

WATLING STREET PRIMARY SCHOOL PROSPECTUS



Try Hard, Be Happy,
Have Courage.

2017-18

Together we learn.....Together we achieve

Aims - as a school community we aim:

- For children to operate as independent learners and thinkers.
- To inspire a love for learning.
- To provide a relevant curriculum for all.
- For children to value themselves and others.
- To foster a sense of belonging and community.
- To be a school where everyone feels safe and happy.
- To be a school where children work hard to achieve their potential.
- To offer children activities, and opportunities, which develop a sense of self-worth.
- To develop thinkers who embrace challenges.
- To promote curiosity, enthusiasm, and independence.

Together we learn.....Together we achieve

Values - as a school community we value:

Each other, ourselves and our differences

- Kindness
- Honesty
- Respect
- Hard work and determination
- Independent learning, organisation and self-reliance
- Courtesy and good manners
- Friendship
- Responsibility for our own actions

Everyone has a right to:

- Feel safe, cared for, and respected.
- Be able to learn and develop their skills.
- Be treated equally, irrespective of gender, race, religion and physical characteristics.
- Learn and play at the appropriate times, without disruption.

Everyone is expected to:

- Be responsible for their own behaviour.
- Respect the rights of others.
- Share our values.
- These values are embedded into everything we do.**

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School Name & Address: Watling Street Primary School
Watling Street
Brownhills
Walsall
WS8 7LW

Phone Number: 01543 452320
Email: postbox@watling-st.walsall.sch.uk
Website: www.watling-st.walsall.sch.uk

Walsall Council The Civic Centre
Children's Services Darwall Street
Walsall
WS1 1TP

Telephone: 01922 650000

Governors

Chairperson: Mr N Baddeley

Vice Chairperson: Mr K Parr

Local Education
Authority Governors: Ms R Orme

Teacher/Staff Governors: Mrs J Pilgrim

Co-opted Governor: Mr E Powell

Mrs D Probert

Mrs K Rowe

Parent Governors: Mrs R Hoult

Mrs A Cooper

Mrs L Yates

Mrs R Jones

Headteacher: Mrs L Powell

Staff

Mrs L Powell	Headteacher
Mrs D Probert	Deputy Headteacher
Miss J Conway	Teacher
Mrs L Postings	Teacher
Mrs L Attwood	Teacher
Miss S Rudd	Teacher
Mrs L Chivers	Teacher
Miss S Norman	Teacher
Mrs J Pilgrim	Teacher SENCO
	Teacher
Mrs M Daniel	HLTA
Mrs K Clift	Cover Supervisor & Teaching Assistant
Mrs K Dix	Cover Supervisor & Teaching Assistant
Mrs B Godfrey	Cover Supervisor & Teaching Assistant
Mrs T Cooper	Cover Supervisor & Teaching Assistant
Mrs K Corbett	Cover Supervisor & Teaching Assistant
Mrs R Moore	Teaching Assistant
Mrs S Blackwell	Teaching Assistant
Mrs A Hill	Teaching Assistant
Mrs M Gibson	Teaching Assistant
Mrs D Whitehead	Teaching Assistant
Miss K Evans	Teaching Assistant
Mrs S Edge	School Business Manager
Mrs D Beardsmore	School Administrator
Mrs L Manley	Family Support Advisor
Mr C Turner	Caretaker
Mrs P Henry	Principal Lunchtime Supervisor

ADMISSION ARRANGEMENTS FOR SCHOOL

The Governing Body has adopted the L.E.A. policy for admission arrangements. The present criteria for admissions are: -

- i. Looked After Children
- ii. Children having a brother or sister at the school
- iii. Essential medical or social reasons
- iv. Those living closest to the school

New Pupils in Early Years

Not all children start Early Years at the same time. We like to introduce the children in small groups over a week.

This system gives the teacher an opportunity to get to know the children and give them 'one-to-one' time in those initial important days so that they can also get to know the routines of the Early Years Unit.

All pupils are assessed using the Early Years Foundation Stage Profile, which can be discussed with the class teacher.

New Pupils in Other Age Groups

If you are considering sending your child to Watling Street, please contact the School Business Manager, who will be able to inform you about availability of places and make arrangements to show you and your child(ren) around the school. The school can create a tailor-made induction programme to suit your child's individual needs.

