

Lakey Lane Primary School

Lakey Lane

Hall Green

Birmingham

B28 8RY

Tel: 0121 464 1990

Community School

Chair of Governors: Mr Don Abbey

Head Teacher: Mrs Louise Cockell

Teaching staff:

Ms Tracey Bennett: Deputy Head Teacher, Curriculum.

Mrs Liz Beyene: Assistant Head Teacher, SENCo, EYFS

Mrs P Brooks: Targeted Intervention Lead teacher

Miss J Joyce: Year 6 teacher, curriculum team, Phase 4 leader

Miss S Butler: Year 6 teacher, curriculum team

Mrs J Rowlands: Year 6 teacher, PE support

Ms H Savage: Year 5 teacher, music leader

Miss L Jones: Year 5 teacher

Mrs M Daniels: Year 4 teacher, phase 3 leader, student co-ordinator, enrichment leader

Ms C Larvin: Year 4 teacher, RE leader

Miss S Meehan: Year 3 teacher, maths leader, MFL leader

Mr A Britnell: Year 3 teacher

Miss Y Cridland: Year 2 teacher, Literacy leader

Mrs V Ayers: Year 2 teacher, Educational Visits leader

Mrs C Phipps: Year 2 teacher

Miss E Moyle: ICT leader, Year 1 teacher, phase 2 leader

Miss D Johnson: Year 1 teacher

Mrs R Tudor: Reception teacher, Art leader

Mrs E Beddows: Reception teacher, Phonics Counts Lead Teacher

Mrs L Prentice: Nursery teacher, Parental involvement co-ordinator

Mr M Leach: KS2 sets teacher and TI teacher

Mrs S Sumner: PPA teacher

Ms T Cooper: PPA teacher

Mrs L Porter: PPA teacher

Mrs S Mounter: Teacher (returning from maternity leave June 2016)

Mrs S Buck: Teacher (returning from maternity leave July 2016)

Mrs K Gray: Teacher (currently on maternity leave)

Mrs T Turrell: Supply Teacher, KS2 sets teacher

Mrs T Adamson: Learning Mentor & Parent Support Advisor

Mrs M Lane: Nursery Teaching Assistant

Mrs S Davies: Teaching Assistant

Miss K Cartmill: Teaching Assistant

Mrs E Price: Teaching Assistant

Miss E Clarke: Teaching Assistant

Mrs K O'Raw: Teaching Assistant

Mrs R Ishaji: Teaching Assistant

Mrs D Lad: Teaching Assistant

Mrs D Yates: Teaching Assistant

Mrs E Breakwell: Teaching Assistant

Ms T Marshall: Teaching Assistant

Mr D Green: Teaching Assistant

Miss D Yates: Teaching Assistant

Mrs P Gordon: Teaching Assistant

Mrs J Hardy: Teaching Assistant

Mrs S Akbar: Teaching Assistant

Mrs H Farooqi: Teaching Assistant

Mr A Woodward: Teaching Assistant

Mrs Z Hussain: Teaching Assistant

Mrs S Heath: Temporary Teaching Assistant

Mr D Bashford: Teaching Assistant

"This school is committed to safeguarding and promoting the well-being of all children and expects our staff and volunteers to share this commitment."

School Organisation

Class sizes:

Our admission number is 60. This means that we can only admit 60 children into each year group, with 30 in each class.

In Nursery, we have 26 children in the morning and 26 children in the afternoon.

The school day:

Nursery: 9:00-11:30 (with a flexible drop-off from 8:30) and 12:45-3:15 (with flexible drop-off from 12:15).

Reception and Key Stage 1: 8:50-12:00 (lunch break) 1:00-3:15

Key stage 2: 8:50-12:20 (lunch break) 1:25-3:15

School uniform:

The children are expected to wear school uniform. The school colours are dark green, white and grey.

Dark green sweatshirt, cardigan or fleece (these are available in school).

White polo or similar shirt.

Grey trousers or skirt.

Sensible black shoes.

We also sell waterproof school coats.

Jewellery:

We will only accept the wearing of 'stud' earrings and items which are worn for religious purposes.

PE Kit:

It is essential for the safety and hygiene of the children that they bring a PE kit to change into for PE lessons at school.

One PE lesson is inside in the hall the other is taught outside on the playground. The children should therefore have:

Sensible shorts (available to buy in school) and leggings or joggers.

T-shirts (preferably yellow-available to buy in school)

Pumps for inside and trainers for outside.

Children from Year 2 to Year 6 also go swimming at Fox Hollies Leisure Centre.

Children will need a swimming bag, sensible costume/ trunks and towel.

**PLEASE LABEL ALL UNIFORM AND
PE KIT WITH YOUR CHILD'S NAME.**

Attendance.

