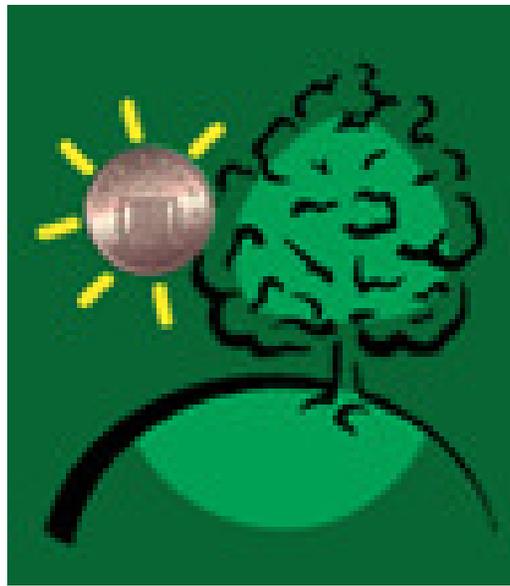
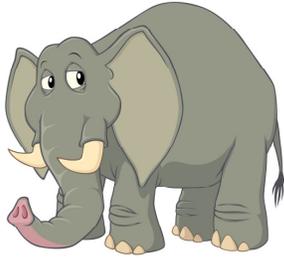


# **Pennyhill Primary School**



## **Prospectus**

## **PENNYHILL PRIMARY SCHOOL**



**Enjoy**



**Respect**



**Achieve**

Pennyhill Primary School is a three form entry Primary School situated on the outskirts of West Bromwich.

We are fortunate enough to have some wonderful facilities here. We have an exciting, stimulating learning environment in which the children can develop and learn. The school is sited in an extensive building with three halls, a stage, a gym, a music room, a kitchen for children, fabulous ICT resources and an enormous central playing area.

The main corridors have been creatively developed, depicting history through the ages, with a dinosaur and medieval knights to name but a few!

Our strength is in our size – we have so many fantastic children and staff that it is a real delight to be here.

I hope that this prospectus is helpful and informative. If you need to ask any questions, or want to come and see for yourself, just give us a call – you are most welcome.

Miss E Williams  
Headteacher

### Times of the school day

Nursery am	8:45 am. – 11:45 am.
Nursery pm	12:30 pm. – 3:30 pm.
Key Stage 1	8:50 am. – 12 noon 1:00 pm. – 3:20 pm.
Key Stage 2	8:50 am. – 12:15 pm. 1:15 pm. – 3:20 pm.

We open our doors to the children at 8:40am. Pupils can then trickle in off the playground **from 8.40 onwards**.

Please ensure that your child is in school for **registration by 8.50** am.

It is essential that your child reports to the office if they are late as we need to ensure that all children are safe and accounted for.

### Attendance

We actively encourage excellent attendance. Your child needs to be in school every day that they are well. Excellent attendance at school means that your child is able to take full advantage of all the learning opportunities available to them. Studies have also shown that if a child has excellent attendance in the Primary School, this equates to excellent results at the end of their Secondary education.



At Pennyhill we operate a **‘first day phoning’** policy for unexplained absence. This helps us to keep your child safe so that we both know where they are at all times.

Attendance is monitored and children are rewarded. We work hard with children and parents where absence is causing a barrier to the child’s learning.

Attendance is reported to parents annually and to the Governors and LA regularly.

### Term time absence

Children must attend school every day that they are well. We ask that you make appointments for children outside of the school day wherever possible. Holidays during term time will not be authorised. If you take your child out of school during term time, without permission, you could be liable for a fine or prosecution.

Should you need to take your child out of school during term time then you must request this using the form available at the school office.

**Religious observance** – please let us know if your child will be absent due to religious observance.

## **Admissions**

### **Admissions to Reception**

For a place in Reception, you need to collect a form from the office in the **September** of the year before you wish your child to join us.

Places are allocated by the Local Authority, based on the following criteria:-

- Does the child have additional educational/health needs?
- Is the child in public care?
- Does the child have a brother or sister already at Pennyhill?
- Does that child have medical needs that can be met by Pennyhill?
- How close does the child live to school?

If your child has been offered a Nursery or Reception place, Nursery or Reception staff will visit you in your home in order to integrate the child in properly. We find that home visits ensure that children have the best possible start to their time in Pennyhill.

### **Transfer from another school**

We welcome visits from prospective parents, before you make a decision about where your child would be best educated.

If you want to join us from another school, please: -

- collect a **transfer form** from your child's current school.
- complete the form and send it to the authority,

They will decide whether your child can join and write to let you know.

After that, we will invite you to come and visit us again to meet your child's new teacher and find out everything you need to know.

