



Short Heath Junior School Prospectus

Welcome to Short Heath Junior School part of Short Heath Federation

We are a friendly, welcoming school with a concerned, committed and caring staff. We aim to know our children thoroughly and provide them with an attractive and stimulating learning environment in which they feel happy, valued and secure.

We hope you will find this booklet a useful introduction to our school. If you have any questions not answered by this booklet, please do not hesitate to ask any one of us.

ETHOS

*Every day,
In every way,
Everyone matters.*

VISION

Our vision is to create a school where every child achieves his/her potential through a relentless focus on high quality teaching and learning.

We wish....

- We wish Short Heath to be a centre of excellence
- We wish to have a partnership between home and school which will help our children to develop spiritually, intellectually, socially and emotionally.
- We wish our children to be taught in an atmosphere of praise and encouragement where curiosity, enthusiasm, special skills and aptitudes are nurtured and where special needs are met.
- We wish all our children to succeed and will have high standards and expectations for all.
- We wish to ensure equal access for all and we will set ourselves against discrimination of any sort.
- We wish all our children to feel safe and secure and have an agreed policy for discipline which is based on the Christian values of respect for oneself and others.

We aim to be a community where:

- Children are placed firmly at the centre.
- Christian beliefs and values are central to everything we do.
- Children are nurtured spiritually, morally, socially and culturally to have caring natures, positive attitudes and to behave responsibly.
- Excellence in literacy and numeracy is central and all teaching is of the highest quality, meeting National Curriculum requirements and beyond.
- Children are motivated to achieve the highest possible standards and to make good progress relative to prior attainment.
- Resources (human and material) are used efficiently to ensure value for money from available funds.



Short Heath Junior School Prospectus

VALUES

We listen - Communication is key

Great teamwork and positive partnerships lead to effective teaching, high standards and successful learning. We communicate with parents and carers in a variety of ways and our dedicated staff are always happy to meet with parents and carers to discuss any concerns.

Throughout your child's time with us we provide a range of opportunities – to ensure that pupils are heard and know that their opinions are valued. This includes peer mentoring, pupil collaboration and a thriving pupil leadership team!

We are kind and helpful - A collaborative approach

We aim to create an environment in which people are comfortable to say 'well done', 'thank you' and 'I need help', where children and adults see politeness as the norm and where attempting is celebrated as much as achieving.

Education is a partnership between parents, teachers and the wider community; by working together we hope to develop lively enquiring minds, perseverance, determination, ambition, self-confidence and a thirst for knowledge and understanding!

We are honest - It's the best policy

Whole school systems emphasise positive behaviour and sustained effort and achievement. We use the Good to be Green behaviour strategy and our House Points system is integral to the school with children and staff being members of a specific house. Children are rewarded for positive attitudes and behaviours. House events, designed by the children, are held each term and have included talent contests, quiz shows, craft competitions and sports events. Children always lead the initiative!

We are gentle - Respect for others

Competitiveness and fun are important at Short Heath to prepare our children for the real world. Children are actively encouraged to challenge themselves and make the right decision. We place great importance on social, moral, spiritual and cultural education with high expectations for kindness, care and respect for others. We pride ourselves on our welcoming atmosphere, where everyone is valued and encouraged to reach their potential; a place where every child can arrive, and leave, with a smile on their face!

We look after our property - A sense of responsibility

We want our children to develop a sense of moral responsibility and an interest in the world beyond their immediate environment. We believe that our environment plays a crucial part in developing our children into happy, healthy, safe and motivated learners. At the heart of everything we do is the promotion, development and encouragement of a healthy lifestyle.

We provide many opportunities for all children to enjoy a range of sports and to develop a deeper understanding of the ingredients necessary to sustain a long and healthy life.

We are very proud of all that our children achieve in this friendly and busy school.



Short Heath Junior School Prospectus

STAFF STRUCTURE Autumn 2018		
Executive Headteacher	Cathy Draper	
Head of School / Safeguarding Lead	Sarah Harris	
Assistant Headteacher	Kelly Ashley	
Care, Guidance and Support Manager / SENCO	Sally Kruczek	
Federation Business Manager	Helen Fletcher	
Administration	Lorraine Wain Lindsey West	
Premises / Site Manager	Paul Day	
Caretaker	Adrian Picken	
Teaching Staff		
Lead Practitioner	Hilary Gilbert	Teaching & Learning
Y3	Charlotte Hazlehurst Karla Whiteley Wendy Foxall Janice Birch Paul Walker	Art & Design MFL (French) TA TA DSEN Support
Y4	Gayane Cook Dionne Brown Jennie Titley Connie Renar Michelle Day	Mastery /History & Geography Science (Teacher) TA DSEN Support
Y5	Hilary Gilbert Tara Edwards Hayleigh Rogers (NQT) Angie Mendez Sharon Wiggin Sue Hickmans	Lead Practitioner D&T D&T TA DSEN Support DSEN Support
Y6	Fraser Hodson Grace Etherington Chris Jones Rachel Watkins	Computing / Music PE TA / Pupil Leadership DSEN Support
Teaching	Pauline Cottam Hannah Hodson Kelly Ashley Sarah Harris	RE SEN (Maternity Leave) AHT/English / Maths HoS/Learning Environments
HLTA	Tracey Jephcott	
Teaching Assistants	Nicole Foster Vacant	TA (Nurture) TA (Nurture)
Care Guidance and Support	Pavlina Holles Justine Jackman	Pastoral/Counsellor Attendance
Lunchtime Supervisors	Miss Baker, Mrs Coyne, Mrs Handley, Mrs Lote, Mrs Nicholls, Mrs Morris	
Site Staff	Ann Newey Anne Maiden Jo Corbett	



Short Heath Junior School Prospectus

GENERAL INFORMATION

Short Heath Junior School is a Community School under the auspices of: -

Walsall Local Education Authority, Education Department, Civic Centre, Darwall Street, Walsall, WS1 1DQ

The school adopts the admissions policy of Walsall Education Authority. Copies can be obtained from the above address.

School Address:

Short Heath Junior School
Pennine Way
Willenhall
West Midlands
WV12 4DS
Tel: 01902 368499
Website: <http://www.short-heath.walsall.sch.uk/>

Headteacher: Mrs Cathy Draper
Head of School: Miss Sarah Harris
Chair of Governors: Mrs Lesley Foster

As a junior school, all our pupils fall within the Key Stage 2 category and are between 7 and 11 years of age. They are organised into four year groups as follows:

Year 3: 7 and 8-year olds	Year 4: 8 and 9-year olds
Year 5: 9 and 10-year olds	Year 6: 10 and 11-year olds

OUR FEDERATION

Short Heath Federation was formed in 2006 when Lane Head Nursery School, Rosedale Church of England Infant School and Short Heath Junior School joined forces under one governing body. Since then, we haven't looked back!

Each of our schools is led by a Head of School – they oversee the day to day running of their school, as well as working together with the Executive Headteacher on the strategic improvement of all our schools. All three of them are amazingly talented school leaders - specialists in their field. The Executive Head takes responsibility for the development of the federation (with a primary focus on continually improving the quality of teaching and learning in our schools), as well as supporting other schools in an advisory role and carrying out Ofsted Inspections in schools in the West Midlands Region.

