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Christ Church CE (VA)  
Primary School

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## School Prospectus

Head Teacher—Mrs Michaela Long  
Christ Church C of E (VA) Primary School  
Albert Street  
Oldbury  
West Midlands  
B69 4DE  
Ph: 0121 552 3625  
Fax: 0121 552 0891  
E-mail: [office@christchurch.sandwell.sch.uk](mailto:office@christchurch.sandwell.sch.uk)

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**If you require a larger text copy of this document, please contact the school office.**

Dear Parents and Carers,

Welcome to Christ Church CE Primary School. The aim of this booklet is to provide you with necessary information about the school. If you have any questions or concerns, please do not hesitate to ask. Please keep this booklet to refer to during the year.

The staff look forward to working together with you to provide your child with the best possible start to their formal education and to helping him or her achieve the best he or she possibly can.

Yours sincerely

Mrs Michaela Long

Head Teacher

June 2015

Chair of Governors: Farooq Hussain

Local Education Authority:

Sandwell MBC

Education and Lifelong Learning

Ph: 0121 569 2200

## MISSION STATEMENT

'To provide a rich educational experience for all within a strong Christian ethos'

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## AIMS OF THE SCHOOL

- To promote the Christian ethos within the school which encourages respect for all races, religions and lifestyles.
- To provide a stimulating, happy and secure learning environment in which the needs of all children are met.
- To promote self-discipline, good manners and respect for all people.
- To work in partnership with parents.
- To work in partnership with the wider community.



Our OFSTED report of 2013 states:

'The school invests a great deal of time and resources in ensuring that pupils make good progress in developing their personal and social skills, thus providing a climate within which learning can take place. Behaviour is good in lessons and around the school, and discussions with pupils confirm this. Pupils say they are well cared for and feel secure. Parents and carers are greatly appreciative of the welcoming, safe and supportive environment provided for their children..'



### OUR SCHOOL

The school is located in the centre of Oldbury and has close links with Christ Church, Oldbury. As a Church of England Voluntary Aided school, the buildings and land are owned by Birmingham Diocese, however the staff are employed by the Governing Body on behalf of Sandwell MBC.

We have now completed our building work to expand to incorporate 2 forms of entry. These are exciting times and are set to improve the quality of our facilities for pupils, parents and staff.

We are proud of our school site with its large playing field and multi games area. Classrooms have an interactive whiteboard along with excellent ICT facilities. We have good links with secondary schools in the area and pupils are well prepared for their transfer to secondary schools.

We have classes from Nursery through to Year 6 as well as our Little Angels provision for 2 year olds. We have a number of Learning Support Practitioners and Higher Level Teaching Assistants who work alongside teachers in the classrooms so pupils are well supported. We also have our SinglePoint community provision on site to support families.

### ADMISSIONS POLICY

Christ Church CE Primary is a Voluntary Aided School, and has 60 reception places for children who reach the age of 5 during the ensuing school year.

In the event of over subscription, admissions are considered by the following criteria in order:

1. 'Looked after' and previously looked after children in the care of a local authority.
2. Children with a particular medical condition which can be met most appropriately by the school. Applications must be accompanied by a medical declaration form (ASU75M) signed by the child's General Practitioner or Consultant confirming the condition and detailing the child's needs. All applications under this criterion will be assessed by the Governors with the assistance of the Local Authority to decide whether the child's needs can be met most appropriately by the school.
3. Children who have a brother or sister, as defined by the LA composite prospectus, who will be attending the school (excluding Nursery) at the date of the proposed admission.
4. Children whose parent(s) or carer(s) worship regularly at 'churches in the united benefice of Oldbury, Langley and Londonderry which includes Christ Church, St Johns and St Michaels and St Marks or who do so themselves. (See 1 below)
5. Children whose parent(s) or carer(s) worship regularly at any other Christian church or who do so themselves. (See notes 1 and 2 below)
6. Children whose parent(s) or carer(s) are regular worshipping members of another religious faith or who are themselves, and the parent(s) or carer(s) wish their child to attend Christ Church because of its religious emphasis. (see notes 1 and 3 below)
7. Other children

Within each category children living closest to school will be selected first.

