



Chivenor Primary
School Prospectus
2015-16



Head: Mr D Mann

As Head of Chivenor Primary School, I am delighted to welcome your family to join us as partners in your child's education. At Chivenor, we fly high and achieve excellence in all we do. We aim to give all our children a happy, life-enhancing education, where individual children are nourished and nurtured with an outstanding education in all life skills.

Chivenor Primary School is a proud member of the Griffin Schools Trust, and we affirm our belief in Wide Horizons, Proud Traditions and High Achievement. Our curriculum is built around these themes, with all children receiving the "Griffin Curricular Promise" of exciting, cultural, personality-building events during their time at the school.

We are here to provide your children with the best all-round education so that they can achieve highly in all areas of their life. We seek to help them to become caring, responsible young people, proud of their school, proud of their environment and proud of the community they live in. We actively promote our School Values, and uphold them throughout all our actions and deeds.

The door is always open at school, come and visit us soon and see the improvements we have made and be part of Castle Vale's next success story. Please read this prospectus to find out about us and if you have any questions please do not hesitate to come into school and ask.



About Chivenor Primary School

Chivenor Primary School strives to maintain a relaxed, happy and caring atmosphere where through the provision of a broad and balanced curriculum, children may realise their full potential academically and socially.

Chivenor Primary School works hard to promote and maintain high expectations of all within the school.

Our Vision at Chivenor Primary is:

‘Chivenor is a friendly, happy school where all children are cared for, listened to and kept safe. We enable each child through learning to achieve their personal best with the provision of varied opportunities and experiences.

Every child is encouraged to become a motivated independent learner who is proud of their achievements and is prepared to embrace future life challenges.

Together with families, we lay the foundations that equip our children to become responsible, caring citizens in the diverse community in which they live.’

‘Proud Traditions, Wide Horizons, High Achievement’

School Times

School doors open for all children at 8:45am, with registration and lessons commence from 8:55am for Foundation, Key Stage 1 and Key Stage 2. The gates to the playground will open from 8:30am but children remain the responsibility of parents until 8:45am.

The morning sessions finishes at 12:00pm for Reception and 12:10pm for Infants and Juniors. The children will have a 15 minute break-time between 10:30-10:45am. The children will then have their dinnertime break.

Afternoon school commences at 1:10pm for afternoon lessons. The children will have lessons until 3:10pm for Reception and 3:15pm for all other classes.

School finishes at different times with Reception finishing at 3:10pm and all other classes finishing at 3:15pm. Wrap-around care is available from 7:30am until 5:00pm. Please see section on Extra-Curricular activities.

Please ensure your children are in the school playground by 8:45am ready to enter school. School cannot accept responsibility for the children left on school premises before 8:45am or after 3:15pm unless part of the wrap-around provision. The playground gates will be locked at 3:30pm. Please be aware that children collected late from school may have a late fee charged to parents.



Attendance

Regular attendance is very important, as much vital learning time can be lost through absence. Rewards are given for excellent attendance.

If absence is unavoidable, please send a letter to school indicating the reason for this, or a telephone call before 9:15am if a note cannot be sent that day. A medical certificate is only necessary in cases of long illness or where an infectious illness is diagnosed. Unauthorised absence is recorded by computer and is published in the Annual Report.

Family holidays are not permitted during term time because of the disruptive effect on children's education. However, if non-attendance is unavoidable, please ask for a form from the office requesting permission for leave of absence. Any un-authorised leave may incur a financial penalty.

Children who arrive after 9:00am are required to give a valid reason for their lateness. Children in Key Stage 2 who arrive late are asked to "pay back" the time during their own dinnertime. This is to encourage the children to take responsibility for their own timekeeping.

In accordance with our Charging policy, children repeatedly collected late will face a financial penalty for every 15 minute period started from 3:30pm. Please see the Charging Policy for full details.

Children Going Home

Children are expected to leave the school premises in an orderly fashion by a permitted route i.e. the school gate from the junior and the main gate. Only children leaving from an extra-curriculum club will leave by the main school office.

Parents meeting Infant children are permitted to wait by the designated exit. Teachers will dismiss the children into the care of whoever is meeting the child. Children whose parents are not there will be brought back into school.

In the interest of safety and child independence development, parents meeting Junior children should wait outside by the designated exits.

If your child goes on to an after school provider, children will wait in school until they are collected by that establishment's representative.

All parents and children will be expected to leave the school grounds by 3:30pm. The school is not permitted to allow children to leave school early unless accompanied by a responsible adult with a valid reason.



