

Introduction

It gives me great pleasure to introduce Greasley Beauvale Primary School to you. The prospectus can only give you a flavour of what the school is really like. My advice would be to phone up and arrange an appointment to have a guided tour around the school. Come and meet us.

I feel very lucky to be part of such a hardworking and committed team who strive to provide a sound education for your children.

Greasley Beauvale Primary School is brand new. It amalgamated on September 1st 2008. As a school, we believe in the importance of raising standards and getting the best from our children without losing our strong pastoral ethos. Choosing the right school for your child is an extremely important decision and we hope that you will see for yourselves what Greasley Beauvale Primary can do for your child.

I look forward to meeting you.

Yours sincerely,

Donna Chambers
Head Teacher

Our school - the building and grounds

Our school is situated currently on a split site. We have children in the Early Years and Lower school situated on the Lawrence Site and the Upper school children on the New Site. We have been allocated £6 million for a new school and plans are for this to open in September 2010.

On the Lawrence Site we have:

- a portacabin housing the Pre-School Learning Alliance Nursery Unit catering for nursery provision and wrap around care.
- eight classrooms
- a partnership room – used in partnership with surestart and health care.
- a changing room for children with Special Needs
- a library
- a large hall used for (assemblies), PE and other activities
- a separate dining room

We also have the normal cloakrooms, toilets, staff and administrative facilities including a resource room.

Outside, we have:

- a playing field used for sports and playtimes in the drier weather
- a hard surface play area with playground equipment
- a children's garden

On the New Site we have:

- six classrooms
- a meeting room and partnership room
- a library
- a large hall used for (assemblies), PE, school concerts and other activities
- a separate sandwich room and 'music' room

We also have the normal cloakrooms, toilets, staff and administrative facilities

Outside, we have:

- a large playing field used for sports and playtimes in the drier weather
- a hard surface play area with playground equipment and a play park area

Our school - the people

Everyone at Greasley Beauvale works hard to ensure that the children in our care receive the best possible education that we can offer. We have nineteen teachers including the Head Teacher. Every teacher has a curriculum focus area in addition to their normal teaching commitment. The Senior Leadership Team has extra leadership and management responsibilities:

Teaching Staff – January 2009

Donna Chambers - Head Teacher
Sarah Fitch - Deputy Head, Year 6
Jayne Ratcliffe – Assistant Head Teacher in charge of Early Years
Christine Gear – Senior Leadership Team – Year 4
Kay Bradshaw – Senior Leadership Team – Year 2
Catherine Taylor – PPA Cover/Early Years
Sandra Tantum – Early Years
Rebecca Labuda-Tew – Early Years
Yvonne Ross – Year 2
Emma Kelly/Rachel Davis - Year 3
Kylie Bennet - Year 3
Angela Moss - Year 4
Richard Shipman – Year 5
Louise Williams – Year 5
Liz Allen – Year 6
Kevin Aherne – Year 6 (Boosting)
Kristina Tobutt – PPA (French)
Bob Young – PPA (PE)

We try to use regular supply teachers to ensure consistency in and across the school.

We also have one full time Senior Teaching Assistant, Janette Kitching and 12 Part time Teaching Assistants who work with a variety of children throughout the school. We have two trained Volunteer Reading Helpers who come twice a week to hear children read.

Administration staff consist of Lynne Fowkes (Office Manager), Clare Jones (Admin Officer) and Ann O'Neill (Clerical Assistant). Phil Wardle is our Site Manager and these people are key in helping the school to run smoothly.

Our school - the children

Greasley Beauvale Primary School caters for approximately 336 children in the main school and a further 26 children part-time in the nursery (Pre School Learning Alliance). Many of the children are from the catchment area, but some do travel into school.

Children enter this school at the start of the term before their fifth birthday. As term dates vary from year to year, we divide the year into two parts to give us standard dates to calculate when a child can start school:

Children born between

1 September – 31 December Start at the beginning of the Autumn Term

1 January - 31 August Start at the beginning of the Spring Term

Details on the admission criteria for the school can be found at the end of this prospectus. At present we have single age year groupings, apart from in the Early Years. Small class sizes we believe to be a very important issue and believe that this helps in providing our children with the best possible start to learning at school.

