

Shirestone Academy

Shirestone Road

Tile Cross

Birmingham

B33 0DH

Tel: 0121 675 4686



School Prospectus

2017 - 2018

A message from the Principal

Welcome to Shirestone Academy, a member of The Elliot Foundation Academy Trust and thank you for choosing us as your choice of school through your child's primary education.

Shirestone Academy is a successful and continually improving one form entry school. Including our Nursery we have about 240 pupils from a range of backgrounds. We are an inclusive school that seeks to provide the best possible opportunities for all pupils.

We deliver our curriculum through a creative and thinking skills approach to topic based work. Pupils benefit from Music Tuition, a successful toast club and a host of extra curriculum activities within the school day. We have Quality Mark 2007, 2011 for our school's standards in English, Maths, Science and ICT and 2017.

We have a thriving Parent community who volunteer to support our children on a host of projects including Family Learning. We also have a very active music department with children able to learn to play a variety of instruments. Our Academy Choir are often invited to sing at a variety of venues including the Town Hall.

We foster partnerships with a whole spectrum of organisations including Progressive Sports, King Edwards IV and local schools in North Solihull as well as the local area.

We take part in the singing playgrounds project which sees our Choir working with about twenty other schools across the local area.

We value the writing that the children produce and therefore part of the pobble platform.

We hope our Prospectus answers all of the questions you may have; if it doesn't please come and ask a member of staff.

Welcome to Shirestone Academy, where we aim high, challenge ourselves and our thinking and exceed our expectations. We look forward to working with you.

Information about the School

Shirestone Academy is a 3- 11 years Primary School and a member of The Elliot Foundation Academy Trust.

It has a 26 full time Nursery class (Monday - Friday)

It is a one-form entry school with places for 30 children in each year group. (ages 4 - 11 Reception to Year 6) year 4 (60 places)

Chair of the Local Governing Body Diane Ford

Principal Nadeem Bahir

Most Recent Ofsted May 2014 - OUTSTANDING

Copies of the report are available on the Ofsted website at www.ofsted.gov.uk

About Our Academy

We are a school on the East side of Birmingham. We converted to Academy status in November 2012 having foreseen the huge opportunity provided to us by becoming a sponsored Academy. The Academy is sponsored by The Elliot Foundation Academy Trust (www.elliottfoundation.co.uk). Shirestone was the first school to sign up to The Elliot Foundation and at the time of writing the Trust now has 23 Schools. We are very proud to be at the forefront of this innovation in education and are moving forwards with our sponsor.

In school we work closely together to provide a rich educational environment, which values the positive aspects of living in the culturally vibrant city of Birmingham. On our site we offer:

Foundation	3 - 5 years old
Key Stage 1	5 - 7 years old
Key Stage 2	7 - 11 years old

Our prospectus gives you some detailed information about our school. How the school is organised, what we teach and it will give you some ideas about how you can support your child's education.

We positively encourage parents to come and visit the school prior to choosing to send your child to our school. We are confident that you will like what you see and be impressed by the behaviour of the children, the commitment of the staff and the welcoming aspect of the school.

The Governors of Shirestone Academy

The Governing Body is the Board of Directors of The Elliot Foundation but in order to support the school and hold it to account there is a Local Governing Body who act on behalf of The Elliot Foundation. This Local Governing Body or LGB meets at least once per term.

The Governors of our school are:

Diane Ford	Chair of LGB and Elliott and Community Governor
Nadeem Bashir	Principal Vice Chair and Elliott Foundation Governor (with responsibility for Safeguarding)
Tracey Williams	Elliott Foundation Governor
Tina Horrocks	Staff Governor
Tracey Yates	Health & Safety
Pat Clarke-Dixon	Community Governor & Safeguarding
Jenny Kavanagh	SEND
Michelle Cotterill	Elliott Foundation Governor (HR)
Jenny Steckles	Clerk

How to Join Us

Nursery

The children generally start in September between their 3rd and 4th birthday. We recommend that you register after your child's 2nd birthday as demand can exceed the number of places.

If your child attends Nursery it does not automatically guarantee a place in Reception Class. All places are allocated according to LA criteria outlined below.

Reception

In Birmingham children are admitted to Reception classes at the start of the academic year in which they reach 5 years old. The LA will send a form for you to fill in requesting the school of your choice.

The criteria for admission are as follows:

- Children with Statements of Special Educational Needs who have been identified as needing to attend specific schools with units to accommodate them.

- Children with brothers or sisters already at the school and who will still be attending when the younger child starts school themselves.
- Children who live nearest the school.

Admission at any other time

Parents seeking entry for their child to school at any other stage between Reception and Year 6 should contact the school directly. If there is a space you will be asked to complete a form which must be returned to the Academy. The transfer will be arranged by the Academy. An appointment will be arranged to meet the Principal and Pastoral manager to discuss the move.

Waiting Lists

At any time the school may not be able to offer a place to your child because we are oversubscribed. If this is the case children's names will be put on a waiting list, which again will operate in accordance with LA Admissions Criteria and managed by Admissions and Appeals.

