



Stoke Heath Primary School Prospectus



Achievement for All



Achievement for All
QUALITY MARK 2011 - 2013



Welcome from the Headteacher

'Enjoying Learning, Celebrating Success'

Welcome to Stoke Heath Primary School. This prospectus is an introduction to our friendly, caring school, where there is an ethos of care, teamwork and mutual support. I hope it gives you an insight into what we are able to offer your child at this important stage of their education.



Stoke Heath is a thriving, dynamic Primary school and we are proud of our children's learning and achievements. We pride ourselves in providing a happy, safe and secure learning environment where high expectations of conduct and good discipline are preserved to enable every child to achieve academic and personal excellence.

We continually strive to develop and improve and this is shown in the children's excellent results. We offer a broad, balanced, creative curriculum which suits the needs of our community of learners, nurturing self esteem and celebrating diversity. Our aim is for every child to achieve their full potential and our highly skilled staff team is fully committed to helping learners do their very best.

The community is at the heart of our school and we have strong partnerships with our families, governors, outside agencies and the wider community, which enrich our children's learning. We are proud to encourage each child and family to make the most of the opportunities we can provide at the school. Parents are welcomed into the life of the school and you will be strongly encouraged to share in your child's learning.

We offer high quality school facilities in our two form entry school. Classrooms are well resourced with full access to ICT facilities and space for group and creative work. We have a large music/drama studio as well as a spacious open plan library and a hall used for assemblies, PE and dining. The school is set in extensive grounds including playing fields, a football pitch and playground. An on-going programme of development is planned to further enhance both the indoor and outdoor learning environment.

After reading this prospectus you may like some more information. Our school website www.stokeheath.coventry.sch.uk is worth visiting and is regularly updated. You might like to visit the school to see for yourself what we have to offer your child. We can guarantee you a very warm welcome.

I look forward to working with you.

Jeanette Hiatt
Headteacher

Welcome from the Chair of Governors

We are delighted to welcome your family to Stoke Heath Primary School. Our School prides itself on giving children the best possible school experience. We are well regarded within the local community and we are proud of the excellent progress our children make. The School Governors meet on a regular basis throughout the academic year. We have many responsibilities that must be met by law, and we aim to work in partnership with the school to ensure the best possible education for your children. You can find our more information about us from our regular Governors' newsletter and via the school website www.stokeheath.coventry.sch.uk

We hope this prospectus gives you an insight into life at Stoke Heath, but we would encourage you to visit the school and talk to other parents of children at the school to find out what we have to offer.

David Owen
Chair of Governors



Our Aims and Principles

- To ensure that everybody can develop and achieve their potential
- To strive for academic excellence and have high expectations of everybody
- To show care and respect for each other and build self esteem in all
- To provide a caring, challenging and stimulating environment, which is open and welcoming to the community
- To encourage staff to co-operate and share with each other and the management of the school
- To deliver a broad and balanced curriculum at each stage to each child according to individual needs
- To work in partnership with parents and carers for the good of each child

Our School Rights

Everyone who belongs to Stoke Heath Primary School is entitled to come to school and feel happy: having the right to feel safe, the right to be allowed to learn and the right to feel respected. These are basic rights that all pupils, staff and parents are entitled to. Therefore we have adopted three Rights which have now become our School Rules:

1. The right to feel safe and be safe
2. The right to learn
3. The right to be treated with respect



General Information

School Hours	Nursery - Morning	-	8.30 am - 11.30 am
	- Afternoon	-	12.15 pm - 3.15 pm
	Reception and KS1	-	8.45 am - 3.00 pm
	KS2	-	8.45 am - 3.00 pm
School Office Hours	Monday – Thursday	-	7.45am - 4.30 pm
	Friday	-	7.45 am - 4.00 pm

Ofsted

The school received an Ofsted inspection in March 2015 and was rated Good overall. Our behaviour and safety, the leadership and management of the school and our Early Years Provision were all judged to be Outstanding. The full report can be found on the Ofsted website www.ofsted.gov.uk and also on our school website www.stokeheath.coventry.sch.uk. All future reports will be published on these sites.

Home School Agreement

Once your child is admitted to the school you will be invited to read and sign the Home School Agreement. This is then updated at the start of key stage 2



Admissions

The school has now expanded to be two form entry which means there will be 60 places in each year group from September 2017. There are 52 places in our Nursery.