Children who attend the schools nursery do not transfer automatically to the primary school—a separate application is required. Nursery attendance does not guarantee that a place will be available at the primary school.

- (1) *Regular' worship means attending a place of worship at least once a month for a Period of 1 year. This needs to be confirmed by the local minister or religious leader.*
- (2) *To qualify under 5 the church must be part of a denomination which is a member of Churches together in England or must be able to demonstrate a Trinitarian statement of belief by ensuring form ASU75/A is fully completed.*
- (3) *Form ASU75/A must be fully completed.*

Our school welcomes children from all faiths and none. Christ Church is a Church Voluntary Aided Primary School. Current school numbers are in the region of 320, but will increase year on year as the school expands and until the standard number is 60 in each year group.

### SCHOOL HOURS

We open the doors at 8.50am to allow 5 minutes for pupils to arrive before school officially starts at 8.55am. Please make sure your child is on time for the start of the school day. This is essential to the smooth running of the school and efficient learning. If you are late please report to the office with your child.

If you are going to be late in picking up your child at the end of the day, please phone the office and let us know—this should be the exception and not the norm. If your child is still at school 10 minutes after the end of lessons, we reserve the right to follow Sandwell LA guidelines and contact either the police or social services.

|  |                   |                     |
|--|-------------------|---------------------|
| <u>Nursery</u>                             | Morning Session   | 8.40am—11.40am.     |
|  | Afternoon Session | 12.10—3.10          |
| <u>Main School<br/>Reception &amp; KS1</u> | Morning Session   | 8.55 am - 11.45.    |
|  | Afternoon Session | 12.30 pm - 3.00 pm. |
| <u>Main School KS2</u>                     | Morning Session   | 8.55 am - 12.15.    |
|  | Afternoon Session | 1.00 pm - 3.00 pm.  |



### EXTRA CURRICULAR ACTIVITIES

We offer a range of after school clubs. These change termly depending on interest and season. This year they have included: craft, maths, reading, writing and homework.

We have a strong musical tradition at the school and children participate in concerts and productions. We currently offer our Year 3 class the opportunity to learn the violin together.



### SCHOOL COLOURS

The policy of the school is that all pupils are expected to wear 'school colours'. We believe this helps promote a positive identity, supports discipline, sets standards and prevents pupils from wearing unsafe, unsuitable 'fashion clothes/shoes' which are often more costly.

### Recommended School Colours

All children at Christ Church will be actively encouraged to take personal pride in their appearance. Uniform can be purchased from A.Oakes or ordered on Tesco website as it needs to have the school logo on all cardigans, sweatshirts and fleeces. They also sell PE T-shirts, reading bags and PE bags. All items of uniform and personal belongings should be clearly marked with the pupil's name. The Governors cannot be held responsible for the loss of any articles of clothing.

Shirt/Blouse/polo shirt - White

Trousers/Skirt/Tunic- Black

Christ Church logo cardigan/Sweatshirt/Fleece—Purple

Ribbed Tights - Black

Shoes - Sensible, Low-Heeled Black. **No trainers.**

### Summer Option

Shorts - Black

Dresses—Lilac and White Checked

### PE

White Christ Church logo T-shirt

Black shorts

Black Pumps

### VALUABLES

The school cannot take responsibility for the loss of jewellery and other personal items, so please do not allow your child to bring precious items into school. Jewellery should not be worn in school for obvious safety reasons and cannot be allowed for any session of P.E. or swimming. Ear-rings must be of the stud variety, not hooped or dangling.

If you are sending money into school, please seal it in an envelope and put tape around the edges to prevent money falling out. Envelopes should be clearly marked with the child's name and class, and what the money is for. Money should be taken to the school office and not to classrooms. Class teachers are not responsible for any monies.



### PE

All children are expected to take part in PE as it is part of the curriculum. Each pupil needs a change of clothing for PE which is kept in school. They need a Christ Church logo T-shirt and shorts, socks and plimsolls. A non-hooded tracksuit is allowed in the cold weather. Key Stage 2 pupils go swimming for a term each year, so swimming kit is also required. Jewellery must not be worn for PE or swimming.

