

# Netherbrook Primary School



Achieving Together - Creating Our Future

Dear Parent/Carer,

Welcome to Netherbrook Primary School.

Although it is difficult to do justice to our school in a prospectus, this booklet is designed to provide you with information which will give you an insight into the organisation, staffing, curricular and extra-curricular activities which your child will be able to enjoy whilst at Netherbrook.

Your child's education is the responsibility we share with you, and we encourage a strong partnership between home and school. We both have the same aims. We both want your child to be happy, successful and reach as high a standard as is possible in everything s/he undertakes. Working together we can achieve this.

We pride ourselves on the high standard of care, work and discipline that we achieve at Netherbrook, through encouraging mutual respect and responsibility amongst our children.

Visit our website to find out **much, much** more: [www.netherbrook.dudley.sch.uk](http://www.netherbrook.dudley.sch.uk)

If you have any queries about the prospectus or anything else you wish to discuss, please do not hesitate to contact me.

Yours sincerely

Mr P Rawlings  
Headteacher

## Netherbrook Primary School Information

Address:	Chester Road Netherton DY2 9RZ
Telephone:	01384 818415
Fax:	01384 818416
E-mail:	<a href="mailto:info@netherbrook.dudley.sch.uk">info@netherbrook.dudley.sch.uk</a>
Website:	<a href="http://www.netherbrook.dudley.sch.uk">www.netherbrook.dudley.sch.uk</a>
Maximum School Capacity:	498 (78 places in Nursery, 420 places - Rec-Y6)
Pupils per class/year:	60 Pupils per year group and 30 per class.
Headteacher:	Mr Philip Rawlings
Deputy Head:	Mrs Leigh Frost
Chair of Governors:	Mr Arthur Thompson (contactable through school)
School Hours:	8.45am – 3.15pm – The school office opens at 8.00am and closes at 4.00pm
Local Authority office:	Westox House 1 Trinity Road Dudley DY1 1JQ
LA Telephone:	01384 814225

# School Aims and Vision

The school aims are encapsulated by our school banner and mission statement which are:

## Achieving Together – Creating Our Future

### Mission Statement

To provide a welcoming and caring environment where each child feels confident and valued and realises their true potential.

### Aims

- To create a happy, caring environment where each child can develop confidence, independence and self-esteem.
- To establish good, sound academic standards through high expectation and a broad and balanced curriculum, enabling each child to attain his/her full potential.
- To promote the spiritual, moral, cultural, physical and creative development of each child and prepare each to take his/her place as a valuable member of a multicultural society.
- To foster a love of learning, a respect for each other and a pride in the school as a caring and supportive community.
- To develop all staff and provide ongoing training which will benefit teacher and child alike in our commitment to raising standards in all areas of school life.
- To assist each child to feel confident in a fast changing technological society.
- To develop a working partnership between home and school and establish Netherbrook as an integral part of the community.
- To develop a sense of responsibility towards each other, the school and the community.

- To create an attractive, stimulating and comfortable environment where staff, children and parents enjoy working.
- To strive to improve and be the best in everything we do.

## Admissions

Before application all parents are given the opportunity to make an appointment to visit the School. They will be welcomed and shown around by the Headteacher Mr P Rawlings, or the Deputy Headteacher Mrs L Frost.

## Admissions Policy

The admission limit in each year group at Netherbrook is 60 which takes the form of two classes of 30 pupils. Our Nursery has places for 78 pupils which is split into morning and afternoon sessions with a maximum of 39 pupils in each session.

Places at the school will be allocated on the basis of the following criteria:

- a) Relevant Looked After Children or children who were previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order.
- b) Children who have a “serious and ongoing medical condition” where the school is the most appropriate school to meet the condition. (Parents must provide supportive information from their child’s hospital consultant at the time of application in order to be considered under this criteria. This supportive information should include information about the needs of the child and should detail the difficulties the child would experience if they attended another school. Parents should also indicate why the school is the most appropriate to meet their child’s medical condition rather than any other school.
- c) Children who have a brother/sister, half-brother/sister (where the children share one common parent) or step-brother/step-sister living at the same address and who will still be attending the school in this academic year.
- d) Any places that remain available once the above applicants have been admitted will be filled according to those children who live closest to the school, determined by a straight-line measurement in metres, from the home address to the main entrance of the school.