The children are expected to attend school for 190 days per year. We place great emphasis on good timekeeping and attendance and children are rewarded for this. During their primary years children can not be given responsibility for this, so we ask parents to set a good example to their children and ensure that their children arrive at school on time. Dental appointments etc should be made after school or in school holidays to avoid valuable school time being lost.

We log the names and times of children who arrive late to school. Parents will be contacted by the Head Teacher if their child arrives late on several occasions.

We work closely with the Government to track children's attendance. If a child's attendance falls below 90% they are classed as 'persistently absent' and their parents will be contacted by the school and/or the Education Social Worker.

In line with Government policy, holidays cannot be taken in term time. Research has shown that this has a dramatic effect on children's progress. This policy includes holidays abroad. Having 13 weeks of school holiday each year, including 6 weeks in the summer, it should be possible in normal circumstances, for parents to arrange their visits to families abroad during school holidays. **If a holiday is taken in term time the parent is putting their child's school place at risk and the Government may impose a fine.**

Attendance rates for 2014-15:

Attendance: 96.52%. We are aiming to exceed this in 2015/ 16.

Admissions Policy

The school follows the Birmingham LA policy on admissions which is: Children are admitted to schools in accordance with parental preference as far as possible. However, where there are more applications than there are places available, places at schools will be offered based on the following oversubscription criteria:

1. Looked after or previously looked after children.
2. Siblings (brother or sister who are still in attendance).
3. Denominational claims (in the case of voluntary controlled Church of England primary schools).
4. Distance (children who live nearest the school measured in a straight line).

Nursery: We offer all nursery places on a part time basis (morning or afternoon) in the first instance. Depending on numbers we may then be able to offer some full time places. If this happens, we apply the LA criteria which are available from the school office upon request.

Charging and Remissions Policy

Following Government legislation (Education Act 1988) it has been necessary to ask all parents for voluntary contributions for a small number of school activities eg educational visits.

The school aims to cover all costs where possible for these activities. No child will ever be excluded due to lack of a parental contribution.

The governors have followed LA guidelines on Charging and Remissions for school activities. Copies of this guidance are available on request and are on the school website.

Complaints Procedure

At Lakey Lane Primary School we operate an "open door" policy and try our best to ensure that parents feel able to deal with any concerns they may have quickly and clearly. If however this does not happen, in the first instance complaints should be addressed to the Head Teacher.

Should the matter still not be resolved, then contact should be made with the Chair of Governors. Individual Governors are unable to take personal issues to the Governing Body. If further insight is needed the LA should be contacted.

Safeguarding the Children

Following Local Authority guidance, please note:

Our first priority is your child's welfare and therefore there may be occasions where our concerns about your child mean that we have to consult other agencies even before we contact you. The procedures we follow have been laid down by the Birmingham Safeguarding Children Board. If you want to know more about this procedure, please speak to the Headteacher.

When staff become aware of, or feel the need to become involved in, situations where there is a risk of children being involved in any of the following:

- Self-harming
- Causing injury to other children, staff, parents and visitors
- Causing damage to property

Staff will make dynamic or planned risk assessments to help keep all children safe. The Children Act 1989 makes it clear that in any decision involving a child "the paramount consideration must be the child's welfare."

Out of School Activities



We believe that extra curricular activities are an invaluable element of school life, where children can have fun, learn and keep fit with their friends. Depending on the time of year, we offer a variety of clubs which have included football, dance, drama, first aid, art, cycling proficiency, woodwork, judo, golf and gardening.

Healthy Lifestyles

We encourage the children to adopt healthy lifestyles by:

- Eating healthy food- this includes providing healthy tuck of wholemeal toast and milk and healthy lunches, which include a halal option.
- Taking regular exercise- this includes signposting children to out-of-school clubs as well as the clubs that we offer in school and the lunchtime activities.

In addition, we promote "walk to school". If you are unable to walk the whole of your journey to school we encourage families to "park and stride" at least one day per week. This means parking a few hundred metres from school and walking the remainder of the way. We have an agreement with "The Maggies" pub to park on their car park to support this scheme.

We also take part in the 'Health 4 Life' Scheme - working with groups of children from Year 2 (growing our own food) and Year 4 (cooking using the food that we have grown).

Homework



Homework is given to children throughout the school. Initially, in Reception, homework will involve practising phonics and sharing books with parents.

As children progress through the school the amount and variety of homework will increase and widen to include spellings, tables and research. Each term parents are sent a newsletter so that children and parents know when homework will be set and when it is due to be returned. A copy of the homework policy is available on the school website.

Visiting the school

We are always happy to make an appointment to show prospective parents around the school or discuss any of the information contained within this prospectus. Please contact the Head Teacher to make an appointment.

Safe, Secure, Successful