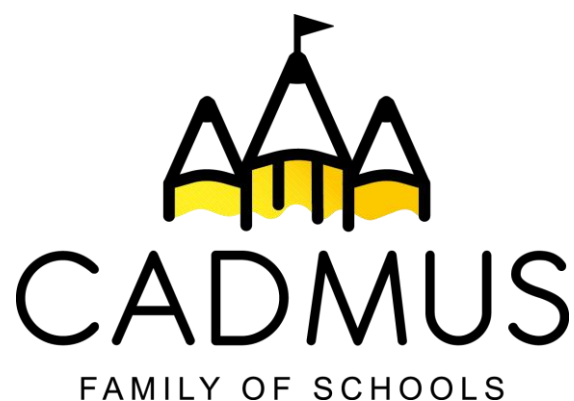


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Prospectus 2020 - 2021





*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

At Palfrey Junior School the health and safety of all children is of paramount importance.

Parents send their children to school each day with the expectation that school provides a secure environment in which their children can flourish. We therefore have to ensure that this expectation becomes reality. Our full safeguarding policy is available on our website.



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)



C. Collis

Head of School



E. Kinsey

Head of School

Safeguarding Officer



H. Thomson

Safeguarding Officer & PSA

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: **Teaching time:**
8.45am - 12.00pm 3 hours 15 minutes
1.00pm - 3.15pm 2 hours 15 minutes
(5 hours 30 minutes including assembly and breaks)

Years 5 & 6

School Times: **Teaching time:**
8.45 am - 12.15 pm 3 hours 30 minutes
1.15pm - 3.15 pm 2 hours
(5 hours 30 minutes including assembly and breaks)

The main gate on Dale Street is open at 8.30am. All children line up on the main school playground. The bell goes at 8.40am and the children are collected from the playground by their teacher.

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. Year 6 are allowed to walk home alone only if written consent is provided by parents. However, they are **not** allowed to pick up younger brothers, sister or cousins from school.

We also offer after-school sports clubs throughout the year. These usually finish at 4.15pm.

Please ensure that you collect your child promptly at the end of the school day or when their club has finished. A charge will be made for childcare for any child not collected by 3.30pm. The charge will be for £5 and this will be to cover the cost of staff who provides the care and administration time. Please see our 'Charging & Remissions Policy' for full details.

Any children picked up late are taken back into reception where staff log their names and the times they are collected. 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 text from school asking you to call us back. If not notified, we will record your child's absence as unauthorised. Our target for attendance is 96% in line with the Department for Education's rules. If your child's attendance is poor, we will refer you to the Education Welfare Service.

We expect medical or dental appointments to be made outside school hours. Where this is not possible, we require you to show us a valid appointment card *on the day before* the absence. 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 you may be fined.** 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 (£60.00 per child, per parent, i.e. £120.00 per child)** under the provision of the sub-section (1) of section 23 of the Anti-Social Behaviour Act 2003.

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.

Lateness

The bell goes at 8.40am and the children are collected from the playground by their teacher. The playground gates are then closed. Registration and activities start at 8.45am promptly. If your child arrives at school after 8.45am they will need to go through the main reception entrance and will be marked 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 your child an unsettled start to the day. We will refer persistent lateness to the Education Welfare Service.



LUNCH TIME

Years 3 & 4 – 12.00pm - 1.00pm,

Years 5 & 6 – 12.15pm – 1.15pm

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 are for the **full week** and cannot be changed unless school is notified with a valid reason.

Dinner Money - £2.30 per day (£11.50 per week) which **MUST** be paid on Monday. If your child is only staying one or two days, money must still be paid on Monday and the envelope marked accordingly.

Example 1

| |
|----------------------------------|
| Pupil Name: |
| Class: |
| Amount £11.50 - dinners all week |

Example 2

| |
|------------------------------|
| Pupil Name: |
| Class: |
| Amount £4.60 - |
| Dinner – Mon & Thursday |
| Sandwiches - Tues, Wed & Fri |

Free school meals are available to families on Income Support. Application forms are available from the Civic Centre; Darwall St. Walsall.

