

St Stephen's CofE First School



SCHOOL PROSPECTUS

Achieve, aspire, and care for one another!

OUR VISION:

WE ARE COMMITTED TO THE CHRISTIAN ETHOS - THAT EVERY CHILD IS SPECIAL IN THE EYES OF GOD AND WE TEACH THAT ALL PEOPLE SHOULD LOVE, CARE FOR AND RESPECT ONE ANOTHER AND OUR PLANET.

It is our ambition that all our pupils use our 6 Christian values Confidence, Resilience, Empathy, Forgiveness, Love and to be Reflective to achieve our vision.

**'A New Commandment I give you, 'Love one another as I have loved you.'
John 13:34**

It is from this Commandment and the teachings of Jesus that we teach our children five Christian values.

St Stephen's CofE First School
Mabey Avenue
Redditch
B98 8HW
Tel: 01527 63911

email: office@ststephenscrsk.org.uk
website: www.ststephensschool.org.uk

Executive Principal: Mrs. Sarah Callanan, B.Ed(Hons).
Chair of Governors: Mrs Vicky Jackman
Extended Schools Co-ordinator: Mrs. Dawn Whitman

WELCOME TO

St Stephen's CofE First School

THE SCHOOL DAY

Breakfast Club – 8:10am - 8:40am

Nursery - 8:45am –12:00pm

Reception 8:40am – 11:30am and 12:30pm – 3:10pm

Key Stage 1 – 8:40am – 12 noon and 1:00pm – 3:10pm

Key Stage 2 – 8:40am – 12:10pm and 1:00pm – 3:10pm

Afterschool Clubs – 3:10pm-4:10pm



ARRIVING AND LEAVING

Children should enter through their external classroom door at 8:40 and be collected from the same place at the end of their session. If children are attending Breakfast club please follow path around to the hall doors. Parents must accompany child to door.

If you are unavoidably late, please bring your children to the main front entrance. Our office staff will record their attendance and take them to their classroom. Children are expected to be on time and attend regularly.

For the sake of the children's safety, it is important not to drive on to the school premises and, as we encourage walking to school, please park as far away from the school as possible and walk the last 5 minutes. If for any reason you do need to park closer to the school, please park away from the school entrance gates.

For security reasons, we cannot allow children to leave the premises during the school day and at the end of their session they will be released to those appointed to collect them. We always need to know any changes to collection arrangements.

VISITING

If you are coming to school for an event, please come to the main entrance and let our office staff know you are there. If you are a volunteer in school the office staff will ask you to sign the visitor's book and wear a badge.



CONTACT WITH US

We are always pleased to see you to sort out any worries or concerns. Usually, you should first speak with your child's class teacher or ring our office manager, who will sort out any appointments that need to be made for you. We will either speak with you, setting a time to meet, or we will phone you.

We will phone you if your child is not well and for this reason, please always let us know if your contact details change.

If you agree to a home visit, Mrs Cullen, with either Mrs. Nawaz or Mrs. Carter, visits families with children in Early Years before your child starts school.

SCHOOL SETTING

Our school has been in existence for about 150 years, originally on the site where the college is now. It moved to the present site in 1966 and our Nursery opened in 1994. In 2006 the first Children's Centre in Redditch was opened here which provides a wide range of opportunities for children and adults within the community.

St Stephen's CopE First School is a faith school which is supported by the Church of England in a number of ways, with members of the church serving on the Local Governing Body, the school is part of the Central Regions Schools Trust, a highly regarded Trust located in the West Midlands.

We are very proud of our environment and our spacious learning rooms and play areas.



BEHAVIOUR

We aim to teach our children self-discipline, co-operation, respect and tolerance, as well as a positive sense of self-worth. We hold our values very highly at our school, and they are the foundation of our behavior policy. To this end, all relationships in our school and community are built upon respect and consideration.

The children are given a consistent and clear knowledge about what is acceptable behaviour and all problems are dealt with in an agreed way if, and when, they arise.

