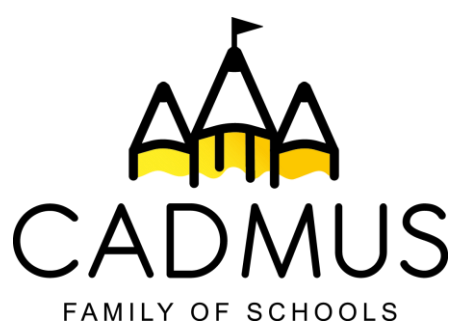


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Prospectus

2025 - 2026





Palfrey Junior School
Dale Street
Walsall
West Midlands
WS1 4AH



Executive Head Teacher: Mrs Angela Hill

Heads of School:

Ms Cheryl Collis & Mrs Emily Kinsey

Telephone Number: 01922 721092

e-mail: postbox@palfrey-j.walsall.sch.uk

School website: - www.palfrey-j.walsall.sch.uk

Welcome

Palfrey Junior School strives to provide a happy, safe and engaging place of learning within a multi-cultural context. We are inclusive and supportive of all children's needs. We strongly value each and every pupil and they are at the centre of all we do.

We aim to create and sustain the highest standards of teaching and learning. This is the key concern of governors and staff. We strive for all our children to reach their full potential and make as much progress as they can. We hope to make learning fun and rewarding so our children can develop and grow.

The school seeks to work positively with parents and the community to promote respect, partnership and celebration. We encourage your involvement at many levels and know that this is beneficial to the children, families and to the school.

We provide a curriculum that is broad, balanced, engaging and which promotes a mutual understanding of life together. Alongside our academic curriculum, we encourage spiritual, moral, social and cultural development.

You can be assured that Palfrey Junior School will take the greatest possible care of the welfare and education of your child.



Our Vision

We aim to provide the children, with the skills, knowledge, values and understanding that will equip them for their future lives. We want our school to be a place where they can nurture their talents and abilities. But we also want to foster in them a sense of belonging and connectedness, starting with school and home, radiating out to the local area, Britain and then the World.

Inclusion

At Palfrey Junior School we are committed to ensuring equality of education and opportunity for SEN and disabled pupils, staff and all those receiving services from the school. We aim to develop a culture of inclusion and diversity in which people feel free to disclose their disability or learning needs and to participate fully in school life. We will make reasonable adjustments to make sure that the school environment is as accessible as possible. As of July 2012 we were officially designated a school with Enhanced Accessibility for disabled users.

The school has a Disability Equality and Access plan and a school offer for SEND support, both of which are available on our website: -

www.palfrey-j.walsall.sch.uk.

Safeguarding Children

We operate with the best interests of the child at the heart of everything we do. We facilitate a whole school approach to safeguarding and have a statutory duty to protect and safeguard all of our pupils in school and out.

Our school follows the child protection procedures as defined by Walsall Safeguarding Partnership (<https://go.walsall.gov.uk/walsall-safeguarding-partnership/>) and the multi-agency threshold guidance, Walsall Right Help, Right Time - A Continuum of Need. We work with partners to ensure the best outcomes for children and young people.

We strive for a culture where children can confidently report abuse, know their concerns will be treated seriously, and know they can safely express their wishes, feelings and views. Throughout the year children participate in different safeguarding workshops, activities and assemblies these include; Safeguarding and helping hands, NSPCC Speak out and Stay Safe & PANTS, A Stars road safety, Street Teams online grooming (Y3 & 4), Preventing Extremism and Radicalisation (Y5 & 6), Police safety talks (knives, gangs, drug awareness), stranger danger, anti-bullying and No room for racism. Children also take part in weekly Votes for School lessons, which looks at and discusses a multitude of current issues and affairs including healthy relationships and other safeguarding topics.

It is vital that we ensure children's wishes and feelings are taken into account when determining what action to take and what services to provide. Miss Thomson is our trained

Early Help lead who has also completed My Star training, a tool used regularly to gain the 'wishes and feelings' and 'voice of the child'.

Our full safeguarding policy is available on our website.

What is Early Help?

Every family goes through challenging times at some point. Early Help means working with you and your family so that small problems don't become big problems. Early Help is for everybody, for families with children and young people of any age. And it's your choice whether to have it or not.

What is the aim of Early Help ?

The aim of Early Help is to help families develop:

- Happier relationships
- Develop parenting skills
- Skills to be able to cope with day to day and longer term challenges
- Healthier lifestyles, educational achievement, employment opportunities and community relations.
- Support, advice and guidance.

