



Bilston Church of England Primary School



School Prospectus

"Hand in hand towards faith and high achievement"

Welcome to Bilston Church of England Primary School

Bilston Church of England Primary School is a Wolverhampton Local Authority maintained Primary School. The School was formed in 1996 following the merger of St. Leonard's Primary School which was built in 1970 and Stonefield Primary School. The school is situated close to Bilston Town centre in an inner city area.

The school admits up to 60 Reception pupils each September, making our school a two form entry Primary School with 420 pupils. However, in September 2021, we will admit a bridge cohort of up to 90 Reception Pupils.

Children from all backgrounds are welcomed into the school, which has a Christian foundation and tradition. We promote each child's worth and all members of the school community are encouraged to recognise this worth within themselves and in others.

The School aims to develop each child's potential to the full, recognising the diversity of talents each child possesses. We seek to create an atmosphere of tolerance and respect, where children and adults are safe, healthy and where each person can make a positive contribution to themselves and the school.

The school is pleasantly situated in an area of approximately 2 acres and in 2010 underwent extensive refurbishment under the Local Authorities Primary Capital Programme. Between 2012 and 2016 the school underwent further expansion, increasing its accommodation size with further buildings added. This has greatly enhanced the appearance of the school as well as improved facilities for the children and the local community.

Out of hours learning is a vital component of learning at Bilston Church of England Primary. A wide range of Extra Curricular Clubs are available promoting pupil motivation which impacts on pupils' learning. This has a positive impact on community links as well as links with parents. We also offer Childcare in the form of Breakfast Club, After School Club and a Mini Bus service.

The school recognises the importance of Creativity and Performing Arts in its curriculum. Subject specialist staff are employed to deliver PE, Music, Swimming and Dance lessons. Various school Productions take place over the school year and pupils in KS2 are encouraged to play musical instruments.

Our various teams take part in many sporting competitions within the city.

As a Church of England School, Religious Education is a fundamental part of the school curriculum. Classroom delivery follows the LA agreed syllabus for RE, supported by the Diocesan Service Agreement. A daily act of worship takes place and there are regular external contributions from members of the local clergy. Other religions are covered through the school syllabus, which meets the needs of our diverse multi-ethnic school population. We have an International Church School link with Masaba DEB, Kimilili, Kenya.

The school's Foundation Governors are active in the link between St. Leonard's Church and the School. The School often meets as a whole in the Church to worship and celebrate the achievements of our pupils in the form of Music Concerts, Harvest Festivals, Carol Services etc. Other Governors are fully involved in the life of the School. There are Governor Awards for achievement and Governors are linked to areas of the Curriculum.





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Our School Aims

To provide children with an enriched education which will offer the necessary skills and knowledge in which they can excel. We have high expectations of our pupils and want all of our children to achieve their full potential.

To provide an education based on Christian beliefs and attitudes, whilst encouraging pupils to respect other cultures and religions within our society.

To encourage positive attitudes to all aspects of school life through equality of opportunity and by fostering an atmosphere of co-operation.

To work together as part of the community in order to raise aspirations and self-esteem.

To provide a stimulating broad and balanced curriculum.

**Aim High
Work Hard
Achieve Together**

Ethos and Values

Bilston Church of England Primary School is a Voluntary Controlled School. This reflects the partnership between church and state in providing education for all within a distinctly Christian context.

As a Church of England School we meet daily for whole school worship and our teaching about the Christian faith within a Christian atmosphere is cultivated.

The school exists to provide the best possible education suited to individual need, and children from all religions and cultural backgrounds are welcome. We strive to develop a sympathetic understanding of other cultures and peoples, and to create equal opportunities for all, irrespective of race, colour, gender or creeds and to regard each child as being of equal value. We encourage pupils to reflect upon their own attitudes towards other individuals and their environment.

We endeavour to provide a safe, secure environment in which each individual can flourish academically and as a person. Each child is an important individual who must be encouraged to think and to reach maximum potential at his/her own individual pace.

We encourage respect for each other, each other's views and each other's property, to enable each pupil to live and work in a spirit of co-operation with others.

In the school life, our pupils are given opportunities to widen their knowledge and experiences by participating in a variety of educational visits and extra-curricular activities.

One of our most important aims is to develop and encourage well-founded links with the home. Parents are encouraged to work in partnership with the school to promote positive and therefore helpful relationships. We wish to establish a partnership between the school and the wider community.

