



# Ulverley School

## Parent Handbook

Taking you step-by-step  
through starting school



*Inspiring all learners to follow their dreams, creating a better future for our global community.*





**Mark Pratt,  
Head Teacher, says...**

Its great news that your son or daughter are starting at our wonderful school. Thank you for selecting us!

**We need some information from you**

We need some information from you, so could you please follow the steps in this Parent Handbook, and hand in your completed forms to the school.

**Answering your questions**

On page 11 is Key Information and pages 12-13 are answers to Frequently Asked Questions. If you have any questions that are not answered here, please contact the school office on 01223 333333 and we will be happy to help!

**Policies and term dates**

On pages 12-14 are details of some important policies you need to know about...and page 15 has term dates.

**Welcome**

Welcome to Ulverley School and I look forward to getting to know you and your child.

Step 1

**STEP 1: PUPIL ADMISSION FORM**  
Ulverley School

**Pupil Information**

Please answer all questions as accurately as possible and inform the school as soon as possible if this information changes.

|   |               |
|---|---------------|
| Legal Forename:   | Home Address: |
| Middle Name:  |               |
| Legal Surname:  |               |
| Preferred Forename:   |               |
| Date of Birth:  | Telephone:    |
| Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female | Email:        |

**Contact Information**

|  |         |               |
|--|---------|---------------|
| Priority 1   | Name:   | Relationship: |
|  | d.o.b:  | Nat. Ins. No: |
| Home Address   |         |               |
|  |         |               |
| Home No:   | Mobile: | Email:        |
| Work Details   |         |               |
| Tel:   |         |               |
| PR and Court Orders:   |         |               |
| Does this person have legal PR for this child? <input type="checkbox"/> Yes <input type="checkbox"/> No  |         |               |
| Is there a court order in place for this child? <input type="checkbox"/> Yes <input type="checkbox"/> No |         |               |

|  |         |               |
|--|---------|---------------|
| Priority 2   | Name:   | Relationship: |
| Home Address   |         |               |
|  |         |               |
| Home No:   | Mobile: | Email:        |
| Work Details   |         |               |
| Tel:   |         |               |
| PR and Court Orders:   |         |               |
| Does this person have legal PR for this child? <input type="checkbox"/> Yes <input type="checkbox"/> No  |         |               |
| Is there a court order in place for this child? <input type="checkbox"/> Yes <input type="checkbox"/> No |         |               |

Please tear here

|  |       |               |               |  |
|--|-------|---------------|---------------|--|
| Priority 3   | Name: |               | Relationship: |  |
| d.o.b:   |       | Nat. Ins. No: |               |  |
| Home Address   |       |               |               |  |
|  |       |               |               |  |
| Home No:   |       | Mobile:       | Email:        |  |
| Work Details   |       |               |               |  |
| Tel:   |       |               |               |  |
| PR and Court Orders:   |       |               |               |  |
| Does this person have legal PR for this child? <input type="checkbox"/> Yes <input type="checkbox"/> No  |       |               |               |  |
| Is there a court order in place for this child? <input type="checkbox"/> Yes <input type="checkbox"/> No |       |               |               |  |

|  |       |         |               |  |
|--|-------|---------|---------------|--|
| Priority 4   | Name: |         | Relationship: |  |
| Home Address   |       |         |               |  |
|  |       |         |               |  |
| Home No:   |       | Mobile: | Email:        |  |
| Work Details   |       |         |               |  |
| Tel:   |       |         |               |  |
| PR and Court Orders:   |       |         |               |  |
| Does this person have legal PR for this child? <input type="checkbox"/> Yes <input type="checkbox"/> No  |       |         |               |  |
| Is there a court order in place for this child? <input type="checkbox"/> Yes <input type="checkbox"/> No |       |         |               |  |

Siblings in School (if applicable)

|      |            |      |            |
|------|------------|------|------------|
| Name | Reg. Group | Name | Reg. Group |
|      |            |      |            |
|      |            |      |            |

Medical and Dietary Requirements

|                       |
|-----------------------|
| Dietary Needs:        |
|                       |
| Medical Practice:     |
| Telephone No:         |
| Medical Condition(s): |
|                       |
|                       |
|                       |
|                       |
|                       |