Full details of the admission policy are given in the Education Service's annual publication 'Primary Education in Coventry' Copies of this booklet are available from school or the Education and Libraries Directorate in Civic Centre 1, Little Part Street, or by telephoning Coventry 76831622 or 76832499. Full details of Coventry City Council's appeal process can be found at www.coventry.gov.uk



Safeguarding, Child Protection and Child Safety

- Children's safety is paramount and the school has a duty to act to protect the child at all times. There may be occasions when the school has to consult with other agencies or refer information, without a parent's prior knowledge. We follow the procedures in our Safeguarding & Child Protection policy, approved by the Governing Body, and those laid down by the Local Children's Safeguarding Board
- The school teaches children how to use the internet safely. Information about e-safety can be found on our website www.stokeheath.coventry.sch.uk

In addition:

- We ask parents to let us know who will be collecting their child at the end of the school day, and if there are any changes to this arrangement
- Where parents of children in Year 5 or Year 6 wish that children go home independently, parents need to consent to this in writing
- Please remember the car park is for staff only and parents should park well away from the school

Uniform

All children are expected to wear the Stoke Heath school uniform. This is

- Grey or black trousers, tailored shorts, skirt or pinafore
- White shirt or polo T-shirt
- School sweatshirt, red jumper or cardigan
- Black flat, plain, closed toe school shoes (*not* trainers or boots)
- Red and white check or striped dress in Summer

A PE kit is essential. This should be:

- Pair of plain, dark coloured shorts or jogging trousers
- Plain T shirt
- Pumps for indoor/outdoor games. Trainers may be worn for outdoor PE but are not to be worn all day.



Jewellery – On health and safety grounds, we do not allow children to wear jewellery in our school. The exceptions to this rule are small plain gold or silver studs in pierced ears, small discreet watches and small objects of religious significance. We may ask the children to either remove these objects during PE and games, or cover them in line with our PE/ Health and Safety policies, to prevent them from causing injury.

Extreme Haircuts – The school does not permit children to have 'extreme' haircuts that could serve as a distraction to other children e.g shaved designs.

All clothing should be named please. Sweatshirts and school bags with the school logo on are available from Cat Ballou – the School Office will be happy to give you more details. Make up and nail varnish are not permitted

Belongings

- We ask children not to bring valuables to school as unfortunately we cannot accept responsibility for any loss.
- Parents should write to the Headteacher if they wish their child to bring a mobile phone into school, explaining the reason. The phone will be kept in the School Office during the day.

Health

- Children who have medical appointments should be collected by an adult. They will be signed out of school. They should return to school as soon as possible after the appointment
- Minor accidents are dealt with by our qualified First Aiders. It is vital that families provide us with up to date telephone numbers in case parents need to be contacted quickly
- Medication can be administered to children during the day only if a form is completed by a parent in advance at the School Office. All medication must be prescribed, in the original bottle/package and the child's name clearly visible on it.
- The School Nurse is available to support with any minor child health issues.

Attendance

- Good attendance and punctuality is extremely important if your child is going to reach his/her full potential. Lessons at Stoke Heath start promptly and every day counts!
- If your child is ill and unable to attend, please telephone the school on the morning of the first day of absence to let us know
- Since September 2013, Headteachers have been unable to authorise any term time holiday for children, except in very exceptional circumstances. If parents wish to apply for holiday leave of absence they must ask for a form from the School Office. Parents should be aware that it is very unlikely that the request will be agreed by the Headteacher, and that they may be fined up to £120 for each child if they continue with the holiday.
- Our Families Team will support you if you are experiencing difficulties with your child's attendance
- The Children and Families First team will contact parents at home in cases of Irregular attendance or persistent lateness



Meeting Needs

- The school is committed to equality of opportunity of all. We work together with parents to support pupils to make the best possible progress. Where appropriate, the School involves outside agencies, with parental permission, to help children who are experiencing learning, emotional or behavioural difficulties.
- Our staff are experienced in supporting children with English as an Additional Language, and we employ Multi Lingual Assistants where necessary
- We monitor the provision made for, and the progress of, our most able children. We ensure they have challenging tasks and achievable goals to maximise their progress

Teaching and Learning

The school is organised into three Key Stages:

- The Early Years Foundation Stage – comprising Nursery and Reception classes
- Key Stage 1 – for children aged 5 – 7 years, comprising Year 1 and Year 2
- Key Stage 2 – for children aged 7 – 11 years, comprising Years 3,4,5 and 6

We aim to provide a high quality curriculum for our learners. Our provision is:

- Imaginative and inspirational thus provoking engagement and direction
- Relevant to the needs of our pupils
- Underpinned by solid educational purpose

We are confident this will enable our learners to be successful, confident, motivated, inspired, productive and responsible for their own learning.

