

Parent Information Directory 2017/18

Ulverley School

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

Everything you
need to know for
your child's year
at school.



Everything you need to know...

Mark Pratt, Head Teacher, says

Many thanks for picking our wonderful school to educate your child.

Support

To help you better understand how our school works, and to remember what we need you to do, we have written this directory. It contains practically everything you will need to know for your child's year at school.

Keep this directory

Please keep this directory somewhere safe, and use it regularly. Let us know if you have a question or query, the answer should be in here. If it isn't, let us know and we will include it in next year's directory.

You and your child

I look forward to getting to know you and your child over the coming year.



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Working with Parents

Communication with parents

We recognise the importance of communication to optimise the accessibility to pupils, parents/carers and the wider community. The school operates an 'open door' policy to discuss any issues. Parents', carers' and pupils' views are sought on a regular basis and acted upon. Ulverley School also has very strong links with outside agencies which enables productive working and signposting to other services where appropriate.

Parent Evenings

We hold three parent interviews during the year, to give you the opportunity to meet with your child's teacher and to review their progress. A written report is sent out to parents at the end of the Summer Term. If you have any concerns, at any time, please do not wait for parent interviews. Arrangements for an appointment to see your child's teacher, the Head Teacher or another member of staff can be made by contacting the school office.

News and newsletters

We have in place a range of communication formats including regular newsletters. All school information is available in hard copy or via the website. Our website is a great resource for keeping updated with events at school. You'll find regular updates on our website at: <http://www.ulverley.co.uk> under the 'Key Info' sections.

Information and notifications can also be obtained via our school app. This is available for iOS and Android devices from <https://itunes.apple.com/WebObjects/MZStore.woa/wa/viewSoftware?id=1068499128&mt=8> or <https://play.google.com/store/apps/details?id=com.pitchhq.ulverley>

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

At Ulverley School we would like to form a genuine partnership with you and your family members, to enable your child to reach their potential whilst they are with us. To demonstrate the importance of this partnership, we ask for a copy of our Home/School Agreement to be signed by the child, their teacher and their parent/carer. The agreement outlines the responsibilities of everyone in helping to create a safe, happy and positive learning environment.

Contacting parents

In order to make contact between the school and parents easier and faster, we use a text messaging service to communicate with you on school closures and other exceptional circumstances. This service works by sending a standard text message to the designated mobile phone number provided by you. Apart from the contact telephone number and the pupil's first name (no surnames), no other personal data will be held by the texting company. We believe that parents find this service very useful. If, however, you wish to opt out of this service (at any time) please contact the school office. Please can you ensure that we have an up-to-date mobile telephone number for you, which you can access during the school day.

Key Information

What are our school times?

Nursery

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

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.

Please collect your children promptly from their respective school playgrounds.

Wraparound 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.
- Black 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.

Labelling of uniform

Please ensure that all items of clothing are clearly labelled 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.

Meals cost £2.05 and payment can be made via ParentPay.

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.

Who's Who

Operations team

Mr Mark Pratt, Head Teacher
Mrs Anna Williams, Deputy Head Teacher
Mrs Cheryl Bradley, Ulverley Rising Stars Manager
Mrs Amy Bristol, Business Manager
Mr Marc Paternico, Site Manager
Mr Martyn Garner, Chair of Governors

Teaching Staff

Mrs Maugan Collins, Inclusion Manager
Mr Neil Sleigh, Assessment Manager
Mrs Hayley Kelly, Phase 1 Leader
Mr Andrew Kearney, Phase 2 Leader
Miss Katie Burke, Phase 3 Leader
Mrs Heidi Fell
Mr Phillip Evans
Miss Fiona Hamlin
Mrs Caroline Albanese
Mrs Rohima Islam
Mrs Wendy Maddison
Mrs Claire Downs
Mrs Carol Wiseman
Mrs Michelle Moore
Mrs Sopna Hossain
Mrs Lakhbinder Khela
Miss Charlotte Burleigh
Mrs Melanie Chadwick
Mrs Wendy Timmins
Mrs Theresa Freeth
Mrs Donna Mace
Mr Martin Richmond
Mr Joel Swingle
Mrs Anke Lanham
Ms Jennifer Blackburn
Miss Lucy Haigh
Miss Connie Hadley