### SNACKS

We are a Healthy School. All Foundation Stage and Key Stage One pupils receive a free piece of fruit per day. Key stage Two pupils can buy dried fruit and juice from the Tuck Shop. Toast is available to all pupils at a cost of 10p per day. They are encouraged to bring fruit for their afternoon snack. Water is encouraged. All pupils should bring a bottle of water with a sports cap into school each day.

### ATTENDANCE

We pride ourselves on a high level of pupil attendance and are grateful for the co-operation of parents who support the following procedures:

- \*A telephone call, letter or personal visit on the first morning of absence.
- \*If a pupil is to receive treatment from a doctor/dentist, the office should be informed on the previous day and medical evidence brought in.

We make first day contact with absentees. This results in the school making a telephone call to check reasons for absence. You can be of great help by adhering to the above request as making a number of phone calls can be very time consuming. We also have to keep detailed information on those coming late so please do your best to be punctual. Late arrival is not good for your child and can also be disruptive for the rest of the class.

The school Attendance and Prosecution Officer regularly reviews our attendance figures and will contact parents if your child's attendance is low or if they are often late.

### HOLIDAYS

In line with National procedures and in an effort to improve attendance, the governors will not be authorising any holidays during term time. **NO EXCEPTIONS WILL BE MADE UNDER ANY CIRCUMSTANCES.** If you do take your child out of school during term time it will be recorded as unauthorised which may lead to communication from the Attendance and Prosecution Officer and a prosecution fine. It may also result in your child losing the place at the school.

### SCHOOL MEALS

School meals are prepared at the school each day. There is a variety of choice to suit individual dietary needs and all the children are encouraged to enjoy this opportunity to socialise with each other, whilst eating a well balanced diet. The cost is currently £2.00 per day. If you are in receipt of certain benefits you may be entitled to claim free meals. A form can be obtained from the school office. Your request will be handled sensitively and in the strictest of confidence.

Wherever possible, dinner money should be paid on the first working day of each week and paid at the school office. Your child must have either a packed lunch or a school meal for half a term at a time, changing more often is not permitted.

Facilities are available for children who wish to eat a packed lunch. Packed lunches should provide pupils with a healthy choice. Fizzy drinks, cans, glass bottles and sweets are not permitted. This is in accordance with school policy and government guidelines. Please note that we do not have facilities to warm food up. 'Take out' food is not permitted in lunchboxes.

All children who have a school meal or packed lunch must remain on the school site for the entire duration of the lunchtime session. No child will be allowed to leave the school unaccompanied by an adult and without the permission of the Head Teacher.



## BEHAVIOUR AND DISCIPLINE

We have created an ordered environment, within a framework of agreed behaviour where children can develop social skills and play a positive role in a school society where all individuals are valued. Our school Codes of Conduct was drawn up in consultation with Governors, School Staff, Parents and most importantly the children and are reproduced below.

At Christ Church School we:

- \* Always do as we are asked first time.
- \* Raise our hand and wait when we have something to say.
- \* Keep hands, feet and objects to our self.
- \* Be responsible for our self and make good choices.
- \* Show consideration for our self, other people and our school.

We expect our pupils to behave well at all times. Sanctions are in place to ensure that pupils are aware of the steps which will be taken if they choose to misbehave. If your child continues to break the school rules or misbehave in lessons you will be informed and may be called for discussion with the Head Teacher. Should poor behaviour persist it may be necessary for your child to be placed on a 'Behaviour Plan' and in extreme cases outside agencies involved.



## PASTORAL CARE

Parents are welcomed into the school at any time to discuss any problems affecting the welfare or academic progress of their child. Please do come and talk to someone if you have any worries or concerns, as we can often sort out issues that worry you.

Children are encouraged to discuss difficulties or worries with the class teacher, Buddies, the Headteacher or any other adult with whom they have formed a good relationship.

### CHILD PROTECTION

The Children Act of 1989 requires all school staff to pass on information which gives rise to a concern about a child's welfare, including risk from non-accidental injury, neglect, emotional or sexual abuse. The staff will seek, in general, to discuss any concerns with the parent or carer, and where possible seek their consent to a referral to social services. This will only be done where such a discussion and agreement seeking will not place the child at increased risk of significant harm. Schools are encouraged to take the attitude that where there are grounds for concern they should be very cautious and seek advice from social services, rather than to risk a child's safety. Occasionally, this duty on Head Teachers means that a concern is passed on which is later shown to be unfounded.

