

# PROSPECTUS

## 2012/13



Grange Primary School  
Bainbridge Green  
York Road  
Shrewsbury  
Shropshire  
SY1 3QR

Email : [admin.grange-pri@shropshirelg.net](mailto:admin.grange-pri@shropshirelg.net)  
[www.grangeprimaryshrewsbury.co.uk](http://www.grangeprimaryshrewsbury.co.uk)

Headteacher : Mrs M Sibley



## **Grange Primary School Vision Statement**

Grange Primary School believes that every child is entitled to enjoy his/her childhood. They should be valued for their individuality, culture and heritage. They should be encouraged to develop their full potential in a stimulating and caring environment.

### **Aims**

We the staff, parents and governors aim to encourage each and every child in all aspects of learning by:

- Working together as a team and developing effective partnerships with parents/carers.
- Providing a balanced curriculum.
- Ensuring smooth progression through the key stage.
- Catering for all abilities.
- Promoting curiosity and enthusiasm.
- Encouraging independence and confidence.
- Promoting logical and creative thinking.
- Encouraging respect and tolerance for others and personal self-esteem.
- Encouraging respect for our school, the local community and the wider world.

**We would wish the children to take with them happy memories  
of their time with us.**

## ADMISSION ARRANGEMENTS

The Pre-School Group, the Nursery and the school work in close partnership.

3 year olds whenever possible (vacancies allowing) transfer to the Nursery

2<sup>nd</sup> Term 4 year olds have priority Nursery places

Parents who wish to consider sending their children to the school are advised to make an appointment with the headteacher who will be delighted to show them around.

The School's current admissions policy is operated by the Local Authority on behalf of the school (full details are to be found in the L.A.'s information booklet "The Primary Years").

<i>Date of Allocation</i>	<i>Admission Limit</i>	<i>No of 1<sup>st</sup> Preferences Received</i>	<i>Total Places Allocated</i>	<i>No of 2<sup>nd</sup> Preferences Allocated</i>	<i>No of 3<sup>rd</sup> Preferences Allocated</i>
1st April 2011	60	48	47	0	0

Whilst it is helpful if parents can let school know at an early date if they would like their children to attend in due course, such expressions of interest do not constitute registering a child nor placing a child's name on a waiting list or being offered a place. Offers of places can only be confirmed in the academic year before the child is due to start school. Children are entitled to a full time place in school in the September after their 4<sup>th</sup> birthday. The school also provides visits in the term before a child starts school full time as follows:

An afternoon visit with their parents. Children will go to their new class whilst parents Meet in the hall with the headteacher to provide information about general school procedures (the school nurse and education welfare officer may also visit) and also one full day in school including the opportunity to have a school dinner.

During a child's first term in school, parents are invited to meetings to learn about how maths, reading and writing are taught in school and how they can support their child at home.

The Local Authority handle all applications for admission to the school.

## **SCHOOL DAY**

School starts at 9.00.a.m. (doors open 8.55.a.m.)

Entry times to our Nursery are timed to fit in with this. All infant children must be supervised on the playground until the doors open. Junior children must not be left until 8.45am.

Breaktime (Infants)	10.30.a.m.	-	10.45.a.m.
Breaktime (Juniors)	11.00am	-	11.15am
Lunchtime	12.15.p.m.	-	1.15.p.m.
School ends	3.15.p.m.		

Children arriving after 9.15.a.m. or 1.15.p.m. are registered late.

### **Daily Act of Worship (assembly)**

There is a daily assembly. This is either a whole school assembly or in key stages or classes.

## **CHILD PROTECTION POLICY**

The school at all times works to protect the children in its care. Systems are in place to ensure that concerns related to the welfare of children are monitored. If necessary Social Services are involved. The three named child protection teachers are Jane Otter, Marie Sibley and James Brown who attend training bi-annually. All other staff and governors have the opportunity to attend training once every four years. The policy is reviewed annually.

The Headteacher and several Governors have attended Safer Recruitment Training and our recruitment procedures ensure that all staff are CRB checked.