Our main aim, together with parents, is to create happy, confident and socially acceptable young people who, having started to develop caring and responsible attitudes will be equipped to make the best of their own aptitudes and abilities.

Ofsted Visit - June 2019

Following a short Inspection visit, the following judgements were made:

'The school continues to be good.'

'The Leadership team has maintained the good quality of education in the school since the last inspection.'

'Classroom visits showed the school to be a harmonious place, pupils spoken with said that they enjoy coming to school and feel respected. They show mature attitudes when discussing their feelings and speak articulately about the values of tolerance and equality. Pupils' conduct around school and their learning attitudes are very positive.'

'Governors have an accurate understanding of the school's priorities. They hold leaders to account and they are ambitious for the school.'

'The school has improved the leadership in phonics and reading to address pupils' low outcomes in the recent past in the Year 1 phonics screening check. As a result, pupils are now reading and writing words and sentences using their phonic knowledge. Standards have risen in the early years and the proportion of pupils reaching the expected standard for reading and writing has improved considerably.'

'Parents who spoke to the inspector in the playground were very positive about the school. Parents said how happy their children were and how well teachers support them.'

'Safeguarding is effective.'

'There is an established culture of safeguarding at the school and a clear ethos that everybody is responsible for safeguarding. Leaders make sure concerns are acted upon immediately and any ongoing issues are monitored carefully to make sure that pupils are safe. The school knows the families of pupils who attend the school very well and are vigilant about their welfare.'

'Parents, pupils and staff agree that pupils feel safe, bullying is rare and is dealt with effectively. Pupils know how to stay safe. Staff maintain high levels of supervision to protect pupils' safety and well-being.'

Inspection Findings

'There have been improvements within the early years. There is a stimulating environment with a range of effective learning opportunities. Adults model precise language and take every opportunity to move children on in their learning. There is a strong focus on developing children's early literacy skills.'

'In reading, there is a clear focus on vocabulary and comprehension skills. In writing, technical skills such as punctuation and grammar are taught systematically across school. As a result, pupils are developing their knowledge and skills strongly in reading and write with technical accuracy.'

Preparing pupils for life in Modern Britain

As part of our curriculum, school aims to provide British values which prepare pupils for life in society. Pupils in school relate to 'Bilston values' which encourage amongst others, co-operation, respect and tolerance. The rule of law, democracy and citizenship features strongly within curriculum themes and are supported by themed days such as 'British History Day' which provides understanding of how Britain has become the country it is today.



SIAMS Report - Statutory Inspection of Anglican and Methodist Schools

Following the Inspection on 30th January 2020 their overall Judgement of:

"How effective is the school's distinctive Christian vision, established and promoted by leadership at all levels, in enabling pupils and adults to flourish" **GOOD**

"The impact of collective worship" **GOOD**

The School's Christian vision

We will aspire through our Christian beliefs and attitudes for all children in our care to flourish academically, personally and spiritually. Develop respect for others and to reach out to their local and global communities, so hand in hand together with faith, we will strive to achieve all things.

"I am able to do all things through him (Jesus) who strengthens me" Phillppians 4:13"

Key Findings

The reviewed Christian vision is being embedded by the dedicated staff team so that all are able to flourish.

School leaders, including Governors, provide effective support and have a very good understanding of the needs of the school including interfaith aspects.

An effective relationship with the local Christian community enhances biblical knowledge and the collective worship experience, which encourage all to thrive spiritually. Whilst the role of pupil worship leaders is growing, their involvement in planning and developing collective worship is currently limited.

Pupils are confident in expressing how a relationship with Jesus can impact on the lives of those who choose to follow him. However, their current experiences do not yet deepen their understanding of Anglican traditions.

Bilston Church of England Primary is a school community, which enables all to flourish as they seek to follow Christ's teaching. The underpinning Christian vision and associated values uphold the dignity and value of pupils as unique individuals. As a result, pupils of all faiths, backgrounds and abilities have hope, aspirations and feel welcomed into this Christian community.

Staff Responsibilities

At Bilston Church of England Primary School, all Staff have designated responsibilities. There is a strong Leadership Team under the direction of the Head Teacher. All staff perform their duties in a professional manner following the Aims and Policies of the School.