Why would I want Early Help?

There are lots of reasons why people look for Early Help. It could be that:

- you're worried about your child's health, development or behaviour
- you're worried how they're doing at school
- Your struggling to develop positive routines and boundaries
- perhaps because you are caring for a disabled child.
- It may be that you're worried about money or housing
- Maybe your child or your family is affected by domestic abuse, drugs or alcohol or crime.
- Perhaps your child is a carer for other people
- maybe you've had a bereavement in the family that's made life a real challenge.
- maybe you want to find out about activities and services in the area



Early Help



What happens next?

A lead worker will meet with you and your family and will be your main point of contact. The lead worker will try to understand the views, needs, strengths and difficulties of each family member as well as how you work together as a family.

This will help us to develop a plan with you and your family to help you in achieving the goals you have identified. Practical support may be offered to help you and your family carry out the plan you have agreed.

Lead workers will work in the interests of the family, but if they have any specific concerns about the well-being of a child or a vulnerable adult within the family they will follow specific procedures for dealing with those concerns.

Contact us for a little chat about what's happening and how we could help. [Early Help Hub](#)
0300 555 2866 option 1

Useful Contacts

[Black Country Women's Aid](#) 0121 553 0090 or 24hr helpline
0121 552 6448
[Citizens Advice Bureau](#) 01922 700600
[Family Information Services](#) 01922 653383
[Sure Start Palfrey](#) 01922 642382

Contact Miss Thomson
for a chat on 01922
721092 or email:
[support@palfrey-
j.walsall.sch.uk](mailto:support@palfrey-j.walsall.sch.uk)

Safeguarding at Palfrey Junior School



At Palfrey Junior School we provide a safe and welcoming environment where all children are respected and valued. We have a moral and statutory (legal) obligation & responsibility to safeguard, protect and promote the welfare of all our pupils.

Safeguarding is the action taken to ensure the welfare of all children and protect them from:

- Abuse and harm
- Maltreatment
- Neglect
- Harm to health and development
- Exposure to inappropriate behaviours and materials

and ensuring children grow up in a safe, secure and caring environment.

If you have any safeguarding concerns or are worried about a child or young person please speak to a member of our safeguarding team or report concerns to Walsall Safeguarding Hub or NSPCC.

Designated Safeguard Leads (DSL)



Ms Collis

Head of School



Mrs Kinsey

Head of School Safeguarding Officer
& PSA

Deputy Safeguarding Lead



Miss Thomson

Inclusion Manager



Mrs Shaw

Executive Head



Mrs Hill

Useful numbers:

Walsall Children's & Family Information Services 01922 653383

Walsall Safeguarding Hub 0300 555 2866

NSPCC 080 800 500

CHILDLINE 0800 11 11

KIDSCAPE Anti Bullying Helpline 020 7823 5430

Samaritans 116 123

Black Country Women's Aid 0121 553 0090





The School Day

Years 3 & 4

School Times:

8.40am – 3.10pm

Years 5 & 6

School Times:

8.30 am – 3.00pm

Our school week is 32.5 hours long which is the Government's aspirational target. This does not include additional after school clubs or interventions.

The main gate on Dale Street is open at 8.30am for Year 5 and 6 children. Lessons start promptly at 8.40am.

Year 3 and 4 pupils enter through the main gate on Dale Street at 8.40am and lessons start promptly for lower school children at 8.55 am.

Lateness

Lessons for Years 5 and 6 pupils start promptly at 8.40am. Any child who arrives after 8.40am they will need to go through the main reception entrance and sign in using the school's electronic inventory system. They will be recorded as late.

Lessons for Years 3 and 4 pupils start promptly at 8.55am. Any child who arrives after 8.55am they will need to go through the main reception entrance and sign in using the school's electronic inventory system. They will be recorded as late.

We understand that there are times when being late cannot be avoided. But persistent lateness means that your child is losing valuable learning time and is disrupting lessons. It also gives you child an unsettled start to the day. We will refer persistent lateness to the Education Welfare Service.

End of School Day

At the end of the day children are taken into the main playground and are only dismissed when the teacher knows that there is a family member there to collect them. Please stand behind the boards showing the number of your child's class. Year 5 and 6 are allowed to walk home alone only if parents and school agree to the 'Walking Home Agreement'. This is sent out at the start of the academic year. However, they are **not** allowed to pick up younger brothers, sister or cousins from school.