The children in our school are taught in mixed-ability classes.

Our children - with Special Needs

It is our policy to cater for the individual needs of all our children, those with physical disabilities; the less able and the very able. Children with special needs receive special support. Where necessary, the class teacher will develop an Individual Education Programme for that child. Progress is regularly monitored. Further support can come from our own resources or we can call upon the services provided by the Local Authority such as the educational psychologist or other specialists.

Children experiencing difficulty with their work have several opportunities during the week to work with their own teacher or our Teaching Assistants individually or in very small groups. Jayne Ratcliffe is responsible for 'Inclusion' and co-ordinates support for our children throughout the school. The Eastwood Family of schools, of which we are a member, have a Special Needs Policy. In addition we have our own school's policy. Both of these documents give full details of our objectives, admission arrangements, special facilities and support available. They also include fuller information on how we identify, assess and provide for all children with special needs as well as training, the use of support services and outside agencies and specialist support.

A full copy of both our own policy and that of the Eastwood Family is available for inspection on request.

Our school - promoting positive behaviour

Praising good behaviour and being positive is an important part of our school policy on behaviour. Each week we hold a 'Gold Book Meeting' to which parents of children who have been entered in our 'Gold Book' are invited to attend and share our celebration of their child's achievement. Good behaviour, attitude, effort, acts of kindness or good work are all celebrated here.

EVERY CHILD MATTERS

- **BE HEALTHY**

Enjoying physical and mental health and living in a healthy lifestyle.

- **STAY SAFE**

Being protected from harm and neglect.

- **ENJOY AND ACHIEVE**

Getting the most out of life and developing the skills for adulthood.

- **MAKE A POSITIVE CONTRIBUTION**

Being involved with the community and society and not engaging in anti-social or offending behaviour.

- **ACHIEVE ECONOMIC WELL-BEING**

Overcoming socio economic disadvantage to achieve their full potential.

We attach great importance to developing social skills in our children.

Children who behave anti-socially are made to take responsibility for their actions, and for solving any problems that they may have created. We teach our children a clear procedure to follow should they ever meet any anti-social behaviour. We will not tolerate racism or bullying in school.

We have a range of sanctions to impose should there be repeated unacceptable behaviour. These range from a warning, to loss of privileges, to being put on daily report and ultimately to being excluded. We expect parents to work in partnership with the school on matters of behaviour.

Our school - promoting racial harmony

Greasley Beauvale is aware of its responsibility for the promotion of racial harmony and understanding. It is committed to creating a positive climate that will enable everyone to work free from intimidation and harassment and to achieve their full potential.

- We will use all the powers and resources as its disposal to eliminate racial incidents;
- We will ensure that any complaint of racial harassment is promptly investigated and that everyone is aware of their responsibility and the procedures to challenge and report it when it comes;
- We will work with parents, communities and other agencies to ensure that it is clearly understood that racial harassment is unacceptable.

Our school - The Curriculum

At Greasley Beauvale Primary School we teach more than just the National Curriculum subjects. Our curriculum includes:

Speaking and Listening skills	Handwriting
Spelling	Writing
Reading	Library skills
Mathematics	Science
Design Technology	Information Technology
Art	Music
Geography	History
Physical Education	Religious Education
Personal and Social Education	Health Education
Sex Education	French

Dance, drama and a variety of specialist sports.

Wherever possible we integrate subjects into `themes' or `topics'. Such a topic would normally cover half a term or at the most a whole term. The topic is planned to enable the development of all the knowledge, concepts, skills and attitudes from the different subjects listed above to be taught to the children in a meaningful and relevant way.

Our staff are very skilled at this and at matching the type and level of work to the individual abilities and needs of children. We place great emphasis on quality and excellence. We expect children to spend time creating a truly excellent piece of work that will make them feel rightly proud.

All children need a P.E. kit of T-shirt, shorts, plimsoles, trainers or jogging bottoms to change into.

Parents have the right to withdraw their children from Sex Education (see below) and Religious Education including acts of worship.

The Curriculum - Sex Education

Sex education is taught in line with both the Governors' and the Education Committee's policies. Children's questions are always answered honestly and factually as and when they arise, taking into account the age and stage of development of the questioner.