### **Transfer to Secondary School**

Children from Pennyhill can apply to any Secondary provider of your choice.

Prospectuses will be available in Year 5 and there are also open days for you to visit the schools with your child. We work closely with local Secondary Schools and invite their teachers in to meet the children and talk with them before they go.

## **School uniform**

Pennyhill School colours are **bottle green**, white and grey/black.

The Governors would like all pupils in school uniform to give a feeling of belonging. It is an indication of our high standards, to have a sense of pride in how our children present themselves.

Please help us to achieve this aim, by ensuring your child is wearing the following:-

**BOYS**

Grey or black trousers  
White shirt/polo shirt\*  
Bottle green jumper\*  
Bottle green sweatshirt (outdoor wear-*optional*)\*  
Sensible black shoes (*NOT TRAINERS*)

**GIRLS**

Grey or black skirt, Pinafore dress or trousers  
Green gingham/stripe dress in summer  
White blouse/polo shirt\*  
Bottle green jumper or cardigan\*  
Bottle green sweatshirt (outdoor wear-*optional*)\*  
Sensible black shoes (*NOT TRAINERS*)

\*items may be purchased with school logo

**All uniform must be clearly named**

P.E.

White t-shirt  
Black shorts  
Swimming trunks  
Pumps  
Trainers

P.E.

White t-shirt  
Black shorts  
*Optional leotard*  
One piece swimming costume  
Pumps  
Trainers

**Jewellery**

Children may only wear stud earrings and inexpensive watches. Parents must make suitable provision for studs during PE, such as tape.

School cannot accept responsibility for pupils' private property.

Any parents who want their child to wear items of jewellery or clothing for religious reasons should discuss this with the classteacher in the first instance.

### **How can you help your child?**

- Make sure children are at school, on time, every day
- Show an interest in their learning and how they feel
- Talk to your child about what's going on in our school and our community
- Read and discuss books
- Use your home learning activities to encourage further learning
- Talk about world issues
- Interact with your children through play
- Make sure homework is completed regularly
- Make sure **contact details** are **up to date** in case we have to contact you in an emergency or if your child is poorly.

### **Other ways to help**

Parents can support us in many ways...

- Reading volunteers
- Talking to children about specific interests
- Demonstrating particular talents
- Bringing objects into school
- Talking about their jobs
- Supporting class assemblies and special events

### **How we communicate with parents**

Regularly

- Classteachers are available at the end of the school day. You are welcome to speak to them then or you can make an appointment to see them at a mutually convenient time
- Monthly newsletters keep you up to date
- Our website and texting service
- Letters home when the need arises



Termly

- Curriculum information
- Parents evenings (every term) to keep you up to date with your child's progress, attendance and attitude

Annually

- Your child's school report
- Residential trip preparation meetings
- Music evening and productions

### Relationships and Sex Education



This policy has been agreed by the Governing Body following parental consultation. Pupils will have relationships and sex education as part of the science/PSHE curriculum. They will be taught using a variety of different approaches. Parents who wish to withdraw their child from the non-statutory aspects of Relationships and Sex education are requested to write to the school at the beginning of the school year.

### Religious Education and Worship

We have an act of worship daily, as a whole school or a class, which is broadly Christian in nature but also includes stories and ideas from other religions.



### Special Educational Needs

We ensure that individual needs are at the heart of our planning and children’s learning through careful monitoring, assessment and pupil tracking. We identify needs early, which can be in lower or higher abilities, to offer support or extension learning. Our Inclusion Manager leads a well resourced and caring team, we offer well matched provision and ensure that the Code of Practice is implemented properly across the school.

Parents are kept informed and their involvement is welcomed. We liaise closely with various support services and are fortunate to have Inclusion Support Services housed within our building.

### Enhancing learning – trips and clubs

We work hard to ensure that all learning engages the children as we know that children learn most effectively when they are interested, motivated and enjoying themselves. Our curriculum is enhanced through various visits and visitors which help to bring the learning alive for the children.

At Pennyhill we also have an extensive, carefully co-ordinated programme of **extra-curricular** activities, to include many sports, arts and subject



specific activities, such as drama, multi skills sports, table tennis, art, reading and newspaper club. All activities provided by members of the schools staff are free although occasionally we will run a charged club with an external provider.



### Music

We have excellent provision for music and work closely with Sandwell Youth Music. Children can benefit from specialist training in an instrument of their choice, there is a cost for the provision of specialist music tuition. Each year we have a musical evening where the children showcase their learning.



### **Charging and remissions policy**

We sometimes ask for contributions in order to pay for visits and visitors which will enhance your child's learning. If we do not receive enough contributions to cover the visits then unfortunately the visit may have to be cancelled.