Pastoral Care

The care and responsibility of your child during school hours is that of the Head Teacher, teachers and support staff. We have a Pastoral Manager who supports the welfare of children and their families, children can talk to her should they be experiencing difficulties, which may affect their learning and behaviour. The Pastoral Manager can be contacted in the first instance should there be urgent problems that need resolving. If there are any urgent problems, the Head Teacher, Deputy Head Teacher, Assistant Head Teacher and Pastoral Manager are available before school each morning. Parents can see Class Teachers who are the first contact, before the start of the school day or at the end.



Uniform Policy

At Bilston Church of England Primary School we are very proud of our high standards of appearance. Sweatshirts and cardigans with the schools Logo and PE kit are available to purchase from the school office along with bags and swimming caps also showing our school Logo.

Our school uniform is compulsory. The school uniform and Logo are important to us as together they help us to identify ourselves as a school family promoting a strong, cohesive school identity, which supports high standards and expectations in all areas of school life. It promotes harmony within school, it enhances security and brings many compliments from visitors to the school or when children are out in the community.

Girls

- Grey skirt, pinafore or trousers
- White polo shirt
- Sweatshirt or cardigan with school Logo (available from school)
- White or grey socks or tights
- Shoes - black, plain, flat heeled (no trainers or flashing lights)
- Summer blue checked dress from May until October half term

Boys

- Grey trousers
- White Polo shirt
- Sweatshirt with school Logo (available from school)
- Grey or black socks
- Shoes - black, plain no brands or logos, no trainers

In severe weather it is acceptable for both girls and boys to wear suitable outdoor footwear e.g. boots or wellies to and from school and at dinner time however, they are not allowed to wear these during the day, they must either change into school shoes or pumps.

At certain times of the year KS2 children will go swimming. They will require a swimming bag consisting of trunks/costume preferably blue or black and a towel. A pair of goggles and cap are recommended and long hair should be tied back.



Please ensure that every item of clothing and bags are clearly named as school cannot take responsibility for lost or damaged items.

PE Kits

- PE top with school Logo (available from school)
- PE shorts - Navy blue (available from school)
- Pumps - black to be worn inside due to the flooring
- Trainers - Optional - for outdoors only, please do not purchase expensive trainers
- Tracksuits or joggers - Optional for outdoors only during the winter

The school PE kit is compulsory and must be kept at school during the week.

Other Sale Items

- Book bags with Logo
- PE bags/Swimming bags with Logo
- Swimming Caps
- Sun hats

Uniform Policy

Hair

In the interests of safety, practicality and hygiene, long hair **MUST** be tied back using a small plain black, white or navy hair bobble. Any styles which cause a potential health and safety issue will not be allowed, or any style which causes a child to be the subject of embarrassment, teasing or arguments. Non-compliance with the policy will lead to a period of exclusion. Grade 1 haircuts are not acceptable, Grade 2 should be applied with caution. Children should not have their eyebrows shaved. Tramlines/patterns, highlights/steps in the hair are not allowed.

Jewellery

Only one stud earring per lobe may be worn but these must be removed for PE lessons and swimming. Watches, rings, necklaces, bracelets and other jewels must not be worn during school sessions. For religious reasons only a symbol in the form of a bracelet may be worn as long as it is hidden underneath clothing. For PE lessons the symbol must be taken off or pushed further up the child's arm in order to be completely hidden by clothing for Health and Safety reasons.

No make-up or nail varnish is permitted at all, unless necessary for a concert or production.



The Role of Parents and Carers

We ask all parents who send their children to our school to support the school uniform policy and this forms an important element of our Home School Agreement. We believe that parents have a duty to send their children to school correctly dressed ready for their day and support them with their homework. One of the responsibilities of parents is to ensure that their child has the correct uniform, that it is clean, in good repair and labelled with their child's name.

The Role of Staff in monitoring Uniform and Appearance

All children are to wear the correct uniform. If a child comes to school in the incorrect uniform, wearing trainers or has an inappropriate haircut, a telephone call will be made to parents to ask them to rectify this issue. Following this telephone call, if a child comes into school again without the issue being rectified, parents will be telephoned and asked to collect their child from school.

If your child's attendance starts to decline, you will be visited by our Educational Welfare Officer and could possibly face prosecution.