Our full child protection policy is available on the website

## **RACE EQUALITY POLICY**

The school has a Race Equality Policy and complies with government regulations. The school has a three year plan during which all aspects of the policy will be monitored and fully implemented.

Our Race Equality Policy is available on the website

## **DISABILITY ACCESS POLICY**

The School has a Disability Access Policy and has an Access Plan which aims to make the school accessible to all over time. **These are available on the website.**

## **HOME/SCHOOL AGREEMENTS**

The school issues a Home/School Agreement to all new parents on entry.

The school will endeavour to keep its part of the agreement and parents are expected to do the same. To achieve their maximum potential pupils need the support of parents in particular with regard to literacy and numeracy. Part of the Home School Agreement is for parents to regularly keep us informed about any change of contact details for your child.

## **EXTENDED SCHOOLS**

We provide a range of services outside of the classroom curriculum and we are continually looking to develop these. They currently include the following :-

### **After School Clubs**

We run a variety of clubs throughout the year. Information is included in newsletters. We ask for a small contribution towards the costs of these.

### **Breakfast Club**

There is a breakfast club available in The Linc building from 8.15am until 9.00am. Children will be given breakfast and then supervised by a teaching assistant until the start of the school day. There is a charge for this. Prices available from the school office.

### **Links with Childcare Providers**

Some of our children are collected by after school clubs such as Fun Factory and Boost. If you require any information on children please contact Children's Information Services (CIS) on 01743 253400.

### **Family Learning**

You're never too old to learn and sometimes people find that they want to learn new skills once their children are at school. We have very good links with the Family Learning Team who offer a range of courses on our site including ICT and a course to find out exactly what your children are taught in Literacy and Numeracy and how you can help.

## **PARENTS CAN INSPECT THE FOLLOWING ON REQUEST FROM THE HEADTEACHER**

Any Policy Statement  
National Curriculum Documents

Any published Ofsted/HMI reports in the school  
Any Scheme of Work in use

## **SCHOOL ACTIVITIES/VISITS**

Under the requirements of the Education Reform Act, 1988 the school can only raise the cost of activities, visits, etc. by voluntary contribution.

The Governing Body would wish to try and ensure that the level of visits and activities established at the school continue but emphasise to parents that this can only happen with their full support and that activities will be substantially reduced or cease altogether if parents are not prepared to contribute voluntarily. Further details are available in the school's Charges and Remissions Policy (available in school).

A special Insurance is always taken out annually to provide personal accident cover for visits which are an important part of the children's work in school. This is the Shropshire Councils insurance underwritten by Chubb Insurance (Policy No: 64788222)

We carry out risk assessments before any visit.

Parents are informed of all visits either local or further afield. Parents receive a letter containing information and a consent form. Without a consent form your child will not be allowed on the trip.

## **GENERAL INSURANCE**

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

## **ABSENCE**

All absences require a note, or a verbal or telephone message on the first day. The Secretary will ring if no explanation has been sent. If an explanation for absence is still not given regularly a child's absence will be registered 'unauthorised' and may be followed up by the Education Welfare Officer. In cases of regular, unauthorised absences, legal action can be taken.

### **Holiday Absence**

Parents are encouraged to organise family holidays, including visits to a country of family origin, during school holiday periods. If it is necessary to go in term time, parents must complete a holiday request form for which authorisation is only granted in ***exceptional circumstances*** and only if the child has an excellent attendance record. Holidays should not be booked until authorization has been granted. Failure to comply with this may result in a fine. Applications should be received four weeks in advance. The headteacher has the authority to grant permission for holidays of up to 5 days. Any application for more than 5 days will be considered by the Governing Body.

## Illness

The school needs to know if your child has an infectious illness as the Child Health Services must be informed of illnesses that may become epidemics. If your child has a rash or feels unwell please check with the school, or the doctor before sending them to school.

