



# Welcome to Calshot Primary School

(2024-2025)



'At Calshot we aim to provide the highest quality of learning and care for ALL children in a safe and enjoyable environment, nurturing personal values, in partnership with parents, carers and the wider community. We expect everyone in our school to strive to achieve their full potential'

## Contact Details

### School Address:

Calshot Primary School,  
Calshot Road,  
Great Barr,  
Birmingham.  
B42 2BY

### School Telephone Number:

0121 675 1059

### School E-Mail Address:

[enquiry@calshot.bham.sch.uk](mailto:enquiry@calshot.bham.sch.uk)

### School Website Address:

[www.calshot.bham.sch.uk](http://www.calshot.bham.sch.uk)

## CONTENTS

- 4/5. Welcome and Staffing
6. The Governing Body
7. Admission arrangements
8. School Hours and Term Dates
9. Arrival and Departure from School
10. Attendance/Discipline
11. School Uniform
12. School Meals and School Fund
13. Appointments/Health Checks and Medicines
14. Sickness and Accidents/  
Educational Visits and Insurance
15. Parents in School/Friends of Calshot
16. Calshot Kids Club/Homework/ Extra Curricular  
Activities/Music tuition/ Mental Health
17. Health Education/Child Protection
18. Special Educational Needs/ Race Equality and Equal  
Opportunities/ Religious Education
19. Early Years and KS1/KS2 curriculum/SATs
20. Complaints Procedure
21. Home School Agreement

## WELCOME TO CALSHOT PRIMARY SCHOOL

We are pleased to welcome you and your child to Calshot School and wish immediately to establish good relationships between home and school. Our School Logo is "Aiming High" and this is what we strive to do continuously, whilst working in partnership with you.

In our most recent OFSTED (February 2023) the school was graded as "Good" with many outstanding features.

The report states that:

- Pupils' behaviour is outstanding. Pupils are confident, self-assured and enthusiastic learners who are proud of their school.
- Parents are very positive about all aspects of the school.
- Pupils are safe and well cared for.

## OUR SCHOOL STAFF

We are a friendly, caring, conscientious team of teaching and support staff. We use our experience and expertise to ensure the best in education and welfare for your child at all times.

Our Head Teacher is: - Mr Wingrove

Our Deputy Head Teacher is: - Miss Atterbury

Our Class Teachers are:	Mrs Hatfield	Mrs Jagroo
	Miss Bemand	Miss Dolan
	Miss Okaner	Mr Mitchell
	Mrs Buck	Miss Secker
	Mrs Taylor	Mrs Aldridge
	Mr Hartwright	Miss Trude
	Mrs Crowe	Miss Sweet
	Mrs Jones	Mrs Sheridan
	Mrs Myatt	
	Miss C. Harris	
	Miss J. Harris	

Our Special Educational Needs Co-ordinator (SENDCo) is Mrs Knowles

Our non-class based Teachers are: Mrs Sohal  
Mr Ali

Our Teaching Assistants are: Mrs Rea  
Miss Bunn  
Mrs Morris  
Miss Fletcher  
Miss Hillier  
Miss Kaur  
Mrs Laidlaw  
Miss Haines  
Mrs Robertshaw  
Mrs Sheargold  
Mrs Thompson  
Mrs Waring  
Mr Warlock  
Mrs Hanna

Our Mental Health Lead is: Mr Wingrove

Our Clerical Staff are:

School Business Manager	Mr Walker
Senior School Secretary	Mrs Cunningham
Finance Administrator	Mrs Hall
Finance Administrator	Mrs Webb

Our School Premises Manager is: Mr Dugmore

## THE GOVERNING BODY

A full Governing Body meeting is held once every half term.  
Members of the Governing Body take a keen interest in school life and support events in school whenever appropriate.

Our Chair of Governors is: Mr Dharmesh Rajput

Our Vice Chair is: Mr Sean Barlow

Your Parent Representatives are: Mrs Rizwana Parker  
Miss Sarah Howell

The Teacher Representative is: Mrs Yasmin Joyce

The Co-opted Representatives are: Mr Dharmesh Rajput  
Miss Anna Olatokun  
Mrs Gail Hipkiss  
Mr Shah Islam

The L.A. Representative is: Councillor Jon Hunt

Clerk to the Governors: - Vacant Post

## ADMISSION ARRANGEMENTS

We are a 2-form entry Primary School and most of our pupils come from the local area.