We never stand still and since we federated, we have gone from strength to strength. Lane Head is an outstanding nursery school and Rosedale and Short Heath are both good schools. Across all schools we have an incredibly talented team of staff – every single one of them. We have more Specialist Leaders of Education than we have ever had before – we see ourselves as lifelong learners and are constantly researching effective practice and implementing even better teaching practices in our schools. Our leading practitioners enjoy using action research to further improve what we do.



Short Heath Junior School Prospectus

We are very proud that we can support other schools in Walsall. We have a rapidly growing reputation as a centre of excellence and others are always keen to learn from what we do. We aspire to provide the very best possible education that we can for our children. It's important to us that we support every aspect of your child's development – personal, social and emotional, as well as academic.

One of our many particular strengths, and one that we are especially proud of, is that we focus on the very specific needs of every child – we really do mean it when we say 'Every Day, in Every Way, Everyone Matters'. All staff believe that every single child has the potential to be exceptional – we do our very best to make sure we give them all the opportunities that they need. Our children deserve the best! At Short Heath Federation, we actively promote the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.

Although we are a federation, each of our schools has its own unique character and it's always been important to us that we keep it that way. You can find out much more about each school on their individual website. What's great is that, because we provide education from the age of 3 until your child is ready to go to secondary school, we can provide a seamless journey – and what's even better is that, whichever school your child attends, your family will be supported by the same team of Family Support Advisors. You only have to get to know us once!

Our governing body is another strength. Governors have a range of experience and backgrounds which means that they are able to support and challenge us to make sure we are always improving. They, too, work to support other schools and are actively involved in the National and Local governor associations. Our Chair of Governors is Mrs Lesley Foster.

The governing body has 3 key roles:

- To provide a strategic view
- To provide support and challenge to the Executive Headteacher and staff
- To ensure accountability and probity over the school finances

The governing body must comply with regulations set out by the Department of Education and is required to appoint a chair and vice chair. The governing body is also required to meet 3 times a year at 'full governor meetings' which generally take place near the beginning of each new term.

The responsibilities of the governing body include setting targets for pupil achievement, managing the school finances, making sure that the curriculum is balanced and broadly based, appointing staff and reviewing staff pay and performance. Some of these functions are discussed at separate committee meetings, with each governor selecting which committee/s they participate in depending on the contribution they can make. Each committee has an agreed remit a proforma agenda and recorded minutes. Currently we have three separate committees these are:

- Resources Committee
- Strategic Improvement Committee
- Ethos Committee

Each of these committees meet at least once a term, sometimes more frequently and has specific terms of reference and reports back to all governors at the termly full governors' meeting. The minutes from the full governors' meetings are public documents and can be viewed at by request at the school office.

Letters to the Chair of Governors should be sent via the school office in an envelope marked 'CONFIDENTIAL'.



Short Heath Junior School Prospectus

OUR SCHOOL

Short Heath Junior School opened on its present site in 1972. It previously occupied the beautiful Victorian building which is now Lane Head Nursery School. It is not affiliated to any church but shares the federation's Christian ethos. It has approximately 240 children on roll, most of whom come from our local community. The school building is compact, with Y5 and Y6 having the largest rooms. The hall is multi-purpose, used for collective worship, assemblies, a dining room and is also used for indoor P.E. We have a Creative Studio for all manner of music and computing learning. Behind the main building, there is a double mobile classroom; one of the rooms is used by the before and after school club known as Fun Club and second room is 'The Hub', the home of our Executive Headteacher and federation-based staff.

We are proud to boast an active and effective 'Parent Council', where parents of children across the federation come to air their views on school policies, building plans and other aspects of school life that affect their children.

Our 'Pupil Leadership Team' has a similar part to play and they are instrumental in many of the policy and practice decisions we make in school. Members are confident to express their views, safe in the knowledge that we will listen and act. They, together with House Captains, act as wonderful ambassadors in school and are always keen to regale visitors with stories and anecdotes about being a pupil at Short Heath.

DAY-TO-DAY ORGANISATION

At 8.45, a member of staff, and often the Head of School, opens the side gates to supervise children coming into school. Access to the gate can be made from the main entrance on Pennine Way or via the footpath through Rosedale from Stroud Avenue. If you have a concern about anything whatsoever, you can talk to the member of staff on duty, who will make sure they pass any messages or concerns on to class teachers. Parents are requested to see that pupils do not arrive before 8.40 as supervision is unavailable before this time.

School doors open at 8.45 and children can come into school, hang up their coats and bags then join in with morning activities from 8.45 to 8.55. This ensures that all children are well and truly settled in the classroom by the official start of the school day at 8.55. At the end of the day, children come out of school from 3.20 onwards. They are escorted to the playground by their class teachers. If your child is in years 4, 5 or 6 and you wish for them to make their own way home or walk home with older, secondary aged, children, please contact the school office for a permission slip, which you must complete and sign. Unfortunately, children in school will not be allowed to be responsible for walking home with younger siblings. If you have younger children with you, please make sure they always remain by your side when you are on school premises. Bikes and scooters must not be used until out of the school gates.

Smoking - Short Heath Federation operates a full no smoking site and works hard to promote a smoke free future for all pupils. Considering the increased popularity of electronic cigarettes (sometimes referred to as 'vapes' or 'shisha' pens) it is now necessary to be clear that the use of these devices on site is not permitted. Electronic cigarettes should not be charged on site as they represent a fire hazard. <http://www.nhs.uk/livewell/smoking/Pages/stopsmokingnewhome.aspx> provides support for smokers wanting to give up.

Dogs - It is our policy that dogs are not allowed on the grounds of Short Heath Federation at any time (unless used as an aid to visual impairment or disability). We also kindly request that dogs are



Short Heath Junior School Prospectus

not tied up and left unattended at the school gates. Please also be aware that some dog owners are not being responsible in cleaning up after their pooch – please watch where you walk!

Parking at school - No pupils are allowed in the school car park. Parents bringing children to school by car should park in a safe location but well away from the school car park and school entrance. We would like to take this opportunity to remind all our families about parking safely and legally when collecting and dropping off the children, both at the start and end of the day. The yellow Zigzag lines outside school mean that you cannot park there, even if it is to drop your children off, as it is illegal to do so.

We respectfully ask our parents and other family members to be mindful of private driveways, 'keep clear' and 'no parking' road markings. It is also important that we park safely in ways that do not restrict clear views of safe places to cross the road. Parking in Pennine Way can cause serious congestion at busy times and especially when cars need to reverse or manoeuvre. Please feel reassured that if you are running a little late or cannot find a safe place to park, we will always keep your child safe until you arrive.

ATTENDANCE

Lateness - Pupils are requested to arrive at school promptly. The school bell rings at 8.45 to tell pupils they may enter school. The gate closes at 8.55 am. It rings again at 9.05 to indicate the end of registration and start of lessons. Any pupil not with their class in registration will be considered late. Lateness is recorded on a pupil's attendance record, in accordance with Department of Education Guidelines. Pupils are not punished for lateness, but they are made to realise that it is unacceptable. Parents are asked to cooperate in keeping such incidents to a minimum. Those parents whose children persistently arrive late may need to meet with the Head of School.

Leaving School Early - Parents will not be allowed to collect their child early from school, except for urgent medical appointments (proof of these appointments will be requested) or other exceptional circumstances agreed with the Head of School.