School Times

8.45am	School entrance doors open. Children make their way into school to start lessons.
	Children should not arrive before 8.45am as we cannot accept responsibility until school starts.
9.00am	Start of the School Day - Register is taken
9.05am	Outside doors close
9.10am - 9.30am	Assembly Worship
9.30am - 10.30/45am	Lesson 1 EYFS, KS1/KS2
10.30am - 10.45am	Playtime - Water and fruit is provided for all children KS1
10.45am - 11.00am	Playtime KS2
10.45am - 12.00am	Lesson 2 EYFS & KS1
11.00am - 12.00pm	Lesson 2 KS2
12.00pm - 12.30pm	Lesson 3 KS2
12.00pm - 1.00pm	Dinnertime EYFS
12.15pm - 1.15pm	Dinnertime KS1
12.30pm - 1.30pm	Dinnertime KS2
1.00pm - 2.15pm	Lesson 4 EYFS
1.15pm - 2.15pm	Lesson 4 KS1
1.30pm - 2.30pm	Lesson 4 KS2
2.15pm	Lesson 5 EYFS
2.30pm	Lesson 5 KS1 & KS2
3.30pm	Home Time

Parents collecting children, please wait on the playground for your child's class to be dismissed. Children in Years 4, 5 & 6 are allowed to walk home alone with Parents permission only, forms are available at the school office.

Staff are on duty before and after school to ensure the orderly arrival and dismissal of pupils. If a child isn't collected by 3.40pm they will be taken into After School Club where a charge will be applicable.

Any child who arrives late must enter through the main school doors and be signed in on our 'Entry System' by a parent. Any child who is not signed in will be marked as unauthorised. If a child needs to go for a medical appointment during the day they must also be signed in/out. If you do not sign your child in and there was a fire no-one would be looking for your child.



Dinner Times and School Meals

At all times children will be supervised by Lunchtime Supervisors. For Reception, Year 1 and Year 2 children under current arrangements are entitled to free school meals (Universal meals) which can be a Hot School Meal or a Cold School Meal. For children in KS2 which is Year 3 and above, school meals have to be paid for unless, they are on our Free School meal list. Money can be paid on a Monday morning in a blue named payment envelope at the school office. All money must be paid in advance as arrears are not acceptable. The meals are different each day and a vegetarian option is available. Menus are available from the School Office or can be obtained from www.wolverhampton.gov.uk/catering.

Children in KS2 may bring a packed lunch to school if preferred, however, crisps, sweets, chocolate and chewing gum are not allowed, milk is available in the dining hall.

To claim entitlement of free school meals, parents are asked for National Insurance Numbers, this information is forwarded onto The City of Wolverhampton Council School Meals team who check eligibility regularly.

Please find below an explanation of Free School Meals, Paid Meals and Universal School Meals:

Free School Meals – All Year Groups

These are available only to those families who do not work. Once we have received notification from Wolverhampton City Council of entitlement, Parents who qualify for Free School Meals will also get discount for some school visits and a School Sweatshirt and PE top for Reception children who start school in September.

Paid Meals for Children in KS2

If you are not eligible for Free school meals then your child can still receive a nutritional hot or cold meal at lunchtime, payment can be made at the school office by cash or online through Eduspot. The school uses the online payment system of Eduspot where parents can pay for Childcare, School Meals and School Visits.



Universal Meals for Children in Reception, Year 1 & Year 2

The Government run a scheme where all children in Reception, Year 1 and Year 2 can have a School Meal regardless of household income. This does NOT include a free Sweatshirt, PE top or discounts on visits. This may change should the Government withdraw the scheme. We provide a hot school meal and a cold school meal. The HSM is a hot meal with a pudding of their choice, the CSM is a selection of sandwiches of the day, crudities, fresh juices and a pudding of their choice from the dessert trolley.

Whichever lunch choice is chosen, your child must stick to that choice for that term, this is due to food orders being placed in advance.

School Fund

Children are requested to make a contribution of 50p per week, £3.50 per half term or £7.00 per term. This money goes towards providing extra resources for our children and benefits every child within school.

Extra Curricular Clubs

Throughout the year there are a number of Extra Curricular clubs available to children from Reception to Year 6. These take place during lunchtimes and after school until 4.30pm, they include various sporting activities, arts & crafts, outdoor learning and many more.

Extra Curricular clubs finish at 4.30pm, any child not collected at this time will be taken into our Childcare Club where a late charge will be incurred.

Punctuality

We ask for Parents co-operation to instil good habits in their children. We think punctuality is an important discipline, which needs to be learned at the earliest opportunity. We would therefore ask for co-operation at the beginning and the end of the school day in being punctual when collecting children.