Please ensure that you collect your child promptly at the end of the school day or when their club or intervention has finished. A charge will be made for childcare for any child who is collected 15 minutes late (3.15pm for upper school and 3.25pm for lower school). The charge will be for £5 and this will be to cover the cost of staff who provides the care and administration time. This late charge also includes late collection for after school clubs. Please see our 'Charging & Remissions Policy' for full details.

Any children picked up late are taken back into reception parents will then sign them



out on the school's electronic signing in/out system. We understand that sometimes exceptional events take place that mean you cannot pick your child up on time. If this is so, please contact the school as soon as you can to let us know that you are having problems and will be late. However repeatedly picking your child up late creates staffing issues and upsets the children. We monitor patterns of children who are not picked up on time repeatedly and may refer to Social Services and / or the Police.

If School is unable to contact parents then our 'Safeguarding Policy' takes precedent!

Absence

If your child is absent from school, please telephone the school before 9.00am on the first day and every subsequent day to tell us why they are away. If you have not contacted us by 9.30am, you will receive a call from school, if no answer you will be sent a text asking you to call us back. If we have not been informed of why your child is absent, we will record your child's absence as unauthorised. Multiple unauthorised absences and attendance of 91% or below will result in a referral to our Education Welfare Officer (EWO), who along with school will monitor attendance on a weekly basis. Our target for attendance is 96% in line with the Department for Education's rules. A child with 90% or less is classed as a 'persistent absentee' and will result in interventions from Education Welfare Service.

Where possible, we ask you to make medical or dental appointments outside school hours. Where this is not possible, we will require you to show us a valid appointment card/ letter when taking your child out of school. As our school is part of Walsall's 'Truancy Watch' scheme, you will be given an official absence slip when you collect your child for their appointment.

Religious Festivals

Walsall Children's Services recommend that pupils should only take one day's absence for religious days such as Eid. The school's Governing Body will only authorise one day (per Eid) and any extra days taken will be marked as unauthorised. We understand that Umrah is a highly recommended aspect of Islam, but it is still a voluntary observance and leave **will not** be authorised.

Holidays in term time

Taking holidays in term time will affect your child's schooling as much as any other absence and we expect parents to help us by not taking children away in school time. **Therefore ALL holidays taken from school are UNAUTHORISED and will result in fine.** As from September 2013 the Department for Education guidance makes it clear that Head Teachers can no longer grant any leave of absence during term time for any purpose unless there are exceptional circumstances. (Sick grandparents and relatives are not covered exceptional circumstances). ***If you do choose to take your child on holiday during term time, your child will be referred to our Education Welfare Officer who, on behalf of Walsall Children's Services, will issue you with a fixed penalty notice (£80.00 per child, per parent, i.e. £160.00 per child for a first offence)*** under the provision of the sub-section (1) of section 23 of the Anti-Social Behaviour Act 2003. See Below for the National Framework for issuing penalty notices from Sept 2024.

Under the provision of **The Education (Pupil Registration) (England) Regulation 2016 sec 8(1) h**, if your child is absent for a substantial amount of time we may remove your child's name from our register. This means that your child will no longer have a place at our school. On your return you will then need to contact Walsall Children's Services to secure a place at a school for your child – we cannot guarantee that a place will be available at our school.

From September 2024, the new National Framework for issuing penalty notices will apply.

Penalty Notice Fines will continue to be issued per parent per child.

For example: 3 Siblings absent for term time leave, would result in each parent receiving 3 separate fines.

National Threshold

There will be a single consistent national threshold for when a Penalty Notice must be considered by all schools in England of 10 sessions (usually equivalent to 5 days) of unauthorised absence within a rolling 10-school week period.

These sessions do not have to be consecutive and can be made up of a combination of any type of unauthorised absence.

The 10-school week period can span over different terms and school years.

1

First Offence

The first time a Penalty Notice is issued for a Term Time Holiday or Irregular School Attendance the Penalty Notice will be charged at:

£160 per parent, per child paid within 28 days.

Reduced to £80 per parent, per child if paid within 21 days.

2

Second Offence

(within 3 years of the First Offence)

Where it is deemed appropriate to issue a second Penalty Notice to the same parent for the same pupil within 3 years of the first notice, the second Penalty Notice will be charged at:

£160 per parent, per child paid within 28 days.