If a pupil needs to leave school for an appointment with a Doctor, Dentist etc., parents are asked to notify school in advance. No child will be allowed to leave school alone. They must be collected from the school office by a parent or other responsible adult who has the consent of a parent.

Absence from School - If a child is absent for any reason the School should be informed by telephone on the first day of absence. Absences are classified as authorised or unauthorised. Rates of unauthorised absence will be noted on pupil's records. Authorised absences should be kept to a minimum and include:

- Unavoidable hospital/dental appointments
- Visits to other schools prior to transfer
- Illness

Term Time Absence (Holidays) - Parents are asked to remember there are no holidays in term time. Any term time absence for your child other than appointments must be requested in writing to the Head of School, in advance of the time off. Any absence from school is detrimental to a child's educational progress. Term time absence at the start of an academic year is especially disruptive when children are learning new work and routines in their new year groups. Any term time absence can cumulatively affect a child's rate of progress. All requests are looked at individually and only exceptional circumstances will be authorised by the Executive Headteacher or Head of School.



Short Heath Junior School Prospectus

Exceptional Circumstances does NOT include family holidays or weddings. Full guidance on absence can be found in the school policy on absence available on our website or from the school office. No holidays at all will be authorised during term time for children.

If the school is not informed by parents of the reason for a child's absence, they will be sent a reminder. Failure to notify the reason for absence will be recorded as unauthorised. If parents are unclear as to whether an absence is authorised or unauthorised they are advised to contact the school office.

MEDICAL ARRANGEMENTS

If your child becomes ill at school and, in our opinion, is not capable of continuing with normal lessons, we will contact you or someone on your emergency contacts list to take them home.

Never send your child to school if they have been sick or had diarrhoea during the night or before coming to school – even if they look alright and want to come. We suggest returning 24 hours after the last time they were sick or had diarrhoea. Bugs spread easily in school, so wait until your child feels well enough to return to school.

Minor injuries and children seem to go together! We have a number of staff with basic first aid training and they will look after your child. Your child gets a letter to bring home if s/he has had a minor injury.

In the case of a more serious accident you will be notified immediately. If a hospital visit is thought necessary, it is expected that at least one parent will accompany the child. If you can't be contacted, or no emergency contact person is available, the school will act 'in loco parentis' and a member of staff will accompany your child.

Please remember that none of us are medical professionals – there may be times that we ask you to come to school and decide about whether your child should go home, to hospital or the doctor – that must be a parental decision. We do not have the facilities or the expertise to look after sick children for an extended period, so if they can't stay in school, we will ask you to take them home.

HEAD LICE

Unfortunately, head lice are an unwelcome part of school life. In an endeavour to control the spread of any outbreak, the school will contact parents/carers and request them to take their child home for treatment should lice be spotted during the school day.

MEDICINES IN SCHOOL

School staff will not administer medicines unless they are prescribed by a GP or hospital and they have received written instructions from the child's parent, together with a school medication form. Any such medicines must be clearly labelled with the name of the child and correct dose. It is parent's responsibility to check the expiry date and replace/dispose of any medications. No child should keep their own medicines or tablets in school. No other medicines are administered in school. We include within the category of medicines non-prescription tablets, lozenges, creams, lotions etc which are still classified as drugs – for the administration of which children should be supervised. The ONLY exception to this is self-administered sun cream during the summer months. Parents are encouraged to provide these health promoting sunscreens for their child but to explain that they are for personal use only and not to be shared with friends. Likewise, we encourage the wearing of hats during the summer months for playtime, lunchtime and during outdoor activities.



Short Heath Junior School Prospectus

For children with more specific medical needs e.g. epilepsy, diabetes etc, a healthcare plan may be needed. If such a healthcare plan is needed you will be advised and your permission and cooperation requested. The plan, drawn up by relevant professionals, sets out all medical requirements and recommendations for the school to implement.

Children with Asthma inhalers in school will need to have a care plan for their inhaler which should be provided by the parent.

WHAT WE TEACH and HOW WE TEACH IT

Education is a partnership between children, parents, teachers and the wider community. By working together, we hope to develop lively enquiring minds, perseverance, determination, ambition, caring for others, self-confidence – and a thirst for knowledge and understanding! Children are actively involved in their learning and encouraged to develop independence and self-discipline.

At Short Heath Junior School, we offer teaching and learning which supports each child to achieve their potential within a happy, friendly and caring community. Through carefully planned questioning and a wealth of practical opportunities that develop explorative and problem-solving skills, staff guide children on a sensational learning journey. This culminates in the secure understanding of a concept or a tangible learning outcome, such as a piece of writing or artwork.

Class teachers retain general responsibility for monitoring the progress and the pastoral welfare of the pupils in their class. Children will usually be taught within this group but may be re-organised into smaller groups designed to meet specific needs for certain aspects of the curriculum.

SEND

We have high aspirations for pupils with SEN and believe that they all have the right to achieve their highest potential – and it is our duty to facilitate that. The same applies to children who we feel are Gifted and Talented. We identify them early on and make sure that they are challenged at their appropriate level. All children identified with Special Educational Needs are placed on the Special Educational Needs register. At the end of each term, class teachers sit with children on the SEN register to review their targets. Reviews are held alongside parents, teachers and for a few children, the SENCo, on a termly basis when the progress/performance of the child against targets on their Support Plan are assessed. Parents with concerns should make an appointment to see the SENCo or Head of Nurture, Guidance and Support. Contact details are available on the parent notice or from the School office.

Disability Access - The junior school buildings are all on one level. The building has been extensively refurbished. All doors in pupil areas meet disability access requirements and a disabled toilet is available. There is full disabled access to main reception. Purpose-built ramps facilitate wheelchair access to both The Hub and the playground. Where pupils have specific problems, every effort will be made to meet their needs in an environment which aims to provide equality of opportunity and freedom from discrimination and prejudice. Any bullying based on disability will be dealt with at the highest level. If you require a disabled parking space, please let the office know.

HOW ENGLISH IS TAUGHT

English work incorporates the new National Curriculum for English. English incorporates all aspects of Reading, Writing, Grammar, Spelling and Speaking & Listening. We teach our curriculum in termly themes whereby a book/novel is the focus to cover objectives for the aforementioned strands.



Short Heath Junior School Prospectus

Other areas of the curriculum (e.g. history, geography, art) have their curriculum matched to the themes to achieve objectives through cross curricular means. Children are taught reading skills by learning specific skills to decode a text – e.g. retrieval, inference and summarising. Grammar work forms part of all English lessons to embed skills, however a discrete Grammar lesson is also taught every week to build up the bank of knowledge that is now required. Spelling is now at the forefront of the curriculum and the school has invested heavily in resources to support the teaching of spelling. Parents are encouraged to complete homework with children for all subjects, and for English this will include regular listening to your child read and spellings.

- Daily English lessons including specific grammar sessions
- Reading comprehension
- Spelling and handwriting sessions
- Reading, writing and communication across the curriculum and for a real purpose
- Tests to verify teacher assessments
- End of Key stage SATs tests for Reading and EGPS (English Grammar, Punctuation and Spelling)
- Writing is assessed by class teachers and moderated separately

Reading

In reading all children are provided with a home reading book appropriate to their ability. They are expected to read every night and bring their reading book and reading record into school every day so that any 1:1 reading in school can be recorded into the reading record. This is a key link between children, parents and school. We will change reading books on a regular basis if the home reading diary has been completed.