If an offer of a place cannot be made, under the terms of the 1980 Education Act, an appeals procedure has been set up to consider such cases. If this becomes necessary you should write to:

**School Admissions Service  
Directorate of Children’s Services  
Westox House  
1 Trinity Road  
Dudley  
DY1 1JQ**

You should state clearly why you are appealing against the decision not to let your child into school and

## The School Day

Please ensure that your child arrives at school in good time for the commencement of the session.

Children should not arrive more than 10 minutes before the start of each session for reasons of safety and supervision.

All lower school children are admitted directly into school at their appropriate classroom door at 8.45am each morning where their teacher will be waiting to greet them. We find that this provides a calmer and more settled beginning to the day. At the end of the session children are dismissed from their classrooms by staff.

Upper School children should arrive through the Upper School playground gate and enter school through the appropriate door. A member of staff will be on duty to deal with any messages or questions that parents may have.

Parents/Carers are not encouraged to come to the gates or fences during break or lunch times.

Your child's safety is one of our greatest priorities and we ask for your cooperation in helping to achieve a safe and happy environment. Should you need to enter school please ensure that you do so by the main door, registering at reception with Mrs Mills or Mrs Thompson.

### The School Day:

7.30am	Breakfast Club opens
8.45am	Doors open to pupils.
8.55am	The bell rings to indicate the start of the school day. Doors close and registers are completed and absences recorded. Lunch registers are also completed. Lesson 1 begins.
10.45am	Break time
11.00am	Lesson 2
11.45am	End of morning Nursery session.
12.30pm	Lunchtime for Reception and KS1 (1 hour). Afternoon Nursery session begins
1.00pm	Lunchtime for KS2 (1 hour).
1.30pm	End of KS1 lunchtime. Registration and afternoon lessons begin in KS1.
2.00pm	End of KS2 lunchtime. Registration and afternoon lessons begin in KS2.

3.15pm Home time for Main School (Rec-Year 6). Nursery closes at 3.30pm.  
After School Club begins at this time and finishes at 5.50pm.

## About our School

Netherbrook was completed in 1954. It was opened as Bowling Green County Junior Mixed School. In 1984 the school was reorganised and renamed Netherbrook Primary School. It was at this point that the infant department (KS1) was added and also a Nursery.

We are fortunate to have a large site which provides separate playgrounds for Nursery, KS1 and KS2 children. This is a tremendous asset and allows the children to gain confidence and enjoy playground activities in the company of children of similar age groups.

The large field is divided so that part is available for the children to use after school hours, with a multi games area and climbing frame provided. The remainder provides us with a large sports field/football pitch, Forest School and conservation area with a pond where nature study and science can be experienced at first hand.

There are 14 classrooms, a large foundation unit, separate dining hall and a superb library where children can work on research skills or just enjoy a quiet read. We also have an excellent computer suite with Internet facilities where classes can work together to develop ICT skills.

Each classroom also has computers with Internet facilities and each room has the advantage of Interactive whiteboards to aid teaching and learning. There are five smaller rooms used for group work, music tuition, literacy support and medicals and phonic groups. The community room is a purpose built facility in which we offer opportunities for parents to participate in sessions during the school day.

We have one of the biggest primary school halls in the borough (with a full size stage) where the children can take part in PE and games, dance and gymnastics.

Our Nursery takes 78 children in two sessions (am and pm) and provides an excellent introduction to education at Netherbrook. Nursery and Reception form our Early Years Foundation Stage Unit.

In the Unit children from Reception and Nursery share the same space and have the

opportunity to play alongside each other during child initiated sessions. Nursery and Reception children are taught separately during adult-directed, focused activities. This ensures that the children have all their academic learning needs met.