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The Curriculum

At Chivenor Primary School we teach a broad, balanced programme which is based on the positive elements of the National Curriculum, RE Agreed Syllabus and Birmingham's Curriculum Statement.

We have a full Teaching and Learning policy available in school, but the main principles are to develop a positive attitude to learning, responsibility, values such as tolerance and self-respect through areas of the curriculum. We emphasise the need for children to develop a sense of Citizenship; to be responsible for their actions and awareness of their place within our community.

The Basic Curriculum is:

- English
- Maths
- Science

Foundation Subjects are:

- Information and Communication Technology
- Art
- Design Technology
- Geography
- History
- Music
- PE
- PHSE and Citizenship
- Religious Education

Teaching Methods

A mixture of whole class, individual and group work is employed when teaching this curriculum. Literacy, Numeracy, Science and ICT are taught separately but many of the skills taught are also revisited and expanded through the rest of the curriculum.

Groups are usually mixed in size, ability and gender, although some children are in 'target' groups which means that they will receive specific teaching for specific reasons, this currently happens in some Literacy and Numeracy lessons.

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At Chivenor Primary School we teach a broad, balanced programme, which meets the positive elements of the National Curriculum, RE Agreed Syllabus and Birmingham's Curriculum Statement. Throughout the whole curriculum, school has key values (Values-Based Education), which underpin the individual development of the children. The Griffin Curriculum Promise was introduced from September 2015.

The Basic Curriculum is:

- English
- Maths
- Science

Foundation Subjects are:

- Computing
- Art
- Design Technology
- Geography
- History



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- Music
- PE
- Religious Education
- PSHE

Extra-curricular:

- Key Stage Sports Clubs
- Key Stage Music Clubs
- Key Stage Art Clubs
- Home-learning Club
- Breakfast Club
- Other “interest” clubs on a daily basis

The whole curriculum should enable learners to:

- Acquire knowledge, skills, understanding and practical abilities with the motivation to use them.
- Develop qualities of mind, body, feeling and imagination.
- Extend the effective use of language.
- Develop the effective use of number.
- Appreciate human achievement in all areas of activity including art, music, science, literature and technology.
- Acquire an understanding of the social, economic and political nature of society.
- Help develop the full potential in individuals for their lives at home, at work, at leisure, in the community and as active empowered participants in society.
- Develop a sense of self-value and self-respect and to understand and respect the right to social and cultural differences amongst others.

The Foundation Stage

During your child’s first year at Chivenor Primary School, they will be part of the Foundation Stage.

This is divided into six areas of learning:

1. Personal, Social and Emotional Development
2. Communication, Language and Literacy
3. Mathematical Development
4. Knowledge and Understanding of the World – which covers skills and knowledge children need to make sense of the world around them
5. Physical Development
6. Creative Development – expression of ideas and feelings through media and materials including art, music, dance and role-play.

Activities are planned to provide the children with the experiences to fulfil the requirements of the Foundation Stage. They are given the opportunity to make choices, to develop their social interaction and to develop their own learning.

Chivenor Primary School firmly believes that the Foundation Stage is the starting point to creating a relaxed and happy atmosphere, where your child will receive the support and care they need to start their education at this school. We strive hard to create an environment where your child can feel confident and begin to develop the thirst for learning and an inquisitive mind.



Policies

Religious Education and Collective Worship

Religious Education is taught to all children and follows the guidance given in the Local Education Authority's Agreed Syllabus. We recognise the important influence of Christianity on our culture and civilisation but also give due emphasis to the consideration of other faiths in our multicultural city. Visits are made periodically to places of worship.

Collective worship or 'assemblies' are regarded as an important part of the school's corporate identity and therefore we regard attendance as important. The assemblies are of a broadly Christian nature but also references are made to other faiths as the school believes that there is so much that religions and cultures share. Parents are at liberty to withdraw their children from assemblies and Religious Education if desired but we urge you to speak with Mr Mann first.

Sex and Relationships Education

Sex Education is taught in Year 5 and 6 as part of a health education programme. The course of study is firmly rooted in the context of family life and depicts relationships within family life. Discussions of hygiene, menstruation, bodily changes that take place during adolescence and birth are some of the issues covered. The programme has been approved by the Local Governing Body and parents have the right to withdraw children from the non-curriculum aspects of the programme.

Special Educational Needs and Disabilities (SEND)

The school has a sympathetic and extremely effective system for helping children who have Special Educational Needs and/or a disability. The system is dependent on the co-operation between home and school. Parents will be kept informed during the time a child is receiving help in this way. The school conforms to legislation by following the new Code of Practice. Initially a child will be monitored by his/her class teacher. Should this prove insufficient the SEND co-ordinator will be called in to give specialist help. It may then be necessary to involve such help from outside agencies. The final step would be writing a Statement of Special Educational Needs which would provide permanent additional help either in school or at another establishment.