Step 1

Step 1

Please indicate the ethnic origin of your child below by ticking the relevant description

- ☐ British
- ☐ Irish
- ☐ Traveller of Irish Heritage
- ☐ Gypsy/Roma
- ☐ Any other white background
- ☐ Caribbean
- ☐ I do not wish this information to be recorded
- ☐ White and Black Caribbean
- ☐ White and Black African
- ☐ White and Asian
- ☐ Any other mixed background
- ☐ African
- ☐ Any other Black background
- ☐ Indian
- ☐ Pakistani
- ☐ Bangladeshi
- ☐ Any other Asian background
- ☐ Chinese
- ☐ Any other ethnic group

Please indicate your child’s religion below by circling the relevant description

- ☐ Baptist
- ☐ Buddhist
- ☐ Church of England
- ☐ Christian
- ☐ Congregational
- ☐ Christian (Ecumenical)
- ☐ Free Church
- ☐ Greek Orthodox
- ☐ Hindu
- ☐ Jewish
- ☐ Jehovah’s Witness
- ☐ Methodist
- ☐ Muslim
- ☐ Quaker
- ☐ Roman Catholic
- ☐ Russian Orthodox
- ☐ Salvation Army
- ☐ Seventh Day Adventist
- ☐ Sikh
- ☐ United Reform Church
- ☐ Other Religion
- ☐ No Religion/Faith
- ☐ I do not wish this recorded.

What languages are spoken in the home?

|                        |                        |
|------------------------|------------------------|
| Child to Father:       | Father to Child:       |
| Child to Mother:       | Mother to Child:       |
| Child to Siblings:     | Siblings to Child:     |
| Child to Grandparents: | Grandparents to Child: |
| Country of Birth:      | Nationality:           |

Dinner Arrangements

Please indicate your child’s dinner arrangements: ☐ School Dinners ☐ Packed Lunch

Travel Arrangements

Please indicate how your child usually travels to school by circling the relevant description:

- ☐ Bicycle
- ☐ Car
- ☐ Van
- ☐ Public Bus
- ☐ Taxi
- ☐ Walk
- ☐ Car share with other pupils

Parents in Military Service

Is either of this pupil’s parents in Military Service (Personnel Categories 1 or 2)?

- ☐ Yes
- ☐ No

Name and Location of Previous School

|           |         |
|-----------|---------|
| Name:     |         |
| Location: | Tel No: |

Consent for Photographs

During their time at school, your child may be involved in plays or other events at which photographs are taken. Please indicate by ticking the box below whether you agree for any photographs of your child to be used by the school (e.g. on its website or in newsletters)

- ☐ I agree to photographs of my child being used by the school.

Please tear here

Dear Parents/Carers

If you are a parent or carer, and receive any of the benefits below, then your child is eligible for Free School Meals.

- Income Support
- Income Based Jobseekers Allowance
- Support under Part V1 of the Immigration and Asylum Act 1999
- Child Tax Credit (provided you are not also entitled to Working Tax Credit and have an annual gross household income of no more than £16,190)
- The Guaranteed Element of State Pension Credit
- Income Related Employment and Support Allowance
- Working Tax Credit run on – paid for 4 weeks after you stop qualifying for Working Tax Credit

Please would all parents return the form below to Mrs Hill in the School Office. The new system regularly checks eligibility, so even if you are not eligible at the moment, if your circumstances change, this will be picked up.

Yours sincerely

Mark Pratt  
Headteacher

To Mrs Hill

|                         |                        |
|-------------------------|------------------------|
| Child's Name:           |                        |
| Parent's Title:         |                        |
| Last Name:              |                        |
| First Name:             |                        |
| Parent's Date of Birth: | National Insurance No: |

Step 2

Step 3

|   |  |                                    |
|---|--|------------------------------------|
| Child's Name                            |  | Class                              |
| Proposed Date(s) of Absence             |  | No. of hours/days previously taken |
| No. of hours/days requested             |  |                                    |
| Reason for Leave of Absence             |  |                                    |
|   |  |                                    |
|   |  |                                    |
| Signed:                                 |  | Date:                              |
| Parent/Guardian (delete as appropriate) |  |                                    |