Topics covered at Key Stage 1 (5-7 years) include:

- Personal Safety and Keeping Safe
- Moods and Feelings
- Parts of the Body
- Growing and Developing
- Hygiene
- Personal Relationships and Families

At Key Stage 2 (7-11 years) we also cover:

- Reproduction - basic biology

- Emotional and physical changes
- Keeping healthy - diet - exercise - immune system
- Differences and similarities

Parents have the legal right to withdraw their child from any or all parts of the Sex Education programme other than those elements which are required by the National Curriculum Science order.

The Curriculum - Sports and Physical Education

A proportion of our teaching time is spent on swimming, sports, dance, gymnastics, athletics and games. We aim to ensure that all children enjoy sport and understand the importance of being fit. We teach a range of skills associated with sport and equally important - the ability to work as a member of a team. We have very good sports facilities. We have a large playing field with football pitches and indoors we have a large hall.

Our children play a variety of team games including rounders, cricket, mini hockey, basketball and football. We are currently working in partnership with many sport specialists. We believe swimming to be an important part of your child's education and so we fund it accordingly. We use Kimberley Swimming Pool weekly, where our own teachers and a qualified instructor provided by the Education Department teach the children to swim using the International Swimming Teachers' Association 'Watermanship' scheme.

In the summer term we have our Sport's Day - a family affair where children have both traditional races in their year groups as well as 'potted spots' where they form teams of 4-11 years olds and undertake a variety of timed activities.

Out of school sports include football, dance and cricket. The school holds a very positive reputation for its sporting achievements.

The Curriculum - Religious Education

The school is not affiliated to any religious denomination and we follow the guidelines laid down in Nottinghamshire's own agreed syllabus for religious and moral education. Our religious education, including assemblies, reflects broadly the nature of Christianity and addresses ideas such as caring, sharing, thinking of others, awe and wonder.

We also believe it is important that our children know of other world religions and this aspect also forms part of our religious education syllabus.

Copies of the above documents are available for inspection in the school.

The Curriculum – Trips

School trips form an important, exciting part of our curriculum as they provide first hand experiences that stimulate children's interest and learning. We always try to keep the overall cost of the trip as low as possible. Parents are asked for a voluntary contribution towards the costs of trips. The school

reserves the right to cancel any trip where voluntary contributions are insufficient to meet costs. The school has adopted the Authority's standard charging and remission policy, a copy of which is attached. We also provide the opportunity for our Year 6 children to attend a residential holiday. Tiring but fun!

Teachers and Parents - Working Together

We take our caring role very seriously and see ourselves as in partnership with parents in caring for their children. To help us we ask parents to let us know of any medical or physical conditions concerning their child as well as anything that may be causing the child emotional upset. We ask each parent to let us have details of where they or another responsible adult can be contacted in case of illness or in an emergency. We like parents to let us know if anything is worrying them or their child, no matter how 'silly' it may seem. The quicker we know of a problem the faster we can try to deal with it. Teachers are available after school for a brief word without the need for an appointment. If parents need more time, then it is best to make an appointment. The Head Teacher will always try to see a parent without an appointment if she can, although appointments sometimes are necessary. We always encourage parents to help in school. No special skills are needed. Many parents help in classrooms or on school trips and their help is much appreciated. The first contact is your child's class teacher. We always need 'observers' at Kimberley Pool. The job is simple but important – to watch the children swim and to sound an alarm should any child be seen in difficulty in the water. Without the right number of observers, the children cannot enter the water.

We have a very successful and friendly Parent Fundraising Team (PTA), they meet in the PTA room (New Site) as and when they feel it is needed. They organise a variety of events from Christmas Fairs to Disco's for the children. The group has raised a lot of money for the school in the past and has put on many successful social events.

The team have raised the money for the outdoor play equipment. The meetings are very informal and open to all. Everyone is made welcome. Refreshments are always served!

Extended Services

A variety of extra-curricular clubs are run at school. These vary according to the time of year and interest. In the past year we have run the following:

Football	Recorders
Athletics	Drama
Chess	Cheer leading
Lace Making	Choir
Fencing	Netball
Cricket	Rugby

School dress

There is a compulsory school uniform throughout the main school. The school colour is Dark Blue with white or grey or black or light blue. Please ensure your child is dressed from the following.