If your child has any of the following diseases you need to keep them away for the time specified:-

<u>Disease</u>	<u>Time of exclusion from School</u>
Whooping Cough	5 days from commencing antibiotic treatment
Measles	4 days from onset of rash
Chicken Pox	5 days from onset of rash
German Measles	6 days from onset of rash
Mumps	5 days after onset of swelling
Impetigo	Until lesions are crusted or healed and 48 hours after commencing antibiotic treatment
Diarrhoea and Vomiting	48 hours from last episode of diarrhoea or vomiting

## **MEDICINES IN SCHOOL**

In the interests of your child's safety the school can only take responsibility for medication prescribed by a doctor if it needs to be taken **FOUR** times a day or if the prescription stated "as required". The medication should be given to the office staff with written details of the dosage. A request form needs to be filled in by parents if an illness (either long-term or short-term) requires the administration of any medicine during school time. Inhalers are kept in the classroom in the teacher's cupboard and are administered only under adult supervision. It is the responsibility of parents to check regularly that the inhaler is still within date and still has plenty in it.

## **HEADLICE**

Current advice is that combing hair daily with a fine toothed comb will help to prevent headlice and girls with long hair should have it tied back.

It is important that if your child's hair is infested with headlice treatment must be given before he/she returns to school. The clinics are very willing to give advice if you are in doubt. Headlice combs are available from the office for £1.00. Although we do not inspect children's hair, if we see live headlice we will send your child home.

## **SUN PROTECTION**

In hot weather it is advisable for children to wear long sleeves and sun hats preferably with neck protection. We advise that you apply suncream before the child comes to school. On very hot days we shorten the time that the children are allowed to play outside. Children may bring suncream in a named bottle which should be kept in the class first aid cupboard. Children can apply this themselves before going outside.

## **PERSONAL PROPERTY**

Children are requested not to bring toys to school. Jewellery and valuables should not be brought to school. If children who walk home on their own need to bring a mobile phone to school for safety reasons it must be handed into the office on arrival at the school. A parental permission slip must be obtained if it is absolutely necessary for your child to bring a phone to school.

## **SCHOOL MEALS**

Meals are cooked on the premises in the kitchen which serves both sides of the school. At present the price of a school meal is £2.00.

Parents are welcome to sample a meal if they book in advance at the office. This will usually take place during one of the visits.

### **Dinner Money**

Dinners can be paid for termly, half termly or monthly in advance. Cheques to be made payable to 'Shropshire Council' Money should be sent in each morning with your child in a named purse or named sealed envelope. Purses are collected and kept in a secure place until lunchtime when the dinner ladies give them out.

### **Free School Meals**

Application forms for Free School Meals are available from the school office. Free meals are able to commence as soon as the form has been completed and a check has been carried out through the Shropshire Council. Your National Insurance Number and proof of entitlement is essential.

### **Packed lunches**

If your child is having a packed lunch please will you note that :-

Drinks must be brought in safe, non-spill, stable plastic containers (preferably flasks) not in glass containers or cans. We **DO NOT** allow fizzy drinks. Healthy eating is encouraged and stickers are often given. We have trained staff who can give advice on healthy eating if required. If your child has a yoghurt, a spoon must be provided. Children should be able to open the food they have in their boxes - some items are extremely difficult to open. No sweets please!.



As part of the Fruit Scheme each child is encouraged to eat a piece of fruit each morning playtime. This is free for Foundation Stage and Key Stage 1 children and is of a high quality.

## **PARENTS**

Parents are most welcome in school and have a vital role to play in their child's education.

If parents wish to see class teachers they are requested to see them after school when they have more time to talk. If a more private talk is needed it may be necessary to make an appointment with the teacher or headteacher.

## **PARENTS' EVENINGS/MEETINGS**

Parents' Evenings are held through the school year and are opportunities to discuss your child's progress. Meetings are held for parents related to pupils' progress in the autumn and spring terms. At the end of the summer term a written report is sent for parents showing their child's progress in National Curriculum subjects. An open afternoon is held in the Summer term where children can share their work with their parents.

## **COMMUNICATION WITH PARENTS**

We send out a fortnightly newsletter to parents on a Friday. The school has a text messaging service which allows us to send text messages to parents reminding them about various events, to cancel a club etc. We also have website : [www.grangeprimaryshrewsbury.co.uk](http://www.grangeprimaryshrewsbury.co.uk) where newsletters and other information about the school is available.....