Appeals Procedure

Parents have the right to appeal against any decision made when we have not been able to offer you a place. Parents wishing to appeal against a decision should write or telephone the LEA Admission and Appeals Section at:

Admission and Appeals Section (Primary)
Council House Extension
Margaret Street
Birmingham
B3 3BU

Tel: 0121 675 0555

Shirestone Academy

In trying to achieve the above we strive:

- To provide a happy and secure environment in which young people can build the foundations of lifelong learning and develop into balanced and mature pupils.
- To promote the highest possible standards of achievement and the development of pupils' full potential.
- To develop as an inclusive school, fostering positive attitudes to learning and behaviour and developing pupils' skills in teamwork and independence.

- To involve parents, governors and the community in the learning process, emphasising the importance of good attendance, the home-school partnership and the community curriculum.
- To respect other people, their beliefs and their culture.
- To support all staff in their personal and professional development for the benefit of the school as a whole.
- To give pupils and staff opportunities to share their cultural background with the whole school community, building self-esteem and the confidence to hold to personal, moral and spiritual values.
- To respect and care for the school buildings and grounds and the property of others.
- To ensure equality of opportunity for all pupils and staff, taking into account their gender, ethnicity, religion and ability.
- To be a forward-looking school, prepared to embrace new ideas and to work within networks of other schools and agencies to promote high standards.

Our Vision

We aim to become a centre of excellence in Tile Cross where all the children will have the highest expectations of themselves, both in their work, achievements and behaviour. This will be reflected in the commitment of staff, governors and parents who work with the pupils and in the school to achieve its aims.

We will continue to improve our environment internally and externally so that we reflect the pride, which we have in our school and the value we place on ourselves.

The Academy will continue to develop its links with the local community and the city. We will take advantage of all the facilities and opportunities that our thriving city offers. We positively encourage visitors because we are proud of our achievements and of our school.

That our parents support us in all that we do because they believe in the fairness and listening ethos that the school is creating.

Our Academy will continue to improve because we have a commitment to hard work and we believe that everything is possible.

School Jargon Simplified!

Early Years Foundation Stage (ages 3 - 5) - Sometimes called 'EYFS' for short. These are Nursery and Reception classes.

Key Stage 1 (ages 5 - 7) - Use to be called the infant classes. Years 1 and 2.

Key Stage 2 (ages 7 - 11) - Use to be called the junior classes. Years 3- 6

Assessment in Early Years

This is carried out informally with Reception children in the Foundation Stage throughout the year. It is done mainly through observation and talking with the children. No formal written tests are given. Developmental Matters and Early Goals are the standards against which children are measured.

SATs

These are National tests done at the end of Year 6 - Key Stage 2. The results are reported to parents.

Formal Summative Teacher Assessments are reported to parents and the DFE at the end of Year 2 - replacing the old KS1 SATs Over the past two years Shirestone Academy has scored above the National Average at the end of KS2. 70Y in 2016, 77Y into 2017.

Year One Phonics Check

A phonics check is carried out for pupils in Year 1. Children will be asked to read 40 words some of which will be real words and some that will be made up words. The check can be carried out by an adult the children are used to working with. The check usually happens in June. Over the past two year the phonic check result have been 87Y. 2016, 83Y. 2017

SENDCo

The Special Educational Needs and Disability Co-ordinator is responsible for ensuring the needs of all children with identified special needs are met. This includes children who are considered to be gifted and talented. Our SENDCO is Mrs Ballenger.

Organisation of Learning

Our school is 1 form entry. This means that we admit 30 pupils per year group from Reception onwards. In nursery we can only have a maximum of 26 Full time

Foundation Stage

Nursery

This single class is staffed by 1 teacher and 2 teaching assistants. Students from local colleges who undergo training also assist in improving the learning of children in this class. The children work in small groups and are encouraged to develop social skills, speaking and listening skills and all aspects of the Foundation Stage Curriculum.

Reception

This is staffed by 1 teacher and 1 teaching assistant. Similarly to the nursery the children frequently work in small groups at a wide variety of activities designed for the learning needs of the pupils.

Key Stage 1

Years 1 & 2

Both classes have 1 teacher and 1 Teaching Assistant although the children work increasingly as a whole class, especially in Year 2. At the time of writing children are taught using the National Literacy and Numeracy strategies as well as the key skills in the rest of the national curriculum subjects. The review of the curriculum is resulting in changes in when certain ideas are being taught. During this academic year all schools are being given the opportunity to develop their curriculum in order to be ready to implement the changes in 2014. As an Academy we are not bound to teach the National Curriculum. On-going assessment happens throughout the year. This practice enables us to track each child's progress and to talk to parents about the successes and about any concerns we may have. By working together we can help ensure each child reaches their potential.

Key Stage 2

Years 3 - 6

The children are taught by their own class teacher and teaching assistants allocated for additional support as and when needed. The children have a balance between whole class and group teaching. Every class is taught using the National Curriculum although as mentioned above the curriculum is due to change in September 2014 and as an Academy we are able to exercise a lot more freedom in what we teach and how we teach it than state run schools. On-going assessment happens throughout the year. This practice enables us to track each child's progress and to talk to parents

about the successes and about any concerns we may have. By working together we can help ensure each child reaches their potential.