(Unpaid Penalty Notices after 28 days may result in a prosecution)

3

Third Offence and any further Offences

(within 3 years of the First Offence)

The third time that an offence is committed for either a term time holiday and/or Irregular attendance, a Penalty Notice will not be issued, the case may be proceeded straight to prosecution under the Single Justice Procedure.

If found guilty of the offence of 'failure to secure their child's regular attendance at a school' the Magistrates can impose a fine up to £1,000.





Lunchtime

Years 3 & 4 – 12.35pm-1.20pm,

Years 5 & 6 – 11.45am-12.30pm

Lunch time options: -

- a hot meal eaten at school or a packed lunch brought into school
- home dinners are discouraged **except** in exceptional circumstances

Dinner time arrangements: - Parents need to log on to Arbor and put a minimum of **£15.00** credit per child onto their account. Each morning your child will need to tell their teacher whether they are having a dinner or sandwiches from home on that day. Any unused credit will roll over. If your child is entitled to FSM you do not need to do anything other than to make sure your child knows if they are staying for a school meal or bringing lunch from home.

Every week, please make sure that your child has enough credit for the dinners that they will have. School meals are £2.55 per day.

Free school meals are available to families on Income Support. Direct link to Walsall Council's Free school meals registration form: - <https://go.walsall.gov.uk/forms/Application-for-Free-School-Meals>

A vegetarian choice is on the menu each day. Food preparation and service are halal compliant. Menus are displayed outside the school reception and are available on the school website. If you have paid for a school meal and your child is absent, your money will be rolled over to the next day.

Children can access to drinking water throughout the day and we encourage all children to bring in their own named water bottles. Children may bring a healthy snack for break (No crisps, chocolates, sweets or cakes).

Children who have packed lunch will need to bring their food in a named lunch box. For safety reasons, no glass bottles are allowed in school. At Palfrey Junior we encourage a healthy lifestyle so please make sure that your child's packed lunch is healthy and nutritious. We only allow crisps in packed lunches on Fridays as a once a week treat.

On the playground at lunchtimes, we have various play equipment and activities available. Our sports coach also leads daily sessions and clubs. Children may visit the school library during lunchtimes to borrow books.

A Healthy Packed Lunch

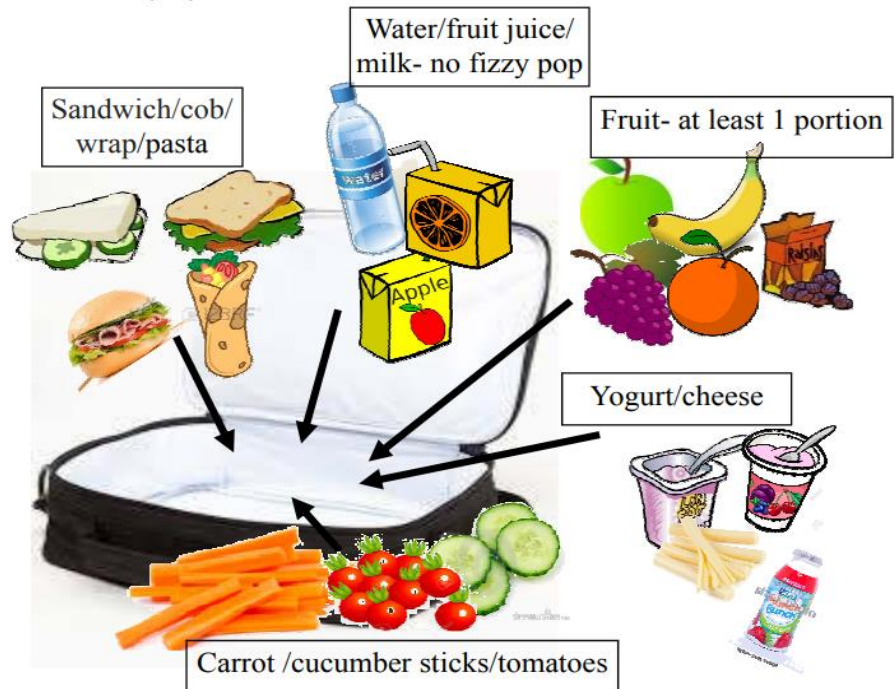
It has come to our attention that some children are not being given an appropriate or healthy packed lunch. A packed lunch should contain a variety of food including sandwiches, fruit, snack and a drink. Here are some ideas that should be included in your child's lunch box everyday.