## **THE COMMUNITY**

The local community is involved whenever possible with the various activities held in school. Visitors may include:-

- Shopkeepers
- Senior Citizens
- Representatives of the Health Service
- Dog Warden
- Community Policeman
- Local Spiritual Leaders etc.
- Local Industry

## HEALTH AND SAFETY

The governors, staff and pupils of the school make every effort to keep the school environment tidy and safe. There is a no smoking policy within the school and parents and visitors are requested not to smoke on the school grounds. In the interests of hygiene dogs are not allowed on the school site. Pupils are asked not to bring their own pets to school in the interests of safety.

A Drugs Policy and an Anti-Arson Policy is in place. Termly fire procedures are held.

## COMING TO AND FROM SCHOOL

In the interests of safety parents are **not allowed** to bring cars into the school car park. A crossing point has been painted on the car park which is kept clear at all times. Children and adults are asked to only cross the drive at the specified crossing points. 'Bumps' have been placed on the school drive to reduce the speed of vehicles needing to come to the school. Children and parents are encouraged to walk to school. Parents are asked to report anything unsafe/hazardous etc. Matters will be dealt with promptly by a member of the Health and Safety Committee which meets at least once a term.

In order to keep children safe we ask that no children or parents walk through the staff car park. Parents and children should cross at the crossing and then walk around the fence and across the playground.

## SECURITY

The governors and staff of the school aim to keep the children, staff, property and resources, buildings and grounds as safe and secure as is possible whilst maintaining an element of freedom. During the working sessions there is only one main entrance open into the school. The internal door is electronically operated and a 'buzzer' system is in place. The school is alarmed throughout. All gates except the main drive entrance are locked between 9.15 and 3.00pm. Regular checks are made to ensure that perimeter fencing, windows, doors etc. are secure.

## **SCHOOL COMPLAINTS SYSTEMS**

For all complaints or concerns, parents (and others) are encouraged to raise them initially with the class teacher who will be able to discuss them there and then or at a mutually agreed time. Should it not be possible to resolve any concern satisfactorily it should then be directed to the Headteacher. If you are still not happy with the way in which your concern or complaint has been dealt with it should be put in writing to the Headteacher. The school then promises to deal with your complaint as follows:-

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

If you are not satisfied with the outcome of your complaint you can write to the Chair of Governors c/o The School who will arrange for the Complaints Committee to consider what you have to say.

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

A full Statement of the School's Complaints Policy can be obtained from the school office and is also available on the website.

## ***Grange Primary School Uniform***

### **BOYS**

School sweatshirt or cardigan (Can be plain)

Plain **Grey** straight leg **school** trousers  
(Summer: grey trouser shorts - optional)

Plain red (summer) or white polo shirt with collar

Suitable flat, black footwear



### **GIRLS**

School sweatshirt or cardigan (Can be plain)

Grey school skirt or plain **grey** straight leg **school** trousers (no belts or decoration)

Plain red (summer) or white polo shirt with collar

Suitable flat black footwear

Grey, red or black tights

Summer - Red school dress (optional)



## ***No jewellery or makeup***

### **BOYS AND GIRLS P.E./GAMES KIT**

(Please provide a named P.E. bag)

Plain white or red round necked T shirt (not polo shirt) and plain white or navy sports shorts - White socks - Black pumps (or trainers) - Plain coloured tracksuit (optional)

Please put names on all clothing

## COMPARATIVE REPORT

These tables show the percentage of year 6 pupils achieving each level in 2012, compared to national end of key stage 2 teacher assessment levels and test results for 2011.

The number of eligible children is: 39

Figures may not total 100 per cent because of rounding.