Miss Amy Tibbs
Mrs Sopna Hossain
Mrs Anna Bird
Mrs Jennifer Evans
Mrs Tracy Henriques
Mrs Claire Hudson
Mrs Jo Lawlor
Mr Ashley Bartlett
Mrs Lorraine Edwards

Pastoral Team Teaching Assistants

Mrs Rebecca King

Office Staff

Mrs Sue Hill, Receptionist
Miss Courtney Powers, Business Administrator

Site Personnel

Mr Luke Stubbins, Assistant site manager

Lunchtime Supervisors

Mrs Janet Holmes
Mrs Jackie Lee
Mrs Elaine Lewis
Mrs Manjit Gheer
Mrs Mel Green
Mrs Clair Walker
Mrs Tanveer Akhtar
Mrs Elaine Dudley
Ulverley Rising Stars

Deputy Managers

Mrs Maxine Clements
Ms Suzie Marson
Mrs Lakhbinder Khela
Ulverley Rising Stars

Play Workers

Mrs Janet Tovey
Mrs Michelle Moore
Miss Emily Berry
Miss Charlotte Burleigh
Mrs Claire Hudson
Miss Samantha Deane
Miss Katrina Berry
Mrs Sopna Hossain
Mrs Rohima Islam
Mrs Karen Taylor
Miss Kauleigh Lancaster
Mrs Emma Unlu
Miss Holly Locke

Governors

Mr Martyn Garner, Chair of Governors
Mrs Joy Harrison, LA Governor
Mrs Penny Griffiths, Parent Governor
Mr Alec Mason, Parent Governor
Mrs Harsha Dudley, Parent Governor
Mrs Jennifer Mills, Parent Governor
Mr Mark Pratt, Staff Governor
Mr Philip Evans, Staff Governor
Mrs Julie Gumbley, Co-opted Governor
Mrs Doreen Dunkley, Co-opted Governor
Mrs Bandana Rout, Co-opted Governor
Mrs Amy Bristol, Clerk to Governors
Ms Vicki Johnstone
Mrs Kirstie Kwiatowski

Topics

Topics that are being taught in each year group in school this year

The topics within the curriculum at Ulverley School are designed to reflect the needs and interests of our children and the content is organised into project themes with meaningful context. We believe that the individual needs of our children are best served through an enriched curriculum that enables children to meet age related expectations and embed and master that learning. Through the delivery of our curriculum we will:

- Encourage all children to develop lifelong learning skills.
- Allow children to gain essential knowledge, skills and understanding for future life.
- Provide all pupils with access to broad and balanced learning which is inspiring and engaging.

The Foundation Stage Curriculum

1. The Foundation Stage Curriculum consists of three prime areas of learning:
 1. Communication and language.
 2. Physical development.
 3. Personal, social and emotional development.

And the four specific areas of learning:

1. Literacy.
2. Mathematics.
3. Understanding the world.
4. Expressive arts and design.

At Key Stage 1 and 2 the curriculum consists of the following topics

Five core subjects:

1. Mathematics
2. English
3. Science
4. Computing
5. Religious Ed

Additional subjects taught:

- Physical Education
- Geography
- History
- Art
- Design and Technology
- Music
- Personal, Health and Social Education.
- Modern foreign languages

We plan termly curriculum maps that show the themes and content for each year group.

Critical skills and the curriculum

These are skills which have been identified as those most needed to be learnt in school, and those that tend to be most absent in individuals entering their professional lives. They are:

- Problem solving.
- Decision making.
- Critical thinking.
- Creative thinking.
- Communication.
- Organisation.
- Management.
- Leadership.

The Critical Skills Programme also teaches Fundamental Dispositions, which bring enhanced value to the child's own life and to the lives of others with whom they share in the community. Children who...

- Have a commitment to life-long learning.
- Are self-directed.
- Produce quality work.
- Are of ethical character.
- Work through collaboration.
- Demonstrate a sense of curiosity and wonder.
- Are responsible and active members of the community.