ABSENCE FROM SCHOOL

All absences from school have to be recorded, along with the reason for absence.

If your child is not able to come to school, please phone us on the first day of absence and let us know why. If we have not heard from you by 9.30am we will have to contact you. Where children are persistently late, or fail to attend school without an authorised reason, we are under an obligation to inform the Education Welfare Service.

An 'authorised' absence is when a child is ill, has a medical appointment, or has permission from the Principal to be absent.

Holidays will not be authorised. In line with Government guidance, parents will face fines for taking children out of school during term time for holidays. Any absences not due to illness have to be discussed with the Principal in advance. Please book an appointment with the Principal at the school office.

An 'unauthorised' absence must be recorded if the reason given for an absence is not acceptable or if it does not meet government criteria for absence, or if no reason has been given. It is then noted on the child's record and on the child's written report, and the Education Welfare Officer may become involved.

Section 7 of the Education Act 1996 states 'it is a Parent/Carer's responsibility for making sure their child of compulsory school age receives sufficient full-time education'. Children's parents may be prosecuted for a child's poor attendance if there is no good reason for absence. We cannot accept messages on your behalf related to absence via children or other parents. Children with unauthorised continuous absence of more than 20 days will be removed from the register, however every effort will be made to contact parents.



UNIFORM

Children are expected to wear uniform from the beginning of the Reception Year. For Nursery children uniform is currently optional.

The uniform is: burgundy school sweatshirts over sky blue polo shirts and dark grey trousers or skirts. Black shoes are the expectation and should always be flat heeled (not open toed or high heeled sandals or boots). In the summer children may wear blue checked dresses or grey short trousers. Some girls may prefer to wear grey leggings with their winter uniform and white leggings with their summer dresses.

Sweatshirts, PE bags, and book bags all with our school logo, can be bought or ordered through the school office. Please mark all items clearly with your child's name. Please remove earrings on PE days. Only studs allowed.

Please see our Uniform Policy for further details.

COMING TO SCHOOL FOR THE FIRST TIME

You are invited to visit school and spend time with us before your child's admission. You will be able to meet the teachers and children and see your child's classroom.

There are 26 part-time morning places in Nursery. Holly Trees Nursery also provide total wraparound care from 8am until 6pm in the Children's Centre and day care for pre-school children from babies onwards.

Children can be registered for a place in the school nursery on or before their third birthday and can be admitted in September if they are three before the end of August. If their third birthday is between September and the end of December, they can begin in January and if their birthday is between January and the end of March they can begin in April.

Our aim is to offer each child at least three full terms of nursery sessions, if possible, before they enter Reception. For clarification, our morning nursery is the official school nursery so we must employ a qualified teacher. Nursery places are however subject to parental choice, and parents can choose when they take their free hours.

For a nursery place, there is priority for children who have been referred by Social Services, Medical Practitioners, or the Educational Psychologist. Otherwise, it is the same Admissions Policy which County use for allocations to schools for Reception class onwards. For a nursery place you need to approach the school and complete an admission form. When your child is being offered a place, you will receive a letter and an invitation to come and meet us and visit the FSU.

Reception parents need to apply on-line at www.worcesterhire.gov.uk/schooladmissions. They are usually available a year in advance with a usual closing date of 15th January every year. School offer notification date is usually around 16th April. County decides on admission into Reception according to their published criteria and parental preference.

It is important to remember to make both separate applications at the right time. A nursery place does not guarantee a Reception place, and Reception allocations are County's decision not the school.



CLASS ORGANISATION

Children will normally be allocated to their class by age, each class being of mixed ability. Any exceptions for individual children will only be made after consultations between the Head Teacher, the Chair of Governors, the child's parents and Senior LA officers and will only be made in the best interests of the child.

Children are admitted into the main school in the September following their fourth birthday (born before August 31st). Main school starts in the final year of Early Years (also known as Reception). Children do not have to attend full time education until after their fifth birthday but most children enter main school and attend full time from the start of their Reception year, and most also attend Nursery.