A vegetarian choice is on the menu each day. Food preparation and service are halal compliant. We also have special themed lunches that the children can book in for, even if they don't normally have a school dinner. Menus are displayed outside the school reception and are sent out on newsletters. If you have paid for a school meal and your child is absent, **please call the kitchen on 01922 646575 to cancel the dinner.** Your money will then be banked, otherwise you will lose your money as the meal will have been cooked.

As a playtime snack, toast is available on Mondays, Wednesdays and Fridays at 20p per slice, bagels on Tuesdays and Thursdays at 25p each or a pot of fruit at 20p every day. Please order at the beginning of the week, enclosing the money in an envelope clearly marked with your child's name and what they would like. Children are also allowed access to water throughout the day and can bring in their own named water bottles for use in class.

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.

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



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.

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. Some of our visits include The Black Country Museum and the National Space Centre. 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. Pupils also have the opportunity to participate in a residential trip.

Costs to parents for educational visits are capped at £15 and school subsidises the rest. Children entitled to Free School Meals, Pupil Premium and Looked after Children will pay a maximum of £10.00 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

Like many schools, we have moved to a **cashless** payment system. 'SchoolMoney' for school trips/workshops only. The reason for moving to a cashless system is to reduce the amount of money held on school premises. Parents/Guardians are sent secure login details by text. Once login details are received parents/guardians visit the website www.schoolmoney.co.uk sign into 'Schoolmoney parent login' and enter their mobile number, email address, password and child's known name.

Parent user guides can be found on the school website



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. 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:

walsallcs.itslearning.com ; www.bugclub.co.uk ; www.educationcity.com &

www.purplemash.com/login

To help children, homework bags will be given to pupils at the start of year 3. Replacements will be charged at £5.75.





SCHOOL UNIFORM

The school uniform is Navy Blue, Grey and Red.

BOYS

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



GIRLS

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



Navy Blue Cardigan embroidered with the school badge, 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

Children must wear sensible black shoes.

Sweatshirts, embroidered with the school badge may be bought from:
Clive Marks School Wear, Quasar Centre, Park St Walsall, WS1 1NP;
Crested Schoolwear, 25 The Arcade, Walsall, WS1 1RE
Clemmy's – The School & Wool Shop, 57 King St, Wednesbury, WS10 8DE

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



Jewellery and Valuables

In the interests of safety, children may not wear **any** jewellery although 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 and tablet computers.

P.E / GAMES

Children must have a change of clothing: black shorts, black tracksuit bottoms or black leggings, white T-shirt and trainers. All children have PE twice a week and are expected to bring their kit on the correct days. You will be notified by your child's teacher when PE lessons 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 and each year group does additional enrichment activities such as archery, Frisbee and fencing.

Swimming in Year 3 and Year 4

As swimming is part of the National Curriculum, only pupils who have a valid medical reason may be excused and require a note from parents. 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 female teachers.

Your child will also require a swimming costume, a towel and a swimming cap. Caps can be purchased from the school office for £2.00.

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



Stationery

Usually we provide ALL stationery required for your child's daily learning activities.

But due to Health and Safety requirements with Covid-19 in mind, parents will be required to provide the following stationery items.

A transparent pencil case or zipper bag. Please DO NOT send expensive fancy pencil cases. They must be clear see through.



1 pack of 12 coloured pencil crayons



1 rubber/Eraser



1 pencil sharpener



1 Glue stick



All other stationery such as pens, pencils, whiteboards etc. will be provided.

All stationery is to be kept in the pencil cases and taken with them when pupils go into their groups and taken home at the end of the school day in their book bags.

Book bags are provided free of charge to every pupil when they join Palfrey Juniors. Replacements will be charged at £5.75.