## Staff List and Responsibilities

	Teaching Staff Name	Subject / Responsibility
<b>SLT</b>	Mr P Rawlings	Headteacher Designated Safeguarding lead
<b>SLT</b>	Mrs L Frost	Deputy Headteacher Pupil Premium Lead
<b>SLT</b>	Mrs L Reeve	Assistant Headteacher Inclusion
<b>SLT</b>	Miss P Johnson	Assistant Headteacher G&T, Mathematics
<b>SLT</b>	Mrs C Marshall	Assistant Headteacher EYFS
<b>RP</b>	Miss A Pritchard	Teacher
<b>RH</b>	Mr J Hayfield	Teacher
<b>RKW</b>	Mrs Ketteringham- Walsh	Teacher
<b>1L</b>	Miss R Leonard	Teacher
<b>1C</b>	Mrs J Chambers	Teacher / PSHE Co-ordinator
<b>2W SLT</b>	Mrs T Wilkes	Lower School Senior Leader PSHE Coordinator
<b>2H MLT</b>	Miss A Hill	Teacher Science Co-ordinator
<b>3H</b>	Mrs V Hockley	Teacher Computing Co-ordinator
<b>3RF</b>	Mrs K Fellows/ Mr S Reeve	Teacher Teacher
<b>4J MLT</b>	Miss S Jervis	Teacher Creative Curriculum leader
<b>4W</b>	Mrs V Woodward	Teacher
<b>5J SLT</b>	Mrs S Jones	Teacher Upper School Senior Leader
<b>5C</b>	Mrs A Cashmore	Teacher Design & Technology Coordinator
<b>6G MLT</b>	Miss E Gordon	Teacher Mathematics Leader
<b>6M MLT</b>	Mrs K Moore	Teacher English Leader



Support Staff Name	Team and Role	
Mrs J Barfoot	HLTA – PPA Team PE, Dance and Performing Arts Leader	
Mrs J Bate	HLTA – PPA Team Global Dimensions/Cover Supervisor	
Mrs A Bowen	HLTA Safeguarding/Attendance/Community/FONS	
Mrs A Dutton	Teaching Assistant - EYFS Nursery Keyworker	
Mrs K Marks	Teaching Assistant – EYFS Nursery Keyworker	
Miss K Hinton	Teaching Assistant –EYFS	
Mrs S Begum	Teaching Assistant –EYFS	
Miss S Collins	Teaching Assistant – EYFS	
Miss R Dubberley	Teaching Assistant - EYFS	
Miss C Moore	Teaching Assistant - EYFS	
Mr K Perry	Teaching Assistant – Upper School	
Mrs R Guest	Teaching Assistant – Lower School	
Mrs C Harris	Teaching Assistant – Lower School	
Mrs C Slater	Teaching Assistant – Lower School	
Mrs G Dodd	Teaching Assistant – Lower School Cover Supervisor	
Mrs K Knight	Teaching Assistant – Upper School	
Mrs C Adams	Teaching Assistant – Upper School Cover Supervisor	
Mrs J Humphries	Teaching Assistant – Upper School Cover Supervisor	
Mrs T Hope	Forest School Leader Nurture Group Leader	
Mrs S Daly	Learning Mentor/Nurture Group Leader	
Mrs J Avery	Librarian / Reading Support	
<b>Maths</b>	Mrs K Lail	Mathematics Teacher Upper School

**NB:**

SLT = Senior Leadership Team

MLT = Middle Leadership Team

EYFS = Early Years Foundation Stage  
 HLTA = Higher Level Teaching Assistant  
 FONS = Friends of Netherbrook School

Support Staff	Support Staff Role
Mrs S Thompson <b>SLT</b>	School Business Manager
Mrs L Mills	School Administrator
	School Administrator/ICT Technician
Mr J Beasley	Senior Site Manager
Mr D Bird	Site Manager
Mrs J McCarron	Lunch Time Superintendent / Cleaner
Mrs M Billingham	Lunch Time Staff / Cleaner
Mrs I Hollyhomes	Lunch Time Staff / Breakfast Club
Mrs D Pritchard	Lunch Time Staff / Cleaner
Mrs S White	Cleaner
Mrs E Allen	Cleaner
Mrs K Milne	Lunch Time Staff / Cleaner
Ms C Brooks	Netherbrook Acorns Manager (Wrap Around Care)
Ms C Rowe	Netherbrook Acorns (Wrap Around Care)