We admit 52 children into our two part-time Nursery classes. The following criteria are applied for admissions to our Nursery.

The criteria are as follows: -

- Children with SEND or Looked After Children
- Children with brothers or sisters currently in school
- Straight line distance from home to the main entrance of the school

Applications for Reception are made currently via the L.A. Appropriate application forms will be sent directly to parents by the L.A. usually in the Autumn Term prior to entry. (Please note that attendance at our Nursery does not guarantee a place in Reception)

Applications for Nursery continue to be made via the school and are separate from Reception applications. An appropriate form may be obtained from the school office.

Unsuccessful applicants may go through the appeal procedures via the L.A. Admissions and Appeals Telephone no. 0121 303 1888 (ext4)

Prospective parents are invited to visit school during the Autumn Term. Alternative visits can be arranged by contacting the school.

## SCHOOL HOURS

Our school hours:

Nursery	a.m. 8.40 - 11.40 p.m. 12.30 - 3.30
Reception	a.m. 8.45 - 11.55 p.m. 1.00 - 3.15
KS1	a.m. 8.50 - 12.00 p.m. 1.00 - 3.20
KS2	a.m. 8.55 - 12.30 p.m. 1.30 - 3.25

## TERM DATES 2023/2024

	<u>Opens</u>	<u>Closes</u>
Autumn	02/09/24 04/11/24	25/10/24 20/12/24
Spring	06/01/25 24/02/25	14/02/25 11/04/25
Summer	28/04/25 02/06/25	23/05/25 18/07/25



### ARRIVAL PROCEDURES

- You are most welcome to wait in the playground with your child
- A convenient arrival time being five minutes prior to the school day as we cannot be responsible for your child before the teachers are on duty at 8.50 a.m. in KS2
- Parents in Reception and KS1 are responsible for their children until they are collected by the class teacher at 8.45/8.50 a.m.
- No dogs are allowed in the playground
- No smoking (inc e-cigarettes) is allowed on the school site
- If your child is late you must enter via the main office

### TRAVEL TO SCHOOL

At Calshot Primary School we encourage our children to walk to school. However, if it is necessary to travel by car, the school provides parking facilities in the car park off Calshot Road. Alternatively, you may wish to park a walkable distance from the school and walk the remaining part of the journey. This will encourage a more active lifestyle and alleviate parking problems. The front car park outside the main entrance is for staff only and parents are not allowed to use this car park. Parking outside the school gates is not permitted. We also need to consider the local residents, when parking. Parents are not allowed to use the front car park.

### DEPARTURE PROCEDURES

At home time please come into the school playground in order to keep exits clear. Nursery, Reception and KS1 children are dismissed to their parents. KS2 children are dismissed independently to their parents in the playground. When meeting your child do ensure they know where you will wait and always be punctual. If you are late collecting your child you must contact the school. If children are regularly not collected on time, they will be sent to CK's (Before and After School Club) and parents will be charged accordingly. Parents are not allowed to use the front car park.

## ATTENDANCE

Regular attendance is essential to ensure that a child achieves their full potential. 96.5% attendance or more is what we expect our children to achieve. We have to notify the Education Department of absences and publish attendances figures, so we require parents to let us know immediately by telephone, or in writing, the reason for their child's absence. Attendance is monitored regularly by the Deputy Head Teacher. Parents are contacted should children's individual records of attendance become a concern. It is important that your child arrives at school on time; children who arrive late frequently miss the start of the lesson which hinders their level of progress.

Parents are expected to organise family holidays outside of term time. No holidays will be authorised during term time as the absence will greatly affect your child's learning. Any holidays will be recorded as an '**Unauthorised Absence**' and incur a Local Authority Penalty Notice Fine.

## DISCIPLINE

Discipline within the school is firm but friendly, based on mutual respect. Responsible behaviour by all children is positively encouraged and rewarded. Please see the school's Behaviour Policy for more detailed information, which is available on the school website.

## SCHOOL UNIFORM

Children must wear school uniform as follows: -

### **Girls:**

Red sweatshirt/cardigan (with Calshot Logo on the chest if possible)

White polo shirt

Grey/black skirt or grey/black trousers

Summer - red and white checked dresses

Patterned leggings or tights are not allowed

### **Boys:**

Red sweatshirt (with Calshot Logo on the chest if possible)

White polo shirt

Grey/black trousers

Summer - grey/black shorts

**Children are not allowed to wear trainers, boots or open toed sandals;  
they must wear black, sensible shoes.**

(Available from Uniforms Plus, Scott Arms. Telephone number 357 8285)  
generic school uniform is also available from most supermarkets and  
retailers

For Physical Education your child must wear: -

Boys P.E.: A white T-shirt, black shorts and pumps

Girls P.E.: A white T-shirt, black shorts and pumps

During the Winter it is advisable to provide a track suit for outdoor  
games for pupils in KS1/KS2 (not Nursery or Reception).