HOW MATHEMATICS IS TAUGHT

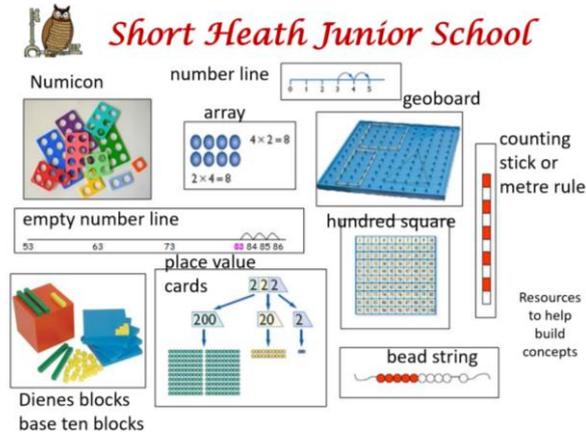
The school follows the National Curriculum for mathematics. Children cover a wide range of topics, including: number & place value, calculations, fractions, measurement, geometry and statistics. There is a substantial emphasis on pupils' mental and written arithmetic skills, which are regularly assessed throughout Key Stage 2, along with their reasoning skills, which allow pupils to apply their mathematical abilities in a range of problem solving situations. Underpinning all mathematics, is the requirement that pupils learn their times tables by heart – with specified tables being taught and rehearsed each year. Within lessons, pupils use a wide range of resources, from practical equipment and maths games to interactive websites and apps.

- Separate lesson every day
- Links to theme where possible
- 2014 curriculum – expectations have changed - key areas of the new curriculum
- Number • Calculation • Measures • Shape/Geometry/Position • Data/Statistics
- More challenging objectives, especially in number
- Formal written methods introduced earlier
- More work on fractions.
- Roman numerals up to 1000
- Times tables up to 12 x 12
- Equivalence between metric and imperial measures
- Long division and algebra in Year 6



Short Heath Junior School Prospectus

- Lots of CPA (Concrete, Pictorial, Abstract) resources
- Models, images and practical apparatus All of these play an important part in supporting pupils' conceptual understanding and reasoning skills. Flexibility with different representations is an important element of fluency.
- For example, using place value counters.



SCIENCE

Using Snap Science, work incorporates the new National Curriculum for Science. Science work carried out throughout the school is taught every week and aims to develop scientific knowledge and conceptual understanding through the specific disciplines of biology, chemistry and physics. We also aim to develop understanding of the nature, processes and methods of Science through different types of science enquiries that help them to answer specific questions about the world around them. We aim to equip the children with the scientific knowledge required to understand the uses and implications of Science, today and in the future. We also aim to ensure children develop secure understanding of each block of knowledge and concepts, enabling them to progress to the next stage. We encourage pupils to become familiar with, and use, technical language accurately and precisely. Much of the work in Science uses pupils' mathematical knowledge when collecting, presenting and analysing data. We try to make cross-curricular links wherever possible so that topics can be matched to achieve objectives through cross curricular means.

COMPUTING

Computing is both a discrete and a cross-curricular aspect of the curriculum. All children will be progressively taught key skills in computing technology following the Switched-on Computing scheme of work intertwined with regular lessons related to E-safety. In addition, a range of state-of-the-art ICT resources are used to enhance the learning opportunities for children in all subjects. Children and parents are also encouraged to visit our regularly updated new website which is accessible at <http://www.short-heath.walsall.sch.uk/> As well as the website, we also celebrate our work using the school's Twitter account (@Short_Heath_JS). Another way we communicate with parents is through the Marvellous Me app which allows teachers to send messages to parents sharing what children have been learning in school as well as any awards gained.

LEARNING JOURNEY

Foundation subjects of the National Curriculum will be separately identified. However, a thematic approach has been adopted so that children are encouraged to see natural cross-curricular links. Your child's class teacher can provide you with detailed information regarding their curriculum. In



Short Heath Junior School Prospectus

addition, children have the opportunity to learn swimming, develop personal social skills and knowledge and experience a wide range of creative activities.

‘Learning Journey’ Curriculum Drivers:

- Engagement and enjoyment
- Social, moral, spiritual and cultural wellbeing
- Active learning

Family Learning Project Projects are set at the beginning of each term and relate to the ‘Learning Journey’ that the children are currently experiencing. Families are given the title of the Learning Journey and some ideas and suggestions but are very much encouraged to be creative and imaginative. The projects may combine many different skills and cover different curriculum areas such as art, writing, research and design. Projects will be set at the start of a term and handed in during the second half term ready for a class sharing event.

HOMEWORK

Homework provides an important link between home and school, encouraging parents to actively engage with their child’s learning, as well as preparing them for secondary school. As such, we set weekly homework tasks during term time that reinforce and build on what children learn in lessons. We very much hope that parents support their child with these tasks.

RELIGIOUS EDUCATION

The RE syllabus used at Short Heath Junior School follows the Walsall Agreed Syllabus created by SACRE. Religious Education at Short Heath Junior School is provided in line with and meets statutory requirements. The programme reflects the teaching and practices of all principal religious traditions represented in Great Britain. We celebrate a diverse range of religious festivals and pupils are encouraged to understand the significance of these major festivals. RE makes a significant contribution to children’s knowledge and understanding of the world and their personal and social and spiritual development. At our school RE is expressed in age appropriate outcomes. Specifically, pupils are taught to know about and understand religions and world views, to make connections between different features of the religions and world views they study, discovering more about celebrations, worship, pilgrimages and the rituals which mark important points in life to reflect thoughtfully on their ideas.

You have the right to withdraw your child from R.E. and Collective Worship assemblies on religious grounds, but you will need to discuss the matter with the Executive Headteacher or the Head of School before making a final decision. There may be times that we visit a place of worship as part of our religious studies and, unless you have previously formally withdrawn your child from the whole of the R.E. syllabus on religious grounds, all children are expected to join in the visit. We feel it is important that children know about and understand the beliefs of others and they always have a great time.

ASSEMBLIES

As required by law, we hold a daily act of collective worship during our assemblies. Children are always given the option of joining in the act of worship and parents/carers may, of course, withdraw their child providing they notify the school in writing of their decision. During the assemblies we tackle a range of topics, including PSHE and aspects of R.E in an objective manner. Assemblies also



Short Heath Junior School Prospectus

focus on our school values and using our growth mindset. We also have a weekly singing assembly and a weekly Sharing Assembly. Celebration Assemblies take place at the end of every term. A range of visitors from the community, and further afield, come in to take assemblies from time to time. We are fortunate that our local faith leader sometimes leads Collective Worship, thus ensuring continuity between Rosedale C of E Infant School and Short Heath Junior School. Our collective worship usually includes our Federation Prayer.

Federation Prayer

Thank you, God, for our family of schools.

Thank you for all the memories we share.

Thank you for the different gifts and talents we have.

Guide us to help and respect each other.

Help us to learn and grow together as a Federation.