British Values

The Department for Education (DFE) requires all schools to promote the fundamental British Values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs. Although British values are reinforced through every day school life, our curriculum is also tailored to ensure children understand what it means to be British. As we are part of the WSM (Weston-super-Mare) Education Co-operative Trust we are committed to teach our students about co-operative values of self-help, self-responsibility equality, democracy, equity, solidarity, honesty, openness, social responsibility and caring for others. Our Co-operative values are entrenched in British Values.

Celebrating achievements and experiences

Children who have specific abilities and talents are recognised within the school and all children's achievements are celebrated. Children with English as an additional language are given support both within and outside the classroom, to develop their language and communication skills. We also value their home language and culture and optimise opportunities for sharing these experiences. Pupils are rewarded with certificates and house points for excellent work, behaviour and attitude. Year 6 pupils can apply for the role of School Ambassador, representing the school at county events as well as taking a leading role and responsibility in school activities. Every week children take part in a celebration assembly where certificates and awards are presented. Throughout the year children have the opportunity to share their talent through competitions.

Understanding how our school works

Support for SEN children

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 and emotional and behavioural needs of our children. We provide an active and nurturing learning environment, where our children feel safe and secure and are inspired to follow their dreams.

At Ulverley, we have written our own School Offer to outline the provision we have in place for children with SEND and the processes in place if you believe your child to have a Special Educational Need and/ or Disability. The School Offer has been written in collaboration between Ulverley Staff, Governors, parents/ carers and children.

What is SEND?

If your child needs more support with learning than others or is struggling to cope socially and emotionally, they may have special educational needs and/or a disability, which can include things such as:

- Not learning as quickly as most other children.
- A specific learning difficulty.
- A disability or health problem.
- Struggling to communicate or understand what people are saying.
- Social communication difficulties.
- Social, emotional and mental health difficulties.

Identifying a Special Educational Need and/ or Disability

All children at Ulverley receive high quality, differentiated teaching using a varied curriculum. If your teacher has a concern about your child's learning and progress they may ask you to come in for an informal chat. A member of staff will have a concern about a child if they are not making progress at the rate of their peers or they are working below expectations which are typical of their age. Your child may also display a change in behaviour which may cause concern for the teacher. Similarly if you have a concern about your child's learning or social well-being, discuss these with their class teacher.

What will happen next?

The class teacher may adapt the provision for your child, beginning the process of the graduated approach. This may be by trying a different resource or placing your child in a 1:1/ small group intervention to give additional help in the targeted area of need. We monitor the impact of these interventions and track your child's progress. The Class Teacher will then provide feedback about your child's progress at Parents Consultations.

The Graduated Approach

The idea of the graduated approach is to build a clear and detailed picture of your child and his/ her strengths and areas of need. It also helps to identify the specific needs of your child and how we can best support.

Our facilities

At Ulverley we are very fortunate to have some excellent facilities to benefit the children, and further support their learning and school experience, including a good amount of outdoor space for outdoor learning, recreational play.

- Computer room.
- Large PE hall with sprung floor.
- Dedicated drama studio.
- Large dining hall.
- Two large playgrounds.
- Well-equipped library.
- Art room.
- Extensive grounds.
- Forest school.
- Football, netball, cricket and athletics facilities.
- Environmental area and pond.
- Allotment (in development).
- School minibus.

Assessment: what processes are used to track progress and how this feeds into the classroom?

It is important that learners receive detailed feedback regularly and frequently on their learning so that they know what they did well and how to improve. It is also important that teachers assess this learning in order to plan, prepare and facilitate targeted areas of development. Marking and feedback can also develop a learner's depth of their previous understanding in and out of context.

Work that has been assessed but not quality marked will have a T written on it to show the teacher has assessed the work. If a piece of work has been self or peer assessed the teacher will write 'peer assessed by' or 'self-assessed by' and the child will write their name.