## Governing Body

<b>Chair:</b>	Mr A Thompson (Co-opted Governor)
<b>Vice Chair:</b>	Mrs C Stringer (Co-opted Governor)
<b>Headteacher Governor:</b>	Mr P Rawlings
<b>Local Authority Governor:</b>	Mr N Smith
<b>Staff Governor:</b>	Mrs T Wilkes
<b>Parent Governors:</b>	Mrs C Homer, Mrs R Morrison,
<b>Co-opted Governors:</b>	Mrs J Barfoot, Mrs A Bowen, Mrs R Fisher, Mrs T Parfitt
<b>Observers/Advisors:</b>	Mrs L Frost (Deputy Headteacher) Mrs S Leigh (Financial Advisor)
<b>Clerks to Governors:</b>	Mrs J Snow, Mrs S Thompson

The Governing Body is made up of a number of committees which report back to the full governing body. These are:

- 1) The Finance and General Purposes Committee (FGP) which deals with budget setting, spending and financial matters. It also deals with issues regarding the premises and Health and Safety.
- 2) The Curriculum, Policies and Practices Committee (CPP) which oversees the curriculum and the development of effective policies and practices within the school.
- 3) The Pay Committee (PC) which deals with staff appointments and pay.
- 4) The School Improvement and Standards Committee (SIS) which deals with the progress of the pupils and improvement of the school.

### **Ad Hoc committees:**

**These committees are formed from members of existing committees if there is a need for them:**

- 4) The Appeals Committee which deals with issues of discipline and complaint.
- 5) The Pupil Discipline Committee which deals with issues of pupil discipline and complaint

## Curriculum and Organisation

All classes in the school are mixed ability according to age. Literacy is taught in class sets but some additional groups are used to target pupils for extra support at times. Numeracy is taught in sets from Year 1 to Year 6.

The school receives children at 3 years of age into the Early Years Foundation Stage, and they then move through Key Stage 1 (the infant department) to Key Stage 2 (the junior department).

The children follow a broad and balanced curriculum with emphasis given to the core subjects of English, Mathematics and Science. A programme of foundation subjects is also studied in both key stages. These are: Information and Communication Technology, Religious Education, History, Geography, Technology, Art, Music, Physical Education and Modern Foreign Languages.

A further group of cross curricular studies is now taken. These may form part of the existing subjects or may be taught separately. The cross curricular subjects are Environmental Studies, Health (and Safety), Citizenship and Economic Awareness.

Every effort is made to create a stimulating, interesting, varied and challenging curriculum for your child. Our expectations of the children are high and the results we achieve reflect the hard work and dedication of the staff here.

Each subject has a co-ordinator who is particularly responsible for the development of that subject, though all staff teach all subjects to their class or group. From Year 2 onwards the children are 'grouped' within their year group for Mathematics. The groups with children requiring extra help have the additional support of the SEN Coordinator, and/or the Teaching Assistant during the English lessons.

The 'Letters and Sounds' programme for developing phonics and reading skills is run each morning with Foundation Stage and Key Stage 1 children.

Mrs Reeve (Assistant Headteacher, Mrs Daly (Learning Mentor) and Mrs Hope (Forest School Lead) run a SEAL (Social and Emotional Aspects of Learning) programme with small groups of children who need it in the Nurture Room otherwise known as 'The Den'.

Additional Literacy and Numeracy support is given to those children requiring it. Booster groups are run to assist children at risk of falling behind with their learning.

Work is carefully planned by each member of staff for the varying abilities of the children in their care. Planning is in line with the current National Curriculum, English and Mathematics framework requirements. School schemes of work for each other subjects are based on the revised National Curriculum.

These policies, guidelines and schemes of work are available in school for parents to borrow if they wish. Many are also available on our school website: [www.netherbrook.dudley.sch.uk](http://www.netherbrook.dudley.sch.uk)

## Marking Policy

We have a Marking Policy which is geared to providing an evaluation of your child's progress. 'Learning Intentions' and a clear set of 'Success Criteria' are set at the beginning of each lesson to ensure that children are aware of what they are aiming for.