SCHOOL YEAR 2017/2018 TERM AND HOLIDAY DATES

	<u>OPEN</u>	<u>CLOSE</u>
Autumn Term 2017	Mon 4 th Sept Mon 30 th Oct	Fri 20 th Oct Fri 22 nd Dec
Spring Term 2018	Mon 8 th Jan Mon 26 th Feb	Fri 16 th Feb Thurs 29 th Mar
Summer Term 2018	Mon 16 th April Mon 4 th June	Fri 25 th May Tues 24 th July

Training Days:
Monday 4th September
Thursday 21st December
Friday 22nd December
Monday 4th June
Tuesday 5th June

The School Day

Nursery 8.45 am to 11.45 am morning nursery
8.45am to 3.30pm all day nursery

Reception to Y6 9.00 am to 3.15 pm
(doors open at 8.50am)

Dinner Breaks are staggered between 11.45am and 1.10 pm

Watlers Before and After School Facility

The club is run daily for children from Nursery to Year 6 by Mrs D Whitehead and Mrs M Gibson.

Watlers Breakfast Club

8.00am-8.50am
£3.50 per session

- On arrival children are registered, parents/carers are asked to sign pupils in.
- Children are offered water or milk, cereal, toast or fresh fruit.
- An activity is available for children after breakfast, this may include table-top games or art activities.
- Key Stage 1 children are escorted to their classrooms.
- Key Stage 2 children make their own way to their classrooms.

After School Club:

3.15pm-5.10pm
£6.00 for full session
£3.00 for half a session (until 4.15pm)

- Staff collect Key Stage 1 children from their classrooms and escort them to Hall.
- Key Stage 2 children come directly from their classrooms to the Hall.
- A register is taken and a drink and biscuit is offered to the children.
- A daily activity is available for all children to participate in. Other activities are set up around the Hall.
- A snack, drink and sweet are offered to the children. Dietary needs are taken into consideration.
- Parents/ Guardians will be asked to sign the children out on collection.

24 hours must be given to ensure a place is available for breakfast and after school club.

SCHOOL UNIFORM

Sweatshirt, jumper or cardigan	Red
Trousers or skirt	Grey or black
Blouse, polo shirt or shirt	White
Optional red and white check summer dress	
Flat heeled shoes	

Black PE shorts
House Colour PE T-shirt (blue, red, green or yellow)
Black plimsolls or trainers
Tracksuit or joggers and sweatshirt (for outdoor P.E. sessions)

Y4/Y5/Y6	Swimming costume or trunks/swim shorts
	Towel

Uniform is also available from A & J Designs at Chasewater or to order online from Brigade Clothing and Tesco.

Book Bags and PE Bags are available to buy from the school office.

ALL CLOTHING SHOULD BE CLEARLY MARKED WITH YOUR CHILD'S NAME

Children should not wear jewellery to school, both for their own safety and for the safety of other children. The School will not take responsibility for the loss of jewellery or other valuables.

If your child has pierced ears, please contact the class teacher as earrings cannot be worn for PE or swimming.

Thank you for not smoking!

For the health and safety of everyone no smoking or vaping is allowed anywhere on the school site or in the school building.

It is illegal to smoke anywhere at all on the school premises including the playground and the field.

Animals

Dogs (other than guide dogs) and other animals are not allowed on the school premises without special permission from the Head Teacher. Please do not bring animals onto the school playground at the end of the school day. Please do not carry any animals onto the playground.

Medicine

All medication will be administered to pupils in accordance with statutory guidance on supporting pupils with medical conditions.

School staff can administer medicines with the written permission of the parent/carer. Pupils can also self-administer medicines under the supervision of a member of staff, written permission must be given for this.

All medicines should be in their original container, which must bear the prescription label detailing the dosage.

Where possible (if medicine is required three times a day or less) we would request parents administer the medication before or after school.

Medicines should be handed to a member of the office staff and an administration of medication form must be completed. Parents/Carers must collect the medication at the end of the day. Records of the administration of are kept and signed by pupils and staff.

Children with asthma should always have an inhaler in school. Emergency inhalers are available and all parents of pupils who suffer with asthma will be asked to sign a consent form to give permission for this to be administered if required. Parents of younger children need to talk this over with the class teacher.