The following section is for School use only

|  |                                |                            |                         |                                  |                         |                        |
|--|--------------------------------|----------------------------|-------------------------|----------------------------------|-------------------------|------------------------|
| % Attendance to date, this academic year.        |                                |                            |                         |                                  |                         |                        |
| Authorised Absence Granted                       |                                |                            |                         |                                  |                         |                        |
|  |                                |                            |                         |                                  |                         |                        |
|  |                                |                            |                         |                                  |                         |                        |
| Signed (Head Teacher) :                          |                                |                            |                         | Date:                            |                         |                        |
| C  | G                              | H                          | O                       | P                                | R                       | M                      |
| Other<br>Authorised<br>Circumstances             | Family Holiday<br>(Not Agreed) | Family Holiday<br>(Agreed) | Unauthorised<br>Absence | Approved<br>Sporting<br>Activity | Religious<br>Observance | Medical<br>Appointment |
| Appointment Card/Medical Appointment Letter Seen |                                |                            |                         | [ ] Yes [ ] No                   |                         |                        |

Please tear here



The Family Information Service sends out regular news and information about family activities and events in Solihull **via email** to everyone on the Parents' Network.

To join, please fill in your details below in BLOCK CAPITALS and return to: Solihull Council, Family Information Service, Children's Services and Skills, Manor Square, Solihull B91 3QB.

For more information please contact the Family Information Service by phone: 0800 389 8667 or by email: [parentsnetwork@solihull.gov.uk](mailto:parentsnetwork@solihull.gov.uk)

Your details (parent/carer)

|                               |          |
|-------------------------------|----------|
| Title:                        | Forename |
| Surname:                      |          |
| House/Flat Number/House Name: |          |
| Postcode:                     |          |
| Email address:                |          |

Your child/ren's details

What year was your child / children born? (e.g. 2007):

Do any of your children have a disability or additional need? (please tick box) ☐ Yes ☐ No

More about you (parent/carer)

Ethnicity (please tick)

White:

☐ British

☐ Irish

☐ Other

Mixed:

☐ Caribbean

☐ White & Black African

☐ White & Asian

☐ Other

Asian or Asian British:

☐ Indian

☐ Pakistani

☐ Bangladeshi

☐ Other

Black or Black British:

☐ Caribbean

☐ African

☐ Other

Chinese or other Ethnic Group:

☐ Chinese

☐ Other

Language Is your first language English? (please tick box) ☐ Yes ☐ No

If no, what is your first language?

Source Where did you get this form?

|        |      |
|--------|------|
| Signed | Date |
|--------|------|

\* Your details will not be passed on to anyone else

\* You can remove your details from our database whenever you wish

The school staff will not give any medication unless this form is completed and signed and returned to Mrs Hill. Please note that the GP may be contacted for verification.

I request and authorize that my child be given/ gives themselves the following medication:

|  |   |
|--|---|
| Child's name:                            |   |
| Date of birth:                           | Year Gp   |
| Name of medication:                      |   |
|  |   |
|  |   |
|  |   |
|  |   |
| GP prescribing medication:               |   |
| Date                                     |   |
| No of doses required in a day:           | Has medicine been taken previously <input type="checkbox"/> Yes <input type="checkbox"/> No |
| How the medicine should be administered: |   |
|  |   |
|  |   |
|  |   |
|  |   |
| Time:                                    |   |
| Parent's contact name:                   |   |
| Day time telephone number:               |   |
| Relationship to child:                   |   |

- ☐ I have confirmed that it is necessary to give this medication during the school day.
- ☐ The medication has been taken previously and I know of no potential reactions.
- ☐ The medication is in the original container indicating the contents, dosage and child's full name.

|         |             |
|---------|-------------|
| Signed  | Print name: |
|         | Date:       |
| Agreed: | Date:       |

Please tear here



Booking Agreement 3-11yr olds

Term Time only

Please indicate on the form below which sessions and which provision you would like to book, and return the form to Ulverley Rising Stars. We will contact you to confirm availability.