Every teacher is entitled to 10% Planning, Preparation and Assessment time (PPA). School plans for this by using existing members of staff to ensure continuity in your child's learning. Occasionally a teacher may be ill. Wherever possible our highly qualified Teaching Assistants are used to cover staff absence or alternatively staff from an agency may be employed. All adults coming onto the school site to work with our children have undergone a DBS check.

Governors' Curriculum Statement

Education is a lifelong process... all of us, children, parents; teachers, governors and the community are involved in Education.

At Shirestone we believe that learning is a life-long process that enables us all to play a full part in the development of our society, to contribute to it and benefit from it. It is an active and exciting process rather than passive and one in which we strive to provide the best start for the next generation.

At Shirestone we subscribe to the philosophy that all children have the entitlement to:

- Equality of opportunity, contribution and respect
- A curriculum that recognises the individuality and special needs of each child
- A curriculum that provides continuity and progression through well organised learning activities
- A curriculum that involves children within the learning process
- A school where all pupils and parents have the highest regard for respect and achievement

The child is at the heart of the education process because the curriculum exists to enable each child to secure maximum benefits from education.

We believe and subscribe to this and we organise our curriculum accordingly:

- Through 24 terms, which have progression and rigour underpinning the expectations
- It is organised in broadly based themes, but some subjects stand-alone where it is appropriate.
- Enriched by visits to and from the local community and wider area.
- A variety of teaching styles and organised through whole class, grouped, paired or individualised learning situations
- Expectations and content are shared and communicated to parents. The curriculum is planned, monitored and progress recorded.

- The progress of individual pupils is reviewed with the pupils themselves and their parents regularly.

The quality and content is revised regularly to seek continual improvement and taking account of current initiatives both national and local. All year groups have re-organised their curriculum to reflect the new drive for creativity with ever increasing the opportunities for pupils to make cross-curricular links with their work.

At Shirestone Academy we have highly committed staff that are innovative and respond to the needs of the children. We provide a relevant and differentiated curriculum and are continually striving to raise standards. We believe that this strong curriculum responds to and meets the needs of our children and the community in which they live.

Nursery and Reception

The EYFS Profile summarises and describes children's attainment at the end of the EYFS. It is based on on-going observation and assessment in the three prime and four specific areas of learning, and the three characteristics of effective learning, set out below:

The prime areas of learning:

- communication and language
- physical development
- personal, social and emotional development

The specific areas of learning:

- literacy
- mathematics
- understanding the world
- expressive arts and design

Characteristics of effective learning:

- playing and exploring
- active learning
- creating and thinking

The experiences that we provide encourage children to develop:

- 1) Self-esteem
- 2) Independence
- 3) An enthusiasm for learning

We also have outdoor classrooms which reflect learning within the indoor classroom and the children will go out whatever the weather. We provide appropriate clothing to suit these experiences. We work through the principle of

Forest School which supports and develops the use of the outside as a resource for children's learning.

Learning in Key Stages 1 & 2 (Infants & Juniors)

Their learning covers all of the National Curriculum Areas:

Mathematics; English; Science; Computing; History, Geography; Art; Music; Design Technology; P.E (*including dance, gymnastics, games, outdoor activities and swimming*); Drama; RE; Citizenship, PATHs. Not all subjects are taught every week, we block some subjects over a half term to make the cross-curricular links that help to make the learning stimulating and exciting for the pupils. A copy of the curriculum covered is sent home to parents termly so that parents are aware of their children's learning in school. Many parents find it helpful to support them at home knowing books to get from the library and increasingly using the Internet for research.

Organisation in Years 1-6

The children begin most sessions with a whole class introduction. They then move into small groups, pairs or individual working situations for the main part of the lesson. This is the opportunity for the teacher and any supporting adults to work with targeted groups or individuals. At the end of the lesson the children come back together to review what they have learned and where the next steps in learning may take them.

The Curriculum at Shirestone Academy

We plan a broad, balanced and creative curriculum for the children to study at Shirestone Academy.

Primary children learn most effectively when they are interested and stimulated at school and when this is further developed at home through the support of parents in their learning. Homework is very important as it encourages the children to share their learning experiences at home and prepare for the next day's learning.

We hold regular workshops when Parents are invited into school to work alongside their child. We also have a vibrant Volunteer network that sees a number of Parents working regularly in school supporting children with key skills. Mrs Jones and Mrs Mayes our Pastoral Team support Parents' in their own learning by arranging Parent specific workshops in a range of subjects such as literacy, Numeracy. A robust programme of Family Learning is also followed thus enabling adults and children to learn new skills and practice others alongside each other.

Health Education

Growing up, Relationships and Health Education issues are taught throughout the school and are subject linked to science in the main. The children learn about changes to their bodies as they prepare for puberty from Year 3. This is taught by class teachers with support from the School Nurse where appropriate. Before any unit of study parents and carers are invited in to school to review the content of what will be taught to your children. This will give you the opportunity to discuss any concerns you may have. The School has a Sex and Relationships Education Policy which was reviewed by The Elliott Foundation in June 2016. If you would like to see a full copy of this policy please ask at the office or visit the school website. You are entitled to withdraw your child from this if you so wish.