Understanding how our school works

Attendance and the impact of taking term-time holidays

Ulverley School is committed to providing high quality inclusive learning opportunities for all pupils. Full attendance is a critical factor in ensuring positive educational outcomes for our pupils. We will give a high priority to emphasising to parents and pupils the importance of regular and punctual attendance. We recognise that parents have a vital role to play and that there is a need to establish strong home-school links and communication systems that can be utilised whenever there is concern about attendance. If there are problems which affect a pupil's attendance we will investigate, identify and strive in partnership with parents, pupils and the Education Welfare Service to resolve those problems as quickly and efficiently as possible. Parents whose children are registered at school are responsible for ensuring that they attend punctually, regularly and stay at school. Persistent lateness and/or poor attendance will be discussed with parents/carers and school staff will discuss ways we might be able to help parents address any issues.

Contact the office

The Head Teacher and Governors recognise that occasionally a day out of school may be unavoidable, i.e. due to sickness, medical or dental appointments. Parents/carers must telephone the school by 9.30 am on the first day of the child's absence, stating the reason.

If the parent/carer has not contacted the school by 9.30am, then the parents/carers of identified pupils should expect to be contacted by the Attendance Officer. Parents/carers will be challenged if they fail to inform the school of the reasons for absence, or if the reasons given for absence are unacceptable.

Collection

If your child has to leave school during the day we must, for safety reasons, have a request from you and he or she must be collected. Children will never be allowed to leave the premises by themselves during school hours. If they are collected during the day you will be asked to sign them out at the office.

Holidays and request for absence.

Ulverley School will consider each request on a case by case basis. Some of the reasons we may consider as supporting an application for holiday in term time are:

- Forces' Personnel on leave from a

foreign posting.

- Significant family events or circumstances - these will need to be considered individually.

All other requests for holiday in term time will be unauthorised.

Support for parents

Our website contains a list of organisations that parents can turn to if they are having difficulties at home. These include:

- Lost and Found - supporting children experiencing loss in their lives.
- NCT - Parent support network.
- Solihull Children's Centres.
- Solihull Autistic Spectrum Support and Information.
- Solihull Approach
- Mind
- Solihull Metropolitan Borough Council.
- CEOP National Crime Agency.
- Dyspraxia Foundation.
- Signpost Inclusion.
- SOLO - for children and families with additional needs.
- Kidz in the Middle - for issues with disability.

How to become a volunteer or Governor

The primary purpose of our school's Governing Body is to ensure the quality of the education provision. When carrying out their responsibilities, our governing body acts in the interests of the children and young people in the school and in the wider community. Our Full Governing Body meet termly. Governance Representatives from staff, parents and the local community are represented on our Governing Body and if you are interested in becoming a Governor, please watch out for any vacancies should they arise, or contact the school.

Volunteering in our school

We value the contribution of parents and family and we actively encourage your help during the school day. Parents and family help with a variety of activities which include reading with our children, helping children to choose a library book, sewing, cooking, and acting as extra pair of hands in class. We accept all help gratefully.

Pupil Premium: why it's important

Pupil Premium additional funding is given to schools for:

- Pupils who have been registered as being entitled to Free School Meals (FSM) at any point in the last six years. You must register for Free School Meals so we can receive this funding.
- Children whose parents are currently serving in the Armed Forces.

Extra money for extra support

Schools receive this funding to support their eligible pupils and narrow the attainment gap between them and their peers. We can use this funding to support children in a wide variety of ways which are tailored to the individual child's needs. Typical examples include assistance with:

- The purchase of school uniform/PE kit or other equipment.
- The cost of school visits and extracurricular activities.
- A subsidised place on residential trips.
- Fees for Breakfast and After School Clubs.
- Confidence and skills building experiences.
- Specialist/extra tuition.

Free School Meals can be provided if parents/ guardians are in receipt of certain Income Support benefits. We encourage parents to apply for FSM even if their children do not take up Free School Meals because we can then access this additional funding to benefit your child. Further information about how the school spends these monies can be found on the school website. Please contact our school office who will assist you with the application process.