If a child is in Year 4, Year 5 and Year 6 and walk to and from school alone, we do allow them to bring a mobile phone into school with them, BUT it must be handed into the school office on their entry to school and collected before they leave. No other child from any year group is allowed to bring a mobile phone into school.



Absence

If a child is absent from school whether through illness or another reason, the school office must be notified by 10.00am on the same day. Failure to do so will result in an 'unauthorised absence' being entered in the register.

Children who have an absence of below 90% will automatically receive a letter from school and it will be monitored by the Education Welfare Officer. Should this percentage fall lower then further action may be taken unless there are exceptional circumstances.

Holidays and Fines

New legislation introduced in September 2013 states that any application for holiday must be in exceptional circumstances only and must be approved by the Head Teacher. The current law does not allow parents to take their children out of school during term time and parents can be fined. Should you take your child on a holiday which has been unauthorised the Education Welfare Officer will be informed.



School Nurse

Every school is visited by a team of School Nurses. Routine Health Assessments are carried out on children in Reception and Year 6. Hearing tests are carried out for children in Year 1. The School Nurses will send out letters for parents to sign giving your permission for this routine Health Assessment to take place.

The nurses deal with referrals from Parents/Carers regarding any concerns about their child's health and will be dealt with in a confidential manner. Possible areas of concern may be vision, hearing, height, bed-wetting, behaviour problems, headlice etc.

School nurses are based at Bilston Health Centre and can be contacted on 01902 444418/19. They offer advice and support to the school as well as individual parents and pupils.

Headlice

Headlice are flat greyish-brown insects, the size of a pinhead, which live in the hair. They like to stay close to the scalp for warmth and feed by biting the scalp and sucking blood. The female louse lays between 5 and 8 greyish white shaped eggs each night and glues them onto the base of individual hairs, close to the scalp they are hard to see. These eggs hatch and the remaining egg shell (nit) is white and is seen stuck to the hair shaft. They spread by head to head contact as they crawl from an infected head onto another.

Check hair at least once per week using the wet comb method with a nit comb and conditioner or if headlice is found treat with lotions recommended by a doctor or pharmacist. Children will not automatically be sent home, but parents will be contacted in order for hair to be treated as soon as possible.

Adventure Playground

The Adventure Playground building is an annexe to our school, which is accessed via the school playing field and from Ward Street. All year groups use this building and grounds on a regular basis for curriculum based activities, outdoor learning and sporting activities.

Family Learning

Family learning takes place each week and is a good opportunity for parents, carers and children to learn together in a relaxed atmosphere outside of the classroom. If you are new to the school it is a good way to make friends and socialise with other parents. A range of activities which are linked to various areas of the curriculum are provided.

At Family Learning we learn new skills, are creative, work together and support each other whilst having fun.

FOBS - Friends of Bilston School

Fobs is a small group of staff and parents who all work hard to raise money to benefit every child in our school. Fobs meet at different times throughout the year to organise events. Funds are raised by holding disco's, fairs and cake sales. The money raised is spent on Christmas parties, Christmas gifts and Easter eggs for the whole school. We also donate money to charities by supporting the Macmillan coffee morning and Red Nose Day.



Breakfast Club and After School Club

If your child attends Breakfast Club or After School Club you can claim up to 80% of the costs back from Child Tax Credits. Please keep your receipts for this purpose. Up to date prices can be obtained from either the Childcare club or the school office and payments can be made at the office by cash or online through Eduspot.

Breakfast Club	7.30am - 8.45am	One price - Food Included
After School Club	3.30pm - 4.30pm	One price - Without Food
After School Club	3.30pm - 6.00pm	Additional price - Food Included

The clubs provide care for the children before and after the School Day. Breakfast club opens at 7.30am until the start of the school day at 9am and After School club is from 3.30pm until 6pm. They run Monday to Friday term time only and are available to the whole school. We would appreciate it if your child could be booked into club prior to attending however, we are aware that occasionally this isn't possible, so please contact the School Office.

Children are given the choice of fresh foods, toast with various spreads, cereals, fruit and a choice of cold drinks. Both clubs offer a range of activities including arts & crafts, educational learning, computing and both indoor & outdoor games. Exercise is a daily feature of our provision.

Payments for both clubs and the Mini Bus should be made at the beginning of each week and can be made at the school office or to childcare staff before or after school. Any credits will be carried on to the following week should your child not attend a session that has been paid for.

Any child who is not collected at 6.00pm will be referred to Duty and Assessment (Social Services).