Child's name: \_\_\_\_\_

Contact name: \_\_\_\_\_

Address: \_\_\_\_\_ Contact number \_\_\_\_\_

| Before school 3-11 year olds | 7:30 am-start of the school day. £4.25 including breakfast (7.30-8.00am) | 8am-start of the school day. £3.25 (not including breakfast) | After school 3-11 year olds | End of school - 4.30pm £5.25 Per session | End of school - 5.30pm £7.25 Per session | End of school - 6pm £8.25 Per session |
|------------------------------|--|--|-----------------------------|--|--|---------------------------------------|
| Monday                       |  |  |                             |  |  |                                       |
| Tuesday                      |  |  |                             |  |  |                                       |
| Wednesday                    |  |  |                             |  |  |                                       |
| Thursday                     |  |  |                             |  |  |                                       |
| Friday                       |  |  |                             |  |  |                                       |

| Ulverley Nursery 3-4 year olds | Morning session 8.30-11.30pm 15 hours free funding. | Afternoon session 12.30-3.30 15 hours free funding . | All day session 9am-3pm 30 hours free funding |
|--------------------------------|---|--|---|
| Monday                         |   |  |   |
| Tuesday                        |   |  |   |
| Wednesday                      |   |  |   |
| Thursday                       |   |  |   |
| Friday                         |   |  |   |

30 Hour Free Funding 11 digit eligibility number: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Key information

What are our school times?

- Nursery**
- Nursery 9:00 – 3:00 (30 hours provision).
  - 8:30-11:30 (Morning Nursery).
  - 12:30pm - 3:30pm (Afternoon Nursery).

- Reception**
- 9:00am - Registration / Assemblies.
  - 12:00 midday -1:00pm - Lunchtime.
  - 3:05pm - Home time / after school activities and clubs.

- Key Stage 1**
- 8:45am - Registration / Assemblies.
  - 10:15am - 10:30am – Break.
  - 12:00 midday - 1:00pm - Lunchtime.
  - 3:05pm - Home time / after school activities and clubs.

- Key Stage 2 (Years 3 and 6)**
- 8:45am - Registration / Assemblies.
  - 10:30am - 10:45am – Break.
  - 12:30pm - 1:30pm – Lunchtime.
  - 3:15pm - Home time / after school activities and clubs.

- Key Stage 2 (Years 4 and 5)**
- 8:45am - Registration / Assemblies.
  - 10:45am - 11:00am – Break.
  - 12:30pm - 1:30pm – Lunchtime.
  - 3:15pm - Home time / after school activities and clubs.

Ulverley Rising Stars

Ulverley Rising Stars is school-run and provides excellent wraparound care for children from 2 -11 years old.

- Breakfast Club - 7:30am-8:00am - £4.25.
- Before School Club - 8:00am-8:45am - £3.25.
- Wraparound - 9:00am-12:30pm - £13.00, 11:30am-3:00pm - £13.00, 9:00am-3:00pm - £21.50.
- After School Club until 4:30pm - £5.25, Until 5:30pm - £7.25, Until 6:00pm - £8.25.

There is a 20% discount for parents who have 2 or 3 children attending the same session. The discount will be applied on to the eldest and second eldest child where applicable.

- Holiday Club**
- Our Holiday Club is open to all children, including those attending other schools.
- 7:30am - 6:00pm - £24.00.
  - Any 5 hours - £15.
  - Extra hours - £3 per hour.
- Please speak to Mrs Bradley or Mrs Clements if you have any queries.

Arrivals and departures

The doors open at 8:35am and remain open until 8:50am, with school officially starting at 8:45am. Parents of children in Reception can bring their children into class and work alongside them until 8:50am. A member of Senior Leadership is stood at the doors to speak to parents and take messages down to class. Children arriving after 8:50am have to be signed in at the Main Entrance by an adult, giving a reason as to why they are late. They then receive a late mark. Anyone arriving after 9:15am receives a mark that says they are in, but which counts as an absence.

Uniform

Branded school uniform can be obtained from either Clive Marks (0121 459 4599 / www.clivemark.co.uk) or Tesco (www.ff-ues.com). The purpose of uniform is to show the outside world and ourselves our commitment to each other and the values that we hold dear.

- Maroon sweatshirt / cardigan / fleece.
- Sky blue polo shirt.
- Mid-grey trousers/skirt/pinafore.
- Blue gingham check dress/shorts (May - October).
- Grey tights/socks.
- lack shoes (no trainers, pumps or boots).