You may see various types of marking when looking at your child's work. Not everything is corrected in every piece of work. The staff target a number of specific things for that particular lesson and these are marked e.g. sentence construction may be identified as the Learning Intention, so this alone will be marked (not spellings or handwriting - these will be identified on other occasions and marked accordingly.)

If you see spellings uncorrected in your child's work it does not mean that the teacher has missed them. It indicates that the focus for marking was something other than spellings for that lesson.

Children are given achievement stickers, stars and house points for effort and hard work. Particular achievements are recognised by the child visiting Mr Rawlings for a special sticker.

Please see the full Marking Policy on our website for further details.

## Assessment

Your child's progress will be assessed continually during his/her time at Netherbrook. His/her achievements will be recorded to provide an ongoing record which is passed from teacher to teacher as your child moves through school.

From time to time your child will be given specific assessments to record his/her progress in Reading, English, Mathematics and other curriculum areas. Nursery and Reception children are assessed against the Early Years Development Bands and Early learning Goals. At the end of the Reception year the information is collated and passed to Year 1 staff. This tracks your child's progress in a number of areas, including Communication, Language Development, Physical Development, Personal, Social, Emotional Development, Literacy, Mathematics, Understanding of the World and Expressive Arts and Design.

The end of year report will give parents and carers an indication of your child's early ability levels and also highlights areas for development. These assessments are a statutory requirement and are carried out in every school in the country. The results from your child's assessments will also be shared with you at the Parents' Evening following the assessment date.

### Tests

Each year group in the school uses 'Teacher Assessment' as the basis of judging each child's progress against the National Curriculum objectives. This is an ongoing process and is the main way that teachers will assess your child's progress and attainment.

Pupils in Year 1 will take the Phonics Screen Check Test in June of each year. These tests are statutory and are designed to provide information on each child's ability to read.

Pupils in Year 2 will sit the Key Stage 1 'SATs' (Standardised Assessment Tests) which are also statutory. These tests currently involve Reading, Writing, Spelling and Mathematics assessments. Pupils who did not pass the Phonics Checks in Year 1 are also required to re-sit them in Year 2.

In Years 3, 4 and 5 the children undertake non-statutory tests during the each term. Results from the tests, along with teacher assessments, are used to inform groupings and monitor progress of all pupils ready for the following year. They also indicate areas for development and help inform future planning needs.

Pupils in Year 6 will sit the Key Stage 2 'SATs'. These tests are usually the second week in May and are statutory. These tests assess pupils' abilities in: Reading, Writing, Mathematics and Grammar, Spelling and Punctuation (GPS).

Please ensure your child completes all homework and revision and is present in school during this week. You will be given further details when it is time for your child to undertake these tests.

## Special/Additional Educational Needs and Disabilities

Some children experience difficulties with learning. These may be general or specific problems which present themselves as the child moves through school. Early identification of such difficulties is important, and if your child is experiencing problems you will be notified and help will be provided. This may be in the form of a special learning programme, or additional help in a small group from one of our Teaching Assistants.

On occasions it is necessary to bring in outside help to assist with your child's education, but at every stage parents will be informed of what is going on, and will be invited into school to discuss progress.

If your child is assessed as having a 'Special Need' it is even more vital that parents do whatever they can at home to support their child's learning. Further details are available on our website.

## Helping Your Child

It is important that your child settles into school happily and gains confidence, self-assurance and independence. Children learn at different rates and some will be ready before others. Do not worry if your child does not begin to read or write as early as other children. Learning is not a race and pressuring your child and showing that you are anxious will only serve to unsettle him/her.

Children whose parents are supportive and spend time at home assisting with their learning obviously benefit greatly. A few minutes spent each day in helping your child with words, reading, maths tables and spellings will be a massive help.

We run a series of workshops for parents designed to help you to help your child to learn, giving ideas on how to develop language, reading and maths skills through activities you can undertake at home. Reading together sessions are held weekly where you are invited to come in and read with your child, and a very successful parents group is held each week where a variety of activities take place. The school also works with a number of agencies to provide family learning opportunities.

## Homework

Homework is a vital part of education and assists your child to achieve his/her full potential.

Undoubtedly children who are supported at home by parents who find time to assist their children are at a clear advantage.