To help them deal easily and happily with the transition, entry into the main school is staggered for the first day of term for new children, with the children attending in the morning only.

The classified key stages are:

Nursery and Reception - Early Years/Foundation Stage

Year 1 & Year 2 - Key Stage 1

Year 3 & Year 4 - Key Stage 2

There are approximately 170 children on our roll, plus the afternoon nursery age children in the Early Years who are registered separately with Holly Trees Nursery. The children are organised into the following year groups:

Children aged 3 and 4 years Nursery and Reception

Children aged 5 on September 1st Year 1

Children aged 6 on September 1st Year 2

Children aged 7 on September 1st Year 3

Children aged 8 on September 1st Year 4

SPECIAL EDUCATIONAL NEEDS

Our policy is to teach children in mixed ability classes with the teachers designing and providing appropriate challenges in response to the needs of individual children.

Where additional provision is deemed to be necessary, EHCP (Educational Health and Care Plans) are sought. We make referrals to the Local Authority Support Services and seek specific advice and/or support for those children with EHCP plans.

Parents of children with special needs are informed and consulted at all times.



PARENTS' MEETINGS

There are lots of opportunities to find out how your child is getting on. Our meetings are:

Autumn Term – October/November, to discuss pupil progress and targets.

Spring Term – February/March, to discuss pupil progress and targets.

Summer term – July, where necessary, to discuss your child's school report of progress and achievements and set any general targets.

You can also make a request to see child's teacher at any point in the year if you have any issues or concerns.

MOVING ON

In Year 4, the County Council consults parents in October about their choice of Middle School. All of the Middle Schools hold an open evening for you to attend. We have excellent links with all the Middle Schools, particularly Birchensale Middle, Woodfield Middle, and St Bedes schools which are our Local Authority pyramid schools. Birchensale Middle is the catchment area school for this local area. Children from St Stephen's have also moved on to St Bede's Middle School, Woodfield Middle,

Ipsley Middle School, Churchill Middle School and Ridgeway Middle School. When you have made a decision where you would like your child to go, you must go online at Worcestershire County Council School Admissions at the beginning of Year 4 to request a place for your child. You must be in contact with the Local Authority, not with us, as, like Reception, Middle school placements are not our decision.



THE SCHOOL DAY

Children in Reception and Nursery should be taken inside their rooms. From Year 1, however, we encourage independence, and the children should come into the classroom alone from the external doorway when they arrive.

There is a collective act of worship each day and children say prayers in the morning, lunchtime and home-time, we discuss and reflect on Christianity and other faiths, considering those personal, moral, social and spiritual values which affect us all. Parents have the right to withdraw their child from collective worship and Religious Education lessons. In practice we find this is rare due to our inclusive ethos but parents do have this right.

The children are expected to show respect for each other and all adults and are encouraged to achieve their best in both work and behaviour. Our discipline policy aims to always support a positive working atmosphere and a positive ethos.

Teachers choose when the pupils go out to play in the morning and it is usually at the end of the first session. The children are expected to play outside, where they play on the playground tarmac and paved areas all through the year and on the grass area in the summer. Your child needs to bring an outdoor coat for playtimes and should have sunscreen and sunhat during the summer. If it is wet, the children have supervised playtime indoors. Should a child be recovering from a broken bone, sprain or other physical injury, they can stay inside at playtime as long as you have sent a note to school.

Lunchtime is from 11.30am to 12.30 in Reception, from 12 noon to 1.00pm for KS1 and from 12.10pm to 1.00pm for KS2 children. The school holds National Healthy School Status and healthy packed lunches (no sweets, chocolate, or crisps) may include non-fizzy drinks in plastic bottles, boxes or plasks. Water is always available. The lunchtime supervisors encourage good social development with the children eating together at tables in an orderly, controlled, and polite way. Please ask at the

office if your child is entitled to free school meals, even if you do not intend to take up your entitlement; entitlement to free school meals positively affect our funding. You can now apply on-line.