### **Healthy Schools**

We encourage children to keep healthy at school and develop sensible lifelong skills and attitudes for their future. With this in mind, please note the following:-

At breaktimes:-

- the option of milk
- no fizzy drinks
- fresh or dried fruit/vegetables
- fruit or plain cereal bars



**Children have access to fresh drinking water throughout the day.**

At lunchtimes:-

- healthy school dinners are available OR
- please provide your child with a healthy packed lunch

### **Being Active**

At Pennyhill, we offer a range of sporting activities during and after the school day. We encourage all children to participate, complementing our healthy ethos.

### **Your child's safety, care and well being**

#### **Medicines**

If your child requires medicine, but can attend school, please administer it at home in the morning, after school and at bedtime. **If your child requires medication, but they are well enough to attend school, please let us know. Prescribed medicines can be administered in school if it avoids an absence for the child. If this applies to your child, please let the school office know so that we can work out a care plan.**

Inhalers for asthma and epipens for the treatment of allergic reactions need to be kept in school. Please bring them to the office, in a clearly named container. We will discuss your child's needs and arrangements for keeping medicines up to date. Inhalers and epipens will be kept in a safe place close to the child.

#### **First Aid**

Minor injuries are attended to by trained staff members. We also have a medical room for your child's comfort and care. If we feel that a child needs expert attention, we will contact parents and discuss arrangements for the child to be taken to hospital. (If a parent cannot be contacted, school will take appropriate action). Parents will always be notified in the case of a head injury by a medical slip.

### Sickness and injury

If your child is taken ill we will contact you and ask for your child to be collected.

### Home time

Children need to be collected promptly at **3:20pm**, which is the end of the school day, by parents or carers.

### School premises

Only **guide dogs** on school grounds please.

We ask that parents and carers **and family members of all ages** act in an appropriate way on school grounds. People acting inappropriately will be asked to leave the school grounds.

### Smoking

Strictly no smoking on the school premises please.



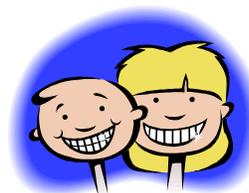
### Pupil Behaviour

PRINCIPLES:-

- At Pennyhill we have **high expectations** of pupil behaviour and encourage children positively, whilst having clear boundaries.
- Manners and respect matter.
- All children are entitled to an education, all children are entitled to learn without disruption.
- FAIR does not mean that everyone has the same, but that everyone has what they need.
- Parent partnership is crucial.

We maintain effective discipline through:-

- a clear, simple set of rules
- lots of rewards and our Team Point system
- a sanction system with graduated steps.



#### Whole school rules

**Enjoy** - take part  
**Respect** - show it!  
**Achieve** - do your best

Our behaviour policy outlines strategies, sanctions, rewards and makes expectations clear. We ask everyone to sign up to this on our Home/School agreement.

Where children exhibit behavioural patterns outside of our system, we offer support, in close partnership with the parents/carers, initially through the Family Support Worker and the Learning Mentor.

### The Governing Body

Governors are like a Board of Directors. They make strategic decisions. Governors have legal duties, power and responsibilities they act together, not individually. They meet at least once a term and help to:-

- decide what is taught
- set standards of behaviour
- select staff
- ensure value for money

School Governors are parents, staff, local council representatives, community members and business people.

Parent Governors:-

- Have a child at the school
- Are elected by parents at the school
- Serve, as do other Governors, for four years.

Parent Governor slots are advertised as they come available. If you are interested, please enquire at the office.

### Complaints, compliments and procedures

If we are doing something well then please tell us. It will help us to understand what you like about the school.



We hope that you will not have any concerns whilst your child is at Pennyhill but if you do it is always best to raise them quickly as we don't want concerns to grow.

### **Raising a concern or making a complaint**

1. First talk to your child's class teacher. They are available after school or you can make an appointment to see them. Give the person time to resolve the issue.
2. If your issue is not resolved after speaking to the classteacher, make an appointment to see the Year Group Leader. Give the person time to resolve the issue.
3. If your issue remains after speaking to the Year Group Leader, make an appointment to see one of our Assistant Heads. Give the person time to resolve the issue.
4. If you are still concerned after speaking to an Assistant Head, make an appointment to speak to the Deputy Head. Give the Deputy time to resolve the issue.
5. If the issue still remains after speaking to the Deputy Head, then make an appointment to speak to the Headteacher or you can put your concerns to the Headteacher in writing. Give the Head time to resolve the issue.
6. If the issue still remains then please put your concerns in writing to the Chair of Governors. Pass this letter to the school office and they will

ensure that it reaches to Chair of Governors. The Chair will then look into your concern.

It is important that all are children are happy and successful during their time in Pennyhill and we want to ensure that we work together to ensure the best possible outcomes for all