Amen

BRITISH VALUES

We expect all our pupils to understand that all people living in England are subject to its law, regardless of their own personal viewpoint. Pupils, staff and members of the school community are encouraged to show respect and tolerance for different faiths, races and cultures. To promote the fundamental British Values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs, we have a broad curriculum that allows children to become rounded individuals. We promote British Values by:

- Enabling pupils to develop their self-knowledge, self-esteem and self-confidence
- Enabling pupils to distinguish right from wrong and to respect the civil and criminal law of England
- Encouraging pupils to accept responsibility for their behaviour, show initiative, and to understand how they can contribute positively to the lives of those living and working in the locality of the school and to society more widely
- Enabling pupils to acquire a broad general knowledge of and respect for public institutions and services in England
- Encouraging pupils to demonstrate tolerance and harmony of different cultural traditions by ensuring they appreciate and respect their own and others' cultures
- Encouraging respect for other people and their opinions
- Encourage respect for democracy and support for participation in democratic processes

HUMANITIES (HISTORY AND GEOGRAPHY)

In history, pupils learn about people, events and places from recent and more distant times. They study change and continuity in the British Isles and other parts of the world from a variety of perspectives including political, economic, technological, scientific, social, religious and cultural. They are taught study skills to enable them to increase their knowledge and understanding. They are also encouraged to understand that historical events are often recorded subjectively and, therefore, sources need to be analysed for accuracy. In geography, we aim to teach pupils about their own locality, Britain and the wider world. We help children to appreciate and understand the variations



Short Heath Junior School Prospectus

between different localities and cultures. We teach them to realise the impact that human activities can have on the landscape. Pupils also learn basic mapping skills.

MUSIC

All pupils experience music as an integral part of their school curriculum along with assembly singing to promote the feeling of community and whole school worship. Singing, music and celebrations go hand in hand to help children celebrate British values and enjoy the festivals of many cultures.

The education of music in school is underpinned by Charanga, a multimedia resource lead by the National Curriculum, and enhanced using a range of computing techniques and the learning of the recorder, glockenspiel and ukulele as well as percussion instruments. As a school we love to sing, and our choir have taken part in many singing events and delighted the local community with carol singing and concerts. We also have Rock Steady teach music through electric guitar, drums and keyboard - Rock Steady are peripatetic music teachers providing private tuition.

PHYSICAL EDUCATION

P.E. in the junior school is highly valued and our school hall is fully equipped for a wide range of physical activities. Pupils go swimming regularly in academic years 3, 4 and 5. A variety of sports are pursued in extra-curricular activities. No child will be excused from PE or swimming unless a written request is sent by parents giving a full explanation of why such exclusion is necessary. As physical activity forms part of the statutory curriculum no child will be allowed persistent exclusion from these activities unless a medical certificate is received from their doctor. It is parent's responsibility to ensure their child has their PE kit with them to take part in PE lessons. This should be in a pump bag due to storage in school.

MODERN FOREIGN LANGUAGES

MFL is now a much bigger priority in the new curriculum. We teach it as French from year 3 to allow children to move from learning simple words to building paragraphs – for speaking, listening, reading and writing as well as developing an understanding of foreign cultures.

ART / DESIGN

Art is taught in each year group, children may be asked to bring in an old shirt to wear to protect their uniform when doing certain Art/Design activities. Most of the units taught in Art /Design are linked to other curriculum topics that are being studied, for example a History unit of work or an English unit of work, as well as being linked to festivals and events that are happening throughout the year. Each year group also has specific artists to study as part of the Art curriculum, where they will look at a biography about that artist and create work based on the work of that artist. The Art curriculum is split into two sections: The Processes, which include: drawing, collage, painting, printing, digital media and 3D modelling. The visual elements, which include: Line and shape, tone, texture, colour, pattern and 3D form. To find out what topics and skills your child will be covering in Art, please see the Art section of the school website. In D & T, pupils investigate a need or respond to an opportunity to make or modify something. As well as constructing items from a range of materials and using a range of tools, pupils are expected to plan and evaluate their work. Although a subject in its own right, D & T requires children to use skills, knowledge and understanding gained in other curriculum areas.



Short Heath Junior School Prospectus

SEX & RELATIONSHIPS EDUCATION [S.R.E.]

We have a Sex and Relationships Education [SRE] Policy agreed by the Governors. It covers relationships between individuals and groups of people and encourages warm, caring and respectful dealings with others. It also focuses on 'keeping yourself safe' in several situations include online safety such as sexting. In Y5 and Y6, SRE is closely linked to the National Curriculum for Science. In Y5, the focus of SRE is on health and hygiene. In Y6, some of this ground will be covered again in greater depth together with the bodily changes of puberty; the children may also be taught about conception, childbirth, sexual orientation and gender. You will be informed when these sessions take place and have the right to withdraw your child from these lessons but are asked to discuss the matter with us before making a final decision. You can rest assured that the information will be covered in an understanding and sensitive way, appropriate to the age of the child.

PPA (PLANNING, PREPARATION AND ASSESSMENT)

In line with statutory government legislation, all members of the teaching staff must receive 10% of the teaching timetable as non-contact time for planning, preparation and assessment. Classes within each year group are taught by specialist teachers or instructors during this time. At present, these lessons are Religious Education and PSHE.

PROFESSIONAL DEVELOPMENT OF STAFF

All staff, teaching and non-teaching, undertake professional development based on the needs of the school and the needs of individuals or groups. Pupils' learning is enhanced considerably by this training and every effort is made to avoid any disruption to the normal timetable. However, there are times when supply staff or other members of our existing staff must be used to cover a class. We expect pupils to accord the same respect to these teachers as they do to their regular teacher. In such situations, where possible, the class teacher will have planned the lesson for the supply teacher in advance.

PERSONAL EQUIPMENT

Pupils will be provided with all equipment needed to fulfil the curriculum. Please don't send children with any pencil cases or additional stationery items. In all year groups pupils will write in pencil, only as their handwriting improves and they will use junior handwriting pens. Children should bring a book bag for their reading books and diary, a pump bag for PE kits and their water bottle.

UNIFORM

We expect all children to wear school uniform. This helps everyone to feel they belong to a community of people, sharing the same values and living by the same rules.

PLEASE ENSURE THAT ALL CLOTHING IS CLEARLY NAMED!

We cannot be held responsible for items of clothes that go missing in school, children are encouraged to be responsible for their own belongings.

School uniform can now be purchased from Clive Marks and Willenhall market. You may also purchase the basic uniform without the logo from most chain stores.

Our uniform consists of:

- White shirt – long or short sleeves (not a polo shirt)



Short Heath Junior School Prospectus

- School tie (not with string and not a clip-on tie)
- Burgundy V-neck jumper/cardigan with our school logo
- Grey/charcoal long or short trousers
- Grey/charcoal skirt/pinafore dress
- Red and white check dress (summer)
- Grey/charcoal shorts (summer)
- ‘Sensible’ school shoes NOT trainers (e.g. black Nike/Adidas/Puma etc trainers are unacceptable)

Shoes must not have heels or platforms. In the summer, sturdy sandals may be worn, but, in the interests of safety, not flip flops or backless fashion sandals.

Children must change for all forms of physical activity. Specialist sportswear isn’t necessary, but they will need: -

- Plain black pumps for indoor wear
- Trainers for outdoor games
- Plain black/navy shorts
- House colour t-shirt
- A warm top or tracksuit for cold weather.

