupils in their care. We always try to keep parents informed if we have any concerns about their child's welfare. In some situations we have a statutory responsibility to contact Children's Services Social Care about a child without obtaining parental consent. We may refer a child to Children's Services Access team or seek their advice. 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:

- No arrangements are made for the supervision of pupils earlier than 8.45 am.
- The main playground door is opened to children at 8.45 am and it is expected they are all in school by 8.55 am when the door is locked again.
- Please inform staff at the door of any pastoral information or changes to normal arrangements regarding the collection of children at the end of the day.
- Parents wishing to visit the school office may do so through the main door.
- If you and your child are late please report to the school office so that registers can be completed accordingly.
- At the end of the day please wait for your child in the designated areas.
- 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 Alcester Road.
- The gates are locked very shortly after parents have left the playground in the morning and will be unlocked just before 3.00 pm.

Safeguarding and security

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

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 of School Lane request that their right of access is not blocked. There are regular Police patrols and parents can be penalised if found not parking in correct places.

Although there are traffic calming measures in place, including a zebra crossing, parents/carers should cross children over the road and see them safely into the playground. This should apply to **all** 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.

Community links

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 schools to share experiences together.

We have a purpose built Community Room which can be available both during the daytime as well as evenings, for use by the local community. The room can be used for training, educational classes, social gatherings, voting and family services. The space has a kitchenette and disabled toilet facility.

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.

Contact

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.
- Email us at **office@lickeyendfirstschool.co.uk**.
- You can contact the school through our telephone number **01527 872360**.

During busy hours, members of staff receive telephone calls asking questions that are not of an urgent nature. By using email messages you will help us to ensure all important communications are received and delivered efficiently. You can send us an email relating to:

- Sickness absence
- End of day collection arrangements
- Medical appointments
- Changes to personal information
- Any queries about other school activities, arrangements or procedures

When sending an email to the school please confirm your child's full name and class.

We will be able to email back and will acknowledge any emails concerning your children's collection arrangements, so that you can be confident that the class teacher is aware.

You can write to the school through the school address:

Lickey End First School
School Lane
Lickey End
Bromsgrove
Worcestershire B60 1JG

There is a post box by the school reception for returning letters/slips etc.

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