Behaviour

On entering Palfrey Junior School, each child and parent is given a copy of our Code of Conduct. It is designed to help every child work well and achieve in a safe and happy environment. If any child is not able to keep to the Code of Conduct, we promise to contact their parents so that we can work together to solve any problems.

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 prizes. 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.

We are kind and helpful – *we don't hurt other*

We listen – *we don't shout out or interrupt*

We are honest – *we always tell the truth*

We always try our best – *we don't waste our own or others' time*

We look after property – *we don't damage/break things*

The School Environment. We will:-

- treat the whole school and everything in it with care and respect
- put all litter in bins
- report any vandalism we see
- be prepared to pay for any deliberate or careless damage we cause

Leaving and Arriving. We will:-

- remember that members of the community notice bad behaviour and may report it
- behave in a sensible manner both in and out of school
- never leave school during the day without permission

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 (to discuss your child’s targets and how you can support them home) |
| Spring Term | Parents Evening |
| Summer Term | 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 the child’s progress in Reading, Writing, Maths and Science. 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. Any way in which a parent can offer time or commitment to the school would be most welcome.

There is a congratulations assembly each week. You will be invited to attend one of these if your child wins a Golden Certificate for their academic or personal achievements.

Each year group also holds Inspire workshops where you are invited into school to work alongside your child as well as special open morning and celebration afternoons.

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

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. If this is not satisfactory, 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

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

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. The note should give clear instructions concerning the necessary dosage.

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

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 our Administration of Medicines policy on our website.

SCHOOL YEAR

Term and Holiday Dates

| TERM | OPEN | CLOSE | DAYS OPEN |
|-------------|--|---|-------------------|
| Autumn 2020 | Mon 1 st Sept Mon 2 nd Nov | Fri 23 rd Oct Fri 18 th Dec | 74 days |
| Spring 2021 | Mon 4 th Jan Mon 22 nd Feb | Fri 12 th Feb Thurs 1 st April | 59 days |
| Summer 2021 | Mon 19 th April Mon 7 th June | Fri 29 th May Wed 21 st July | 62 days* |
| | | | <u>195</u> |

* Excluding May Day – 3rd May 2021

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.



SCHOOL ORGANISATION

Children are taught in classes of approx. 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 for some time in each week. 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 Vanessa Kennedy Miss Lucy Probert Mrs Belinda Quiles Mrs Katherine Mansell |
| Year 4 Teachers | Mrs Laura Smith & Mrs Mariam Mayat Ms Manpreet Kalra Ms Jayne Jackson |
| Year 5 Teachers | Mrs Gulshan Adel Mrs Saima Mayet Mrs Deborah Jeremiah Mrs Rajinder Kudhail |
| Year 6 Teachers | Mr James Partington Miss Melissa Bird Mrs Stephanie Williams |

**Learning Support Assistants & Other Support Staff**

| | | | |
|--------------------|---------------------|----------------------------------|---------------------|
| HLTA's | Miss Prafulla Patel | Year 5 TA's | Mrs Farida Sidat |
| | Mrs Sehnaz Patel | | Mrs Farhat Masood |
| | Miss Emily Holland | | Mrs Latifa Sallu |
| Year 3 TA's | Mrs Val Willoughby | Year 6 TA's | Mrs Fatima Begum |
| | Mrs Khadija Sallu | | Mrs Sara Tarajia |
| | Mrs Asma Vasyat | | Miss Fatima Begum |
| Year 4 TA's | Mrs Safreen Ahmed | Sports Coach & TA | Mr E Channer |
| | Mr Jack Ellis | PSA, Safeguarding Officer | Miss Hayley Thomson |
| | Mrs Salma Zaman | Community Liaison | Mrs Hasina Nadat |

| | |
|--|----------------------|
| School Business Manager | Mrs Vivienne Garratt |
| Administration Manager | Mrs Tahira Asghar |
| Apprentice School Administrator | Mrs Samina Shami |

Caretakers 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 bring home 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.