Swimming: - Boys - trunks and shorts (must be above the knee)

Girls - one piece swimming costume

No jewellery at all is allowed

Children with long hair must wear a swimming hat

**Please label your child's clothing** as we are then able to easily retrieve  
lost property.

**Please note:** No jewellery except a watch and stud earrings are allowed.  
Mobile phones are not permitted.

## SCHOOL MEALS

A choice of healthy menus is provided daily by Dolce. You will need to preselect a meal from the options available online from your Dolce account. If you do not have an account you will need to come to the main office to have one set up for you. If your child has a special diet to follow for reasons of health or religion, please ensure this is recorded on the contact form and select a meal that meets your requirements. Pupils in Reception, Year 1 and Year 2 are entitled to Universal Free School meals, free of charge, due to a Government initiative. For pupils in KS2 (Year 3 to Year 6), who are not eligible for Free School Meals, school meals cost **£2.62 per day**. If your child is absent, the meals missed will be credited to them on their return to school. For all parents, if you qualify for Free School Meals can you please apply online at <https://www.cloudforedu.org.uk/ofsm/birmingham/> Your child may bring a packed lunch if you prefer, with a drink in a plastic bottle or carton. Hot drinks, cans, glass bottles and fizzy drinks are not allowed for safety reasons. Parents are encouraged to send healthy snacks in the lunch boxes.

During the day fruit/vegetables are provided for children in Early Years and KS1 free of charge. All Reception children can bring a bottle of plain water (refilled at school daily). The school is part of the subsidised milk scheme. A carton of fresh milk is provided for children in Nursery and Reception up until the end of the term in which they are 5. Milk is available for children from Reception to Y2 at a cost of 25p per carton, payable termly. Squash and toast are on sale daily to children from Y1 upwards (brown and white bread toast 20p per slice, squash 10p per cup).

## SCHOOL FUND

School Fund is 50p per week and is charged half-termly/termly, the collected amount being published in the school newsletter. This is a valuable source of income and helps us to buy extra resources for the children. Payments to be made via the ParentMail- App

## APPOINTMENTS

Please try to arrange doctor/dental appointments outside school hours, but if your child needs to leave school during the school day for doctor/dental appointments etc. please arrange for their collection from the main office, where you will be asked to sign children out and show proof of the appointment. Children are never allowed to leave school during school hours, on their own, for any reason whatsoever.

## HEALTH CHECKS

Sight and hearing tests are carried out during the first year at school by the school nurse. You will be only be notified if a follow up test is recommended.

The school nurse team can be contacted via the NHS School Help Support Service at: <https://www.bhamcommunity.nhs.uk/patients-public/children-and-young-people/services-parent-portal/birmingham-school-health-support-service/>

**PLEASE REMEMBER YOUR CHILD'S BOOSTER INNOCULATIONS**

## MEDICINES

If there is a particular need (e.g. your child needs to end a course of antibiotics), medicines will only be administered on completion of a medicine request form, which is available from the office. Only medicines prescribed by a doctor will be administered in school, as outlined in the school's Medication Policy (available on school website).

**Please do not let your child keep any medicine in school bags, this must be handed in to the office and collected by an adult.**

Inhalers:

If your child is asthmatic and requires an inhaler, it is your responsibility to supply the school with an inhaler (clearly labelled with the child's name and in date). The inhaler will be kept in a box in the classroom, where they are readily accessible. Please check expiry dates of inhalers.

### SICKNESS AND/OR DIARRHOEA

Children **must** be kept at home for a **minimum of two clear days** after the last bout of sickness or diarrhoea. You will be contacted should your child be taken ill in school so that arrangements can be made to get them home.

### ACCIDENTS IN SCHOOL

Should your child suffer any severe accident in school, we would need to contact you immediately. Please keep our records up to date with your current contact information.

Day to day bumps, bruises and grazes will be dealt with in school and your child will be observed for any adverse affects. You will be advised in the case of severe head bumps, and other injuries depending on their severity.