By reinforcing and extending work done at school, with homework, which is part of a planned and monitored curriculum we can, together, help to raise your child's level of achievement. Some homework tasks are provided from Reception and throughout Lower School. These activities include reading, some writing, collecting materials for a project, spellings and tables.

From Reception the children will have some Maths and English work each week which may consist of written tasks or research activities. They will also have a longer project to work on, possibly over a half term or term. In addition to these activities the children should read their reading book every evening and practise their spellings and times tables.

Homework is designed to support and extend work done in class. The children should be encouraged to follow a regular routine for homework, settling down to complete it in a quiet room away from the distractions of the television.

Each child in school has a 'Pupil Planner'. Parents are asked to check these regularly to see what your child has been asked to do. Parents are asked to support us in seeing that homework is handed in on time. Please help us to help your child by filling in this planner and reading regularly with your child.



## Attendance

Regular attendance at school is **vital** to your child's progress and success. It is very important that your child attends school in order for him/her to experience and cover the curriculum that is required. If a child misses one day every week on average (80% attendance) then this constitutes 1 year and 1 term of time off school during a primary school education. Therefore, when a pupils attendance falls below 90% we will write to you to ask why this is the case. If attendance is below 90% all absences must be supported by medical documentation otherwise they will be recorded as unauthorised. If absence is persistent then the school will contact the Education Investigation Service and they may issue a fixed penalty notice of up to £120 per child.

A record is made of each child's attendance and these figures are requested by the Department for Education and Employment each year. Statistical tables are drawn up measuring each school's performance with regard to attendance.

If your child is unable to come to school for any reason, please let us know and we can make the appropriate record in the register. If no notification is given this is recorded as an unauthorised absence. Certificates and prizes are given at the end of each year to those children who have achieved 100% attendance.

A breakdown of the last academic year's attendance figure can be found on the school website.

## Punctuality

It is also very important that your child arrives on time for the beginning of the school sessions. Lateness has to be recorded also. It is very unsettling for a child to arrive after the session has started, so please ensure that your child is in the playground before the bell is rung.

Being persistent late to drop off or collect your child will also result in referral to the Education Investigation Services and a fine may be issued accordingly.

## Holidays and Leaves of Absence

Please note that as of 1<sup>st</sup> September 2013 Schools are no longer allowed to accept holiday request in term time. Parents have a legal duty to make sure that their child aged 5-16, if registered at a school, attends that school regularly. Any holiday requests will need to be in writing, via a 'Leave of Absence form'. Periods of leave that are refused by the school will be recorded with a 'G' code which is an unauthorised absence. Taking an unauthorised term time holiday could be part of the grounds for Education Investigation Services issuing a fixed penalty notice.

Leaves of Absence may be granted by the school in exceptional circumstances. If parents/carers know that a leave of absence is needed then please collect the appropriate form from the school office and return it asap.

Please see the Attendance Policy on the school website for further details.

## Illness

If your child is taken ill in school we will need to contact you. Please ensure that we are notified of any changes of address or telephone number **immediately**. It is also very important that we have an emergency contact number in the event that you cannot be reached.

Attendance at school is very important but please do not send your child to school if s/he is not well enough to come. Children suffering from sickness and diarrhoea should be kept at home for one full day after the symptoms have cleared. Children do not benefit from coming back to school before they are well enough, and germs are spread to others. Please advise us of any medical problems which your child may experience during her/his time with us, particularly those which may affect her/his learning.

## Medicines

As a general rule medicines should not be brought into school. Only Medicine which has to be taken 4 times a day can be given in school and parents must give written consent. If circumstances are such that it is necessary for your child to have medication during school hours please come in and see your child's teacher and fill and sign the medical form.

Teachers are instructed not to administer medicines, but in the case of absolute need we will administer medicine prescribed by a GP. The school will on no account give any medication that is not prescribed by your G.P. All medication will need to have full written parental consent before being administered by staff.

## Lunch Time

Lunchtimes are staggered to reduce the number of children on the playground and ensure that the children have a productive and positive lunch break. Reception and Lower School classes break for lunch at 12.30pm until 1.30pm and Upper School from 1.00pm until 2.00pm.