Meals in school

Mid-Morning Break

Chivenor Primary School is a 'Healthy Eating' school. We encourage children to drink plenty of water and milk, and encourage the eating of fruit and other healthy snacks which are available daily from the school kitchen.

Infant children receive free fruit daily and are encouraged to bring their own drink bottle into school freshly filled with water. The children will have access to their own bottles during break times and lesson times. Children are able to re-fill their bottles with water during the school day.

Within the Juniors, children are encouraged to drink water and are allowed to keep their water bottles with them during lesson time. They are also permitted to re-fill their bottles at home and bring them the next day.

All drinking bottles must be plastic and are the responsibility of the individual child. All drinking bottles must have a sports-cap and be clearly labelled. Please note that sweets are not allowed in school unless sanctioned by a teacher for a special occasion. Chewing Gum is *never* permitted, with fizzy drinks only accepted on designated party days.

Mid-Day

Meals are cooked at the school, and there are 2 or 3 choices of main meal, including a vegetarian option.



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Important – Please send the correct amount of dinner money to school on **Monday** mornings in a named envelope. School dinners currently cost £1.85 per day or £9.25 weekly (subject to alteration).

Sandwiches – If preferred, children may bring sandwiches for dinner in which case they must bring food and drink in a named lunch box. Please do not pack *chocolate* or *sweets* in the lunch boxes as we encourage healthy eating.

Children wishing to change from dinners to sandwiches or vice versa can only do so on a weekly basis, although children can purchase a school dinner at any time.

All children will be supervised throughout the dinner time session by Dinnertime staff and Teaching Assistants.

Health, Safety and Security

Our first priority is your child's welfare and therefore there may be occasions when our concern about your child means that we have to consult other agencies even before we contact you. The procedures we follow have been laid down by the Birmingham Safeguarding Children Board. If you want to know more about this procedure, please speak to the Head.

If staff become aware of, or have a need to become involved in situations where a child may be at risk of hurting themselves or other, or if the behaviour of a child seriously disrupts good order in the school or causes damage to property, staff may need to take steps to intervene physically. In such circumstances staff will follow the school's policy for dealing with such situations. Any parent wishing to view this policy may do so on request.

To help with other various aspects of health, safety and security, please also remember:

1. The car park is for staff use only.
2. Children should be in the playground at 8:45am and must be collected at the designated time for your child.
3. Children's property must be clearly named.
4. Toys should only come to school when staff have requested them.
5. Deliberate damage to school or other children's property will have to be paid for.
6. Swimming is part of the PE curriculum. If a child is well enough to be in school, they should go swimming. Remember – no jewellery. Children with verruca may accompany their class to the pool.
7. We require emergency contact numbers in case your child becomes ill during the day.
8. Medicines in school – children who use inhalers for asthma should be able to administer these themselves. School will not normally administer prescribed medicines. Please see the school office for further guidance.
9. All visitors **MUST** report to the school office before conducting their business.
10. We expect all adults to conduct themselves appropriately. Any issues, concerns or complaints must be done so in a calm manner.

Internet/E-Safety

Children are encouraged to use the internet as much as is possible but at all times in a safe way. Parents are asked to give permission for their children to use the internet on entry to the school. Parents, pupils and staff must sign an appropriate usage form to ensure that they understand the risks and sanctions relating to misuse of the system in and beyond the school.

If staff know of misuse, either by a teacher, staff member, volunteer or child, the issue must be reported to the Head without delay.



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The Head has overall responsibility for internet safety and will have access to all email addresses and passwords provided. The school follows guidelines for Internet use/E-safety laid down by the Linck2ICT, the Local Authority and the Birmingham Safeguarding Children Board.

The school will ensure that:

- software is in place to minimise access and to highlight any person accessing inappropriate sites or information
- pupils will be encouraged to discuss openly their use of technology and anything which makes them feel uncomfortable. (If this results in child protection concerns, the Senior Designated Person for child protection should be informed immediately.)
- every effort is made to encourage pupils not to give out their personal details, phone numbers, school, home addresses, computer passwords etc.
- pupils must hand in their mobile phones daily to the school office
- training is provided to pupils, staff and volunteers on e-safety matters where necessary.