It is hoped that parents and carers will appreciate how difficult it is for schools to carry out this delicate responsibility and accept that the Head Teacher was acting in good faith and in the best interests of all children. Allegations against staff are always taken very seriously and will have to be referred to agencies for investigation.



### SEX EDUCATION

The school has an agreed policy on sex education. Teaching of the subject is done only after full consultation with parents. Parents have the right to withdraw their children from these lessons.

## MEDICINES AND HEALTH

### Medicines in School

We administer at the head teachers discretion. If parents wish their child to receive medication during the school day then parents must speak to a senior member of staff who will provide them with the relevant forms to complete. On no account should children bring medicines into school or administer medicines to themselves.

Inhalers: Children suffering from asthma MUST keep inhalers in school. Please see that they are clearly marked, in date and handed to the class teacher. These will be kept in a marked cupboard in the classroom.

Allergies: We have children in school who suffer from severe peanut allergies. Please do not send nuts or nut products into school.

Children with severe allergies that require medication will need to meet with the school health nurse to formulate a care plan. Their medication will then need to be kept in the school office in a box with a photograph attached and the care plan included.

It is the parents responsibility to ensure that all medicines are in date including inhalers and epi-pens.

### Illness:

Please do not send your child to school if they are unwell. If your child has sickness or diarrhoea then they must remain at home for 24 hours after the symptoms have stopped.

Although we do the best we can, there is no comfortable place for a child to rest in school or staff member to look after them if they are sick or injured for any length of time. We will contact you if we think your child needs to go home during the day.

IT IS VERY IMPORTANT THAT YOU INFORM US OF ANY CHANGES IN YOUR CONTACT DETAILS AS SOON AS THEY OCCUR.

### Injuries in School:

All minor accidents that require first aid are recorded and dealt with by a member of staff who is a qualified first aider. If necessary, a letter is sent home with a child to inform you of any accident or injury.

### Communicable Diseases:

Some diseases spread rapidly in a close community like a school. We therefore ask parents to consider the other members of the school if their child has an infection. Please seek medical advice about treatment and any necessary period of exclusion from school. The school needs to be made aware of any infections due to the risk to others who have been in contact with your child.

The school nurse can be contacted on 0121 612 2955.



### Accessibility and Disability

We endeavour to make all visitors, pupils and parents feel welcome regardless of age, gender, ethnicity or disability. We are an Inclusive school and have an accessibility plan in place which can be viewed at the office. If you have anything you wish to discuss regarding access then please speak to the Head Teacher.

### Aggression and Violence

The school operates a strict Zero Tolerance Policy for any aggression or violence towards members of staff. All incidents will be reported to Governors and the police may be contacted. It may also result in parents being banned from the school site for a period.

### CURRICULUM and ASSESSMENT

In common with all maintained schools in the country, we base our teaching on the National Curriculum,.

Pupils in Nursery and Reception are in the Foundation Stage and follow the Foundation Stage Curriculum. All pupils are assessed throughout the year and the Foundation Stage Profile is completed for each child.

Every class undertakes 'Learning Challenges'. Each term, children will be set a challenge which enables them to gain knowledge and understanding of a range of subjects in order to be able to achieve the challenge. The knowledge and skills that the children have gained culminates in a real outcome—which may be an event, a product, a celebration or even a performance.

We feel that this approach really helps our children to apply the skills they have gained in the National Curriculum subjects and use their understanding in real life opportunities—whether that is about connection to a community, raising people's awareness of a subject or running an enterprise.

In terms of assessments our children are fully involved in assessing their own and each other's work, with the support of their class teacher—this is what is known as 'assessment for learning.' in addition to this, every term the teacher will look at pupils' achievements and progress against end of year standards and say whether a child is working towards, at or above the level which is expected nationally. This judgement is reported to children and parents so both parties know what the child needs to do to improve.



The National Curriculum subjects are:

English, Maths, Science, ICT, Design and Technology, History, Geography, Music, Art, PE, RE, PSHE

### Homework

Weekly homework is set and regarded as an important part of the curriculum. This is in the form of a 'Learning Log.' Parents are expected to help support their child with their work.