TEACHER ASSESSMENTS										
		Percentage at each level								
		W	1	2	3	4	5	6	Pupils disappled	Pupils absent
English	School	0	0	10	15	41	33	0	0	0
	National	1	1	3	14	49	32	0	0	0
Mathematics	School	0	0	5	18	46	31	0	0	0
	National	1	1	3	14	47	34	1	0	0
Science	School	0	0	8	21	46	26	0	0	0
	National	1	0	2	12	50	35	0	0	0

TEST RESULTS									
		Percentage at each level							
		Below level 2*	2	3	4	5	6	Pupils not entered <sup>#</sup>	Pupils absent
English	School	0	0	0	0	0	0	0	0
	National	5	1	12	52	29	-	0	1
Reading	School	13	0	8	46	33	0	0	0
	National	8	-	8	41	42	-	0	0
Writing	School	0	0	0	0	0	0	0	0
	National	5	-	20	55	20	-	0	0
Mathematics	School	5	0	26	41	28	0	0	0
	National	4	1	14	45	35	-	0	0

W represents pupils who are working towards level 1, but have not yet achieved the standards needed for level 1.

\* represents pupils who were not entered for the tests because they were working below level 2 in English or Mathematics, pupils awarded a compensatory level from the tests; and pupils entered for but not achieving a level from the tests.

# represents pupils working at the levels of the tests, but unable to access them.

## COMPARATIVE REPORT

This table shows a summary of the National Curriculum assessment results of pupils in the school (2012) and nationally (2011) at the end of Key Stage 1, as a percentage of those eligible for assessment.

The number of eligible children is: 36 Figures may not total 100 per cent because of rounding.

RESULTS OF TEACHER ASSESSMENT											
Percentage at each level											
			W	1	2C	2B	2A	3	4	Disapplied Children	Absent Children
Speaking & Listening	Boys	School	0	25	-	38	-	38	0	0	0
		National	3	13	.	66	.	18	0	0	0
	Girls	School	0	0	-	70	-	30	0	0	0
		National	1	8	.	66	.	25	0	0	0
	All	School	0	11	-	56	-	33	0	0	0
		National	2	11	.	66	.	21	0	0	0
Reading	Boys	School	0	31	0	19	19	31	0	0	0
		National	3	15	13	24	23	22	0	0	0
	Girls	School	0	20	15	30	5	25	5	0	0
		National	2	9	10	22	26	30	0	0	0
	All	School	0	25	8	25	11	28	3	0	0
		National	3	12	12	23	25	26	0	0	0
Writing	Boys	School	6	25	25	13	25	6	0	0	0
		National	5	19	23	28	16	9	0	0	0
	Girls	School	0	10	35	35	5	15	0	0	0
		National	2	11	17	29	24	17	0	0	0
	All	School	3	17	31	25	14	11	0	0	0
		National	4	15	20	29	20	13	0	0	0
Mathematics	Boys	School	6	31	6	13	25	19	0	0	0
		National	2	9	15	26	24	23	0	0	0
	Girls	School	0	0	35	35	20	10	0	0	0
		National	1	7	16	28	29	18	0	0	0
	All	School	3	14	22	25	22	14	0	0	0
		National	2	8	15	27	27	20	0	0	0
Science	Boys	School	6	25	-	31	-	38	0	0	-
		National	2	11	.	66	.	21	0	0	.
	Girls	School	0	0	-	80	-	20	0	0	-
		National	1	8	.	71	.	19	x	0	.
	All	School	3	11	-	58	-	28	0	0	-
		National	2	10	.	68	.	20	0	0	.

1. Includes all schools with pupils eligible for assessment at Key Stage 1. Participation by independent schools is voluntary, therefore only includes results from those independent schools which chose to make a return and which met the statutory standards for assessment and moderation.
2. Speaking and Listening and Science subjects do not report level 2A, 2B and 2C, only level 2. These are shown in the 2B column for the purposes of this table.
4. Absent and Disapplied are not reported in science main level but are reported as U (unable). These are shown in the disapplied column for the purposes of this table.
5. '.' represents 'Not Applicable'.
6. 'x' indicates a figure not shown in order to protect confidentiality.