Anti-Bullying Policy

The school's response to this is unequivocal. Adults must be informed immediately and action will take place. Children are told that silence is the bully's best friend. Although bullying in this school is rare, the school always acts swiftly with a process of investigation, communication and action. Bullies will not be tolerated.

There is a more detailed Anti-bullying Policy available from the school office or on the School website.

Photographing and Videoing of Children in School

At Chivenor Primary School, we have taken a sensible and balanced approach to photographing and videoing children on the school site. Taking pictures and video images of children's achievements and activities is a wonderful way of capturing a memory and promoting successes. The school obtains parental permission annually for school and media to take such images and the safeguards in place to ensure anonymity (wherever possible) in their usage. Parents and carers are remind at any school event that photographing and videoing is acceptable but images must not be submitted to any media or social website for publication.

Inclusion Opportunities

At Chivenor Primary School, we welcome all children. Where a child has a recognised disability we will make all reasonable adjustments to accommodate their needs in school. This will include the availability of resources and accessibility of the school building and site. We will make every effort to ensure that children with Special Educational Needs maintain their entitlement when they enter the school.

Behaviour Policy

Good behaviour is essential in any community and at Chivenor Primary School, we have high expectation in this area. The school has a Behaviour Policy and a Code of Behaviour that must be adhered to by all children and a copy is available from the school office. This is shared with parents and is available on the school website and from the school office. Although the emphasis is always on the positive, there are also times when children have to be disciplined in order to maintain the safety and security of all children.

There are numerous rewards available to children including:

- stickers
- showing another teacher good work
- house points
- certificates.



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But the sanctions range from:

- having to discuss their behaviour
- being removed from the class
- loss of playtime
- reporting to a senior member of staff
- a letter home
- exclusion
- attendance at another school establishment.

Staff are discouraged from handling children but where they deem it the safest thing to do, guidance and training has been given on safe methods of care and control/positive handling they do not harm either themselves or others.

Equalities and Racial Tolerance

The school has a single “Equality Policy” that has a section on racial equality. This includes information about what the school, through education, challenge and discussion, will do to ensure incidents do not happen.

Racism is tackled in both the RE and in the PSHE curricula. The children will take part in discussions designed to raise awareness and address prejudices. This work ensures that racial tolerance is at the forefront of everything we do.

Admissions

The number of new children we can accept in to Reception each year is 60. We do not operate a selective system.

The maximum number of pupils in any class in Reception or KS1 will not exceed 30. If the number of applications received exceeds the number of places available, the following criteria will be used to determine whether the child can be admitted:

Priority:

1. looked after or previously looked after children
2. siblings (brother or sister who will still be in attendance when the other child starts)
3. distance (children who live nearest the school using a straight-line measurement).

Where any of the above criteria are oversubscribed, then priority will be given to ‘Looked After’ children and children with Statements of SEN.

All admissions for a place at school will be handled by the Admissions + Appeals department of Birmingham City Council.

Appeals

Parents who wish to appeal against the schools decision not to offer a place to their child, must do so by writing to the Local Governing Body, stating their case. The Appeals committee will consider the appeal and notify parents of their decision.

Admissions into years other than reception will be on a waiting list basis and the allocation of places will be in line with the above order of priority.



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Admissions Process

Parents wishing to apply for a place at Chivenor Primary School for a Reception Class child due to start school in the September following their 4th Birthday must:

- Complete the COMMON APPLICATION FORM, which is available from the Education Department. This should then be returned directly to the Education Department

Parents wishing to apply for a place at Chivenor Primary School for a child at any other time must apply to Admissions + Appeals on 0121 675 0555. An appointment with a member of senior management will be arranged once the school is informed that a child has been given a place at the school and has been accepted.

Uniform

Chivenor Primary School is working hard to improve its dress code

- School Blazer
- Grey/black trousers or skirt
- Grey/black pinafore dress
- White or pale blue shirt or blouse
- School Tie
- Dark or white socks
- Grey or dark plain tights, no patterns
- Navy blue v-neck jumper with school logo
- Black shoes (any boots are not permitted in school). Shoes with excessive heels are also not permitted. Open toed or backless shoes are not permitted
- Headwear for religious observance. Headscarves covering the face will not be permitted and should only be shoulder length. All headwear should be dark coloured or white.

Summer uniform variations

- Blue/white summer dress
- Grey shorts

PE

- Grey/Blue/Black Shorts and White T-shirt
- Black pumps
- One piece swimming costume (girls KS2)
- Swimming trunks – Not long legged shorts (boys KS2)
- Tracksuit, trainers for outdoor PE in winter. Children cannot wear the same trainers worn every day for PE

No items should display any football emblem or badge.