Pupil Premium for adopted children

The government have recently announced that they are extending this to provide additional funds for children who have been adopted from care. However, funding will only be received should parents elect to inform their child's school that their child has been adopted and they would like the school to receive additional Pupil Premium Funding. From April 2014, schools in England can receive the Pupil Premium for children adopted from care or who left care under a Special Guardianship Order (SGO) on or after 30 December 2005. Schools can also claim the Pupil Premium for children who left care under a Residence Order (RO) on or after 14 October 1991. To claim the Pupil Premium for adopted children, and those who are the subject of an SGO or RO, parents will need to inform the school and provide supporting evidence, for example, the Adoption (Court) Order.



Understanding how our school works

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.

If you would like to join the PTFA, please contact the school office.

What to do if you have a concern or complaint

The majority of issues raised by parents, the community or pupils, are concerns rather than complaints. We believe that sharing these concerns and talking about them openly and in an agreed time frame is the best way to maintain positive and productive relationships, resolving issues quickly and effectively. Ulverley School is committed to taking concerns seriously, at the earliest stage, with the intention of resolving issues and keeping the number of formal complaints to a minimum and without needing formal procedures. However, depending on the nature of the complaint, you may wish or be asked to follow the school's formal complaints procedure. A 'concern' is defined as 'an expression of worry or doubt over an issue considered to be important for which reassurances are sought'. A 'complaint' is defined as 'an expression of dissatisfaction however made, about actions taken or a lack of action'. Primarily these complaints would suggest a breach of a statutory duty, Code of Conduct or specific school policy.

Ulverley School believes it is reasonable to expect parents to make a complaint as soon as possible after an incident arises. We do understand however that this may not always be possible. In light of this, for the school to successfully investigate a complaint we ask that it is made within one year of the incident occurring. If a complaint is received which an incident is older than one year, the complaint will be brought to the Governing Body to consider any exceptions. This does not affect any statutory rights. The prime aim of Ulverley School's policy is to resolve the complaint as fairly and speedily as possible. Formal complaints will be dealt with in a sensitive, impartial and confidential manner. Malicious complaints may incur appropriate action by the school.

Social media

Social media websites are being used increasingly to fuel campaigns and complaints against schools, Head Teachers, school staff, and in some cases other parents/pupils. Ulverley School considers the use of social media websites being used in this way as unacceptable and not in the best interests of the children or the whole school community. Any concerns you may have must be made through the appropriate channels as listed below so that they can be dealt with fairly, appropriately and effectively for all concerned. In the event that any pupil or parent/carer is found to be posting libellous or defamatory comments on Facebook or other social network sites, they will be reported to the appropriate 'report abuse' section of the network site. All social network sites have clear rules about the content which can be posted on the site and they provide robust mechanisms to report contact or activity which breaches this. The school will also expect that any parent/carer or pupil removes such comments immediately. In serious cases the school will also consider its legal options to deal with any such misuse of social networking and other sites. Additionally, and perhaps more importantly, is the issue of cyber bullying and the use by any member of the school community to publicly humiliate another by inappropriate social network entry. We will take and deal with this as a serious incident of school bullying.

The Ulverley School Policy has four main stages. In summary they are as follows:

- Stage 1 – A concern is raised informally with a staff member.
- Stage 2 – Formal complaint is heard by the Head Teacher.
- Stage 3 – Complaint is heard by the Chair of Governors.
- Stage 4 – Complaint is heard by Governing Body's Complaints Appeal Panel.

The full Complaints policy is published on the school website: click on 'Key Info' then 'Policies'.

What to do if...

My child is having difficulty making friends

For many children, difficulty making friends can have a detrimental effect on their self-esteem and confidence, and also keep them from trying new activities. It can also be difficult for them to manage intense feelings.

Talking

Encourage your child to talk about their feelings, and what has happened in the school day. Just knowing that these feelings are normal, and that they have someone to talk with, can help a lot!

Invite friends over

Ask your child who they enjoy spending time with at school. Start by inviting one or two of these friends over to your house, or arrange a get-together at a local park.

Talk to your child's teacher

Contact the school office and ask to talk with your child's teacher. Have a chat about your concerns. Don't be worried, we deal with friendship difficulties regularly; it's part of being a teacher!