Indoor gymnastics will be in bare feet for safety and health

Swimming costume or trunks, swimming cap and a towel for pupils in year 4, 5 and year 6.

We recommend a school backpack and not a big bag as space in cloakrooms is limited. A watch is permitted as are small stud earrings. All jewellery must be removed for PE lessons. In the interests of smartness, safety and hygiene, medium length and long hair should be always be tied back, preferably with bobbles and bands in school colours. We would also like to remind you that extreme styles of dress or hairstyles, such as contrasting lengths and/or hair dye are not appropriate for school and nail varnish, body tattoos or transfers and body piercing are inappropriate for junior pupils during school time.

We have swap boxes in school where you can donate clean clothes that are too small or unused and swap for bigger clothes that can be reused. Bring in your old, clean clothes and put them in the boxes in the reception area.

LOST PROPERTY

We do not take responsibility for any jewellery, money or personal property brought to school. Children will be asked to remove it and/or take responsibility for keeping it safe. If a child unavoidably must bring a substantial amount of money to school, s/he should give it to the class teacher who will pass it to the school office. It will then be kept in the safe until 3.20.

Children should only need to bring a mobile phone to school if they are making their own way to or from school. In this case, a permission form will need to be signed by a parent; please label the



Short Heath Junior School Prospectus

phone with their name and they can take it to the school office during the day. Children can collect their phone from the office after the end of the school day.

All named items are immediately returned to pupils. Unnamed items are kept in the reception area and periodically displayed for parents. Lost property is cleared one week into each half term. Unnamed items are then retained for a further two weeks before being given to charity.

HOUSE TEAMS

When children join the school, they join one of our house teams:

Challenger, Enterprise, Endeavour and Discovery

Pupils earn house points throughout the week for good work and houses work in teams to collect the most. The team with the most points is celebrated each week in assembly and at the end of the year, the house with the most points wins the trophy. They also work in house teams and across classes for 'house mornings' which take place from time to time, and for sports day. On such occasions, we ask children to wear a t-shirt in the colour to represent their house. You will be told which house your child is in when they join the school - for children joining us from Rosedale, children are assigned a House in Y1.

PUPIL LEADERS

Our Pupil Leadership Team consists of a democratically elected member from each class as well as House Captains and Head Learners from Y6. The brief of its members is to improve school life for all pupils within the school and class representatives can act as a voice for their peers, as well as express personal opinions regarding day to day aspects of school life. They actively participate in the decision making of the school. Meetings are held on a regular basis and the minutes are shared with all pupils during class discussions.

MID-MORNING SNACKS

Breakfast - We encourage children to be healthy. Please support us in this and provide your child with a healthy breakfast before they come to school. We know their brains work best when they are fully fuelled!

Morning Snacks - The kitchen provides healthy tuck for morning break and there is also fruit available. Children should bring a maximum of £1.00 to spend on snacks or a drink at break. Children can also bring a HEALTHY snack from home. They can bring fruit, a cereal bar, a sandwich, crackers, a small chunk of cheese, a yoghurt drink and so on, *but no crisps, sweets or chocolate; chewing or bubble-gum is not allowed in school at any time.*

PACKED LUNCHES SCHOOL DINNERS & DINNER MONEY

We have a split lunchtime that follows a two-week timetable. Lower school will be first in to lunch week 1 and upper school will be first in to lunch week 2. This enables the children to have longer to eat their lunch and more space to play outside.

Any child going home for dinner should return no earlier than 1.05.

Short Heath Junior School is now cashless for Dinner Money, and we no longer accept cash or cheques for dinner money. All payments should be made using sQuid ePayments. This benefits the school as it eliminates having to count and bank cash, and it benefits the students as they will spend



Short Heath Junior School Prospectus

less time queuing and more time playing, and no longer have to carry cash to school with the risk of it getting lost or stolen. The cost of a school lunch is £2 at present and MUST be paid before your child orders it via Squid during registration. We do have a policy for school meal arrears which can be found on our website: <http://www.short-heath.walsall.sch.uk/information-for-parents/policies>

We encourage children to display good table manners and to eat the cooked meal correctly with a knife and fork. They are provided with a nutritionally balanced meal of good quality and our Pupil Leadership Team chose the menu.

Sandwiches - If you prefer, your child may bring sandwiches. We reward and praise children who bring a healthy lunchbox. We like to see protein filled sandwiches, wraps or pittas, salad, vegetables and fruit. Please only send your child with pure (additive free) fruit juice, water or milk and only in a plastic container.

Water - We ask that children bring a sports bottle full of water to school. There is fresh water available in school for when they need a top-up. Please make sure the water bottle comes home daily for cleaning and is labelled their name.

TARGETING AND ASSESSMENT

At Short Heath Junior School, we believe that assessment forms an integral part of effective teaching and learning, allowing children to achieve their full potential. Ongoing assessment is carried out as part of daily teaching practice. This is in addition to more formal methods of assessment, which include English and maths written tests, which are performed regularly throughout the year. At the end of year 6, children sit the National tests known as 'Key Stage 2 SATs'. Please see our website for the latest school and comparative national figures.

Each half term every child's progress is reviewed, and interventions are put into place if required. Before each KIT meeting a summary is sent out to parents via our online tracker, SPTO, indicating present attainment, targets and the next steps required for these to be achieved. These can then be discussed at the parent consultation, which the children are also invited to attend

REPORTING TO PARENTS

We hold termly KIT (Keeping in Touch) evenings so that, in the Autumn Term, we can discuss how well your child has settled into their new school or class, in the Spring term we discuss the progress your child is making and to share the targets we have set for your child. In July, you will be sent a comprehensive report on your child's, academic, social and behavioural progress via SPTO (a paper copy will be available upon request); a KIT session will be available shortly afterwards if you have any queries regarding your child's report. If you wish to discuss your child at times other than a KIT meeting, please do not hesitate to contact the school. Telephoning for an appointment ensures that the class teacher is available. If the matter is very urgent or of a personal nature, then do please make an appointment to see the Head of School.

BEHAVIOUR

We want Short Heath Federation to be a safe, secure and happy environment in which our children are able:

- To achieve to the best of their ability
- To give their best always
- To respect and care for everyone and their belongings



Short Heath Junior School Prospectus

- To think for themselves
- To be responsible for all they do
- To care for their school

We will not accept any behaviour that prevents this happening. We will not accept bullying, sexism, racism or behaviour that is intended to hurt or upset others.

We therefore expect that everyone in school – children, staff, parents, helpers and visitors will always show consideration and care for others.

Pupils will always be positively praised for good behaviour and encouraged to behave within the framework of the school's rules.

Our Golden Rules

We are gentle. (We don't hurt others)
We are kind and helpful. (We don't hurt anybody's feelings)
We listen. (We don't interrupt)
We are honest. (We don't cover up the truth)
We work hard. (We don't waste our own or others' time)
We look after property. (We don't waste or damage things)

Our Playground Rules

We play together, and we look after one another
We respect the grown-ups on duty
We let other children get on with their own games
We stand still when we see the signal and walk sensibly to our lines

Hall Rules for P.E.

At least two people should move each piece of apparatus
Four people to move a floor mat
Walk around the apparatus and mats
Put the apparatus back in its right place
Be Safe!

We encourage and expect all children to follow these rules!