Year 6

- Light / dark blue sweatshirt.
- Light/dark blue polo shirt.
- Religious Observance
- Grey hijab.
- Grey leggings.

P.E.

It is essential that all children have access to their PE kit at all times as it is an integral part of the curriculum. We strongly recommend that all PE kit stays in school from the first day of the term until the last, or at least from Monday to Friday, so that children are ready for any possible timetable alterations.

- Plain white t-shirt/polo shirt.
- Black shorts/tracksuit trousers/leggings.
- Black tracksuit top/sweatshirt/hoody.
- Black pumps.
- Trainers.
- Football boots.

Please note that any child unable to do PE will be asked to act in a coaching / supporting way as part of the lesson.

Outdoor and protective clothing

Children should at all times be cleanly and sensibly dressed, especially in terms of shoes. Please make sure they can manage their clothes as children are expected to dress and undress themselves. During bad weather, please make sure your child has a warm coat to wear at playtimes.

Labeling of uniform

Please ensure that all items of clothing are clearly labeled with your child's name as the school cannot accept responsibility for any articles lost or damaged on school premises.

Food in school

Ulverley provides a wide range of choice at lunchtimes. Children can choose from a hot dinner or a sandwich option all made by our friendly catering team.

Free school meals

All children in Reception, Year 1 and Year 2 are entitled to a free school meal. For older children, the family must be in receipt of certain benefits. Please see the Free School Meals page on our website for details.

Packed lunches and snacks

We ask that children only bring in healthy snacks to school for their mid-morning snack or in their lunchboxes. Children should not bring in crisps, chocolate or biscuits.

Drinks in school

Children should bring only water to school. Hydration is important and aids learning and we encourage children to drink water regularly. We also have a school milk scheme. By registering your child for this scheme they will receive a 189ml (third of a pint) carton of semi-skimmed milk every day. This is delivered fresh and chilled to their classroom every day.





# Frequently Asked Questions

Here are our answers, to what we find, are the most frequently asked questions. If you have any questions that are not answered here, please contact the school office and we will be happy to help!

## Absence

We expect all children to attend for at least 96% of the time. Where attendance drops below this, including lateness, conversations will be held with parents by either class teachers, Deputy Head or Head. Absence which drops below 90% will be passed on to the Local Authority Enforcement Officer and fines may be issued. Absences are then logged as unauthorised and again these may be passed on to the LA in extreme circumstances.

### Routine medical appointments

We ask that routine appointments such as doctor, dentist and optician are made out of school time and may be marked as unauthorised. We ask parents to bring in appointment letters / cards.

### Holidays in term time

Holidays in term times are not allowed unless in exceptional circumstances and are dealt with on a case by case basis.

## Mobile phones

Pupils are not permitted to have mobile phones at school or on trips. If in the rare event of a parent wishing for their child to bring a mobile phone to school the parent must put a request in writing to the Head Teacher at least three days in advance. The phone must be handed in, switched off, to the secretary's office first thing in the morning and collected from the office by the child at home time. The phone is left at the owner's own risk.

Mobile phones brought to school without such permission will be confiscated and must be collected by the parent.

## Helping to support children's learning at home

Take an interest in what your child is doing in school. Be aware of what homework has been set, encourage them to read to you and one their own, set tasks for them where they need to use mathematics or think about what is happening in the world around them.

## Jewellery and accessories

In order to keep your child safe and well, we only allow stud earrings, which should be removable by the child for PE. If you are thinking of having your child's ears pierced, we would respectfully ask that this done at the start of the summer holidays so that they can do PE safely without their earrings in.

## Internet safety

The school ensures that IT filters and monitoring systems are in place and which will identify children accessing or trying to access harmful and inappropriate content online. We are careful that "over blocking" does not lead to unreasonable restrictions as to what children can access in terms of online teaching, but the safeguarding of the children is taken very seriously.

## Issues concerning children's welfare

If you have an issue concerning your child, please speak to his or her Class Teacher as the first point of contact.