GIRLS

White/light blue blouse/T-shirt/polo shirt
Dark Blue cardigan/jumper
Dark Blue sweatshirt
Black or grey skirt/pinafore/culottes
Blue checked/striped summer dress
Black or grey trousers/shorts
Dark shoes (not trainers)

BOYS

White/light blue shirt/T-shirt/polo shirt
Dark Blue cardigan/jumper
Dark Blue sweatshirt
Black or grey trousers/shorts
Dark shoes (not trainers)
Dark Blue jumpers, cardigans, sweatshirts and sweatshirt cardigans all with the school logo embroidered can be ordered through the school if you wish. We do ask that parents see the school as a workshop where clothes will inevitably get dirty. Please do not send your child in fancy or expensive clothes but be sure to write your child's name on everything. If your child can be taught to dress and tie laces this will help us greatly. You may like to consider velcro fastened shoes, should your child have difficulties with laces. For safety reasons only stud earrings are allowed and no other form of jewellery.

The school day and dates

The school morning session starts at 8.55 am and ends at midday. The afternoon session starts at 1.00 p.m. and ends at 3.15 p.m. During the normal school week, the children are being taught for 22 hours and 30 minutes at KS1 and for 23 hours and 45 minutes at KS2. In addition the children also spend time on registration, playtimes, lunch breaks and assemblies, making a total of 27 hours and 30 minutes per week for the whole school.

The school gates are opened at 8.30 a.m. All late arrivals and absences are registered. Should your child be ill or unable to attend school, please telephone or write a short note giving the reason for absence. It is our policy to contact parents if a child is absent and we have not been informed prior to this.

The dates of the terms and half terms for the school year 2008/2009 are attached.

Personal Accident Insurance

Nottinghamshire Local Authority does not arrange personal accident insurance for pupils attending its schools. Parents of a pupil who has an accident whilst on school premises can only claim against the County Council where negligence can be proved. Parents wishing to insure their children against such accidental injury will therefore need to make their own arrangements. Certain insurance companies specialise in this type of insurance. The National Confederation of Parent Teacher Associations has negotiated a particularly appropriate policy through Holmwoods Insurance services. Further details of the scheme may be obtained from Holmwoods at Rockwood House, 9-17 Perrymount Road, Haywards Heath, West Sussex RH16 3DV (Freephone: 0800-318312).

Parents should note that it would be significantly cheaper for pupils to be insured on an annual basis rather than for each activity. Personal property is not covered under the Holmwoods policy nor under most other schemes. However, parents' household policies should provide cover for personal effects in the UK.

The School Fund

In addition to money provided by the Local Authority, there is a school fund which is managed by the Head Teacher. This consists of donations and other income raised in a variety of ways, the purpose of which is to benefit the pupils of the school by the provision of facilities, equipment, activities and financial assistance which cannot be made available for whatever reason from monies provided by the Local Authority.

Safeguarding - Suspected Child Abuse

Every school in Nottinghamshire is required to follow a set procedure in cases of suspected child abuse. Head Teachers are required to refer their concerns to the Social Care Department for further investigation so that children at risk can be identified quickly. This procedure is intended to protect children from abuse. When a school refers a concern about a pupil to the Social Care Department, it is not accusing the parents of abuse but requesting that further investigation takes place to establish whether or not a child is at risk.

Disclaimer

The information given in this prospectus which relates to the school year 2008/2009 was valid at the time of printing. It should not be assumed that there will be no changes affecting either the arrangements generally described in this prospectus or in any particular part of them before the start of the school year 2008/2009 or in subsequent years. Any anticipated changes have been included as part of the text.

DATE OF ISSUE: January 2009

Admission criteria

COMMUNITY INFANT AND PRIMARY SCHOOLS - STANDARD RECEPTION YEAR ADMISSION CRITERIA: 2009/2010

In the event of over-subscription, the following criteria will be applied, in priority order, to determine which applications will be granted:

1. Children in public care.
2. Children who live in the catchment area and who, at the time of admission, will have a brother or sister attending the school or linked junior/primary school.
3. Other children who live in the catchment area.
4. Children who live outside the catchment area and who, at the time of admission, will have a brother or sister attending the school or the linked junior/primary school.
5. Other children who live outside the catchment area.