Remember that exceptions can only be made for a valid medical need or Religious observance.



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The policy is an expectation on the children and parents of Chivenor Primary School. All children following the school uniform policy will be rewarded as part of their class.

Sports Kit

Each child must have:

- A pair of pumps or trainers
- A pair of black shorts
- A white T-shirt or sports shirt

Please could sports kit be kept in a draw-string bag. The use of large rucksacks or plastic carrier bags is not encouraged.

Children should be able to change their footwear for P.E. activities and it is desirable for children to wear **sensible shoes** for other times.

Children cannot wear football team shirts, as this can lead to problems.

Art Work

Each child should have an overall for art work. An old shirt is ideal. There are aprons for reception children.

Please Remember:

THAT ALL ITEMS OF CLOTHING MUST BE CLEARLY LABELLED WITH THE CHILD'S NAME.

Items of uniform bearing the School Badge are available for purchase from the school office.

Jewellery

Earrings, watches, etc. must not be worn for swimming or gymnastics. All such items are your child's responsibility and not the school's. Earrings of any type are not encouraged in school on safety grounds. The simple stud variety in the ear is permitted but **MUST** be removed for physical activities. Rings are not permitted at any time.

Charges and Remissions Policy for Additional Activities

There is a copy of the full Charges and Remissions Policy in school. Its summary appears below:

"The Governing Body recognises the valuable contribution that a wide range of activities including clubs, trips and residential experiences can make towards pupils' personal and social education. Where charges arise from such activities, parents are invited to contribute towards the cost on a voluntary basis. If contributions for educational visits do not reach 75% of the required total, the Governing Body reserves the right to cancel a proposed visit.

Parents may apply in confidence for a remission in part or in full. Authorisation for remission will be made by the Head Teacher or Chair of Governors.

Extra-Curricular Activities

We offer children a wide range of activities outside normal school hours. Sporting tradition is strong. We have a number of teams at certain times of the year. Other clubs are on offer, such as gardening, homework, individual support, craft, cookery and ICT.



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The school also gives children musical opportunities with instrumental tuition and choir, who give regular performances. There may be a cost for some after school clubs from 4:00pm onwards.

Instrumental tuition is provided by outside tutors and as the Governing Body values the importance of this experience, they have agreed to subsidise the tuition costs by 50%.

We regularly review our provision of such activities, with the Teaching staff providing extra clubs where possible. School is open every weekday for Breakfast club from 7:30am free of charge for pre-registered children. School also has a Curriculum Club every day, again free of charge, until 4:00pm

Chivenor Primary School Governors

We have a very active Governing Body at Chivenor Primary School. Together they work hard to support and challenge the school to ensure that your child receives the best educational opportunities available to them.

We have parent representatives of the Governing Body who are regular visitors to the school.

Governors meet as a whole Governing Body at least once a term. There are also committees which meet to discuss a variety of responsibilities including Curriculum, Equal Opportunity, Special Needs, Staffing, Finance and Environment.

Should you have a suggestion to make or points to raise concerning our school, please contact either the Head Teacher or the Governing Body.

Arrangements for Dealing with Complaints and Curriculum Matters

There are four levels at which complaints may be considered:

1. The informal level, where the complaint may be discussed with the class teacher
2. Informal level with the Head of Phase, Deputy Head Teacher or the Head.
3. Formal complaint to the Governing Body.
4. Formal complaint to the Griffin Schools Trust.

Parents and School

Parents in School

Parents are welcome in school to help with classroom activities. Please see Mr Mann or your child's teacher. We particularly need help with the Literacy Hour, reading and Numeracy Hour. We often get Mums and Grandmothers in but we would like to see more Dads, Granddads and Uncles. So come along!

“FOCPS”

The “Friends of Chivenor Primary” group for parents meets every Thursday for tea and coffee (free of charge) in the Learning Zone. This is a Parent Association which aims to foster links between home and school by organising a wide variety of activities. All parents are automatically members of FOCPS and are welcome to help at functions or just to join in the fun. Please see Mrs A. Bennett (AHT) for more information.

Please note, that all parents and carers will need to be CRB (Criminal Record Bureau) check in order to work with pupils on a regular basis.



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Parents Evenings

Opportunities during the year are given to parents to come into school to discuss their child's progress with his or her teacher.

You will be notified on a termly basis in a newsletter.

Curriculum Meetings

From time to time parents are invited in to school to learn something of how various subjects are taught to their children. Parents of Year 6 children are invited to school so that SATs can be explained. Your attendance to this meeting is important.