



## **Sheriffhales School Prospectus**

We hope that the day-to-day information contained in our school prospectus is helpful; however, if you have any queries about the school that are not answered in our prospectus, please do not hesitate to contact us. All the documents referred to are available for your inspection at any reasonable time. If you wish to see any documents, please contact the school administrator to make an appointment. Many of the documents are also available on the school website:

[www.sheriffhalesschool.org](http://www.sheriffhalesschool.org)

Any records concerning your child that are kept in school, are available for your inspection at any reasonable time. Please make an appointment via the school office: [admin@sheriffhales.shropshire.sch.uk](mailto:admin@sheriffhales.shropshire.sch.uk) The information contained in this booklet is correct at the time of going to print but it is possible that changes may be made before or after the school year starts.

Dear Parents and Carers,

The purpose of this prospectus is to help you to get to know more about our school. Sheriffhales Primary is a mixed age, primary school, controlled by Shropshire Local Authority. It is very important to us that the partnership between school and home is as good as it possibly can be. We want to be as open and transparent as possible and work with parents to provide the best education possible for your children. There will be many opportunities throughout your child's stay here for you to share in their education. Our staff and I will always be available to talk to you about any aspects of your child's development at school. We are always keen to share and celebrate the children's successes, both academic and extracurricular, and there will be many opportunities for you to join us for class activities, Star celebration assemblies, Christmas and Easter services and other events throughout each year.

**Our aim is to 'grow hearts and minds'**. This means that we want our children to be guided towards being strong in character and in learning. **We want our children to be happy, healthy and resilient citizens, who contribute to the world with respect, kindness and determination.** We expect our children to follow our 4 point behaviour code: **strive, try together, achieve, respect.**

We encourage children to take care of each other within a framework of firm, fair but caring discipline. We strongly believe that children should take responsibility for their own actions and, by fostering this atmosphere of self-respect and respect for others, we hope that all children will have the opportunity to fulfil their potential, both academically and socially. We have close links with our local church, St Mary's, and we aim to confirm the fundamental British values and principles of a democratic, law-abiding, respectful and tolerant society. We hope that you will share with us in making this a happy foundation period in your child's life.

Yours sincerely

Mrs Justine Keeling-Paglia,

Acting Headteacher

## The Governing Body

The school's governing body meets at least once each term to ensure the smooth running of the school and to discuss school improvement. Discussions cover all aspects of school life from improving the school grounds to the appointment of staff and budget forecasting, as well as, of course, teaching and learning. The Governing Body is made up of a range of representatives who come together to form a very supportive team working together for the good of our school.

## School Governors

Mrs Justine Keeling-Paglia - Acting Headteacher

Mrs Sharron Palin - Staff Representative

## Local Authority Appointed Governor

Local Authority Governors are appointed by Shropshire Council and give a wider perspective to our work in school.

## Co-opted Governors

Mrs Sally Lill – Chair of Governors

Mrs Louise Lowings

Mrs Frances Taylor

These Governors have been co-opted as they have the necessary skills to challenge and support the work of the school.

## Parent Governors

Mrs Sara Cannon

Mrs Sarah Dakin

Mrs Joanne Matthews

Mrs Charlotte Sutcliffe

## Associate Governors

Mrs Hayley Hedge

Mrs Karen Lyon

Mr Gordon Tonkinson

## Clerk of Governors

Mr John Hemmings

If you would be interested in becoming a parent governor please contact the school. Vacancies for parent governors will be advertised to parents through the school.

Minutes of governors' meetings are kept in the school office and are accessible to everyone who wishes to see them.

## School Ethos

At Sheriffhales Primary School, we strive to develop the whole child. We want to guide our pupils to grow hearts and minds through the following six drivers:

Active minds and bodies

Caring for our world

Reading for life

Pride in our differences

The power of language

Enjoying life

This will be achieved for all our children through a purposeful learning environment inside and out, where mutual trust and tolerance underpin our values of striving, trying together, achieving and respect: STAR.

## School Admissions and Transfers

If you have children who might join us in Reception, there are several open mornings during October and November of the year before entry. You are also very welcome to visit outside of these open days – just get in touch with the school office and they will make an appointment for you. Applications for Reception school places are made via your own Local Authority website, under School Admissions. The online application facility normally opens from the beginning of November and the deadline is 15<sup>th</sup> January of the year in which your child will start Reception.