At Short Heath Junior School, we use the 'Good to be Green' approach. If unacceptable behaviour should occur, the following continuum of strategies are employed:

- Staff stop the behaviour with a look or frown
- The child is asked which of the Golden Rules they are breaking
- There is a verbal warning related to the Golden Rules e.g.: "Name, I'm giving you a verbal warning for not being kind and helpful". (Stage 1 behaviours)
- A Yellow Warning Card will be displayed over the top of the Green card by the child.
- The child then has the chance to earn their green card back because of changing his or her behaviour and following the Golden Rules. E.g., "Well done ..., I can see you are now being kind and helpful. You can put your card back to green now.
- If the yellow card remains at the end of a session, as five-minute 'Golden Time Penalty' is incurred and this is recorded on the child's record sheet.
- If the behaviour continues, a second yellow card is issued – this is then where a red card is awarded, with the comment "Name, you have continued to break the Golden Rules, as you aren't being kind and helpful. You have two yellow cards; please change your card to a red card." This is recorded by the adult on the class behaviour record giving the date, time and reason for the Red



Short Heath Junior School Prospectus

Card (this maybe in the Class Behaviour Folder or online through SPTO – school pupil tracker online); it also means a loss of all Golden Time for the week. At this point, the child is removed to another classroom for the remainder of that lesson only. Class teachers should arrange this with a colleague in another year group. Children should NOT be sent to the other year group class.

- When a Red Card is issued a Red Letter should be sent home to parents.
- At the end of the day, any child who has received a Yellow or Red Card will lose the appropriate amount of Golden Time (5 minutes for any yellow Card and the whole session for a red card).
- Children missing any or all their Golden Time should observe their friends joining in with the activity, so that they understand the consequence of their earlier actions. A sand timer should be used, so that they watch the time drain away.

Each morning and afternoon session will start with a green – clean slate.

Any yellow or red card given will be recorded on the SPTO Behaviour file by the adult who issued the card. All pupils issued with a yellow card must take home a yellow slip and all parents of pupils that receive a red card must be contacted via telephone or letter on that day. After 3 Red Cards in a term, the Head of School will contact the parents to arrange a meeting.

At the end of each term, a letter will be sent home to inform parents about their child's behaviour. It will show the number of totally 'Green Days', the number of yellow warnings given, and the number of Red Cards given. There should be no surprises for parents. If pupils are 'Gloriously Green', an award for outstanding behaviour will be given in the End of Term Assembly and pupils will be invited to attend a 'Gloriously Green' treat event.

GROWTH MINDSET

At Short Heath Junior School, we know that pupils who have a positive attitude towards their learning will make good progress and be successful. Instilling all our pupils with 'growth mindsets' is a key priority for the school and we have introduced the theories of Dr Carol Dweck to staff, pupils and parents, embedding its ideas within our school ethos.

We want all our pupils to relish challenges, embrace their mistakes as part of the learning process, value the importance of effort, respond carefully to feedback and take inspiration from others. This will help them to achieve now and in their future lives as adults.

Key aspects of a growth mindset are:

- We celebrate making mistakes – we can learn from them
- We never give up – perseverance is the key if we are to succeed
- We learn from each other
- We don't compare ourselves with others
- We challenge ourselves and take risks
- We remember that our brains are making new connections and growing all the time.

HOME / SCHOOL AGREEMENT

We expect all parents and children to sign our Home-School Agreement, which explains clearly the role we all have in working together towards success for your child. You will receive a copy of this when your child starts at the school

CHILD PROTECTION

Child protection is an important part of our work in school. The Behaviour Policy encourages children to show respect for others and any rare bullying or racist incidents are identified and dealt



Short Heath Junior School Prospectus

with. Parents are expected to help children to behave in non-violent and non-abusive ways. Stringent procedures are followed to check the suitability of anyone working with children. If it is ever necessary to use positive handling to prevent children hurting themselves or others; stringent guidelines will be followed, according to our policy, and parents will be informed.

If school has concerns about a child regarding possible injury, abuse or neglect, we are legally obliged to report it. If we need to refer a matter to Children's Services for more expert investigation, we will always try to tell you first – but there are times we may be asked not to. It is important that you understand we are following our legal obligations in what we feel are the best interests of the child. We also want to maintain a positive relationship with you so that we can work together for the good of your child.

SAFEGUARDING

All adults who work at Short Heath Federation are committed and dedicated to safeguarding every pupil who attends; our first concern must be for the pupil's welfare in all its aspects and therefore there may be occasions when we must consult other agencies, particularly in relation to Child Protection/Abuse concerns.

What is Safeguarding?

- protecting children and young adults from abuse and neglect
- ensuring children and young adults are healthy and able to develop
- providing safe and effective care
- providing opportunities for children and young adults to have the best chances in adult life

The procedures we must follow (are statutory and) have been laid down by Walsall Safeguarding Children's Board and through Keeping Children Safe in Education. The Head of School is the Designated Officer for child protection. The Assistant Headteacher is the deputy Designated Officer. Overall responsibility for safeguarding across the federation is taken by the Executive Headteacher.

HEALTH AND SAFETY

Health and Safety is the responsibility of everyone in the school. All perceived hazards should be reported immediately to the Site Manager or a member of the FLT in his absence.

Guidance on the fire evacuation - These are indicated by the continuous ringing of the fire alarm. Staff will lead pupils to evacuate the building as instructed in procedures for leaving the school and amassing at assembly points on the playground. Visitors will be directed to the assembly point by a fire marshal.

VISITORS TO SCHOOL

Please use the main entrance when visiting the school during the day and if you are coming into school, you will be asked to sign in and out and wear a visitor's badge. You are also asked not to use the car park to avoid the risk of accidents to children. If you wish to see a teacher, we ask you to make an appointment at reception before or after school. If you feel your concern doesn't really warrant seeing the teacher, a Family Support Advisor is available to deal with minor queries and concerns. In addition to all the above, the teachers come out on to the playground with the pupils at the end of the afternoon and it is possible to have a word with them then, although they are primarily there to make sure all children leave school safely. Any regular visitors to the school who work with the children are subject to a DRB check. This is to help us ensure the highest level of



Short Heath Junior School Prospectus

safety. 'One off' visitors are not allowed to work in a one-to-one situation with children unless they are under the close supervision of a teacher.

COMMUNICATION

Website - This holds a wealth of up to date information. Our twitter feed is on the home page as is our calendar - <http://www.short-heath.walsall.sch.uk/>

Twitter - Regularly updated with news, events and celebrations of learning in school. You can follow us on @ Short_Heath_JS

MarvellousMe - MarvellousMe is a downloadable app that tells you about the wonderful things that your child is learning and pings you when they've been praised for good work, a great character skill, or received school rewards. It makes you smile, feel proud, and inspires better home learning support and encouragement. Plus, it helps you to stay on top of homework, events and other school tasks. MarvellousMe is free for parents - all you need is a join code, from school, to get started. You'll get exciting alerts if you use it on your smartphone or tablet and even though you can't message back, you can send Hi5s, thanking teachers and recognising your child's success.