Special arrangements can be made with the Headteacher if pupils need to take medicine on a long term basis for complex medical conditions (e.g. diabetes, epilepsy, anaphylaxis etc.). Arrangements will also be made to set up a Health Care Plan.

Security Arrangements

During school hours we do our best to ensure the safety of all pupils and staff, security measures are therefore tight. Pupils in the main building should say goodbye to their parents on the playground or in the foyer as adults other than staff are not allowed beyond that area. At other times of the day visitors, parents and carers should enter the school using the main door in the car park and report to the school office. However, for safety reasons **do not park/drive on the car park.**

Families of children in the Early Years are initially allowed into the EYFS classroom but should encourage their children to enter independently as soon as possible. The Headteacher and Parent Support Advisor are available in the foyer every morning from 8.50am to 9.00am.

The school is also fitted with surveillance cameras and an alarm system.

Mobile Phones

Pupils are not allowed to use phones at school, and, as with other valuables, the school cannot take any responsibility for loss or damage. We recommend that only pupils in Y6 who may walk home alone will need to bring a mobile phone to school.

Hairy Facts!

Families are asked to check their children's hair regularly for head lice and to treat the condition before it spreads to other children. The clinic or the doctor will give you a prescription and treatment is free for children.

Away From School

Please let the school know before 9.15am by telephone if your child is away from school because of illness. Records are kept of children's unexplained or persistent absences and these will always be referred to the EWO. Any un-notified absences will be followed up by a phone call from the Family Support Adviser.

Please do not take holidays during term time. The Headteacher cannot authorise any absence. Families persistently removing their children from school during term time to go on holiday may be liable for a fine from the Local Authority.

Keeping In Touch

The school sends out newsletters to keep you in touch with events and news. Please take time to read them. Copies of all recent letters can be found in the school office or on the school website at www.watling-st.walsall.sch.uk. Copies of policies are available in the school office and on the web page. A text and app system is also used to inform families of events. Please ensure we have your up to date mobile phone number.

Road Safety

Very busy roads surround our school, please teach your children to cross the road using the crossing patrol or the pedestrian lights. We have had some very frightening incidents where cars have nearly hit small children on the car park therefore as;
CAR PARKING IN THE SCHOOL IS VERY LIMITED. PARENTS ARE NOT TO PARK IN THE SCHOOL CAR PARK AT ANY TIME. THE SCHOOL CAR PARK SHOULD NEVER BE USED TO EITHER TURN CARS OR DROP CHILDREN OFF FOR SCHOOL.

If you are a blue badge holder access to the car park may be available, please see the Headteacher or school office staff to make special arrangements.

Fire!

Please don't bring prams or pushchairs into school as they block the narrow corridors, if the school has to be evacuated in case of fire or other emergency. We hold a termly fire drill, so always sign your child/children out at the school office if you take him/ her out of school during the school day, we need to know where all of our pupils are once the register has been marked.

The National Curriculum

The school follows the National Curriculum and Cornerstones Thematic Curriculum
The school curriculum consists of:

English

Maths

Science

Computing

History

Geography

Design Technology
Physical Education (PE)
Art
Music
Personal & Social Education
Citizenship

The School follows Walsall's Agreed Syllabus for Religious Education (RE)

Organisation of the National Curriculum

The school is organised into three areas:

The Early Years Foundation Stage - Nursery (N) and Reception (R)

Key Stage One - Year One (Y1) and Year Two (Y2)

Key Stage Two - Year Three (Y3), Year Four (Y4), Year Five (Y5) and Year Six (Y6)

Testing and the National Curriculum

Children are assessed on the National Curriculum during the summer term in Year Two and Year Six (SATs). Children are tested using EY Profile in the Early Years Unit. Year one pupils are tested on their phonics knowledge in the summer.

Children are also assessed termly. Staff are continually assessing pupil's progress through formal assessment, verbal responses and marking.

School Fund and Charities

Throughout the school year the children take part in fund raising events, both for the school and for charity.

Playtime for Reception children

At playtime children can have free milk until they are 5 years old. Milk can be ordered online from Cool Milk if required.