Mini Bus

The Mini Bus service is available for Parents who find it hard to get their children to and from school. To support families we provide this service and make a charge to cover fuel and Staffing. There are always two members of Staff travelling on the Mini Bus, a qualified driver and a chaperone to supervise the children. A register is taken of all children using the Mini Bus and parents have to sign when their children are dropped off.

In a morning all children must have had their breakfasts and be waiting with their coats on at 7.45am, we cannot give an exact time as it all depends on the route being taken to collect all children. Children will arrive at school in time for registration and the return journey will leave school at 3.40pm.

If your child does not need collecting due to illness you must contact the School Office on 01902 558690 between 7.30am and 7.50am to avoid the Mini Bus making an unnecessary journey. Failure to make contact with a member of Staff will result in you being charged.

If your child is not ready in a morning the Mini Bus will not wait but you will still be charged. If no-one is at home after school then you will be charged and your child will be brought back to school where they will have to go into our Childcare After School Club and there will be an additional charge. The Mini Bus service will then be withdrawn with immediate effect.

Once you have expressed an interest in this service you will be asked to book your required days so we can allocate other days to other children. All payments must be made in advance and arrears are not allowed. If you do not clear balances weekly then the service will be withdrawn. Up to date prices for this service can be obtained from the school office and payments can be made at the office by cash or online through Eduspot.

Off-Site Visits and Travel

Throughout the year every year group will go on several visits. Letters are sent out regarding each one and all children are encouraged to attend. They will travel either by coach, mini bus or staff cars. Should you not wish your child to go on a visit they must still attend school on that day and join another class. They are not allowed to use this as an excuse for a day off. The School Curriculum is also enriched through educational visits and visitors coming into school. Residential visits are available to several localities for pupils in Years 2, 4 and 6.

Photographs

At Bilston Church of England Primary School we are very proud of all our children's achievements. Photographs are taken of activities and displayed around school. These could also be published in the press unless you have not given consent.

Throughout the year professional photographers come into school to take family, individual photographs class and whole school photographs which can be purchased by Parents.



Behaviour and Discipline

At Bilston Church of England Primary School, we strive to maintain a positive atmosphere of co-operation and self-discipline.

We have a Behaviour and Discipline Policy and a set of rules which the whole school follow. All members of Staff are involved in helping to achieve this disciplined structure. We ask the support of all our Parents to maintain good behaviour both within school and at home.

The school staffing structure allows for a number of Senior Leaders within school to support the Head Teacher and Governors in maintaining the school ethos, behaviour and discipline. The Deputy Head Teacher is supported by two Assistant Head Teachers and two phase leaders. The Phase Leaders are responsible for leading teams of staff across the school. These senior staff have first line responsibility within their phases and parents liaise with these staff if necessary after speaking to the class teacher. Parents may request to speak to teachers either before or after school.

Rewards

Children are encouraged to recognise achievement in themselves and others, by gaining house points for good effort, attitude and work. All children are in one of four houses: St. Leonard's, Hickman, St. Edwards & Stonefield.

Good behaviour and good work is rewarded across the school with stickers, certificates and house points awarded each week in Achievement Assembly.

50 House Points = Bronze Certificate & Medal

100 House Points = Silver Certificate & Medal

200 House Points = Gold Certificate & Medal

All children in school are encouraged to celebrate and share with others achievements gained both in and out of school, as part of a positive image building process.

Sanctions

There is a set of class rules in each classroom which all children are aware of and understand that if these rules are broken then parents will be informed and detentions will be enforced.

The following actions are also taken depending on the seriousness of the incident:

- A quiet word with the child
- Loss of playtime
- School detention
- Child sent to a Senior Phase Leader followed by the Deputy Head Teacher and Head Teacher

Should a child persistently misbehave then further sanctions will be enforced leading to exclusion.



The Curriculum

The school provides a curriculum which is broadly balanced. It aims also to develop pupil's spiritual, moral, social and cultural development. We aim to foster the development of skills, interests and attitudes that are appropriate to the intellectual, physical, emotional and social stages of all children, taking into account the individual child's stage of maturity and ability.

Literacy and Numeracy are taught daily, Science, RE and music are taught weekly alongside PE. The school uses a creative curriculum in which Science, Technology, Art, History and Geography are taught through individual units/topics on a half-termly/termly basis.