Teaching finishes at 3.10pm. Please collect your child from their external classroom door. Children will not be released until you come forward for your child and it is essential that you advise us if you are going to be late. We keep lists in the classrooms and in the school office of who is allowed to collect each child. Children will not be released to other people not named on the child's form unless we are told beforehand.

If your child is in Year 4 and you are encouraging them to become more independent by walking home without you, you must let us have a letter stating this.



THE CURRICULUM

We plan so that learning is always stimulating and vibrant but with an unwavering demand for pupils to achieve high standards across a range of subjects.

The Early Years curriculum is delivered using continuous provision, this covers seven areas of learning – personal, social and emotional development; physical development, communication and language, literacy; mathematics, understanding of the world; and expressive arts and design. Throughout the Reception Year children are expected to complete more formal tasks.

The Curriculum for Year 1 to Year 4 pupils is planned around the core national curriculum subjects, English, Mathematics, Science and ICT, and incorporates all of the Foundation Subjects: Art, PE, Music, DT, History, Geography and RE. Our Christian values, alongside PSHE & RSE, Citizenship development, character building and the emotional wellbeing of pupils are addressed throughout the curriculum. We use Singapore Maths strategies in mathematics and we teach basic skills daily to ensure the children are proficient in English and Mathematics. Phonics is taught using the Read Write Inc. Programme.

Our pupils are assessed through teacher observation. Pupil profiles and records are kept for each child, which are passed on as children move up.

During Year 2, the children are assessed more formally and the results of the SATs are passed on to parents in the child's report. The children in Year 3 and 4 are assessed for mastery of the national curriculum. Children are determined to be 'working towards,' 'working at' expected for their year group or 'exceeding' for their year group. Year 4 results are also passed to Middle Schools.

The Department for education has introduced compulsory Relationships Education for primary pupils and Relationships and Sex Education (RSE) for secondary pupils from September 2020. We concentrate on healthy relationships, growth and keeping safe. If children's questions about physical differences or human reproduction arise during lessons on their family, their body, and/or their emotions, they will be answered factually and honestly if they arise.

We have a responsibility to give children an awareness of drugs misuse and we promote an appreciation of the benefits of a healthy lifestyle.

The whole of our school environment, including outdoors, is smoke-free.



ACTIVITIES AT HOME

All research shows that good home/school links are important. Parents are their child's first educator and parents really help by showing an interest in what their children are doing at school. For this reason, we encourage our pupils to share their reading book with you at home, to ask for your help in collecting information or in making something for a project, to involve you with their homework and to ask you to help them in learning spellings or Maths times-tables.

Half-termly curriculum content is shared with parents by letter, so parents are clear how they can help their child. We hope that you will encourage your child to find a quiet place to work, away from the distraction of the television, and that you will listen when they want to talk to you about what they're doing. We cannot emphasise enough how much you can help your child's progress just by showing an interest at home. Every time you read with your child you are showing that books are to be enjoyed and you are adding to their reading development.

Please show them how important their learning development is to you, by sharing their learning with them. Research shows that parental interest in their child's education is the single most important factor in a child doing well at school.



CLUBS AND FUN ACTIVITIES

We offer lunchtime and after-school clubs to children from age 5 onwards. These clubs cover a wide range of activities and seek to develop the children's interests, to be fun and a friendly sharing time.

For safety reasons if your child is joining an after-school club, we must know your arrangements for collection. If there is a time when your child cannot stay as normal it is crucial that we have an explanatory note or a phone call from you, stating what the alternative arrangement will be.

If children are regularly left late with us at the end of school or after clubs, we reserve the right to place them in the care of Holly Trees After School Care in the Nursery Classroom who will make a charge for this service.



EDUCATIONAL VISITS

We try to arrange as many visits as possible out, and visitors to school, to widen the children's experiences to extend the learning experience in school. Of course, these are extra, so we do rely on voluntary contributions from parents to supplement the amount we are able to budget for these purposes. We have a policy for charging for these extra activities which has been formalised in line with Local Authority statutory requirements. Should you wish, you can see this policy at the school office. For visits, you will be advised of the amount we need for your voluntary contribution. Contributions are voluntary but activities are subject to cancellation if we cannot cover the cost.