We are part of the National Fruit Scheme. Children in Foundation Stage and Key Stage 1 are given fruit.

If you would like your child to have a snack at playtimes, we would recommend a small healthy snack should be adequate.

Lunchtime Arrangements

The school kitchen provides hot meals and packed lunches for children who have a school dinner. Children are also allowed to bring their own packed lunch.

During dinnertime Mrs Henry looks after the children and a team of 'dinner supervisors' work with her. If children stay at school during their dinner time break they are expected to behave well and be polite to the dinner staff. If they misbehave, children are given a warning and then parents may be asked to take them away from school premises at lunchtimes for a set period of time. (This counts as an exclusion and will appear on pupil records). Special lunchtime supervision can be arranged for pupils with special needs.

Free Meals

Pupils in Reception and KS1 are eligible for Universal Free School Meals. If your family is eligible for income based free meals, please claim them even if your child is eligible for Universal Free School Meals or brings sandwiches. Some of the money that comes in to run the school is calculated on the amount of children claiming free meals and so the opportunity to claim free meals helps both you and the school. Forms are available from the school office.

Assemblies and Religious Education

An act of worship takes place in school every day.

We follow the agreed syllabus for RE and in this the children study Christianity and other major faiths. At Watling Street we celebrate Christmas and Easter and from time to time we celebrate festivals from other faiths.

Parents who wish to withdraw their children from assemblies or Religious Education should see the Headteacher.

WATLING STREET SCHOOL - THE CURRICULUM

Watling Street School follows a broad and balanced curriculum designed to stimulate a desire for learning with the emphasis on excellence and enjoyment.

In English the children follow the National Curriculum for English and use Read, Write Inc. phonics. The Bug Club scheme is used to support learning to read. As the children become more proficient readers there is a general move towards using novels and free choice books from the school library. The children also have access to E-books. The children are given a reading diary for use at home. Spellings are tested weekly and are sent home for the children to learn.

In Mathematics the children follow the National Curriculum. There is a strong focus on developing mental strategies which enables transition to written methods as the children move through the school. Each lesson begins with whole-class counting, intelligent practices and reasoning activities to sharpen and rehearse key skills. Children are taught their tables and these are tested weekly. The children are also tested on number facts and mental maths. Daily morning maths focuses on speed tests and calculations.

Computing is taught using the school laptops and iPads in the classrooms. All classrooms are wireless networked. The children have the opportunity to develop specific computing skills which they can then apply to other curriculum areas. The use of the supervised internet is encouraged for research, revision, English and Maths skills.

Scientific knowledge and investigative skills are covered through a comprehensive scheme of work, which provides wide ranging opportunities for practical and investigative work.

Music is taught with the support of Rock it Music Projects Ltd. The children have the opportunity to play a variety of instruments and develop an appreciation of many varieties of music. Key Stage 1 and 2 pupils are taught keyboards, drums, steel pans and percussion in their Rock It lessons.

The school teaches the foundation subjects of History, Geography, Design Technology and Art through the Cornerstones Curriculum. This is a creative topic based approach to learning which promotes creativity, excellence and enjoyment.

PE lessons include both indoor and outdoor lessons. A wide variety of skills are taught eg. dance, games, athletics, orienteering. The school has close links with other local

schools and participates in joint sporting activities.

Swimming is taught as part of the Key Stage 2 curriculum for Year 4/5 and 6.

Swimming lessons take place at Brownhills School.

Sports days are held annually and we also hold a Health and Fitness week which includes a wide variety of sporting activities.

Religious Education is taught according to the Walsall agreed syllabus and the children have the opportunity to learn about other world faiths as well as Christianity. They have the opportunity to discuss issues and share ideas in a supported environment.

Personal, Social, Health Education and Citizenship as well as British Values are embedded across all curriculum areas.

In addition to the curricular aspects of school life, we provide a range of experiences to encourage and develop as wide a variety of talent as possible.

Visits and visitors are a feature of our planned learning activities.

The School Council

Members of the School Council are elected by other pupils annually from KS1 and KS2 classes. The Council plays a major role in decision making in school. They also help to interview new members of staff. Each class forwards ideas from class council meetings to school council for consideration.