Have your own friends over

Since children pay close attention to what grownups do, model friendship behaviours for your child by having your friends over, especially in ways that include the younger generation.

Try not to expect too much

Take it slowly and don't 'force' your child to make friends. Sometimes making friends can take time! Get help if you sense a real problem. In the majority of cases, shyness or difficulty making friends in childhood is perfectly normal. If your child rarely holds eye contact, is unusually withdrawn, throws tantrums or cries whenever other children are around, or seems terrified of going to school or the playground, then please talk to us again.

I'm struggling to help my child with their homework

If you are finding it difficult to help your child with their homework...don't worry! Lots of parents have difficulties with this.

Talk to us

The way subjects are now taught is probably different to when you attended school. The first thing to do is talk to the school office. All conversations are confidential. They will then either book you an appointment to come and chat

with your child's teacher, or book a time for your child's teacher to phone you.

We will help you

It's nothing to worry about. We will help you understand how children learn in a modern school, and you can then enjoy helping your child with their homework.

If I think my child is struggling with school work... or not being challenged enough?

The first thing to do is contact the school office to talk with your child's teacher.

Ongoing assessment

Your child is assessed regularly by their teacher, so we will be able to tell you how they are performing and how this relates to what is expected at this stage of your child's education.

Activities at home

Your child's teacher can provide you with some fun activities to do at home that will complement what is happening in class, and give your child that extra help.

Ongoing problems

It may be that your child needs glasses in class, or is dyslexic. All of these concerns can be discussed with your child's teacher. We want to help your child, as much as you do!

How to develop a bedtime and morning routine, so children get enough sleep for school

The most important thing is that children get enough sleep for school.

Getting enough sleep

Children of school age experience enormous growth, are very active and need lots of sleep. A child aged 3-6 years needs to be asleep from 6pm-8pm, and a child aged 7-12 years needs to be asleep by 7.30pm-9pm. Most experts agree that children need between 9 and 10 hours of sleep each night to be at their best, with 8 hours the absolute minimum.

Routine

By establishing a bedtime routine, you can relax your child. For example, bath-time, reading a book, listening to story tapes or music can all relax a child and be part of such a routine. Children will soon associate a repeated activity with relaxing and going to sleep.

In bed

Once your child is in bed, dim the lights or put on a lamp. Perhaps read a story or talk to them about school that day.

Getting up

Breakfast is very important. If you have a routine for morning, it helps the child to get up and dressed and downstairs for breakfast. If you don't have much time in the morning, it may be an idea to prepare as much as you can the night before. You can make packed lunches, sort breakfast food, lay out school clothes and even assign a shelf or hook for school essentials (so you don't have to go searching for things as you're due to go out the door!)

List chart

It may seem like overkill, but a morning routine chart is great for children to follow. They enjoy following lists and ticking off what they have done. You could always give them a reward on Friday for following the list. Your list could feature some of the following:

- Getting dressed.
- Combing hair.
- Eating breakfast.
- Brushing teeth.
- Washing face.
- Putting shoes on.
- Grab backpack/lunchbox... then off to school!

When a child doesn't want to eat breakfast

If your child doesn't want to eat a full breakfast, find foods that they can eat quickly but that will still provide the nutrients that their body needs. Most experts recommend eating a serving of protein first thing in the morning. Scrambled eggs on toast, yogurt and fruit, or a peanut butter and jam sandwich on whole wheat bread are good options for breakfast. Be creative with breakfast!

What happens when my child transfers to secondary school?

Pupils complete their primary education at Ulverley School. When they are eleven years old they generally transfer to Langley, Lyndon or Lode Heath Schools. Parents will receive a letter from the Director of Education in their child's final year inviting them to make a first and second choice of Secondary School. Later in the year, parents will be sent details of admissions arrangements, Induction Days and information about when they can visit their child's Secondary School.



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!

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.

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.

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.

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

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.



Term dates 2017-2018

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:

- Be happy, settled and safe.
- 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.
- Work together in partnership in the best interests of the child, enabling them to have the best possible outcomes



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.

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