HEALTH AND WELFARE

The health and safety of the children is of paramount importance to us and we encourage safe and sensible practices, as well as healthy eating, at all times.

We can only allow medicines in school if a child is taking a course of treatment which needs a lunchtime dose. Parents need to sign a consent form giving details of the dose and a specified adult will give it in the presence of an adult witness if parents are unable to attend school to administer the medication themselves.

If your child has been prescribed an asthma inhaler, please talk to the class teacher. We will need you to fill in a National Asthma Campaign School Asthma card which enables us to keep an up-to-date register. We encourage children with asthma to take part in PE and they are permitted to use their inhalers where necessary.

All minor accidents are dealt with straight away and a letter is sent home to tell parents what has happened, or we will telephone you. It is essential that our emergency contact form is always kept up to date including telephone numbers where you can be contacted and with alternative emergency contacts. Please let us know any changes straight away.

Should your child have sickness and/or diarrhoea please keep them at home until 24 hours has passed to avoid other children catching any illnesses. If a particular virus seems to be circulating, we will stipulate up to 48 hours.

Medical practitioners visit on specified occasions to check vision, height, weight and hearing according to their National Health Service schedule for schools. Please ring the office or the Children's Centre if you need to speak to a school nurse.

The head lice problem is always with us in First Schools because young children make frequent head contact. There is no longer a 'nit nurse' so the responsibility for checking your child's head rests with home. Please check regularly, looking for the tiny white nit cases that attach themselves to the hair. Lotion or shampoo is available from the chemist or on prescription from your GP and the whole family should be treated. After treatment use conditioner and a nit comb to comb through the hair. The white nit cases will slide off and the lice (which change color to match the hair) will comb out. This needs to be checked again daily so that any newly hatched headlice are caught. Then children need checking weekly thereafter with the headlice comb, using conditioner.

DRUGS EDUCATION

We are aware that very few children of compulsory school age are actively involved with experimenting with illegal drugs, but are likely to be exposed to the effects and influence of drugs misuse (legal and illegal) in the community. We therefore have a responsibility to respond to drug misuse, working in partnership with parents, health, children's services, the police and other agencies. Research shows that effective drug education, started early is more likely to enable children to resist the pressure to be involved in the misuse of drugs. We aim to provide our pupils with the knowledge, skills, attitudes and confidence to enable them to make healthy, informed choices in their lives, both now and in the future. They should develop an appreciation of the benefits of a healthy lifestyle and begin to relate it to their own and others' actions. Our school ethos and PSHE and Relationship & Sex Education promotes the development of self esteem, self confidence and self respect through supportive and safe relationships and promotes the opportunities to practise decision making, seeking suitable help and saying "No" when appropriate.

The obvious possession, use or supply of alcohol, cigarettes, illegal and other unauthorised drugs within school boundaries is unacceptable and will be dealt with according to school policy in order to safeguard the health of our school community.

CHILD PROTECTION

Schools have a duty to safeguard and promote the welfare of children in their care. We therefore have a Safeguarding Child Protection Policy and procedures that we follow if we feel a child is at risk from harm or abuse. The policy is reviewed annually by the Governors. Staff receive regular training in recognising abuse and supporting children in need. We work in partnership with other agencies and when we have concerns about a child's welfare we may sometimes need to share information. We will ensure that our concerns about our pupils are discussed with parents/carers **unless we have reason to believe that such a move would be contrary to the child's welfare**. Parents and carers are welcome to read this policy on request.

Safeguarding DSL (Designated Safeguarding Lead): Sarah Callanan

Safeguarding DDSL (Deputy Designated Safeguarding Lead): Sarah Barrett, Sophie Basche

Online Safeguarding Lead: Lauren Cullen



MILK

A third of a pint of milk (in a carton) is provided free for under 5's, and is also available at a reasonable price for over 5's. This can be ordered on-line using Cool Milk. Please collect a form from the office.