### EDUCATIONAL VISITS

Educational visits are a valuable experience and enrich your child's curriculum and as such these are planned at regular intervals, but are only possible with parental financial support. We aim to give advance notice of such visits. Pupils will not be allowed to take part in an educational visit unless a consent form has been given via the ParentMail-App in advance of the visit

The Governors have approved a policy which permits the school to ask for voluntary contributions to cover the cost of educational visits. The Charging and Remissions Policy can be inspected on the school website.

### INSURANCE

All Educational Visits are covered with Chubb Insurance Company. The personal property of pupils brought into school is not insured by the L.A. It is therefore the responsibility of parents to ensure that any items of value are adequately insured through their own private policies.

## PARENTS IN SCHOOL

### Consultations

Parents are invited in to school several times within the school year to discuss their child's progress. These meetings are valuable to the teacher as well as yourself and your child. Between times, if you are concerned about your child, please do not wait for a Parents' Meeting, but make an appointment to see the class teacher. At the end of the school year, you will be given a written report on your child's progress to which you and your child are invited to reply. From time to time, you may be invited to share in a workshop in school which will help you to experience your child's learning.

### Events

During the course of the school year, parents are invited to join the school for special festivals and celebrations. A weekly newsletter is posted on the school website and the MarvellousMe- App every Friday to keep you up to date with current events and dates. Please take time to read this and make a note of the dates of important events. The school may also contact parents using our 'Teacher to Parent' text messaging service (This service can only be utilised using parent mobile phone numbers, so please ensure your contact details are kept up to date).

## FRIENDS OF CALSHOT

The Parents' Association, to which all parents automatically belong when their child starts school, organises a programme of events for fund raising and community purposes. We hope you will support your child further through supporting some, or all of the events during the school year. All money raised is for the purchasing of materials or equipment to enhance your child's education, not possible through the school budget. The social events provide opportunities to meet parents of other children on a regular basis and can be good fun! We would love to see some of our new parents joining the committee, who meet on a regular basis.

### CALSHOT KIDS CLUB

There is a provision for children to be looked after from 7.45 a.m. until the start of school and 3.15 p.m. - 5.30 p.m. during term time only. For further details, or to book a place, please contact the managers (Miss Hillier or Mrs Bye) on 0121 675 1059 option 3.

### HOMEWORK

Your child will receive homework from school and we expect you to spend some time regularly with your child for sharing reading and assisting learning. You will receive a timetable of your child's homework in the half-termly parent curriculum leaflet. Children who receive additional support at home do make greater progress.

### EXTRA CURRICULAR ACTIVITIES

As your child progresses through school they will have the opportunity to attend a variety of clubs and activities at the end of the school day (e.g. football, dance, choir, cheerleading, recorders, multi-skills, Imagineering etc.)

### MUSIC TUITION

Children from Y3 upwards have the opportunity to have tuition in violins and guitars. These are available at a half-termly charge to the parents. Further details are available from the Deputy Head Teacher; if places become available, these will be advertised in the weekly newsletter.

### MENTAL HEALTH

The School Mental Health Lead (SMHL) is Mr Wingrove. Mental health and wellbeing are promoted through the culture, curriculum and ethos within the school for all our pupils, staff and families. More information is available on the school website.



## HEALTH EDUCATION

In accordance with the requirements of the Education Act, the Governing Body has approved the following statement:

**'Pupils must be provided with an education that prepares them for the opportunities, responsibilities and experiences of adult life. A key part of this relates to relationships and health education, which must be delivered to every primary-aged pupil.'**

For more information please see the Relationships, and Health Education Policy available on our school website.

## CHILD PROTECTION

At Calshot School our first concern is for your child's welfare. We all need to be aware that there may be a time when a child may suffer abuse. This may be physical, emotional, sexual or neglect. Abuse can be committed by anyone. The school staff, through the Head Teacher, are expected to follow the Birmingham Children Safeguarding Board's Procedures. The Governing Body has a responsibility to ensure that everyone follows these procedures. Under the Children's Act 2004 we are required to work in partnership with you as parents in promoting the welfare of your children and we are also required to co-operate with other agencies. Where we have concerns, there may be occasions when we therefore have to consult with other agencies. We will, in working in partnership with you as parents, endeavour to consult or liaise with you unless we have good reason to believe this may compromise your child's welfare.

The school's Safeguarding Policy can be found on the school website and a paper copy is displayed in the main entrance.