Buddies

The school trains children from Y2 to Y6 annually to become Peer Group Mediators. They are called Buddies. Buddies are available at lunch and break time to support other pupils.

Educational Visits

The children's education is often enhanced by an educational visit.

Some visits cost nothing at all because they are within walking distance. Others cost only the price of the transport, but others are more expensive because they involve paying entrance fees.

We rely on voluntary parental contributions towards the cost of some visits. Parents are always asked to sign consent forms before children are taken out of school, and we

ask for a prompt response, otherwise forms get lost and the visit may be cancelled, due to lack of response. Brownhills Common and Chasewater are rich sources of study and are often used by the school.

We use Evolve - a secure online educational visits risk assessment system to plan and assess all visits and offsite activities.

Charging Policy

The Governors of Watling Street School have adopted Walsall Metropolitan Borough Education Committee charging policy, a copy of which is available in school.

The main items of this policy are:-

Breakages

Parents will be asked to pay for the cost of replacing broken windows, damaged property etc., where this is the result of a pupil's poor or intentional behaviour. Intentional damage to school books should always be paid for.

Discipline

In order to encourage good work and behaviour, the children can earn team points and certificates. They are also rewarded for good attendance and for keeping their cloakrooms tidy. Certificates are sent home to let parents know when their children have received an award for achievement or behaviour.

Incidents of poor behaviour in school are rare and children are expected to be well behaved in school and comply with the school behaviour policy and code of conduct. At the beginning of each year the children compile with their teacher a set of classroom rules, and throughout the year they are referred to as a reminder of appropriate behaviour.

Staff, with the co-operation of parents, endeavour to enforce simple safety rules, like walking along the corridors, and respecting the rights of others to safe play and a quiet learning environment.

A Behaviour System is used throughout the school. If a child is poorly behaved, the teacher or Headteacher will contact parents, and inform them of the exact nature of that behaviour. Steps will be taken in school to modify poor behaviour, and this requires the full support and co-operation of parents in order for it to be effective.

As a result of poor behaviour, pupils may be excluded from school, initially for a fixed

period. In extreme cases pupils will be permanently excluded from school. The school has a restraint policy which is available for parents to view in the school office.

Procedure for Complaints

If you have a complaint, please do not hesitate to contact the school, either in person or by telephone. You may initially like to discuss the matter with the class teacher and the problem will probably be resolved quickly.

The Headteacher and the Deputy Headteacher are available to listen to and deal with complaints about any aspect of your child's school life. If a problem is not resolved to your satisfaction, the next step is to inform the Governing Body, details of whom are at the front of this prospectus, they may be contacted through the school.

In the unusual case of a problem still not being resolved, you are advised to contact Walsall Children's Services.

The School, Parents and the Community

The school seeks to enrich the community and draw on the talent and ability in the locale. Recent visitors to the school have included the neighbourhood watch, community police officers, the fire brigade, puppet shows and theatre groups.

Parents at Watling Street School (PAWS) is a group of parents who organise events like children's discos. They also provide refreshments at events and generally try to raise funds and enrich school life for children and parents. New members are always welcome, and parents are encouraged to become involved.

If you can offer help, please complete the form below and return it to your child's class teacher.

.....

I would like to join the PAWS.

Name _____ Telephone No _____

Child's Name _____ Class Teacher _____

School Life

Children from our school have engaged in many activities over the last few years, including Comic Relief, Sport Relief, World Book Day. We enter many competitions, including painting competitions and sporting activities.

Book Fairs are also a regular feature of our school life, this enables children and parents to have easy access to new and attractive books to encourage the love of books and the important development of reading skills.

Throughout the year families are invited to a variety of performances and events.

Extended School Activities

The School staff offer a series of clubs for pupils, they usually take place after school. The children have a chance to experience a variety of activities which include football, dance, cycling, athletics, drama, art and craft, mindfulness, walking, wildlife, cookery, gardening, board games, multi-sports, art, Lego, netball, chess, dodgeball and singing.

Health and Safety

We try to make our school a healthy and safe environment for both children and adults.

We ask parents to complete and return 'contact number' forms in September so that a parent or identified adult can be contacted immediately should a pupil become ill in school. Particular care should be taken to inform school of any change of particulars as children can become distressed if contact cannot be made. Parents will also be asked to complete a form listing adults who have permission to collect their children from school.