Parents receive an overview of the learning their child will be doing each term and this information is also published on our school website.

Early Years

In the Early Years, there are three *prime areas of learning* which are particularly crucial for children's learning and development:

- Communication and language
- Physical development
- Personal, social and emotional development

In addition there are four *specific areas of learning*

- Literacy
- Mathematics
- Understanding of the world
- Expressive arts and design



through which the prime areas are strengthened. All 7 areas are connected, with learning and development in each area contributing towards that of the others.

Children are encouraged to develop positive learning behaviours, independence and confidence as well as their grasp of basic skills, through adult led learning and child-led experiences. Phonics and Guided Reading sessions are taught daily.

Key Stage 1 and Key Stage 2

- The school follows the National Curriculum and reshapes its provision in line with national changes.
- English and Mathematics are taught daily. In Key Stage 1 children receive daily phonics teaching; and in both Key Stage 1 and Key Stage 2 there are regular guided reading sessions. We encourage children to read for pleasure and actively encourage parents to read with their child regularly.
- Other National Curriculum subjects are generally taught through thematic topics designed to help children broaden their experience, providing them with opportunities for problem solving, critical thinking and creative expression. Modern languages are taught in Key Stage 2.
- Music is taught throughout the school.
- Religious Education is built into the daily programme. We follow the Coventry syllabus for RE which teaches children about the major faiths in the world. The school enjoys a close relationship with St Alban's Church whose premises we use for some special occasions. We also arrange visits to other local places of worship as part of the curriculum.
- Physical education includes units in games, dance, athletics and gymnastics. Year 4 and Year 5 children go swimming. The school commissions specialist sports coaches to work with children in PE lessons and after school clubs.

- Further information about the school curriculum is available on request, including details of the school's Sex and Relationship Education policy

Enrichment Activities

Children take part in off-site educational visits, and we regularly welcome visitors into school to support learning. A residential visit to Plas Dol-y-Moch in North Wales is offered each year to Year 6. Whilst there, pupils take part in outdoor activities such as abseiling, hill walking and rock climbing. We also make use of the local AT7 Centre to provide enrichment activities to the children.



Homework

Homework is important as it reinforces learning that has been completed in school. We recommend that children read at home at least three times a week, and they will be asked to complete a range of other activities including Maths, English, Spellings and topic work. Parents receive a homework schedule each September for their child's year group.

Extra-Curricular Activities

The school offers a wide range of extra curricular activities at lunchtimes and after school. Currently, some, such as Multi-Sports, Golf and Gymnastics, are funded from our Sports Premium. There are football teams, handicrafts, homework club, and a fun club to name but a few. We are very proud that we host an Area Band at the school which our children can access.

Before and After School Provision – Willows Club

Willows Club is registered for a Breakfast Club from 7.45am – 8.45am and After School Club from 3.00pm – 5.30pm. The children take part in a range of activities and breakfast/light snack is included. For further details please contact the School Office on 024 76454741 or look on the website for further information.

Lunchtimes

- Children may choose to have a hot meal prepared in school or bring a packed lunch. There is an opportunity for children to change their choice each half term.
- The school operates a Family Service lunchtime where social skills and good manners are actively promoted
- Free school meals for children in Reception, Year 1 and Year 2 are offered. Families may be entitled to free school meals for older children if eligible for certain benefits. **We urge you to claim your free school meals even if you decide to send your child with a packed lunch. Part of the school's budget depends on the registration of free school meals. By claiming your entitlement you ensure the school is financed as well as possible.**
- School meals must be paid for in advance by each Monday morning via the School Gateway payment system. Please speak to the office for more information.



Charging and Remissions

The school recognises the importance of educational visits and experiences. We do our best to subsidise these costs where we can, but we do ask for voluntary contributions to cover costs.

Parents will be asked to pay towards the cost of repairs/replacement of equipment that has been deliberately damaged by their child. A sum may be charged for the replacement of lost books or resources.