In the event of over-subscription within any criterion, preference will be given to children who live nearest to the school as the crow flies. Distances are measured from the entrance to the child's home to the principal entrance to the main administrative building of the school.

Special Circumstances

The following groups of children will be given special consideration in their application for a particular school.

- Children whose particular medical needs, mobility support needs, special educational needs or social circumstances are supported by written evidence from a doctor, social worker or other relevant professional stating that the school is the only school which could cater for the child's particular needs. The evidence must be presented at the time of application.

The Local Education Officer will consider each case on its merits and determine the allocation of any such place by comparing the written evidence presented along with the capacity for the school to cater for the identified needs. In order to make an assessment of the case, reference will be made to local head teachers and other relevant professionals. Cases agreed under 'special circumstances' will take precedence over all of the numbered criteria. Children of nomadic Travellers will be allocated a place at their catchment area school.

Admissions to year groups other than the intake year

Applications for admission to other year groups will be considered in relation to the published admission number (PAN) which applied when the year group was first admitted to the school, subject to infant class size restrictions. In some schools, changes in circumstances, such as the building of additional classrooms or as a result of teaching group organisation, will require the school and the LA to agree admission numbers which will apply to each year group. These numbers may be higher or lower than the PAN in operation at

the time of first admission and could be different from the current PAN. If places are available within the year group, applications will be considered in accordance with the current published admission criteria for admission to the school. If places are available, the child will normally be admitted to the school.

Further guidance on the way in which applications are dealt with including:

- Co-ordinated admissions scheme;
- Preferences for more than one school;
- Late applications;
- The way waiting lists are maintained and used can be found in Nottinghamshire County Council's "Admissions to Schools" Booklet 2009/2010.

Public access to documents and information (Regulations 5 & 6)

The following documents and information are available in school:

- 1 The LA's Statement of Curriculum Policy.
- 2 The Governing Body's Statement of Curriculum Aims for the school.
- 3 All statutory instruments, circulars and administrative memoranda concerning the curriculum which are sent to schools by the Department for Education.
- 4 All published HMI reports which refer to the school (if any).
- 5 All schemes of work currently used by teachers in the school.
- 6 All syllabuses followed where appropriate.
- 7 The LA's procedure for dealing with complaints about the curriculum.
- 8 The LA's agreed syllabus for RE.

Procedure for complaints about the school curriculum and other related issues

Under Section 23 of the 1988 Education Act the Local Education Authority have agreed a procedure for dealing with any complaints about the school curriculum and other related issues. A copy of the full complaints procedure is available for reference in school. The procedure provides:

- a) that there should normally be a preliminary informal discussion with the Head Teacher or other appropriate school staff to see if the complaint can be resolved without recourse to the formal procedures.
- b) that if the complaint cannot be resolved informally the complainant should write either to the Clerk of the Governing Body, whose address is available at the school, or to the designated officer in the Education Authority, who is the Senior Assistant Director (Operations) in the Education Department, County Hall, West Bridgford, Nottingham.
- c) if a formal complaint is to be lodged, the Head Teacher will be able to provide the complainant with copies of the relevant documents explaining the arrangements for considering the complaint in more detail.

Services from the Authority from which the school benefits:

- Education Catering Service
- Child Health Service
- Education Library Service
- Advisory and Inspection Service
- Classroom Support Service
- Dance and Drama Support Service
- Educational Psychology Service
- Education Welfare Service
- Music Support Service
- Off-site Support Service
- Special Needs Support Service.

Further information on these services is contained in the general information booklet "Going to School in Nottinghamshire" to which you may wish to refer.

Attendance data

The Education (School Information) (England) Regulations 1994 No.1421 and the "The Parents Charter: Publication of Information About School Performance" in 1994 require schools to publish specified attendance data in this prospectus.

In future years attendance data will be shared with you. We have to set targets for attendance on an annual basis. Our target for 2008 – 2009 is 95.7%. We believe that regular attendance at school is a shared responsibility of parents, schools and the Local Authority. Unauthorised absences will not be tolerated. All authorities involved will work together to ensure regular attendance at school.