Our dining room serves a variety of meals and older children pay at the till for their food. Please ensure that your child brings her/his money in a named purse or envelope.

All children in Reception, Year 1 and Year 2 are currently entitled to a free school dinner.

## Sandwiches

If your child brings sandwiches for lunch please ensure that your child's lunch box is clearly named. So many lunch boxes are identical. Please do not provide drinks in glass bottles or other containers that are likely to leak or spill. Please do not provide your child with food that is difficult to deal with. Young children become distressed and messy when trying to peel fruit.

## School Meals

Our separate dining room caters for hot meals and sandwiches. The children can purchase meals or drinks from a range of dishes on sale each day. The choice is between three different hot dishes, salads, jacket potatoes or sandwiches. Dinners cost £2.30 and drinks vary from 22p – 48p.

## Free School Meals (Pupil Premium)

The school does not deal directly with applications for free school meals, however we can help you complete the online form or issue you with a paper copy. To apply you normally have to telephone the Free School Meals Department on 01384 814988 or complete an online application form on the Dudley MBC website. If free meals are withdrawn, you will need to re-apply to the above address. If you are eligible please apply for your child to have free school meals even if they may not take them. Additional funds are allocated to school on the basis of the number of children eligible for free school meals, which helps to provide additional resources. The register is taken and children who are eligible are provided with a hot meal. **PLEASE APPLY FOR THIS IF YOU ARE ELIGIBLE.**

## Lunchtime Supervision

We run an active playground where the children engage in games Supervisory Assistants are employed to look after the children during lunchtime. We run an active playground where the children engage in games and activities. The school has gained awards for its work in this area. All our staff have undertaken training in first aid, playground games and dealing with children. No child staying to school lunch is allowed to leave the premises unless collected by an adult, for an appointment etc. Staff must be notified well in advance.

Parents are requested not to come to the gates and fences, encouraging children to the perimeter. Your child's safety is of the greatest importance. Please help us to keep them safe.

Children who go home for lunch should not arrive back at school until 5 minutes before their bell as the dinner staff are not responsible for children taking meals at home.

## Jewellery

Only **ONE PAIR** of stud earrings may be worn in school. These **MUST** be removed for all PE and games activities and for any clubs involving physical activities. If your child cannot remove his / her earrings please ensure they are removed before coming to school on the day your child has PE. The removal of earrings is an Authority ruling on the grounds of safety. You will be notified which days your child takes part in PE and games lessons.

If you are considering having your child's ears pierced, please do so at the start of the summer holiday, this will provide time for your child's ears to heal before returning to school in September.

No other form of body piercing is allowed.

Watches may be worn, though the school takes no responsibility for the loss or damage to any personal items and they must be removed for PE. No other jewellery is allowed under any circumstances.

## Clubs

We run a variety of clubs and extracurricular activities either after school or during lunchtimes. Many are free, but a number of these clubs are run by professionals whose expertise has to be paid for. We therefore have to ask parents to contribute to these clubs which represent very good value for money in the enjoyment and benefits gained by those children taking part. Many clubs take place all year round, a number for the younger children are run in the summer term when the evenings are lighter. Please see our website for further details.

## Netherbrook Acorns Breakfast and After School Club

Netherbrook Acorns is our external (Ofsted Registered) provider of before and after school provision. This is in place for any families that require it. The clubs are based in our dining hall and have access to a wide and varied amount of activities. Regular trips and visits are organised and pupils will receive refreshments as part of the fees including.

There is a charge of £3.00 per session for Breakfast Club which begins at 7.30am – 8.45am and £7.00 for the after school session from 3.15pm – 5.50pm. There are further discounts available for additional siblings and children who attend all week. Please see our website or ask at the school office for further details and registration forms.

Please come and see what is on offer as you will not be disappointed.