Children will only be released to an adult on their contact list, or in exceptional circumstances parents/carers may telephone the school to notify us of a change of adult collecting their child.

Photography

The school photographic policy is attached as an appendix to this prospectus.

We would inform you that photographs may be taken at school performances, however any photographs or videos you do take are for your own personal enjoyment and must not be shared with others or on social networking sites.

Homework

Homework is set on a weekly basis and consists of English and Maths activities using the 'Purple Mash' website. In addition to this, weekly spellings, times tables and reading is set. If you have any concerns about homework please see the Headteacher.

Sex and Relationships Education

All children in Year 6 are taught some aspects of sex and relationship education as part of Health Education. It is based on the concept of caring and sharing. A Sex and Relationship Education Policy is available from the school office and it, along with the Health Education Policy, details the Sex and Relationship Education content for each year group.

All parents have the right to withdraw their children from sex and relationship education and should contact the Headteacher if they wish to do so.

Equal Opportunities

At Watling Street School, every child has equal access to the curriculum and equipment. All resources and all curriculum areas will be appropriately allocated to meet the differing needs of all children. Matters of discipline will be dealt with fairly. Adults will have equal opportunity to access and information. All parents will be given the same information on general matters and particular information about their own children. No child or adult will knowingly be discriminated against on the grounds of gender, race, religion, physical disability or social background.

Special Needs and Inclusion

Those children identified as needing additional help are given targets appropriate to their needs. These targets are reviewed termly and if necessary, assistance is sought from external agencies.

A small number of pupils are covered by an Education Health Care Plan which are obtained after following procedures laid down in the "Special Needs Code of Practice." The school embraces inclusion and seeks to overcome any perceived barriers to learning.

Our school has access to a wide range of tests which help to clearly identify an individual pupil's strengths and/or weaknesses/difficulties. This enables us to teach to the needs of the child.

We are also in contact with other educational specialists who can support in the testing/assessing of children.

British Values

Our school promotes the fundamental British Values of Democracy, Rule of Law, Individual Liberty, Mutual Respect and Tolerance. These values are embedded into all aspects of school life. We will actively challenge the expression of comments contrary to fundamental British values, including extremist views.

The Role of Parents in the Education of Their Child

Your support in the education of your children is vital to their academic progress. All children are encouraged to take home their reading books or library books. Library books help to enhance their reading skills, vocabulary and enjoyment of reading. They may bring home other work from time to time and your interest is always an encouragement to your children. Your views on homework are always welcome.

We endeavour to maintain high standards of discipline in school so that school is a safe place for all children. Please support us at home by encouraging children to make good use of their time in school so that it is primarily a place for learning.

Although we have termly parent/teacher consultation evenings, staff are willing to talk to parents at other times. Please make an appointment so that the meeting can be at a mutually convenient time. It is essential that the school and the family work together in order that your child may have the best possible education.

A copy of the Home-School Agreement is included with this prospectus.

From time to time we send out questionnaires. This is your opportunity to have your say. Please take the time to complete and return them to school. Your views are always taken into consideration.

Please consult the school before seeking advice on your children's education from elsewhere. We may be able to alleviate your anxieties and sometimes save you unnecessary expenditure. Children can become very anxious, nervous and underperform if they are taken to other agencies who do not work in partnership with the school. We very much appreciate the support our families give to school, working together to bring out the best in all our children.