Should your child be ill please telephone the school on the first day of absence. If a child does not arrive at school and we have not heard from the parents, we will make contact on the first day to ensure the child's safety.

Charging and Remissions Policy for School Activities (Primary Schools)

General Principles

The School Governing Body like the Education Committee is committed to the general principle of free education. In determining the charging and remissions policies which are set out in this document the Governors have been mindful of the policy statement produced by the Nottinghamshire Education Committee and have also taken account of the Committee's Entitlement Curriculum.

The Governing Body recognises the valuable contribution that a wide range of activities, including school visits, residential experiences and clubs, can make towards all aspects of pupils' education. The Governing Body would accordingly wish to promote and provide as far as possible such activities as part of a broad and balanced curriculum for the benefit of pupils of the school.

Charges

The Governing Body reserves the right to make a charge for the following activities which may from time to time be organised by the school.

Residential Activities held during school hours: charges may be made for the board and lodging element of those residential activities which take place during school hours. Parents will be notified in advance of any such activities which the school proposes to organise and the estimated cost. Parental consent will be obtained for their children's participation in any such activities for which a charge may be made.

Any charge for a particular activity will be calculated by reference to the actual cost of providing the board and lodging for each pupil; no other costs will be covered by the charge. Any remission arrangements for such activities will be at the discretion of the Governing Body EXCEPT in the circumstances described below.

Activities held outside school hours: the school will endeavour to provide a range of such activities from time to time. These will sometimes include day and residential experiences, and are known generally as 'optional extras'. Charges may be made for these activities EXCEPT where they are provided to fulfil any requirements specified in the syllabus of a prescribed public examination or are required in order to fulfil statutory duties relating to the National Curriculum or to religious education in which case they are not regarded as optional extras as such and charges cannot be made. (Board and lodging charges may still however be made for any residential activities subject to the remission arrangements described below.)

Parents will be notified in advance of any 'optional extras' which the school proposes to organise and the estimated cost. Parental consent will be obtained if their children are to participate in any activities for which a charge may be made. Any charge for a particular activity will be dependent upon the type of activity and its cost and the number of participants. This charge will not exceed the actual cost of providing the activity, divided equally by the number of pupils willing to participate. The cost of other pupils participating in the visit will not be included in the charge. The charge may however include an appropriate element for such things as:

- (i) the pupil's travel costs;
- (ii) the pupil's board and lodging costs;
- (iii) materials, books, instruments and other equipment;
- (iv) non-teaching staff costs;
- (v) entrance fees to museums, castles, theatres, etc;
- (vi) insurance costs;
- (vii) the expenses only of participating teachers engaged on a separate contract for services to provide the 'optional extra'.

Any remission arrangements for such activities will be at the discretion of the Governing Body, EXCEPT in the circumstances described below.

Materials and Ingredients: a charge will only be made for any materials and ingredients relating to activities taking place during school hours where parents have indicated in advance a wish to own the finished product, e.g. in home economics or CDT. Alternatively parents may, in these circumstances, be asked to volunteer to provide the ingredients and materials prior to the activity taking place.

Remissions

Where the parents of a pupil are in receipt of Income Support, Family Credit, an income-based Jobseeker's Allowance a Disability Working Allowance, the Governing Body will remit in full the cost of board and lodging for any residential activity the school organises for the pupil if the activity:

(i) takes place within school hours,

or

(ii) forms part of the syllabus for a prescribed public examination or fulfils statutory duties relating to the National Curriculum or religious education, irrespective of whether the activity takes place within or outside school hours.

Any other remission arrangements for a particular activity or pupil will be entirely at the discretion of the School Governing Body. Any subsidy provided by the Governing Body will be met from the funds at its disposal.

Voluntary Contributions

Nothing in this policy statement precludes the School Governing Body from inviting parents to make voluntary contributions for the benefit of the school or in support of any school activity, whether during or outside school hours.

Any contributions sought will be entirely voluntary and pupils will not be treated differently according to whether or not their parents make a contribution in response to any invitation.

Breakages and Damage to School Property

The School Governing Body reserves the right to seek reparation from parents where their children cause breakages or damage to school property.

Review

The School Governing Body reserves the right to review and amend this policy statement from time to time, as appropriate.