The school promotes a healthy lifestyle and has gained the 'Healthy School Award'. We encourage children to walk to school and to exercise as much as possible, in and outside of school. We take part in the Annual Walk to School Week. The School has also gained the Music Mark in 2017.

At Shirestone the school dinners are cooked on site and are of a high standard. The meals are constantly reviewed to keep them healthy and match the tastes of the children. Children are encouraged to have a healthy packed lunch. No fizzy pop drinks are allowed in school. Water is available for the children.

Citizenship

This again is taught throughout the school and covers matters such as building self-esteem, resisting peer pressure, saying no to strangers, saying no to anything which makes them feel uncomfortable or that they know is wrong. It also covers learning to treat others with respect and having respect for themselves. We have a 'School Council' for pupils in Years 1-6 and they are developing an understanding of leadership and responsibility in school by liaising with their peers.

Music

The school now has a strong music tradition. Every child in Year 2 and 4 learns an instrument free of charge for the whole year this includes the loan of the instrument.

Collective Worship

Collective Worship at Shirestone Academy conforms to the latest Education Reforms. It takes place daily either in class, or Whole School. The worship element

is, as required, broadly Christian but we believe that all religions are respected within this.

A wide variety of themes are offered and the reflective element is designed to enhance the spiritual and moral development of the pupils. Collectively we try to celebrate the values and achievements of both the school and the community.

Parents may withdraw their children from collective worship should they wish to do so. In such cases children will be asked to sit quietly with an adult and reflect, meditate or think about the world in which we live. Parents who do wish to remove their children should advise or supply the school with suitable material for this purpose.

Assemblies

Every week there is an SMSC assembly focus. We also have a weekly singing practice. Friday the whole school meet to celebrate achievements in all areas of school life. We encourage Parents/Carers to attend our celebration assemblies.

The School Day

The school day begins at 8.50 am promptly for all children.

The children in the Nursery and Reception classes are expected to be brought into school by an adult to the school door where a member of staff will receive them. The arrangements for collection at the end of the day are similar.

The children may come into school from 8.40am onwards. There will always be a Senior member of staff at the doors to receive the children and you may pass on any messages for their teachers. These will be written down and a copy passed to the class teacher with a record kept by the senior member of staff.

Children will not be supervised in the playground before 8.40am. We run a Before School Care from 8.00am, please ask at the office for further details.

At the end of the day all children in school are dismissed by a member of staff. Nursery is dismissed from the class room door. Rec-Year 1 are dismissed from the same door that they use in the mornings. Year 2 are dismissed from the top door leading into the playground. Years 3 are dismissed from the same door that YEAR 4E and 5 dismissed exit door they use in the mornings that leads into the playground. Year 6 are dismissed from the cabin door.

We ask parents not to come into school to collect their children, as it can become a security and fire hazard with so many people moving around the building at this time. If you wish to briefly speak to the class teacher please wait until they have dismissed their class in the playground and if it is appropriate they will then invite

you to go around to the main office to sign in when you will be invited into school for a more private discussion.

The timings of the school day are as follows:

EYFS

8.50 am school starts.
Breaktimes are flexible.
11.45 - 12.45 pm lunch
1pm- 3.00 pm school finishes

KS 1

8.50 am school starts
10.25 - 10.40 am break
12.00 pm lunchtime
1.00pm lessons start
3.05 pm school finishes

KS2 Years 3/4

8:50 am school starts
10:25 - 10:40 break
12.15 pm lunchtime
1:00 pm lessons start
3:10 pm school finishes

KS2 Years 5/6

8:50 am school starts
10:25 - 10:40 am break
12.30 pm lunchtime
1:15 pm lessons start
3:10 pm school finishes

If your child arrives late for school, they must enter school through the main entrance where you be asked to sign your child in on the screen. This will accurately log the date and time that your child has arrived late for school. It is very important that children do not miss the first minutes of each day; children frequently say that they feel self-conscious that everyone is looking at them when they come into class late. Also, the register has been taken, lateness is recorded

on this and most teachers have finished the register by 9.00 am. For security reasons, all doors must be locked to keep the children safe.

During morning break time, we run a Toast Club for children in Years 1-6. Children can purchase toast, cereal and fruit juice for small amounts of money. On Fridays we also offer a selection of food served with fruit. We ask if any money brought into school is in small change and kept in a container with the child's name clearly written on it.

Gates

The gates to the school are electric and on a timer to ensure the safety of all the children in school. The gates open at 8:30am and close at 9:15am in the morning. At the end of the school day they open at 3:00pm and close at 4:30pm. All other access to the school site is via a buzzer at the main gate to the school in Shirestone Road. There is no access via the back entrance from Midland Croft during the school day. These arrangements keep your child safe in school.

NO SMOKING - there is a no smoking policy on the whole of the school site

NO DOGS - We do not permit parents to bring dogs on to the school site.

Absences

We have to record all absences from school, as our registers are a legal document. We can record absences in two ways authorised or unauthorised. The school's current attendance target is 96.5%.

Please phone school on the morning of the first day of absence to inform us of the reason and indicate how long your child is likely to be away for.