Computing/Internet and Emails

Computing is used as a tool for learning rather than taught in a discrete manner as a separate subject. This is taught as a cross-curricular element of study.

Restrictions are in place to ensure that inappropriate material cannot be accessed and children using the internet are supervised. In School we have an Acceptable Use Policy which all children are aware of and a copy would have been in your admission pack. Under no circumstances must parents upload or share photos of other children onto Social Media sites such as Facebook. Regular teaching takes place around Online Safety throughout the school year. Support for parents/carers can be found on our school website.





Religious Education

At Bilston Church of England Primary School we aim to provide an education based on Christian beliefs and attitudes and at the same time encourage an understanding and respect for other religions. The Head Teacher, teachers, children and local clergy take part in daily worship and parents are very welcome to join us for class assemblies.

Parents have the right to withdraw their child from all or part of Religious Education lessons and assemblies. Another member of staff would supervise these children. The teaching of R.E. follows the guidelines of Wolverhampton Agreed Syllabus.

Spiritual, Moral, Social and Cultural Development

At Bilston Church of England Primary School, we believe that the spiritual, moral, social and cultural (SMSC) development of our pupils should be at the heart of what we do. We believe that spiritual and moral development is about personal development in its fullest sense and that it is intertwined with the social and cultural background of our pupils. We aim to ensure that the SMSC development of pupils is carefully considered in personal relationships, the schools climate, ethos, pastoral care and the curriculum and teaching.

Throughout the school, relationships are open and consistent and we always strive to create a lively, happy environment, which is welcoming to both children and parents.



Swimming

Swimming is a compulsory part of the National Curriculum. All KS2 children will attend the Bert Williams Leisure Centre, Bilston throughout the school year. Children will be taken there and back in our school mini buses and supervised at all times by members of Staff.

Children will require a swimming bag containing a costume/trunks preferably blue or black and a towel. Swimming caps can be purchased from the school office or long hair should be tied back. Due to Health and Safety children are not allowed deodorants, talc or perfumes.

Homework

At Bilston Church of England Primary School we believe that appropriate homework is a part of a good education. It encourages independent learning and enables the child to begin to develop study skills. Homework is also an important part of the school's parent-teacher partnership. Homework is set for all children in line with School Policy.

Arts Provision

The school is very keen to provide a broad, balanced and enriched curriculum and to make sure the children are introduced to stimulating and exciting learning experiences. All children in the school are encouraged to participate in the Arts. We ensure full coverage of the Art, Music, Dance/Drama curriculum.

In addition we also provide extra experiences in the following ways:

- Theatre groups visit school on a regular basis to perform to children and work with them
- Children have worked with local artists and artists in residence
- Children are encouraged to take part in annual Easter, Summer and Christmas productions as well as class assemblies
- Children visit theatres, museums and art galleries
- Children in KS2 are encouraged to play a musical instrument
- The School has recently regained an Arts Mark Status



Sporting Aims and Provision of Sport

Bilston Church of England Primary School aims to provide children with Sporting opportunities irrespective of ability or gender. During Curriculum time children take part in a range of activities including Gymnastics, Dance, Football, Rounders, Cricket, Athletics, Cross-Country and Swimming.

We provide various Extra Curricular clubs which give an opportunity for both boys and girls to take part in Football, Rounders, Cricket, Athletics and Cross-Country Running and we have teams representing the school in all of these sports. At the school there are excellent facilities for Football, which are also well used by the community.

The school uses coaches from various sporting organisations including Soccer 2000 to enhance its provision and opportunities for the children and all children in KS2 swim over the school year.

Assessment and Recording

Assessment is continuous from Foundation Stage Profiles in Reception through to Year 6 SATS. Methods used to assess and evaluate include observation, verbal response, recording and pictorial evidence, also informal testing when appropriate i.e. spelling, phonics etc., and standard tests at KS2. We also use NFER tests from Year 3 - Year 5.

Our School tracking system is STAT Sheffield.

Targets are set for Reading, Writing and Mathematics in the school. Standard Assessment Tests (SATS) are carried out during the Summer Term for Year 2 and Year 6 pupils, as well as a phonics (reading) assessment in Year 1 and Y4 multiplication check.

We do not give our permission for your child to be taken out of school during the month of May (before half term) when SATS take place. Any absences will not be authorised.

Contact Cards

It is essential that Contact Cards are kept up to date with telephone numbers and addresses. On the cards it must also state names of people allowed to collect your child. A child will not be allowed to go home with anyone whose name isn't stated on the card. Also, cards must include medical and allergy information.