If you have children of an older age looking to come to us, you are welcome to make an appointment to be shown around individually. Any queries or questions will be answered fully and should you decide to send your child to us, you will be given a general admission form to complete. This will enable you to give us information relating to date of birth, doctor, telephone contact numbers, possible allergies, etc.

## Inclusion Policy

Sheriffhales Primary School has a policy of inclusion. This means that the school is committed to providing the very best education for all of its pupils, including those with special needs. The school has been adapted to cater for children with physical disabilities to enable them to take part fully in the life of the school. The school has a number of children with special needs ranging from mild learning difficulties to more complex physical or medical needs. These children are fully integrated into school life in line with our inclusion policy.

## School Uniform

We expect the highest of standards in all aspects of school life and expect the children to look smart in school and when representing the school in the community. Our children enjoy the sense of belonging and pride in their school that wearing a uniform brings and all children are expected to wear uniform to school. Please note that it is your responsibility as parents/carers to make sure that your child is in the correct uniform each day.

The school uniform for all pupils

- Royal blue sweatshirt/cardigan with school logo embroidery
- Pale blue polo shirt
- Grey trousers, shorts, skirts or pinafores (no cargo trousers or leggings)
- Black shoes (no trainers, boots or other colours)
- Blue and white summer dress
- Plain socks or tights- grey only
- Royal blue school logo summer cap
- Royal blue school logo winter woolly hat

A school logo fleece may be worn in very cold weather, over but not instead of sweatshirts.

Swimming (from year 3): swimming shorts (not knee length) for boys and one piece swim suit (no bikinis) for girls.

All logo items can be purchased from

**Mary's Tots and Teens, 9 Stafford Street, Newport, Shropshire, TF10 7LU**

**Telephone 01952 400476**

**(School logo book bags and ruck sacks are also available)**

## Jewellery and hair

Small stud earrings and a watch (no smart watches with camera or internet capability) may be worn as an acceptable part of our school uniform; other jewellery items, such as necklaces, sunglasses etc. must not be worn to school for health and safety reasons. Earrings must be removed or taped for PE: it is the parents' responsibility to provide their child with tape for the child to apply, or to remove earrings.

Hair bands and hair accessories should be black or blue and in-keeping with the school uniform.

Long hair should be tied back for safety reasons.

## PE Kit

- Plain short sleeved royal blue round necked T-shirt with plain navy blue shorts / skort or navy jogging bottoms (no leggings or brands).
- Navy school logo PE sweatshirt
- Plain standard sports trainers (no bright colours) and plain black pumps for indoor PE.

All children take part in at least two hours of PE each week. Children are not permitted to wear jewellery of any kind for PE or sporting events. This is not usually a problem unless children are wearing earrings that they find difficult to remove themselves. We would ask for your support in making sure that your child is not wearing earrings on the days that they have PE (class teachers will be able to tell you which days these are). Please remember that all school uniform, including PE kit, must be named.

## Classes

Acorns – Reception

Willow – years 1 and 2

Oak – years 3 and 4

Lime – years 5 and 6

## How we look after your children

All school staff help to look after your children in school, and are always happy to help and support pupils and parents in any way that they can. Staff are at the gate to greet pupils and parents every morning and our office will be able to help you with most of the questions or queries that you may have by phone or email. Gate staff go straight to class and are not able to pass on messages for you – please ring or email the office. Teaching staff are always happy to see parents, but they do have to prepare for class in the mornings, so we would ask that you try to avoid the very busy morning period and, instead, ask the office to make an after school appointment for you. If the matter is urgent, the office staff will pass on any information on your behalf and the teacher will get back to you as soon as they possibly can. If you need to see the Headteacher, please ask at the school office but do be aware that you may need to make an appointment. A member of staff will be at Breakfast Club at the start of each day to meet and greet parents and pupils informally. We encourage parents to come to school celebration assemblies as often as they can, to share the good work that the children are producing and to share in their successes.

## PLEASE NOTE:

- **The school site, including the village hall and area between, is a non-smoking zone** and visitors are not permitted to smoke, including e-cigarettes, anywhere on school property.
- **Dogs or other animals are not permitted onto school grounds** unless these are guide dogs for the blind or other assisted animals.
- **Parents/Carers are not permitted to use their mobile phones in school or at school events** for safeguarding reasons.