JEWELLERY

We ask that our pupils do not wear jewellery to school as it may cause injury to another child or to themselves. Studs are the only earrings permitted for PE lessons, but we prefer they do not have any.



PASTORAL CARE

We would rather children do not bring personal possessions to school. They are not covered by insurance and we cannot be responsible for loss or damage. Occasionally teachers may ask children to bring things they own that are relevant to a topic they are doing. This is at the child's risk however, and items that are sentimentally or financial valuable should not be brought.



VOLUNTEERS

We are always happy when people volunteer to help us in school, either regularly or occasionally. Please contact the school office if you would like to offer. If you are going to be working with the children you will have to have a Disclosure and Barring Service Police check. This is to safeguard our children.

PROBLEMS

If you have a problem, or are unhappy about something, you should first discuss it with the class teacher. If you are not satisfied, then contact the Head Teacher. An appointment can be made through the school office. Any serious complaint will warrant an investigation. If you are still unhappy, you should contact the Chair of Governors, through the school. Our Complaints Policy detailing the procedure is available on the school website.

ATTENDANCE FIGURES

We are always seeking to improve individual attendance rates to between 98% - 100% to the benefit of each child.



DOCUMENTS

The following documents are available on our website, for any parent who wants more information:- Agreed syllabus for RE, Complaints Procedure, Curriculum Policy, Subject Policies, Safeguarding/Child Protection Policy, plus other numerous statutory and non-statutory policies and Ofsted reports on the school.

EQUAL OPPORTUNITIES

In line with the school's Equal Opportunities Policy, we believe strongly that every child should have equal access to educational and social opportunities, regardless of gender, ethnic background, orientation, disability or special educational needs.

SNOW

If the school must close in extreme weather conditions, we text parents and post our closure on the Worcestershire Hub. The school will send a text to parents should the school need to be closed at very short notice. Please make sure we have up-to-date mobile numbers for you if you want to take advantage of this system.



OUR SCHOOL STAFFING IS:-

TEACHERS

Mrs Sarah Callanan (Principal)
Mrs Sarah Barrett (Deputy Headteacher & SENCO)
Mrs Lauren Cullen (Nursery Teacher)
Mrs Lucy Peters/ Mrs Julie Raynor (Reception teacher)
Miss Basche (Assistant Head / Year 1 Teacher)
Mrs Ansa Malik (Year 2 Teacher)
Mrs Nicola Sherwood (Year 3 Teacher / Teaching and Learning Lead)
Mr John Wake (Year 4 Teacher)

ACHIEVEMENT ASSISTANTS

Mrs Asia Nawaz
Mrs Ann Mertens
Mrs Jabina Riaz

Mrs Sarah Carter
Mrs Iffet Mirza
Mrs Dawn Whitman
Ms Hayley Clark

OFFICE STAFF

Mrs Sally Barnett (Office Manager)
Mr Dan Parkinson (Administration)

DINNER SUPERVISORS

Mrs Sarah Carter

Mrs Naila Iqbal
Mrs Shama Bibi
Mr Daniel Parkinson
Mrs Naila Naz
Mrs Ann Merten

CARETAKER AND CLEANERS

Keith Venmore
Mrs Beverley Parker
Mrs Sarah Carter
Mrs Sam Shergold

EXTENDED SERVICES

Mrs D Whitman

OUR LOCAL GOVERNING BOARD ARE:-

Mrs Vicky Jackman (Chair of Governors)
Rev Paul Lawlor (Vice-Chair)
Mrs Gail Stone
Mrs Sarah Callanan
Mrs Sarah Barrett
Ms Vikki Holt
Mrs Fursheen Sa jawal
Mrs Louise Newman

Finally, but most definitely not least, the Vision of our school are outlined very clearly on the website. We are proud of our vision and hope that all parents and carers will join with us in making their child's primary school years the most fulfilling they can possibly be. Our partnership with you is most important to your child's development. Please remember that we are always here and always happy to see and to talk with you.