Authorised Absence

This is when a child cannot attend school due to illness. We do ask parents to keep a child at home if they have been sick or have suffered from diarrhoea for at least 48 hours after they have finished being ill. These types of tummy bug can spread rapidly in school. Illness should be the only reason that a child does not come to school. Emergency medical and dental treatment is also permitted. Authorising an absence is at the discretion of the Principal. Frequent absences will not be authorised and we work closely with the parent to address attendance issues.

Unauthorised Absence

We have very clear guidance from the LA and DfE about what constitutes unauthorised absence. I am afraid that the guidance we receive from the DfE and

Local Authority states that 'A parent's illness is not an authorised reason for a child being absent from school'. We expect parents to have a back-up plan in case of this eventuality. If you have any difficulties please ring the office and discuss it with Mrs Jones or Mrs Mayes. Taking a child out of school for shopping, haircuts, visits to family etc. will also count as an unauthorised absence. The Government and School believe that all of these types of activities should take place after school, during school holidays or weekends.

Children who have appointments during school time should always request permission from the Principal. Doctors or dentist appointment cards should be shown, without this the absence will be treated as unauthorised.

If your child is absent from school and has attendance below 90% you will need to provide school with a medical card to authorise their attendance.

Routine check-ups at the dentist and opticians should be arranged outside school hours.

Repeated absence and lateness will result in you becoming part of schools spotlight on attendance programme. This program is designed to raise individual and whole school attendance by the swift use of legal action.

Holidays in term time - No one has the right to take their child on holiday during the school term and have it authorised. The law changed and as of September 2013 holidays will not be authorised. Parents can be fined for taking their child on holiday in term time. The Government has shortened the period of time for payment of a penalty notice issued in relation to poor attendance. The fine will be £60 per parent per child paid within 21 days and £120 if paid after 21 days but within 28 days.

Homework

Our Homework policy is currently being reviewed and the views of pupils, parents, staff and Governors are being sought. We expect that Parents and children will practise basic skills and that these activities will be appropriate to the age of the child. Reading should be practised every day at home.

Home/ School Agreement

A Home/School agreement is sent to every parent at the beginning of the school year and we ask parents to read it carefully and return it to school signed by them and their child. This sets out clearly our commitment as a school to parents and clearly says what and how parents can support their children at home. A copy of the

most recent Home/School Agreement is included in the pink sheets at the back of the prospectus.

Support for Children with Special Educational Needs and Disability

The SENDCo (Special Educational Needs and Disability Co-ordinator) advises staff and liaises with external agencies to support pupils with special needs and their parents. If you have any concerns or the teacher discusses any concerns with you as parents the SENDCo would always be informed. Special Educational Needs and Disability are met by a variety of approaches in Shirestone Academy. All pupils are taught in mainstream classes and support for pupils with learning difficulties is provided in several ways through:

- Providing differentiated work appropriate to each pupil's level of ability, often in small groups which is sometimes supported by working with an adult or independently.
- A specialised targeted programme of teaching working towards specific targets (Individual Educational Programme-IEP or Individual Behaviour Programme- IBP)
- Withdrawal, working with an identified adult or support staff from outside agencies.
- In class support by Teaching Assistants.

Reading, writing, spelling, handwriting and attitudes to learning are given particular attention.

The school has an inclusive policy and we support children who have full Statements of Special Education Needs and Disability. We do however reserve the right to review admittance of pupils to maintain a balance of needs within the classes. Each case is looked at on an individual basis and full advice from the LEA and Governors is always sought.

The school takes full account of the Special Educational Needs Code of Practice. The SENDCo reviews and monitors the assessment and needs of the individual pupil, co-ordinating the work of the staff and the work of the LEA Pupil Support Teams.

All parents of pupils with Special Educational Needs and Disability are invited to reviews of individual IBPs or IEPs on a termly basis. Parents of children considered to be at School Action will meet regularly with the class teacher while parents with children considered to be at School Action + or statement will meet regularly with class teacher and the SENDCo.

Child Protection Procedures

The welfare of each child is of paramount importance to us at Shirestone Academy. We have adopted the Elliot Foundation's Child Protection Policy and Procedures. We may involve such agencies and other groups if we have concerns over any child who attends this school. The school has five trained members of staff who deal with the child protection and safeguarding. Mr Bashir, Miss McLean, Mrs Jones, Mrs Williamson, Mrs Mayes are the school's designated senior persons.

Shirestone Academy is highly committed to promoting the welfare of children and fully recognise their responsibility under Section 157/175 of the Education act 2002 and keeping children safe in education September 2016.

At Shirestone Academy we strive to develop the whole child in order to '**bring out the best**' in all of them

Whether you are in school as a member of staff, a governor, volunteer or as a visitor; we request you follow our policies and procedures which are designed to keep everybody safe.

Please ensure that you wear your identification or visitors badge at all times whilst on the premises.

If you see any unaccompanied visitor or people acting suspiciously please report this to a member of staff

IMMEDIATELY

If at any time during your visit to Shirestone Academy you have any concerns about a child or a child discloses any information that concerns you it is **your responsibility to report this** to one of our designated child protection officers .

You may also be required to complete a Red concern form which is located in the staffroom.

If you feel a pupil is at risk or is the subject of abuse you must contact one of our designated Safeguarding Leads. It is vital to report anything that causes you concern no matter how minor it may seem.

Every bit of information is vital and forms part of the bigger picture.