According to [NHS choices](#) a balanced lunchbox should contain:

- Starchy foods like bread, rice, potatoes or pasta
- Protein foods like meat, fish, eggs or beans
- A dairy item, like cheese or yogurt
- Vegetables or salad
- A portion of fruit

For more ideas visit-

www.bbcgoodfood.com/howto/guide/school-packed-lunch-inspiration



The School Curriculum

At Palfrey, we aim to help children learn to the best of their ability. We encourage children to be lively, enquiring, independent, self-motivated, self-disciplined and responsible, respecting themselves and others.

To do this the school has:

- high expectations
- a carefully planned 4-year programme of study which is broad, balanced & creative
- work matched to individual needs
- good relationships between staff/parents/children
- a rich and stimulating learning environment
- equal opportunities for all


Our curriculum is designed to be creative, stimulating, exciting and challenging. Please visit the curriculum areas on our school website www.palfrey-j.walsall.sch.uk to see all the varied learning opportunities on offer.

Online Safety and Acceptable Use










All pupils at the start of the academic year sign our Acceptable Use Policy; this is a set of rules and reminders of how to keep safe online and our expectations of their behaviour when they are online in school and at home.

KS2 Acceptable use Policy

Staying safe whilst using the computer



To help me stay safe on the computer...

-  I will ask permission before using the Internet and use it for a specific purpose.
-  I will never share my personal details, such as my full name or address, with people I don't know.
-  I will never share my password with anyone.
-  I will never meet up with someone I have met on the Internet.
-  I will always check my messages are polite before I send them.
-  I will not reply to a message that isn't kind, but I will save it and show it to an adult.
-  I will not open or download a file unless I am sure it is safe.
-  I know I should not believe everything I read on the Internet.
-  I will always tell an adult if something on the Internet makes me or my friends unhappy.

Signed: _____

Educational Visits and In – School Events

Every opportunity is taken to enrich the curriculum. During the four years, Educational Visits to museums and places of educational interest are arranged regularly. These will support the work being undertaken in the classroom. We have regular visits in school from theatre and historical re-enactment groups, sports enrichment days and have special themed events such as Pirate Day, Chinese New Year and Dragon Drumming and World Book Day.

Costs to parents for educational visits or workshops in school are capped at £18 and school subsidises the rest. Children entitled to Free School Meals, Pupil Premium and Looked after Children will pay a maximum of £13.00 per event, and the Pupil Premium fund will subsidise the remaining cost. No child will be barred from taking part in an educational visit or activity where a voluntary contribution has been requested if parents are either unable or unwilling to pay. However, it may be that the proposed educational visit or activity would have to be cancelled should the school have insufficient funds to cover the cost. For our full Charging and Remissions policy, please visit our website.

Online Payments

Palfrey Junior operates a **cashless** payment system, 'Arbor' for school trips/workshops and school dinners.

Homework

At Palfrey Junior there are two main types of homework set. We expect that children will be reading with you regularly, practicing spellings and times tables. On occasions teachers may set your child specific work in Literacy, Numeracy or another curriculum area. Children can access this work on Google Classrooms or will be provided a paper copy. Your child will also regularly receive Talk Homework that is more creative and open-ended.

How much time should be spent on homework?

Year 3 and 4	15 minutes reading, 5 x per week. 2 x 15 minute tasks in Literacy, Numeracy or another curriculum area.
Year 5 and 6	20 – 30 minutes reading 5 x per week 1 x 30 minutes tasks in Literacy, Numeracy or another curriculum area.



Talk Homework in School

Research shows there is greater value in ‘talking’ to your child about homework than making them complete worksheets by themselves.

Talk Homework allows children to research in their mother tongue – talking to grown-ups about their experiences. It develops children’s research, independence and high level thinking skills, as often the tasks given are open ended and allow children to respond at their own academic and interest level.

Talk homework also keeps parents well informed about the work their children are doing in school as it is related to the Topic the children are currently learning about.

Talk Homework is not marked in depth but shared by staff and children in the classroom. All work carried out at home by children is valued. If children only write a short sentence we believe that is because parents have accepted this as enough for their child. We respect parent’s rights and family time and do not enforce quantity of homework but rather quality.

Websites



Pupils will be given their own personal log in details, which will enable them to access a wealth of self marking activities via the school website: -

www.palfrey-j.walsall.sch.uk.

Pupils will also be given log in details for alternative websites such as:

www.bugclub.co.uk, <https://trockstars.com/>, www.purplemash.com/login and Google Classrooms.