Parents are expected to hear their children read at least five times per week and sign their reading records—this is essential to your child's continued good progress. Pupils may also have spellings and times tables to learn. Holiday projects may also be set to ensure continued learning.



### SPECIAL EDUCATIONAL NEEDS

We welcome pupils with special educational needs and work hard to ensure that these needs are met. Mrs Parkes is the Special Educational Needs Co-ordinator (SENCo) for the whole school and policies are in place for SEN, inclusion and meeting the needs of more able pupils.

Some pupils permanently or from time to time have significantly greater difficulty in learning than the majority of their age group. We give these pupils special consideration and where required provide extra provision for them. On occasions we may need to apply for an Education and Health Care plan. This is to provide support and guidance for school for children with a significant learning or medical need. This process is a very detailed and extensive process which is conducted in partnership with the Local authority. If you have any concerns about your child's learning or progress, please speak to the class teacher or the SENCo.

## COLLECTIVE WORSHIP AND RELIGIOUS EDUCATION

Collective Worship is integral to the life of our school. As a Church of England Voluntary Aided school, our daily act of worship is required by law to be consistent with the faith and practice of the Church of England. We strive to be inclusive in our acts of worship and to respect the integrity of individuals, so whilst we invite pupils to respond, we never demand a response from pupils or adults present. All pupils in attendance at school shall on each day take part in an act of collective worship unless the parent requests that the child be wholly or partly excused from attendance at religious worship in the school. Parents wishing to withdraw their child from acts of collective worship and from religious education lessons should discuss their wishes with the Headteacher. Pupils who do not attend acts of worship will be supervised as they take part in a purposeful activity which could be provided by the parents to reflect their own religious traditions. Parents are very welcome to attend our Friday morning assemblies which are usually led by a class. Other assemblies during the week are led by staff or visiting speakers including the vicar.

## PRAYER

Prayer is important to us, and all classes say Grace before lunch and join in the school prayer at the end of the day. We use The Lord's Prayer during many assemblies.



### GOVERNING BODY

The Governors provide a strategic overview of where the school is heading, act as a critical friend to the school and hold the school accountable for the educational standards it achieves and the quality of education it provides. The full governing body meets at least once per term with committees also meeting every term. Minutes of the meetings are available in the school office.

The governing body is made up of representatives from the Parochial Church Council, Diocesan Board of Education, Local Education Authority and elected parent and staff representatives.

The Chair of Governors is Mrs Jane Rogers.

The Vice Chair of Governors of Mr Ken Hadley.

The Clerk to the Governors is Miss Chris Westwood.

Please contact the governors via the school office.



**SCHOOL STAFF**

|           |                                      |                          |
|-----------|--------------------------------------|--------------------------|
|           | Mrs Michaela Long                    | Head Teacher             |
|           | Mrs Emma Quigley                     | Deputy Head Teacher      |
|           | Miss Kay Taylor                      | Deputy Head Teacher      |
|           | Mrs Pat Parkes                       | SENCo & Inclusion Leader |
| Nursery   | Mrs Sazia Bashir                     |                          |
| Reception | Mrs Tracey Bennington                | Leadership Team          |
|           | Miss Sophie Baxter                   |                          |
| Year 1    | Mrs Joanne Hughes & Miss Jodie Moore |                          |
|           | Miss Claire Shaw                     |                          |
| Year 2    | Miss Janna Briggs                    |                          |
|           | Miss Sidra Zafar                     |                          |
| Year 3    | Mr Antony Pepper                     |                          |
|           | Miss Hayley Gwinnell                 | Leadership Team          |
| Year 4    | Mr Paul Chapman                      |                          |
| Year 5    | Miss Diana Gordon                    |                          |
| Year 6    | Mrs Steph Wildsmith (3 days)         |                          |
|           | Mr Ashley Barr (3 days)              |                          |

**Higher Level Teaching Assistant:**

Mrs Lesley Mortimer                  Mrs Elisa Piras                  Mrs Debbie James