You should report any of the following signs:

- **If the pupil is bruised or do they have untreated injuries?**
- **If the pupil is talking about violence at home?**

- If the pupil is acting in a way which is inappropriate for their age?
- If the child is anxious, scared or withdrawn?

If a child discloses to you

- Listen to the child
- Avoid using 'leading' or 'closed' questions
- Don't make assumptions - take what they are saying seriously.
- Never promise to keep a secret
- Stay calm and reassure the child.
- Record exactly what has been said using the child's language.
- Pass on the information to the designated person immediately.

Confidentially needs to be respected at all times. Breaches in confidentiality will be taken very seriously including communicating information through Social Networking Sites

Allegations

Any allegations should be reported to the DSL in the first instance Mrs April Jones. If the concerns are about the Principal please inform the Chair of Governors.

Access to children

When a child starts at Shirestone Academy an information form is filled in by the Parent or Guardian of the child. On this emergency contact information is requested in case of illness etc. All adults who have legal parental responsibility should be included on this form; we then assume that they have access to the child concerned. We can only prevent them from taking the child off-site if we have an official letter that legally states that they no longer have access, usually this will be through child protection issues, separation or divorce. If you have any concerns or your circumstances change please come and see Mrs Jones or Mrs Mayes who will then make the necessary changes to our information held centrally in school and inform the class teacher.

If your telephone number changes, please let the School Office know. Your child may be taken seriously ill and we will have no way of contacting you in an emergency.

School Rules

We have five whole school rules.

- Always look smart and be proud of our School Uniform.
- Show respect for people and property.
- Always treat others as we expect to be treated ourselves.
- Behave sensibly at all times of the school day.
- Always have an 'I can' attitude

The classroom has its own set of rules that the children follow to ensure that all children have a suitable environment to learn. These are displayed in every class and referred to throughout the year. Each class will have a set of e-safety rules by which they are expected to abide by to ensure they are kept safe when using the internet and digital media.

Rewards

As a school, we try to look for and praise good behaviour and hard work.

Children can earn 'House Points' which help them work as part of a team. Each child from Reception to Year 6 is allocated to a House. We endeavour to place all siblings into the same house. Each House is represented by a name and a colour. Inter school House competitions are frequently held and each House is represented and led by a House Captain and a Vice House Captain from Year 6.

The staff have their own rewards in class that they feel works within the class, such as table points or stickers and stamps which are put on to children's work.

For extra special achievements in work or behaviour over the week two children from each class are put into an achievement book and given a certificate during assembly on Fridays.

Each day the Lunchtime Supervisors award stickers to children who have demonstrated co-operative or improved behaviour, kindness or good manners to name just a few behaviours. During the weekly Celebration Assembly, a child from each class is presented with a certificate awarded by their class Lunch time Supervisor.

The reason for school rules and classroom rules is that we want every child to feel safe, secure and happy at school. Each individual child has the right to learn and achieve their potential.

Occasionally children do forget themselves and break the rules in which case we have a very clear behaviour policy.

Sanctions

In class, there is a warning sheet for the school day. When a child has broken the rules, they circle the number 1-4 by their name.

If the child breaks a rule they will first receive an informal reprimand, if this continues then they will get a verbal warning and the child will circle the warning on the sheet.

If the disruption continues the teacher will issue a second warning and the child put a further circle by their name and they have 2 minutes time out.

Three formal warnings over the day they will receive 5 minutes out.

Four formal warnings over the day they will receive 10 minutes out at a senior teacher's class and a letter will be sent to the parent/guardian.

If the child has not taken notice by this they will be sent to the Principal or Vice Principal.

In all cases the child is treated with respect and given the opportunity to discuss what has gone wrong we make every effort to reintegrate the pupil back into the class.

A warning sheet is kept as a record and if a child's behaviour continues to cause concern the Vice Principal is informed at this point and the child's parents may be asked to come into school to discuss the type of support that is appropriate for the child.

If a child or adult is physically hurt as a result of a child's actions then the parents will be informed and a formal letter recording the incident is sent home to parents. If there is a repeat of this type of extreme behaviour then it will result in fixed short term exclusion.

Repeated incidents of this type of extreme behaviour may result in a longer period of exclusion.

The final sanction that the school reserves the right to make is a permanent exclusion. This decision may be taken following repeated short term exclusions or a one of incident of extreme behaviour that has threatened

- the safety of pupils or staff
- Safe-guarding of pupils
- Is counter-productive to the efficient and safe running of the school

Every effort is made to keep incidents 'low key' and dealt with by the staff in school. If however we are very concerned about an incident or a pupil's behaviour we will make every effort to contact parents at the earliest opportunity to discuss our concerns with you.

Bullying/Use of Racist Language and Racism and Incidents Involving comments connected with Disability or Gender

All incidents connected with the above are taken very seriously at Shirestone Academy. A senior member of staff looks at all incidents on an individual basis. At all times the member of staff will keep parents informed of the outcome of the investigations. Further information can be obtained from the schools anti-bullying policy available from the school office.