WATLING STREET PRIMARY SCHOOL HOME/SCHOOL AGREEMENT

	As a pupil I will do my best to:	As parent(s) I/we will do our best to:	As a school we will do our best to:
Being ready for school	Always wear full school uniform Bring my PE kit and other equipment for school	Send my/our child to school in full school uniform Make sure my/our child has PE kit and other equipment	Insist that school uniform is worn at all times Tell your child when s/he needs PE kit and other equipment
Attendance/punctuality	Attend school every day on time	Make sure my/our child attends school on time every day Inform the school as soon as possible on the first day of any absence Avoid term time holidays	Encourage and reward good attendance and punctuality
Class and homework	Listen to my teacher and work hard Respect the right of other children to learn Have pride in my work Tell my family I have homework Do my homework and hand it in on time Ask for help if I need it	Take an interest in my/our child's school work Encourage my/our child to always work to the best of their ability Encourage my/our child to do her/his homework Encourage and support my/our child to read a wide variety of material	Provide well planned and engaging lessons Provide a broad and balanced curriculum Set differentiated work and mark it consistently Regularly set homework Encourage your child to read a wide range of material Regularly assess your child's progress Personalise learning to meet the individual needs of your child
Behaviour	Behave well in and outside of school and follow the code of conduct Be polite to and respect other children and adults Not disrupt the learning of other children	Encourage my/our child to have a high standard of behaviour at all times Support the School's behaviour policy	Encourage high standards of behaviour at all times Implement the School's behaviour policy
Pastoral Support	Let my teacher and family know if I have any worries that affect my work Talk to a school buddy if I am upset Talk to an adult in school if I am upset or worried	Let the school know if there are any problems likely to affect my/our child's learning Let the school know if my/our child is upset or worried	Listen and respond quickly to any concerns Inform families as soon as possible of anything which may disrupt the normal class routine
Links with school	Take all letters home to my family Discuss my school day with my family telling them the good things that have happened to me Discuss what I have done in class with my family and try to summarise what I have learned Talk to my family if I have any worries Enjoy my time in school	Attend parent teacher consultations Read letters from school and reply if necessary Support the school if sanctions become necessary	Hold termly parent teacher consultations Provide a written report annually on your child's progress, attendance and punctuality Provide a curriculum map at the beginning of every school year Set annual targets in maths and literacy Inform families of any concerns as soon as possible
Life of the school	Find out what opportunities are open to me	Support school events	Inform families of school events

<p>Pupil's Signature:</p> <p>Parent/Guardian's Signature:</p> <p>Signed on behalf of the school:</p> <p>Date:</p>	<p>Comments & Observations (Including reasons given for signing or not signing the agreement):</p>
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PHOTOGRAPHY AND VIDEO CONSENT FORM

PLEASE COMPLETE AND RETURN THIS FORM TO YOUR CHILD'S TEACHER

Name of Child: Class:

Name of Parent/Guardian:

The school confirms that it shall only use photographic images of your child in line with its code of practice in order to demonstrate or promote activities relating to the school's curricula and extra-curricula provision.

A copy of the school's Code of Practice is printed on the reverse of this form. Copies of the school's policy on photographic and video images is available in the school office (there may be a charge for photocopying).

Please indicate in the relevant boxes whether or not you give your consent for photographic images of your child being used.

	Agree to the use of image
In materials aimed at the school community, eg special books, displays of work, school council board, sports days etc.	YES/NO
At school productions, where photographs are for individual families' personal use (school policy allows photographs/videos to be taken, if you do not give consent you may withdraw your child from any production)	YES/NO
On the school web site without child's name (available on the internet)	YES/NO
In any media coverage of the school	YES/NO
On pupil's data file (SIMs - this is a secure system and not internet based)	YES/NO

It is important to return all forms, whether agreeing to the use of images or not

You may withdraw your consent at any time by writing to the Headteacher

This code of conduct specifies the manner in which Watling Street Primary School will utilise photographic images of pupils

We will:

- not use images of pupils without the written consent of a parent/guardian (form overleaf)
- primarily use photographs of children as part of a group.
- not in future publications continue to use images of which we receive a parent(s) or carers (s) written objections (form overleaf or letter to Headteacher)
- not reveal with the image personal details, such as a pupil's name, age, home address or telephone number unless permission has been granted (see form below).
- ensure photographs are destroyed once they are no longer required
- not save images to the school computer system with the exception of a pupil's data file in the management information system (SIMs), and only then if permission is given by parents/carers

This is not an exhaustive list and it may be necessary to add future criteria from time to time.

The instructions you give on this form will be used throughout your child's time at this school, unless we receive written confirmation of change.

I understand that any photographs or video recordings made by my family are for personal use and will not be used by or sold onto a second party.

Signature: Date:

I give permission for my child's photograph and name to be used in newspaper articles.

Name of child: _____ Class _____

Name you would like used in any newspaper article: _____

Signed: _____ Date: _____

For School use only:
Information noted - Teacher initials:

Please pass to the office for filing