Parental Involvement

- The school values the support of parents and welcomes families to weekly Awards Assemblies on Fridays at 9.00am. Each year group also produces a special assembly or performance each year which families are warmly welcomed to
- There are regular newsletters emailed to parents during the year, and lots of information is posted on our website www.stokeheath.coventry.sch.uk
- We have two Parents Consultation evenings each year, and an opportunity for Parents to discuss their child's Summer report if they wish
- A written School Report is sent home in July
- Parents are invited to contact the school at any time for an appointment to discuss any issues of concern. Usually, parents should contact the class teacher or Phase Leader to discuss concerns. The Office is always happy to help with any information.
- Where a child receives a detention in relation to their behaviour or conduct, parents will be invited into school to discuss the issue with the Headteacher.



Parent Teacher Association

The school has a PTA which is committed to raising funds to provide 'extras' for the children to enjoy. Your support is very much needed to helping to organise and support events. Please ask at the School Office for further information, if you are able to help!

Transition

Children start their education at Stoke Heath at a variety of different points. Whether your child joins us in Nursery, Reception or at any point in Key Stage 1 or 2, you will be made welcome! We make a home visit for every child new to the school. We also link with local nurseries when children transfer into our Reception classes. We have good links with our local Secondary schools and work together with them to support our Year 6 children when they are moving to their next stage of education. If you have any enquiries regarding admissions to Secondary Schools please contact the Education and Libraries Directorate, Admissions Section, new Council Offices, Earl Street, Coventry, CV1 5RS



Complaints Policy

It is very much hoped that any concerns can be resolved by talking to your child's class teacher. If this is not the case, parents should ask to meet with the Phase Leader, One of the Deputy Headteachers or Headteacher to discuss the issue. Should parents wish to make a formal complaint, a copy of the Schools Complaint Procedure will be provided, on request, by the School Office, otherwise a copy is available on our website

Accessibility

The school has an accessibility plan, to ensure that we consider the needs of people with disabilities.

The building has access for the disabled and two disabled access toilets. There is a lift to the first floor. Parents with disabilities are encouraged to let the school know if there is any way we can make the building more accessible, or communication between home and school easier for them.

The School Council

The School Council is an important part of life at our school. A member of staff attends the meetings and offers support and advice, when necessary. Children discuss and vote on issues important to them and have already influenced many elements of school life. Children's voices are important to us at Stoke Heath!

Insurance

The Local Authority provides insurance cover to protect your children should they suffer injury, damage or loss through negligent acts by staff or others engaged on LA business. Please note, though, that this insurance does not provide personal accident cover for individual children.

Translation Service

We are pleased to be able to try to arrange for interpreters and/or translation of any school document. Please contact us to arrange this.

School terms dates 2017-2018 (All dates are inclusive)

August 2017

Mon	Tue	Wed	Thu	Fri	Sat	Sun
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2017

Mon	Tue	Wed	Thu	Fri	Sat	Sun
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2017

Mon	Tue	Wed	Thu	Fri	Sat	Sun
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2017

Mon	Tue	Wed	Thu	Fri	Sat	Sun
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2017

Mon	Tue	Wed	Thu	Fri	Sat	Sun
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January 2018

Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2018

Mon	Tue	Wed	Thu	Fri	Sat	Sun
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March 2018

Mon	Tue	Wed	Thu	Fri	Sat	Sun
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
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April 2018

Mon	Tue	Wed	Thu	Fri	Sat	Sun
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2018

Mon	Tue	Wed	Thu	Fri	Sat	Sun
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2018

Mon	Tue	Wed	Thu	Fri	Sat	Sun
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July 2018

Mon	Tue	Wed	Thu	Fri	Sat	Sun
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Term time

Holiday

Bank holiday

Teacher training



Summer Bank Holiday 28 August 2017

New Year Bank Holiday 1 January 2018

Good Friday 30 March 2018

Easter Monday 2 April 2018

May Day Holiday 7 May 2018

Spring Bank Holiday 28 May 2018

Summer Bank Holiday 27 August 2018

Please note

During the academic year a total of 195 days are defined as 'school days.' Pupils must attend school for 190 days and the remaining 5 days are reserved for professional training of school staff. One of these days is set by the Local Authority on Monday 4 September 2017. The remaining 4 are set at each school individually so please contact your school to find out when these dates are.

The date for the Local Election is currently set at 3 May 2018



Coventry City Council

www.coventry.gov.uk/termdates