To help children, homework bags will be given free to pupils at the start of Year 3. Replacements will be charged at £7.50



School Uniform

The school uniform is Navy Blue, Grey and Red.



PALFREY JUNIOR SCHOOL UNIFORM

BOYS

Navy Blue Sweatshirt, Grey trousers, Red Polo Shirt, Black school shoes, **only** black mosque caps.



Boys may wear shorts in the summer

GIRLS

Navy Blue Sweatshirt, Grey trousers, Red Polo Shirt, black school shoes, Navy Blue Headscarf, falling only to the shoulder



Navy Blue Cardigan, Grey Pinafore / Skirt, Red Polo Shirt, Grey Leggings/tights, Black school shoes, Navy Blue Headscarf, falling only to the shoulder



GIRLS SUMMER UNIFORM

Blue & White or Red & White Checked cotton dress with white leggings / tights, black school shoes.
NB: Sandals or open topped shoes are **NOT** allowed for Health & Safety reasons



Headscarves/Hijab
MUST BE
Plain Navy Blue &
Falling ONLY
to the shoulders



Girls may also wear shorts in summer, either grey or gingham, or gingham playsuits.

Children must wear sensible black shoes.

Sweatshirts, embroidered with the school badge may be bought from:

Clive Marks School Wear, Unit 6, 15 Bradford Mall, Saddlers Centre, Walsall, WS1 1YT;

Crested Schoolwear, Park Street, Walsall, WS1 1LY

Plain navy blue sweatshirts, cardigans or jumpers are acceptable too.

All items of clothing should be clearly marked with the child's full name.

Jewellery and Valuables

In the interests of safety, children may only wear a watch and if they have pierced ears, stud earrings. On PE days we recommend that children do not wear jewellery or if they do, they must be able to remove earrings by themselves. Jewellery worn for religious requirements will be respected. Please inform your child's teacher about any special arrangements you wish to make. We ask you not to allow children to bring into school any item that is valuable, easily lost or breakable. This includes mobile phones, tablet computers and money. Sorry, but school will not take responsibility for anything lost or broken that has been brought onto the premises against our advice.

P.E / Games

On the days your child has P.E they can come to school wearing their P.E kit which is black shorts, black tracksuit bottoms or black leggings, white T-shirt and trainers. You will be notified by your child's teacher when PE lesson are being taught. It is expected that all children will take part in PE lessons. If for any reason they cannot participate in a PE lesson, we require a note from parents explaining why.



The school run football, cricket, gymnastics, dance and drama clubs after school.

	<u>PE Day</u>
Y3	Wednesday
Y4	Tuesday
Y5	Monday
Y6	Thursday

Swimming in Years 3 and 4

As swimming is part of the National Curriculum, only pupils who have a valid medical reason may be excused. If your child has a long-term chronic medical complaint which prevents him/her from swimming, then there should be a medical note to this effect from your doctor. If your child is not swimming for any reason other than because of illness then you should come and discuss the matter with us.

In accordance with parent's wishes, boys and girls will have separate lessons in the pool, with a female teacher.

Your child will also require a swimming costume, a towel and a swimming cap. Caps can be from school for £2.00 via our on line payment system.

If you wish to make an appointment to discuss the arrangements for swimming please contact the school.



Girls Swimming costumes. Available from Sports Direct etc



Boys Swimming Trunks. Available from Sports Direct etc

Stationery

Please provide the following items of stationery:-

A pencil case or zipper bag. Please DO NOT send expensive fancy pencil cases. Please label pencil cases with your child's name.



Pencil



black pen



1 pack of
coloured pencil
crayons



1 rubber/Eraser



1 pencil
sharpener



15cm clear ruler



1 Glue stick



Reasonable priced stationery can be purchased from Home Bargains, Poundland, B& M etc.. All other stationery such as whiteboards and whiteboard pens will be provided by school. You will receive a text message from school when your child's stationery is running low and needs to be replaced.

Book bags are provided free of charge to Year 3 pupils when they join Palfrey Juniors. Replacements will be charged at £7.50



Behaviour

On entering Palfrey Junior School, we expect each child to follow our Golden Rules. They are designed to help every child work well and achieve in a safe and happy environment.

A major aim of the school policy is to encourage children to practice good behaviour by operating the **Good To Be Green reward system**. This is for all children. Children receive a green point when they remain green all day. These points can be redeemed at the end of each term for certificates and rewards. This is in addition to other reward systems in place **Golden Certificates** – these are for outstanding individual behaviour, attitude and work. One child in each class is awarded each week and receives special badge to wear. House points to promote behaviour such as good listening and answering.