Lunchtimes

At lunchtime our supervisors look after the children. The children understand that they must respect the supervisors and do as any adult working in the school asks them. Very occasionally, pupils forget their manners and do not do as they have been asked, just as in class they are:

- 1 Asked not to do it the first time
- 2 Given a warning
3. If they still refuse to do as they are asked or have been rude, the dinner supervisor will send them to the Learning Mentor who will sanction the child. If the incident is of a more serious nature then the Assistant Principal is informed and the child may miss some lunch times, to serve as a reminder and parents are informed also. If however the pattern of behaviour continues then the child will be excluded from lunchtimes for a period of time.

Parents/ Guardians Concerns

At the end of the day your child may come out to meet you and tell you about something that has happened at school that day. Please take them home and listen to what they have to say. Ask them a few basic questions such as:

Who was involved?

What happened?

What was said/done?

What was your child's part in the incident? Did they tell an adult?

Was something done/said as a result?

Once you are clear about what has happened please phone, write or come into school to speak to the Assistant Principal or Principal about your concern. We will probably ask you to leave it with us while we find out what has happened and what if any action

was taken and by whom. We will get back to you before the end of the day to clarify the situation and inform you of the actions we have taken in response to your enquiry.

If you are not happy with the way that a matter has been dealt with after all the above actions have been taken please put your concern in writing and give it to the office, marked 'FAO The Chair of Governors.' An acknowledgement of receipt will be given within 5 working days. The Governors panel will then deal with the matter.

We will report all incidents of verbal abuse towards staff, parents or pupils to the LEA and to The Elliot Foundation. Again this is a very rare occurrence at our school but action will be taken if required. The ultimate sanction would be to ban the individual from coming onto school premises even if they have a child at the school.

School Council

The school also has a school council. Members are elected from Years 1- 6, 1 boy and 1 girl in each year group. They have regular meetings where they can discuss any issues that concern the pupils and their school. It can range from the toilets, dinners, rubbish in school and improving the school environment. They do their own fund raising to raise money for projects through school discos and other such schemes. We aim to have a school where the children have a voice and take responsibility for issues that concern them. This is citizenship and democracy in practice.

School Uniform

At Shirestone Academy we have a simple and practical school uniform that we encourage children to wear:

White shirt/ polo shirt/ T-shirt

Green sweatshirt.

Grey trousers or skirt.

Black school Shoes.

No TRAINERS

Children are not allowed to wear nail varnish or nail extensions. No jewellery except for ear studs and a watch. This is on grounds of Health and Safety and also due to the school not being able to accept responsibility for the loss of any jewellery worn to school.

P.E. Kit

Plain black shorts - white T shirt/polo shirt, Black Pumps or black trainers

Tracksuits may be worn for outside P.E. in the colder winter months.

No jewellery may be worn for P.E. on Health and Safety grounds

Swimming Kit (Year 3 only)

A costume/trunks (No longer than the knee)

A towel

A waterproof bag to keep damp kit in.

Swimming hats for children with long hair are advisable.

Please remember to name all school uniform, coats and sandwich boxes.

When we have 240 children wearing similar clothes it can become difficult to reunite lost property with its owners without the name.

Medication

When your child is admitted to school you will be asked to fill out a form with details about your child's health. Most medicines can be administered outside the school day. If your child is on a short course of medicine prescribed by the doctor which means that they need a dose at lunchtime, normally we would ask you to come into school to give them the medicine, as staff cannot be held responsible for administering medicines on grounds of Health and Safety.

If your son/daughter needs drugs for a long-term medical condition, please come into school to discuss the situation with the Principal so that arrangements can be made for medical forms to be complete for administration.

The exception to these rules is the use of inhalers for asthmatic children. Usually when children are in Nursery to Year One the teacher will help them with their volumiser as the children move into Year two and Key Stage Two though we encourage them to administer their own ventolin.

If you have any queries please come in to discuss them with us.

Meals in School and Playtime Snacks

EYFS pupils are supplied with a fruit or a raw vegetable and milk, free of charge.

KS1 - are supplied with a fruit or a raw vegetable free of charge each day.

From Year 1 onwards children can purchase toast and a drink at break time.

5p per cup - a selection of juice

15p - Toast

20p - Cereal & Milk

Children may not bring any other snack e.g. crisps/chocolate/sweets or drink to school. Water is available to all children from cooled dispensers.

School Dinners

These are cooked on the premises and the children have a choice of meals. They are nutritious and balanced meals. There is always a vegetarian option and a halal option for children and some fresh fruit.

Dinner money is paid weekly on Monday mornings. We ask that parents put the money in an envelope marked with the child's name, class and amount of money enclosed. These will be collected in class and taken down to the secretary. It is important that the children learn to take responsibility for this every Monday, please put the right money in the envelope, as change cannot be given. We also ask you not to pay money directly to the secretary, as it is difficult to account for it on the registers that are with the class teachers at this time.

Free School meals are supplied to children whose parents can provide proof of one of the following:

- Income Support
- Income Based Job Seekers Allowance
- Child Tax Credit

Children can bring their own sandwiches to school. You must decide at the beginning of each half term if you want to use this option and see the secretary beforehand or put it in writing. Please do not try to change at any other time as it can affect orders for food and changes in staffing.

Children arriving at school after 9.10 am without informing school by phone before this time will not be entitled to have a meal in school. Registers close at 9.10 am and children arriving after this time will usually be marked as absent for the morning session.