## Uniform

<b>Boys:</b>	Trousers	Grey (preferably) or black
	Shirt	White with collar
	Sweatshirt (V neck)	Royal Blue*
	Shoes	Black (no trainers, sandals or boots)
	Tie	Standard or elasticated*
	Socks	Black, Grey or White
<b>Girls:</b>	Skirt / Trousers/pinafore	Grey (preferably) or black
	Blouse	White with Collar
	Cardigan / jumper	Royal blue*
	Socks / Tights	Black, Grey or White
	Shoes	Black ( <b>sensible closed toe, no heels, trainers, boots</b> )
	Tie	Standard or elasticated*
	Summer dress	Royal Blue and White checked ( <b>summer term only</b> )
<b>PE uniform:</b>		
	Shorts	Black or Navy
	T Shirt	White polo*
	Pumps	Black
	Drawstring Bag	With name clearly labelled*
	Tracksuit	Plain Black or Navy (in the winter, outdoor use only)
	Socks	White

Other school branded items are available from the school office. These include: coats, bags, water bottles, and fleeces etc.

\*items are available to purchase from the school office

**PLEASE MAKE SURE THAT YOU WRITE YOUR CHILD'S NAME IN EVERYTHING**

## **Pupil Code of Conduct**

A Handbook for new pupils

### **You and Netherbrook Primary School**

Being a member of Netherbrook Primary School means many things. First, and most important, it means that the school looks upon you as a very important person. You are just as important as anyone else at school. It also means that we want you to feel safe and happy at Netherbrook and that you can trust and talk to the grown-ups and children who are at school with you.

It means too that we expect you to do your very best at school, both in your work (although it may not be easy sometimes!) and in the way you behave.

For our school to be a safe and happy place, remember we have all agreed on some rules which we should all try to follow. Here is a reminder of those rules:

### **Code of Conduct**

The one rule for all of us in school is - Everyone will act with politeness, courtesy and consideration to others at all times.

This means that:-

1. You always try to understand other people's point of view.
2. In class you make it as easy as possible for everyone to learn and for the teacher to teach. (This means listening carefully, following instructions, helping each other when appropriate and being quiet and sensible at all times.)
3. You move gently and quietly about school. (This means never running, barging or shouting, but being ready to help by opening doors, standing back to let people pass and helping to carry things.) In crowded areas please be sensible and consider others.
4. You always try to speak politely and quietly to everyone. There is no excuse for rudeness, disrespect or insolence.
5. You are silent and still whenever you are required to be.
6. You keep the school clean and tidy so that it is a welcoming place we can all be Proud of. (This means putting all litter in bins, keeping walls and furniture clean and unmarked and making great care of the displays, particularly of other people's work.)
7. Out of school, walking locally or with a school group, you always remember that the school's reputation depends on the way you behave.
8. You always try to be helpful, respectful and welcoming to any visitors to our school.

### **In the Playground**

1. Play sensibly and don't interfere with the games of others.

2. Watch out for the smaller children when you are running around.
3. Be helpful and friendly if you see someone who is on their own.
4. Share and play fair.
5. Put all litter in the bins. If you see it, pick it up and you will be helping to improve our grounds.
6. When the whistle goes, line up quickly, quietly and sensibly.
7. Remember, you may not want to be friends with everyone, but you have no right to be unkind to them, make them unhappy, or hurt them.
8. There is no place for bullies or bullying behaviour at Netherbrook Primary School.

## Parental Complaints Procedure

### Raising Concerns and Resolving Complaints

In the unlikely event that you wish to make a complaint please contact the school to speak to an appropriate member of staff in the first instance. Normally the class teacher will be able to resolve most issues. If you are not satisfied with the outcome of your complaint then please make an appointment to speak with the Senior Leader for your child's phase in school. In the extremely unlikely event that you are still unhappy then contact the school office and arrange an appointment to see the Headteacher/Deputy Headteacher we will then endeavour to meet with you personally within 24 hours.

From time to time parents, and others connected with the school, will become aware of matters which cause them concern. To encourage resolution of such situations the Governing Body has adopted a "School Complaints Procedure".

The procedure is devised with the intention that it will:

- Usually be possible to resolve problems by informal means
- Be simple to use and understand
- Be non-adversarial
- Provide confidentiality
- Allow problems to be handled swiftly through the correct procedure
- Address all the points at issue
- Inform future practice so that the problem is unlikely to recur.

Full details of the complaints procedure may be obtained from the School Office, School Website or from the Clerk to the Governing Body.