The Golden Class Rules

The golden rules were decided upon by the school council after discussions with their classes. All their suggestions resulted in 6 rules that encompassed how the pupils would like everyone to behave while in class and outside.





Sanctions

Children who break the Golden Rules will receive an amber card and a sanction such as missing part of their playtime or repeating/ finishing work. For serious incidents children will receive a red card and parents will be informed via text or phone call. This may result in your child being put on a ‘Behaviour Card’. If behaviour continues to be disruptive this may lead to a suspension. See Behaviour Policy on school website.

Houses

Children are split into four House groups when they join school. Our groups are Rowling, Dahl, Wilson and Morpurgo. Children are awarded points for good work and behaviour. The winning House each term receives special prize.

Contact with Parents:

Parents are invited to talk with the class teacher three times during the school year, and to see the children’s work. We aim to offer: -

Autumn Term	Pupil Parent Target Day-Friday 25th October 2024 (to discuss your child’s targets and how you can support them home)
Spring Term	A written report followed by a drop in session for Parents
Summer Term	A written report followed by an opportunity to discuss the child’s end of year school report

An end-of-year report is written for each child, giving information about your child’s progress in English, Maths and the wider curriculum. The individual results of Key Stage 2 tests and teacher assessments will be included for Year 6.

Parents are welcome to come into school. If it is a quick query, please pop into school, either before or after school. If you would like a longer time to talk with the class teacher, or a senior member of staff, a time can easily be arranged either by contacting the school office on 01922 721092 or email support@palfrey-j.walsall.sch.uk

Each year group also holds Inspire workshops where you are invited into school to work alongside your child as well as special open mornings and celebration afternoons (COVID-19 restrictions may apply).

School will also keep you up to date with texts from our Teachers2Parents service, weekly newsletter and information on our school website. Important information is given in these communications so please ensure that you read them carefully.

There are times when we need to contact you quickly because your child is ill or has been injured. If there is an emergency, we will contact you immediately. Therefore, it is very important that you keep your contact details up to date. Please notify us immediately of any changes in address and telephone number.



Complaints

We try to maintain good relationships with parents and expect pupils, staff and parents to listen carefully and respectfully to one another. If you have any complaints, in the first instance speak to your child's teacher or our pastoral lead Miss Thomson. If your complaint is not resolved, then please contact the Heads of School. If you feel that, your complaint is serious and you are still not satisfied, then please put your complaint in writing to the Governing Body. For a full copy of our complaints procedure, please go to our website.

Medical Conditions and First Aid

It is imperative that you inform school of any medical conditions your child has.

On admission you will receive a medical form that must be completed and returned to school. It is very important that we know as much as we can about your child's medical needs so that we can keep them safe in school. You will be asked to give consent to us giving children emergency treatment such as adrenalin pens for serious allergies, asthma inhalers if they have breathing difficulties. We will not use these medications in any circumstances except the most serious and having your consent at the beginning of the year will allow us to deal with any emergency condition your child may develop speedily rather than causing a delay due to trying to contact you before administering. So it is very important that this medical form is signed and returned to the school office as soon as possible.

The school will accept medicine for chronic illnesses or long-term complaints, such as asthma, diabetes, epilepsy or eczema, or cases where a child has had a short-term illness and is well enough to return to school but needs to finish a course of antibiotics or requires pain relief.

Medicines may not be brought into school unless it has been agreed with the Heads of School. Parents will be asked to sign a written permission for the administration of medicine. It is parents' responsibility to ensure that medicine is in date and any leftover medicine is disposed of. For full details please see the Medication policy on our website.

Medicine should be brought into school in the smallest possible amount by the parent and should be delivered personally to reception. Any medicines brought into school will be securely stored and dosage supervised by an adult.

If your child requires first aid, there are qualified members of staff who will assess and treat any injuries. You will receive a first aid slip at the end of the day if your child has been treated by a first aider. Also if your child has bumped their head, you will get a pink letter with a checklist of symptoms to look out for at home.

You may also receive a telephone call asking you to take your child home if they are hurt or unwell or asking you if you would like to see or speak to them to reassure them. Please make sure that we have your up-to-date contact details.