The school's Designated Senior Leader for Child Protection is Mr Wingrove (HT). The Deputy Designated Senior Leaders for Child protection are Miss Atterbury (DHT), Mrs Jagroo and Mrs Taylor (Phase Leaders)

## PUPILS WITH SPECIAL EDUCATIONAL NEEDS AND DISABILITY PROVISION

The school's Inclusion Policy has been drawn up with full reference to the Code of Practice 2002 and the Special Educational Needs and Disability Act 2001. Initial concern about a child's performance may be expressed by the child's teacher or parent and will then be followed up with a more detailed analysis of the child's individual needs. A graduated response is set in place. For the majority of children a differentiated curriculum, which addresses their needs, is appropriate. In other instances the input of outside agencies, such as Pupil and School Support and the Educational Psychologist, is requested. An Education Health Care Plan is requested for a very small number of children. Parents/Carers and pupils are involved and consulted in the whole process of identification, assessment and provision for children with Special Educational Needs. As a school we have made reasonable adjustments to cater for pupils with disabilities, for whom we have high ambitions to participate and achieve in every aspect of school life.

**Ms Knowles is the school's 'Special Educational Needs Leader'.**

## RACE EQUALITY/ EQUAL OPPORTUNITIES

At Calshot we consider all pupils to be equal and as a result of this we promote equality of opportunity for everyone. For further information please see the school's policies on Race Equality and Equal Opportunities which are available on the school website.

## RELIGIOUS EDUCATION

Our school complies with both Local and National curriculum requirements. Collective Worship is held on a daily basis except for Wednesday and is predominately Christian. We feel it is important to address the values and beliefs of other faiths, as our children live in a multicultural society and need to be culturally aware. You have a right to withdraw your child from Religious Education and Acts of Worship. In this instance, please contact the Head Teacher and alternative arrangements are then discussed and agreed.

## EARLY YEARS FOUNDATION STAGE (NURSERY AND RECEPTION)

The learning, development and care provision for children in both Nursery and Reception is drawn from the new DfE framework for the Early Years Foundation Stage. The curriculum is divided into separate areas of learning, each of equal importance.

## CURRICULUM FOR KS1 AND KS2

We offer your child a curriculum that is enjoyable, broad, balanced, relevant, continuous and progressive. The curriculum is taught through learning activities according to your child's abilities and needs. Our curriculum is exciting and challenging. We follow a half-termly Thematic Curriculum to promote excellence and enjoyment for your child.

Each half term you will receive a parent curriculum leaflet outlining details of the half term's curriculum. We hope you will share the children's interest and broaden their experience by contributing ideas, experience, expertise and, where possible artefacts.

## SATs

Children will be assessed throughout their years at Calshot and their achievements and attainments are recorded and passed on as the children move to other schools. Statutory Assessment Tests (SATs) are completed in Year 6 during the Summer Term. The results are made known to you at the end of the Summer Term. Please note SATs in Year 6 have to be administered on set dates. Other statutory tests that we complete are the Reception Baseline, KS1 Phonics check in Year 1 and the Multiplication Test in Year 4.

## COMPLAINTS PROCEDURES

The Staff and Governors strive to create a happy and effective learning environment for your child and enjoy the positive feedback from our present families. However, the following procedure should be followed if you have any concerns regarding the school curriculum or any aspect of school life. We are pleased to state that it is not usually necessary to progress past stages (i) or (ii).

- Stage (i) Consult with your child's class teacher
- Stage (ii) Consult with the Deputy Head Teacher/Head Teacher
- Stage (iii) Write to the Chair of Governors outlining your concerns (c/o School address)
- Stage (iv) Write to the Appeals Committee of the Full Governing Body (c/o Clerk at the school address)

The school's 'Complaints Policy' can be found on the school's website.

HOME/SCHOOL AGREEMENT

I/We the parents of.....

Will ensure that:

- my child attends school regularly, on time and is properly equipped
- the school knows about any concerns that might affect my child's work or behaviour
- all school policies are supported and information contained in the school brochure is followed
- my child is supported with their homework
- Parents' Evening is attended

The School will: -

- encourage your child to do their best at all times
- let the parent know of any concerns that affect their child's behaviour or work
- keep parents informed through weekly newsletters and make arrangements for termly parents evenings
- ensure all issues outlined in the school brochure are followed

Signed.....(Parent)

Signed.....(Head Teacher)