## The School Day

Our school day is 8.50am until 3.20pm every day. The school gates open at 8.40am. Children come straight into school via the double doors for 'morning activities' such as reading. The gate is locked and unstaffed at 8.50am. Lessons begin promptly at 8.50am directly after registration. If your child arrives after 8.50am they must report to the school office to register (as late) before going to class. School gates do not open until 8.40am and we ask you to ensure that your children do not arrive at school any earlier than this unless they are attending Breakfast Club. The lunch break is between 12.00 noon and 1.00pm. The afternoon session is 1.00pm until 3.20pm.

## Breakfast Club

Breakfast Club runs from 7.30am to 8.40am each morning. Children attending the club receive a healthy breakfast and take part in some fun morning activities. The current fees for attending Breakfast Club, per child, are:

£3.00 from 7.30am

£2.50 from 8.00am

If you would like your child to attend our Breakfast Club, or you would like more information about it, please contact the school office.

## After School Club

After School Club is run by a third-party provider and runs from 3.20pm until 5.30pm. The current fees for attending After School Club, per child, are:

£4.00 from 3.20pm to 4.15pm

£5.00 from 4.15pm to 5.30pm (£9.00 if attending from 3.15pm to 5.30pm)

(A sibling discount is available).

Club is run Monday to Thursday by Sports4Schools, and bookings are made directly with them: if you would like further information, please contact the school office.

## Attendance

It is very important that your child attends school on time every day. Studies show that those children with poor attendance at school are far less likely to reach their full potential. Children with good attendance make more progress than those with poor attendance. We would urge you not to book holidays during term time as the time off cannot be authorised and parents may be subject to a fine by the local authority. Attendance, including being late, is regularly monitored by the school and the Local Authority (Education Welfare Officer).

## Parking

Parking is always difficult at busy times. Parents may not, for the safety of the children, use the car park in front of school between 8.00am and 4.00pm unless you have prior permission due to health and safety regulations. For any parent/carer holding a Blue Badge then please contact the school office for a parking permit. When parking on the narrow lanes by school, please be mindful of the need for everyone to be able to park and pass safely. Please drive very slowly – ‘20 is plenty’ – in the lanes by school to ensure all other drivers and pedestrians are safe and do not park on the yellow zig-zags outside of the school driveway entrance. We encourage as many pupils and parents as possible to walk to school.

## Breaks and Lunchtimes

All of the children have two breaks in the school day; one break mid-morning and one at lunchtime.

Mid-morning break: 10.45am – 11.00am

During break times, children are taken care of by staff. They have organised play by our Play Leaders, and a rota of access to the adventure playground. They have under cover areas and an area for the younger children in which to explore and feel safe.

Lunchtime: 12.00 noon – 1.00pm

During lunchtimes, your children are taken care of by our lunchtime supervisors and staff. Teachers and teaching assistants are also available during lunchtime. Children take part in supervised play: they can also enjoy some of our quieter spaces. There is no separation or division between those children who pay and those who take free school meals. If, in fact, your child currently is having free school meals, that facility will automatically transfer with them. If you think your child may qualify, please ask



the office for the appropriate form. All children in Reception, year 1 and year 2 are eligible to free fruit snacks and free lunches.

## The School Curriculum

Your children will experience a wide range of subjects during their time at the school. Their curriculum is broad and balanced and covers every aspect of the National Curriculum. They will also have the opportunity to take part in extracurricular activities such as sport, drama, dance, maths, outdoor learning and music. We have outstanding peripatetic music teachers who offer a wide variety of voice and instrumental lessons.

We also have a full residential outdoor adventure programme for children in years 3-6. All year groups will experience a variety of day trips and visits linked to the curriculum.

The curriculum is as broad and as balanced as possible to ensure that the needs of all children are catered for and special gifts or talents are nurtured. No child in our school should feel disbarred from equal access to the curriculum, irrespective of ability, gender, race or creed. It is our aim that the curriculum should enable children to possess the following qualities:

Active minds and bodies – caring for our world – reading for life – pride in our differences – the power of language – enjoying life

## Our Approach to the Curriculum

By the time your child finishes Sherifhales Primary, they will have received a rich and varied curriculum that has also covered all the appropriate elements of the National Curriculum. As a school we have a topic based approach. This means that whilst most subjects such as history, geography, art, etc. are linked through a termly or half-termly topic, we prioritise explicit knowledge within the subject as the building blocks for the children's learning. In our school, the children are usually taught English and Maths in the morning by their class teachers. In the afternoon, children are taught all of the other foundation subjects, such as History, Art, etc. ICT will be used at the teacher's discretion and all classes have an interactive whiteboard, multiple laptops and i-pads. Computing is taught as a separate subject, mainly during the afternoon sessions. PE is taught twice a week, with one session being delivered by a highly qualified external coach. In this way, we feel that our pupils receive the very best education we can offer. It also means that our pupils are well prepared for their next stage of education.