Sandwiches-

We encourage parents to provide their child/ren with a healthy balanced lunch. e.g. Sandwiches/pitta/rolls with a filling or some salad, some fruit and maybe either a small packet of crisps or cake and a fruit juice drink. We do not allow the children to bring in fizzy drinks.

School Fund

Early Years Foundation Stage have a School Fund is to pay for extras, e.g. cooking ingredients, visitors - the Animal Man etc. This is usually £1.00 per week.

Throughout the school year money is raised through fund raising events e.g. Table Top Sales etc. this will pay for parties and contributions towards enhancing the learning experience.

All money is spent for the benefit of the children.

Charging and Remissions Policy

Full copy available from School Office or at www.elliottfoundation.co.uk

Visits

School Journeys in School Hours

The Elliot Foundation and the Local Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school.

The full cost of coach journeys to and from day trips associated with the curriculum and that fall mainly within the school day. This includes the cost of transport to and from residential activities that are deemed to take place inside school hours.

The full cost of the entrance fee to a venue when it is part of a school trip.

The Governors ask for a voluntary contribution towards the cost of any activity. Where parents are unable to pay or unwilling to pay their child may not be excluded from the activity. If either of these circumstances applies to your child the Governors would urge you to discuss the matter with the Principal before making a final decision.

Where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then the trip will be cancelled.

Curriculum Materials

All materials used by the children as part of their regular curriculum entitlement will be provided free of charge. If children wish to take particular items home (and this is agreed by the school) then they may be asked for a voluntary contribution to cover the cost of the materials.

All children should bring home a reading book daily. If these are damaged or lost the school requests that a voluntary contribution be made towards the cost of repair or replacement.

Visitors and Special Events in School

As part of the curriculum the Academy will make every effort to provide any event in school time free of charge although the school may sometimes ask for voluntary contributions to help cover the costs. The school subsidises such curriculum enrichment from our school funds, balances permitting.

Extra-Curricular Activities

Regular clubs and activities after school are provided. Contributions may be asked for to cover outside coaches and materials.

The school reserves the right to ask a parent or an appropriate adult to accompany a child in an activity if they have demonstrated poor behaviour on a previous trip or activity, or it is felt that a particular child might cause a danger to themselves or others. It is very important that all children are safe while in our care and are ambassadors for the school. We have to trust all pupils to be on their very best behaviour.

Parents are responsible for the cost of any damage as a result of a child's inappropriate behaviour while out on a trip. We are glad to say this does not happen often at Shirestone Academy.

Website

The school has developed a school website that includes educational websites, latest newsletters and children's work. The address is www.shirestn.bham.sch.uk

Ofsted

The school's last inspection was in May 2014. In their report the inspection team wrote; 'This is a good school which provides pupils with a good education. Personal development is good. Because they feel safe and valued due to good care, guidance and support....pupils develop into polite and reflective young people.'

And finally....

Lastly we would like to welcome you and your family to Shirestone Academy; we look forward to working with you over the coming years.

If you have concerns please see the class teacher or one of the Senior Teachers. If that doesn't solve your problem either come to the office or phone to make an appointment to speak to Mr Bashir or Miss McLean

Sometimes you may have some problems on a personal level or would like to know where you might get some additional support for your family, if that is the case ask for Mrs Jones, our Pastoral Manager or Mrs Mayes our Pastoral Worker. They have a wealth of information and can supply endless cups of coffee/tea and tissues and it is all confidential. Mr Bashir is also available to support as is Mrs Williamson our Learning Mentor

Maybe you have some ideas about how we can improve the school let us know we are always keen to hear them. Our Parent Consultation Group meets every half term to discuss a variety of school improvement related issues.

You may like to offer your help in the classroom or listening to children read etc. we welcome parents who would like to come in and Mrs Jones is the person to see.

Lastly a very big THANK YOU for choosing us!

Shirestone Academy School Staff 2017-18

Principal Mr Bashir
Assistant Principal Miss R McLean

Teachers Mrs A Devi (Nursery)
Miss L Frail (Reception)
Miss M Riley Y1
Mrs N Taylor Y2
Miss N Booth Y3
Miss J Evans Y4
Miss A Razaq Y4
Miss A Jabeen Y5
Mrs J Smith Y6
Mrs C Ballinger SENCO

Teaching Asst Mrs C Sharples.
Miss D Kelleher.
Mrs A Burkett .
Mrs N Brecknell.
Mrs T McMahon.
Mrs M Maycock.
Miss O Moses.
Ms T Horrocks.
Miss T Proctor.
Miss D Moore.

Pastoral Manager Mrs A Jones
Pastoral Worker Mrs T Mayes
Learning Mentor Mrs K Williamson

Finance Officer Mr M Edwards
Main Office Mrs L Murray (Office Manager)
Mrs P Weston

LTS

	Mrs T Wright	Miss S Cockerill
	Mrs J Newell	Miss S Curran
	Miss R Rigby	Ms W Weston
	Mrs K Bonnie	Miss A Lynock
Head Cook	Mrs V Treacy	Ms C Payne
Assistant Cooks	Ms N Knowles	

Site Manager Mr W Burkett