## Relationships and sex education lessons

Sex and Relationships Education follows curriculum guidelines and all content and resources are clearly defined and age appropriate. Please see an overview of the content of these lessons on our website

## Clubs and activities

We regularly run a range of after-school clubs at varying times throughout the year, including:

- Dance.
- Football.
- Dodgeball.
- Multi-Sports.
- Yoga.
- Science.

We take children on residential visits to York, Blackwell Court, an adventure based residential, and Red Ridge Outward Bounds Centre in Wales. We go out on trips to the Sea Life Centre and Cadbury's World as well as taking children out to sporting competitions and the local area.

## Special Educational Needs

Ulverley School is committed to inclusion. We believe that all children, including those identified as having Special Educational Needs and/ or Disability (SEND) are entitled to a meaningful and high quality education. In order to accommodate the differing needs of our SEND children, we offer a more personalised teaching and learning approach to meet the academic, social, emotional and behavioural needs of our children.

### Discuss concerns

Your views, wishes and feelings are paramount. We will always discuss concerns and queries with you as soon as we can and hold regular meetings to discuss your child's needs and their progress. These meetings could be with the class teacher, Inclusion Manager, external agencies or a collection of all parties. We also hold a coffee morning each term for parents/carers of children with SEN to give them a chance to talk to other parents and carers and share ideas of support.

Further information about our SEND policy can be found on our website under the Key Information drop-down menu.

## Charging policy

The school has a charging policy, in accordance with the requirement of Section 110 of the Education Reform Act 1988 and Chapter 32 in the 2002 Education Act. The policy is annually agreed by Governors and applicable to all registered pupils. Parents are asked to make voluntary contributions to cover the cost of trips or visits to the school.

## Emergency arrangements

Should the school have to close either before the start of the day or during the day, we notify parents via the school app, website, local radio stations, emails and the text messaging service.

### Stay in touch

The school appreciates that during bad weather children may arrive later than normal but parents should endeavour to contact the school to let them know they are on their way if likely to be delayed. The school recognises there will be isolated instances where families are cut off, even where the clear majority of children can get into school. In such instances parents should inform the school of the circumstances of this exceptional situation.

### Contact numbers

In the event of the school having to close during the day due to unforeseen worsening weather or similar unforeseen circumstances, parents will be contacted by text message or a phone call either at home or work and asked to collect their children. Such an early release will only be contemplated in very extreme circumstances. All parents/carers are urged to ensure that mobile phones are always switched on and audible in case we are trying to contact you.

## Medication in school

There is no legal or contractual duty on staff to administer medicine or supervise a child taking it. However, the school Appointed Persons have volunteered to do so where necessary or appropriate. Where medication has been prescribed, e.g. anti-biotic medicine, to be taken four times a day, a First Aider will administer prescribed medicine providing that a 'Parental Agreement' form has been completed and signed. All prescribed medicines that are due to be administered must be kept in the Medicines cabinet in the Medical Room.

### Responsibility for administering medication

It is the child's responsibility to come to the school office for the medicine to be given, the school does not accept responsibility if the child forgets. Records will be kept of all prescribed medicines administered. Non-prescribed medicines are not allowed in school. If a child is taking any other medication it is the parent's/ carer's responsibility to come to school and administer the medicine.

# Working with parents

## Parents, Teachers, Associates Forum

Our Parents, Teachers, Associates Forum supports the school greatly. Their mission statement is enriching children's school experiences by bringing people together. They do this through events such as Christmas Fayre, discos, Mother's Day activities and the jewel in the crown, our Summer Fayre, UFest.

They have a core co-ordinating group to oversee events and manage the finances, backed up by events teams who organise activities. The events teams are made up of different people who are only involved for the duration of a single event. In this way, busy parents who want to support the school but find their time squeezed commit to certain times that are good for them without feeling committed on a more permanent basis.

Monies raised go towards providing children with equipment, activities and experiences that enrich their life in school. Recently, the PTAF have provided a new Early Years play area and drums.

## Communication with parents

We like to feel that, in partnership with parents, we are a team working together to create an environment of excellence where each child is valued, nurtured and guided in preparation to face the challenges ahead with confidence. We believe that a positive relationship between home and school is extremely important. We encourage parents to take a real interest in their child's schooling and to work together with the school in helping them to achieve the very best standards.