Physical, Spiritual, Moral, Social and Cultural Development (PSMSC)

Developing the pupil's awareness of the spiritual, moral, social and cultural diversity of the world in which we live is of paramount importance to us. We offer numerous opportunities to explore all aspects of SMSC both through the curriculum and

through the way we work as a school. Our ethos of tolerance, respect and understanding underpins much of the SMSC work that takes place in the school. We use our outdoor learning spaces, such as our garden area and our Early Years area, not only to enhance the children's learning experiences but also to develop their awareness of the need to care for the environment. Children in Early Years use outdoor spaces every day for their explorative and play based learning.

## Religious Education and Spiritual Awareness

The teaching of Religious Education (RE) has a strong focus. We have regular acts of Christian worship in our school; however, parents do have the right to withdraw their children from this should they wish to do so. The school follows the agreed syllabus for the teaching of RE and children learn about other religions and cultures as part of their RE work. The children take part in a wide range of activities designed to explore different faiths and cultures from around the world.

## Special Events

A number of special events take place throughout the year, including Harvest Festival, Remembrance Service, Christmas and Easter celebrations and Christmas and summer fayres. There are also many fundraising events and community events throughout the school calendar. Events are held at the village hall, St Mary's Church or school, and parents and children are invited to attend. These events are always very popular with parents.

## Personal Social and Health Education (PSHE)

We believe that PSHE and Citizenship are very important aspects of the work that we do in school to support PSMSC. PSHE and Citizenship are delivered in a variety of ways and the children take part in a variety of activities including lessons, discussions and assemblies. Children are given the opportunity to share thoughts and feelings in a very relaxed and open manner.

## Healthy Schools

Physical and mental health well-being are priorities for our school. We endeavour to be a healthy school and as such we are proactive in teaching children about healthy eating, the importance of exercise, the outdoors and healthy lifestyles. School meals are well balanced and nutritious, and we even learn to cook things we have grown in the school garden. If you provide your child with a packed lunch, we ask that you consider using healthy options and do not send chocolate bars or similar to be eaten during lunchtime.

## Sporting Activities

There are a wide range of sporting activities that our children take part in both during school hours and after school. We take part in a variety of inter-school competitions, for years 1-6. When your child reaches year 3, they will have swimming lessons weekly, for a term, as part of the PE curriculum. We are also keen to hear about the sporting activities that our pupils take part in outside of school and will celebrate these in assembly and our newsletter. Please let us know if your child has a particular sporting talent or is a member of a club. For our part, we will seek out opportunities for your children to join clubs and teams outside of school if we recognise a talent or an interest in a particular discipline.

## Special Educational Needs (SEND)

Every child can succeed at our school. We are inclusive for everyone regardless of backgrounds, needs or disabilities. A number of our children have special educational needs, which may be a specific learning difficulty, or take the form of an emotional or behavioural needs. These needs may not be best met by the classroom teacher alone and, if we consider that there may be a problem, we will ask you to call into school to discuss how we can best work together for the child's benefit. The coordinator for special educational needs (SENCO) is supported by teaching and support staff who are dedicated to helping children throughout school.

## Resources

We aim to be as well-resourced as possible for the benefit of the children and the purchase of new resources is an on-going process. The school has a range of IT equipment which is used throughout the school day to support all areas of the curriculum. This is currently being upgraded. Each class has an interactive whiteboard and staff and children are proficient in using technology. We are also very keen to develop the use of the outside classroom and have a major project to develop our outdoor learning area and teaching capability, so that it can be used by every year group, all year round.

## Administration of Medicines

When you register your child with us, we will ask you to complete a personal information form. If on completion you indicate that your child has any form of regular medication that needs to be administered at school, for example, if your child is asthmatic or suffers from hay fever, we will ask you to complete a further form to explain how we should help. Only medicine prescribed by a doctor can be kept in school and this MUST be brought in by a responsible adult who will be asked to complete a medication in school form. Under no circumstances should children bring

any form of medication into school. Please note: only trained school staff are permitted to give children any form of medication.