# GRANGE PRIMARY SCHOOL

## Authorised and Unauthorised Absences for Academic Year 2011/2012

### **PUPIL INFORMATION FOR THE PERIOD**

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- |  |        |
|--|--------|
| 1. Number of day pupils of compulsory school age on roll for at least one session: | 319    |
| 2. Number of pupil sessions  | 114191 |

### **AUTHORISED ABSENCE IN THE PERIOD**

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- |  |      |
|--|------|
| 3. Number of sessions missed through authorised absences :         | 4370 |
| 4. Percentage of day pupils with at least one authorised absence : | 3.8% |

### **UNAUTHORISED ABSENCE IN THE PERIOD**

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- |  |      |
|--|------|
| 5. Number of sessions missed through unauthorised absences :                       | 159  |
| 6. Percentage of day pupils with at least one unauthorised absence :               | 0.1% |
| 7. Number of sessions missed due to lateness after registers have closed           | 115  |
| 8. Percentage of pupils with at least one late session after registers have closed | 0.1% |

## STAFF LIST September 2012

### Headteacher

Mrs M Sibley

### Depty Headteacher

Mrs S Mann

### Senior Leadership Team

Phase 1 Leader	-	Mrs L Underwood
Phase 2 Leader	-	Mrs S Mann
Phase 3 Leader	-	Miss W Watkin
Phase 4 Leader	-	Mrs S Moody
SENCO & Inclusion	-	Mrs S Mann

### Class Teachers

<i>Phase 1(Nursery, Reception Year 1)</i>	-	Mrs L Underwood and Mrs G Allen-Brown
	-	Mrs E Lock and Mrs S Crewe (covering Miss H Pryce maternity leave)
	-	Mrs C Kinna
<i>Phase 2 (Year 1&amp;2)</i>	-	Mrs J Griffiths
	-	Mrs M Thomas and Mrs M Mann
<i>Phase 3(Year 3&amp;4)</i>	-	Miss W Watkin
	-	Mr P Kelly
	-	Mrs S Holmes
	-	Miss B Short
<i>Phase 4 (Year5&amp;6)</i>	-	Mr J Brown
	-	Mrs S Moody
	-	Miss G Jones
<i>Music</i>	-	Mrs G Allen-Brown
PPA Cover	-	Mrs F Rovizzi

### Teaching Assistants

Mrs B Williams (HLTA)  
Mrs P Bennett (ICT)

#### Phase 1

Mrs S Harte  
Mrs K Romasiuk  
Mrs K Dance  
Mrs M Ellis

#### Phase 2

Mrs J Chadwick  
Mrs C Walshaw

#### Phase 3

Mrs J Greenway  
Mrs B Lane  
Miss T Morris  
Mrs P Broadhurst

#### Phase 4

Mrs N Carpenter  
Mrs E Coley-Evans  
Mrs L Haynes

#### SEN

Mrs S Jew  
Mrs E Beddoes  
Mrs J Hatton  
Mrs J Roberts  
Mrs T Evanson  
Mrs D Parkes  
Mrs T Gwilliams – Miss L Tomei

### Administrators

Mrs W Godbold  
Mrs T Woollam  
Miss S Boardman

### Supervisory Assistants

Mrs J Hatton  
Mrs L Burgoyne  
Mrs D Simpson  
Mrs S Davies  
Miss T Buckley  
Miss S Carter  
Mrs A Barnett  
Mrs T Evanson  
Mrs T Gwilliams  
Miss L Roberts  
Mrs L Osborne  
Mrs J Edwards  
Miss K Owen  
Mrs J Phillips  
Miss H Jones  
Mrs N Roberts

### Caretaker

Mr R Jones

### Cleaners

Mrs J Short  
Mrs J Perkins  
Mrs N Roberts  
Mrs B Wenlock  
Miss K Owen  
Mrs S Plummer



# GRANGE PRIMARY SCHOOL

## GOVERNOR LIST September 2012

### **Local Authority**

Mr M Youens

### **Community**

Mr I Jones

Mrs J Otter

### **Staff Governors**

Mrs M Sibley (Headteacher)

Mrs P Bennett

Mrs G Allen-Brown

### **Parent Governors**

Mrs C Bilgic (Acting Chair)

Mrs C Downes

Mrs G Cheshire

Mrs K Booth

### **Associate Governors**

Mrs B Williams

Mrs S Mann