### Parent Evenings

Regular Parents Evenings are held throughout the school year. These are an opportunity for you to come into school and meet with your child's teacher to discuss their progress and to view their work. If you have any concerns at any other time, please do not hesitate to make an appointment to speak with your child's teacher. You can also discuss your child's written school report.

### Smartphone app

Our smartphone app is designed to ensure parents will never miss out on important communications from the school. School app is available via website or QR code on back of booklet.

## At home

Naturally 'parental involvement' is not confined to school. Children are learning all the time and their parents are partners in education with the school. We do provide homework, in line with the needs of the children, their age and their ability and in line with national expectations; we hope that it remains a time when children and parents can have some fun working together.

## The Home School Agreement

We believe it is essential to have strong links between home, school and the community. All children, parents and teachers are asked to sign a Home School Agreement that outlines the intentions of all three parties, a copy of which is returned home to the parents.

## Contacting Parents

Accidents happen in school as they do elsewhere in the community. We are able to provide first aid where necessary. If your child is taken ill at school or has an accident, it is important that we can get in touch with you. Please make sure we have your correct address and telephone numbers for home and work and the name and address of a friend or relative who we could contact if we cannot get through to you.

### Seek permission

Outings and trips are a valuable part of school life and we arrange as many as possible. Parents sign a form giving consent for local visits on admission. In addition to this we send a letter asking for permission for any visits which are further away or involve transport and children are not taken unless the permission slip is returned.



Why do we need policies?

For a school to offer high quality education and care, it needs policies. Policies help develop and define a set of consistent rules, regulations, procedures and protocols.

Parents need policies

Policies are also useful to parents. For example, a prospective parent might wish to view a school's behaviour policy or special educational needs policy, before deciding whether to apply for their child to attend the school.

High standards

We believe policies are vitally important in helping us to create standards of quality for learning and safety, as well as expectations and accountability. If you want to know what policies we have, you can either call the school office and ask for a copy of a policy, or go online to <http://www.ulverley.co.uk> and click on 'Key info, and then click on 'Policies'.

Key policies

Some of our key policies are:

- Anti-Bullying.
- Behaviour and Social, Emotional and Mental Health.
- Child Protection.
- E-Safety.
- Health and Safety.
- SEND.
- Relationships and Sex Education.
- English as an Additional Language.

Step 1



Step 2



Step 3



Autumn term

4th September - 20th October  
30th October - 19th December

Spring term

3rd January - 16th February  
25th February - 29th March

Summer term

16th April - 26th May  
4th June - 24th July





## Pupils will:

- Acquire values such as honesty, sincerity and tolerance.
- Develop esteem, self-confidence and self-discipline and form considered opinions.
- Be aware of the needs of others and learn to respect their points of view.
- Develop a sense of involvement and belonging, both within the school and the wider community.
- Develop a love of reading.
- Develop an aesthetic appreciation; be aware and sensitive to the environment and its protection.
- Develop a sense of commitment and achievement both independently and as part of a team.
- Appreciate the efforts and achievements of others.
- Acquire appropriate knowledge, skills and processes which are enabling in the fields of work and recreation.
- Develop an understanding and respect for different cultures.

## In order to facilitate this it is necessary to:

- Recognise the integral importance of all staff and provide support, motivation and development through appropriate and effective management and organisational systems.
- Encourage and enhance the positive contribution of parents and the general environment of the school.
- Achieve a high degree of commitment and co-operation between all those involved in the support of children at Ulverley School.
- Provide a learning environment which seeks to challenge pupils to achieve their upmost.



All members of our Ulverley family abide by the rules and principles which ensure that we are inspiring learners and upholding the British values of history, law, culture, responsibilities, language and democracy!

**Be kind and respectful...**

Inspiring all learners to follow their dreams,  
creating a better future for our global community.

Ulverley School  
Rodney Road  
Solihull  
West Midlands B92 8RZ  
Tel: 0121 742 3251  
Fax: 0121 743 6938  
Email: [office@ulverley.solihull.sch.uk](mailto:office@ulverley.solihull.sch.uk)  
Website: [www.ulverley.co.uk](http://www.ulverley.co.uk)