## Internet Safety

We recognise the dangers of the technology on offer to our pupils. We educate the children through lessons, assemblies and group discussions about how to keep themselves and their peers safe. We also aim to keep parents as informed and up to date as we can with how they can ensure their child remains safe on the internet. All members of the school - children, staff and families – are asked to accept our Acceptable Use code.

## Personal Belongings

Children are not allowed to bring toys, books, games or other non-requirement items to school, unless a member of staff has given them specific permission. Children are permitted to wear sensible stud earrings and watches but we would stress that these items are the responsibility of the wearer and school cannot accept any liability for their loss or damage.

## Mobile Phones

For safeguarding reasons, mobile phones must not be brought into school unless direct prior permission has been obtained by parents/carers from the Headteacher. Permission will be given only in exceptional circumstances. The phones must be left in the office and collected at the end of the day. Staff cannot be held responsible for the safe keeping of phones although they will take every precaution. Mobile phones brought into school without permission will be confiscated and kept in school until collected by a parent/carer. It will be considered a serious breach of responsibility if phones are found in school.

## School Dinners

Children have the choice of bringing a packed lunch into school or having a cooked school meal or school packed lunch. Foundation and Key Stage 1 children are entitled to a free school meal under the government 'Universal Infant Free School Meal' scheme. Meals currently cost £2.50 per day and can be paid for daily, weekly or monthly in advance via the payment portal on Shropshire Council website. We can no longer accept cash or cheque payments. Water is served with lunch. Dinners are nutritious and tasty, and an up-to-date menu can be found on the school website. Please note that school lunches are provided by a catering team at another local school and are the responsibility of the school. Any difficulties related to dinners are dealt with by the office. If you have any queries regarding dinners,

please contact the school office in the first instance. School staff do not handle dinner money and cannot give change.

Children eat in the village hall: during good weather, most children with packed lunches choose to eat outside at the picnic tables.

## Keeping in Touch

It is very important to us that the link between parents/carers and school is as strong as possible. It is in all our interests that we work together for the benefit of your child. Throughout the time that we have your child in our care, you will have many opportunities to discuss progress with their class teacher or with the Headteacher, both formally and informally. There will be two formal Parents Evenings (November, March) and two Open Afternoons (January, June), plus the end of year reports in July. You are also welcome at any time to make an appointment to see the Head or class teacher about any aspect of your child's education. We keep in touch by informing you of events, activities and school news via our school Facebook page or school texts and on our website: [www.sheriffhalesschool.org](http://www.sheriffhalesschool.org) You will be invited to many different events throughout the school year and we hope that you will attend as many as possible. At least one member of staff is available before the start of the school day to lend a friendly ear to parents. Mrs Keeling-Paglia is also usually available for a quick chat first thing in the morning or after school.

## Whole School Initiatives

Each year the school produces a School Development Plan where the main initiatives for the year are outlined. Before producing the SDP, we consult with pupils, parents/carers and governors, as well as staff, to take account of everyone's views and opinions about what is important to us as a school. The main focus of the SDP is always on improving standards of attainment and progress for the children in our care.

## Child Protection Statement

Sheriffhales Primary recognises that your child is our responsibility and their safety and well-being are our first concern. We wish to work in partnership with you, share successes with you and discuss any concerns that we may have. Since your child's welfare is our first priority, there may be rare occasions when our concern for your child means that we have to consult other agencies. We will endeavour to contact you in the first instance and share our concerns and where possible, seek your consent to a referral being made to Children's Social Care. This will only be done where we believe that such discussion will not place your child at further or increased risk of significant harm. The welfare of the child will be paramount and will override any other considerations where we consider that to be the case. The

procedures we follow are those laid down by the Shropshire Safeguarding Children's Board. The school has adopted both Child Protection and Anti Bullying Policies for the safety of all. Children are involved in the approval of the Anti-Bullying Policy and the linked Behaviour Policy. If you would like to know more about our procedures or the policies, please speak to the Acting Headteacher, Mrs Keeling-Paglia, who is the designated person for child protection.

We hope that you have found this information useful. Please do not hesitate to contact the school on 01952 460204 should you require any additional information or support. We are always happy to help. You may also wish to visit the school website: [www.sheriffhalesschool.org](http://www.sheriffhalesschool.org)