**Support Staff**

Mrs Joy Boulton                  Mrs Jackie Peyton                  Mr Tim O'Driscoll  
Mrs Suki Salarna                  Mrs Cath Howard                  Mr Joseph Groom  
Mrs Mandy Mckeown                  Mrs Louise Evans                  Miss Angela Jones  
Miss Daniella Gibbs                  Miss Sharon Chima                  Miss Bethany Seabright  
Miss Chloe Lowe                  Mrs Edwina Barrows

**Little Angels**

Miss Zowie Barnett                  Miss Stacey Stern                  Miss Francesca Taylor  
Miss Paris Marshall

**Focus Provision**

Miss Hannah Paling                  Mr Michael William                  Mrs Hayley .Tudor  
Miss Georgina Beetlestone

**Non-Teaching Support:**

Mrs Joanne Griffiths                  Office Manager  
Miss Aime Blackwell                  Office Administrator  
Mr Peter Powell                  Site Manager

### End of Year Key Stage Results

Results shown are for Key Stage 1 SATs results in 2014.

Pupils are expected to reach level 2b at the end of Key Stage 1.

|         | Level 2+ | Level 2b+ | Level 3 |
|---------|----------|-----------|---------|
| Reading | 90%      | 90%       | 24%     |
| Writing | 86%      | 69%       | 14%     |
| Maths   | 94%      | 88%       | 6       |



Results shown are for Key Stage 2 Teacher Assessment results in 2014.

Pupils are expected to reach level 4 at the end of Key Stage 2.

|         | Level 4+ | Level 5+ |
|---------|----------|----------|
| Reading | 69%      | 45%      |
| Writing | 90%      | 28%      |
| Maths   | 76%      | 34%      |

### Charging Policy

We seek to reduce the amount of money we ask parents for during the year. However in order to enhance the curriculum we endeavour to take pupils on educational trips. Parents are requested to pay for such trips or make a contribution of at least 50% if they are entitled to Free School Meals. All money should be given to the office rather than to teachers and pupils. Receipts will be sent a few days following receipt of your money.

### COMPLAINTS PROCEDURE

We aim to provide a positive experience of school for you and your family. We are always available for you to talk to informally and we will work hard to sort out any problems or misunderstandings that you may have.

If you have any matters of concern please discuss these with the class teacher in the first instance followed by the Deputy Headteacher and then the Headteacher. If discussion does not resolve the matter, then we have a formal complaints procedure in place. There are details in the school office. Complaints will then go to the Chair of Governors who will ask a committee of governors to investigate.



Please remember that we are committed to providing the best possible educational experience for your child. We will always do our best to sort out any matters, however large or small, with you and your child.

**SCHOOL TERM DATES 2015-2016**

**Autumn Term 2015**

Monday 7th September 2015 – Friday 18th December 2015

Half Term Holiday – Monday 26th October – Friday 30th October 2015

Christmas Holiday – Monday 21st December – Monday 4th January 2016

**Spring Term 2016**

Tuesday 5<sup>th</sup> January 2016 – Thursday 24th March 2016

Half Term Holiday – Monday 15th February – Friday 19th February 2016

Easter Holiday – Friday 25th March – Friday 8th April 2016

**Summer Term 2016**

Monday 11th April – Friday 22nd July 2016

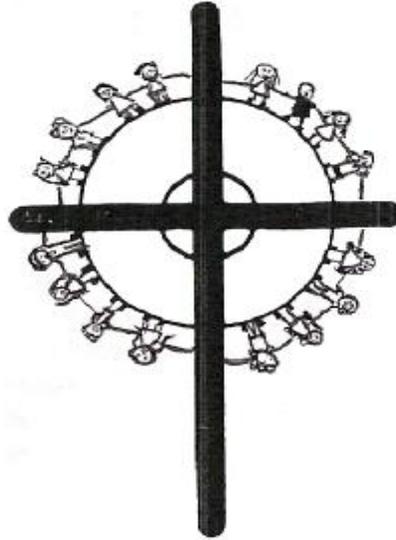
May Day – Monday 2nd May 2016

Half Term – Monday 30th May – Friday 3rd June 2016

Training Days—3rd and 4th September, 1st November and 4th January



If you think any information is missing from this booklet which would be useful to include in future editions, please let us know.



Christ Church CE (VA) Primary School

To the best of our knowledge, information contained in this booklet is correct at the time of printing. The school reserves the right to make alterations as and when it may become necessary to do so.