Text Message - ParentPay enables the school to send important communications to parents/carers. Please note the following:

Normal SMS / Text Messages - We often keep parents/carers informed of pupils' education and school events taking place via SMS messages and emails to parents/carers. The school requires verifiable consent from parents/carers for non-urgent communication via SMS/email. To benefit from SMS messages from the school, the parent/carer needs to activate their ParentPay account, accept the ParentPay terms and conditions, and configure their ParentPay 'profile' with a personal mobile phone number. Please see the guidance on www.parentpay.com for details. **It is the parent/carer's responsibility to ensure that the school has a correct/current mobile phone number.**

Letters - As much as we can, we aim to send home paperless letters. For this to be successful we need to ensure we have your up to date email address. Where we need a written response from you, such as a signature, we will send home a paper copy when requested. Letters are handed out to children at the end of the day, usually as they are leaving the classroom to go home - please keep checking your child's bag and ask them to check their drawer in school too if you do not have a letter. We encourage children to be responsible for their property - this includes letters. Copies are added to our website too - <http://www.short-heath.walsall.sch.uk/information-for-parents/federation-newsletters>

A fortnightly newsletter is issued via ParentPay, which contains a range of information about past and upcoming events, including key diary dates. These, along with other key information, are uploaded regularly on our school website. Amongst other things posted, the website includes policies, guidance, curriculum planning and gallery photos of key events. Each class also has a website page that is updated regularly with photos of children's learning in action and information about what work they have been doing.

For urgent communication we will telephone the identified first contact parent/carer on our system and then the second and so on.

In the interest of your child, please ensure that we have your most recent contact information and that you notify us of any changes immediately.



Short Heath Junior School Prospectus

PARENTAL HELP

How to get more involved:

- Support your child with homework
- Stand for election as a parent governor
- Attend Parent Council meeting
- Attend workshops, assemblies and events in school

Anyone who has direct contact with children in school may be required to undertake official checking with the Disclosure and Barring Service – this takes a few weeks. Relevant information on this process can be obtained from the school office.

Short Heath welcomes parents into school to help in various ways, such as listening to children read, working with small groups of children or helping to develop new skills in Golden Time. If you want to help or have any special skills you think might be useful then please contact the Executive Headteacher or Head of school - offers gratefully received! We will ask you to agree to a DRB check if you volunteer.

Out-of-school Clubs & Activities - A variety of clubs and activities take place during the lunch break and after school. Activities vary according to the time of year and staff availability. Most, but not all, of the clubs have a sports focus, so if you have a creative skill, such as cooking, craft skills or gardening and would like to run a club or help in Golden Time, please get in touch!

EQUAL OPPORTUNITIES

All members of our school community are valued equally. Pupils will receive their entitlement to access the curriculum in full in ways that consider their starting point, irrespective of gender, ethnic background, age or disability. Pupil Premium funding allocated by the Government to address inequalities between pupils currently or previously eligible for free school meals is used to help close any attainment gap between these groups of pupils. Information about how this funding is used is published on our website.

EQUALITY

To promote the highest possible standards, we strive for equality in everything we do. Our Equality and Community Cohesion Policy is available to view in the school office and on our website, setting out the framework by which we endeavour to eliminate unlawful discrimination and harassment, promote equality of opportunity, good relationships and positive attitudes between people of diverse backgrounds. This policy, which can also be found on our website, also sets out our equality objectives. We actively promote British Values in our school through a variety of planned activities.

CHARGING FOR SCHOOL ACTIVITIES

The principal of DES Circular 2/89 and the Local Authority Guidelines on charging for school activities are adopted. It is recognised that education provided by any maintained school should be free of charge if it takes place wholly or mainly during school hours. To offer pupils as wide and varied a range of educational experiences as possible, and to release limited resources from the school budget for other purposes, parents may from time to time be invited to make voluntary contributions towards:

- The financial costs of educational visits



Short Heath Junior School Prospectus

- The maintenance of school funds
- The financial cost of specialist craft materials
- The cost of providing special events such as historical days
- The provision of minor items

Whenever such donations are invited, it will be made clear that all contributions are voluntary. Staff will ensure that no child is excluded from an activity or discriminated against in any way if parents are unable to or prefer not to contribute in this manner. Every effort will be made to minimise the cost of any such initiative and to ensure that proper accounts are available. We do not wish to set a limit on the number of such initiatives, which arise naturally for valid educational reasons. Staff will, however, make every effort to ensure that parents both receive adequate notice before requests and that they do not become either individually or cumulatively excessive. If pupils are involved in acts of deliberate or irresponsible vandalism resulting in loss of or damage to school property, the Governors retain the option to approach parents or guardians for appropriate remuneration of costs for repair or replacement.

DATA PROTECTION

The school has been working to ensure that all its practices relating to data protection are compliant with the new laws, this has included:

- Conducting a self-assessment of readiness for GDPR.
- Reviewing all documentation from Gov.UK, ICO, IRMS Toolkit.
- Completion of an in-depth audit of all data processing in the school.
- Attendance at training for GDPR readiness.
- Reissue of letters for photography of children.
- Reissue of Privacy Notices for anyone associated with the school.
- Regular meetings to work through the 12 steps to the GDPR.
- Information for staff, governors and parents in letters, school brochure and newsletters.
- Review of contracts with our suppliers.
- Requests of privacy notices from all our IT providers, e.g. SPTO, Marvellous Me, ParentPay, Squid etc,
- Review of policies i.e.: Data Protection and Freedom of Information

Details of our Freedom of Information Policy can be found on our website or via the school office. Data concerning your child is transferred electronically from their previous school. On admission we will issue you with a data collection sheet from which we update these records. Although we will regularly send checking sheets to you please notify school immediately if you are aware of any changes – particularly to contact numbers.

TEXT messaging - Our School operates the school gateway which is a system for the automated transmission of text, email or electronic telephone messages to parents. Please sign up for this messaging service as soon as possible. If you experience any difficulties, please contact the school office.

Pupil Names - Pupils must be registered on their academic record with their legal name as shown on their birth certificate. This name cannot be changed except when a legal name change document is shown to school. A copy of this document will be made and retained with the record. During day to day life in school, however, teachers wish to address pupils in their preferred manner which may



Short Heath Junior School Prospectus

involve the use of common usage names (recorded as known as....) or shortened familiar versions of a first name.

COMPLAINTS PROCEDURE

Any complaints should be raised in a calm manner, mindful of the fact that we are a school and that children are likely to be in earshot. Any matter of concern should first be dealt with informally at school by being brought to the Executive Headteacher or the Head of School. If the matter is not resolved, it should then be taken to the Chair of Governors, using the appropriate form, before proceeding to the Local Authority. This follows the advice which will be given to you by the Local Authority if you contact them first rather than following the standard procedures. A copy of our Complaints Procedure is available from the school office or on our website.

FURTHER INFORMATION ABOUT SPECIFIC MATTERS

If any of this information is unclear, or if we have missed out anything that you feel you need to know, please do not hesitate to ask any senior leader or current member of staff; we are all here to help. Please do not feel any question is too trivial. What you tell or ask us will enable us to improve this Handbook for future families. Detailed information on the following can be obtained on request from the school office during normal school hours:

- Term time dates and absence
- Admissions
- Transferring to Secondary School
- Special Educational Needs and Disability Local Offer
- Policies including: Behaviour and Anti-Bullying, Homework, Sex Education Policy
- Supporting Children Medical Conditions Policy
- Privacy Notice