Security

External doors are closed at 9.05am by staff on duty and these doors are locked throughout the day. During outdoor PE lessons and after school activities these doors are kept shut and staff use classroom external doors to go in and out of the classroom. At the beginning and end of the day staff will not let parents or visitors through school but direct them to the main office. Gates leading to the fields at the side and around the school are only open at the beginning and end of the school day.

Staff visiting school during holiday periods should sign into school at main office.

Lost Property

Lost Property is kept in a wheeled storage box in a changing room and is displayed at the end of every half term. Parents are welcome to look in the storage box for an item of their child's lost clothing after school has finished. Please ensure every item of clothing and all bags are clearly named. School does not take responsibility for any lost or damaged items.

Outside Agencies

School engages with the Multi Agency Support Teams (MAST). These are made up of EWO; Educational Psychologist/SEN Team, Specialist Teacher; Learning Support Team; Social Inclusion Pupil Support; School Nurse; Social Services. Staff should liaise with the school SENCO/Designated Child Protection Leaders (DCPL) who attend termly meetings with MAST professionals.

Safeguarding and Protecting Children

The school has a duty to protect and safeguard all children. The school maintains contact with external agencies and liaises with these as necessary. The schools' DCPLs are the Pastoral Manager, Head Teacher, Deputy Head Teacher.

Health and Safety Procedures

The School has a NO SMOKING POLICY in the School Buildings or on the grounds of the School. Also dogs should not be brought onto school property.



Emergency Procedures

In the event of a fire, school should be evacuated in a quiet and orderly fashion following the nearest exit. Exit signs are clear and Fire drills are conducted on a regular basis. All staff and visitors should comply with the Health & Safety Policy, which can be found in the School Policies folders as well as on the School Website and our Facebook page.

Parents Evenings

To encourage, develop and maintain the valuable partnership between home and school, parents are invited into school throughout the year. Parent Evenings are held each term along with a written report.

The school is always interested in the views of parents and a parental questionnaire is sent out during the academic year. The issues raised are noted by the school and these are actioned in school procedures.



Admissions

Bilston Church of England Primary School is at present a 4-11 year old provision. Our Admission Policy is in accordance with Local Authority Guidelines.

For admission to Reception you will be sent an application form from the Admissions Department at The City of Wolverhampton Council. You will be required to complete this form stating your preferences and return as soon as possible.

For admissions other than Reception please contact the Admissions department at The City of Wolverhampton Council in the first instance. They will notify us should a place be available for your child, you will be asked to visit the school, bringing with you your child's birth certificate and proof of residence. Forms will be issued at school and our Home School Agreement signed.

Children who have their 5th birthday between 1st September - 31st August of that academic year will start school in September.

We welcome visits to the school from any prospective parents and their children.



The Parish of Bilston

Close links are maintained with the Parish of Bilston. The Vicar of St. Leonard's Church is also a Foundation Governor, he visits school regularly for worship and Governor meetings. Children take part in services at St Leonard's Church and visit the Church as part of their R.E. activities.

Documents Available

All school documents can be found on our school website www.bilstoncofeprimary.co.uk and on our Facebook page.

Charging Policy - Educational Visits/ Childcare and Mini Bus

As part of the Curriculum, school organises visits to various places of interest to support topics taught. All children have the opportunity to participate in educational visits to enhance their learning experiences. The types of visit vary according to the age of the children.

The education of all children during school is free of charge. If classes participate in any educational visits, parents will be asked for contributions to cover the cost. Full details of the School Charging and Remission Policies (Education Act 1988) and other published documents are available in school.

Any long-term debts incurred for non-payment of our Childcare or Mini Bus Services will be referred to The City of Wolverhampton Council Debt Recovery Department.

Complaints Procedures

If parents have any complaints or are concerned about any aspect of their child's education, please come and see us! Most complaints are the result of misunderstandings or poor communication. We can usually resolve most issues quite easily.

We can also get in touch with other agencies if you need any help with a special problem. If you are dissatisfied with the way in which the school has handled a problem and cannot resolve it with the Head Teacher and staff then you may write to the Chair of Governors, c/o the School.

The information in this booklet is correct at the time of printing, but it is possible that changes may be made before or after the school year starts.



Bilston Church of England Primary School

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Website: www.bilstoncofeprimary.co.uk

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