School Year

Term and Holiday Dates 2025/26

2025/26 academic year

Autumn term 2025

Term starts: Monday 1st September 2025

Half term holiday: Monday 27th October 2025 to Friday 31st October 2025

Term ends: Friday 19th December 2025

Spring term 2026

Term starts: Monday 5th January 2026

Half term holiday: Monday 16th February 2026 to Friday 20th February 2026

Term ends: Friday 27th March 2026

Summer term 2026

Term starts Monday 13th April 2026

Half term holiday: Monday 25th May 2025 to Friday 29th May 2025

Term ends: Monday 20th July 2026

195

* Excluding May Day – 4th May 2026

In Service Training Days (INSET)

The five additional CPD days for teachers, when all teachers shall be available for work, are chosen at the discretion of the school. These will be occasional holidays for the pupils.

Monday 1st September 2025

Friday 19th December 2025

Thursday the 19th March 2026 or Friday 20th March to coincide with Eid

Friday 12th June 2026

Monday 20th July 2026

- Tuesday 2nd September 2025 school open to Year 3 pupils only
- Friday 24th October 2025 Target Day-all pupils to attend with parents at their allocated time.



School Organisation

Children are taught in classes of approximately 30 pupils. At present there are 12 classes. Children may be taught English and Maths in smaller teaching groups. Extra support is provided within the classroom to facilitate small group teaching and interventions. Learning Support Assistants also support and lead some lessons under the supervision of the teacher. This provides intensive support for those who need it.

The Staff

Executive Head Teacher - Palfrey Junior School & Butts Primary - Mrs Angela Hill

Heads of School	Ms Cheryl Collis Mrs Emily Kinsey
Inclusion Manager (SENCO/NTE/EAL)	Mrs Kerry Shaw
Year 3 Teachers	Mrs Nona Kalra Mrs Stephanie Williams Mrs Mariam Mayat
Year 4 Teachers	Mrs Saima Mayet Mrs Vanessa Kennedy Ms Jayne Jackson Mrs Katherine Mansell (am)
Year 5 Teachers	Mrs Belinda Quiles Mrs Gulshan Adel Mrs Laura Smith
Year 6 Teachers	Mrs Deborah Jeremiah Miss Melissa Bird Mr James Partington Mrs Hayley Selby Year/5&6 (am) Mrs Lucy Baker-currently on maternity leave



Learning Support Assistants & Other Support Staff

HLTA's	Miss Prafulla Patel		Year 5 TA's	Mr Charlie Maton
	Mrs Sehnaz Patel			Mrs Saira Choudhury
	Miss Emily Holland			Mrs Latifa Sallu
Year 3 TA's	Mrs Safreen Ahmed		Year 6 TA's	Mrs Sara Tarajia Mr Jack Ellis
	Mrs Amena Surti			Ms Fatima Surti
	Mrs Farhat Masood			
Year 4 TA's	Mrs Farida Sidat Mrs Salma Zaman		Sports Coach/Level 3 Apprentice	Mr Charlie Maton
	Mrs Asma Vasyat		PSA, Safeguarding Officer	Miss Hayley Thomson
			Community Liaison	Mrs Hasina Nadat

SEND TA's
Mrs Hayley Dugmore
Miss Ellen Whitehouse
Mrs Mojisola Olaloye
Mrs Fatima Begum

School Business Manager
Administration Manager
School Administrator

Miss Jodie Breakwell
Mrs Tahira Asghar
Mrs Samina Shami

Caretaker

Mr G Coyne



Transfer to Secondary Education

Children from **Palfrey Junior School** may go to any secondary school of your choice. Most of our children go to **Joseph Leckie Academy, West Walsall E-Act Academy, Blue Coat Church of England Academy** or **Queen Mary's Schools**. However, places may be available at other schools in the Walsall Authority or at schools across the border in Sandwell LA.

Entry to Queen Mary's Grammar School, Queen Mary's High School and neighbouring local authority grammar schools is by exam selection, taken during the end of year 5 and beginning of year 6. You will receive much more information about transfer at 11 when your child nears that age.

All secondary schools invite parents to visit during the Autumn Term. This is an opportunity to ask questions. Several local schools will also send you a prospectus.

The children will be emailed an Information Pack during the Autumn Term. You will be asked to complete an **on-line application** to show which school you wish your child to enter and to give reasons. This is all you will need to do if you want your child to go to Joseph Leckie, Walsall E-Act, Barr Beacon or other Walsall LA secondary Schools.

Separate applications need to be made directly to Blue Coat Church of England Academy or the Queen Mary Schools.