



Greet Primary School

There are no limits to what we can achieve.



Parent & Carer Handbook 2025-26

Approved by:	Chloe Williams	Date: 29/09/2025
Last reviewed on:	29/09/2025	
Next review due by:	September 2026	

Welcome to Greet Primary School

It is with great pride that I welcome you to Greet Primary School. Whether your child is already part of our school family or you are considering joining our vibrant community, we are delighted to share with you what makes Greet such a special place.

I feel incredibly privileged to serve as Head of School. My journey at Greet began in 2004 as a Teaching Assistant, and it was here that I was inspired to become a teacher. Over the years, Greet has shaped my career, and I am now honoured to lead a team of dedicated and talented staff who are deeply committed to our children and the wider Sparkhill community.

Our school motto, *"There are no limits to what we can achieve,"* underpins everything we do. Guided by our core values – Work Hard, Be Kind, and Make Good Choices – we strive to create a nurturing, respectful, and ambitious learning environment for every child.

We are passionate about developing lifelong learners who are curious, empathetic, and well-prepared for the next stage of their education. Our engaging and inclusive curriculum reflects the rich diversity of our community and encourages children to explore the world around them with confidence and enthusiasm.

Greet is more than just a school – it's a family. Many of our staff have been with us for over a decade, and some are even former pupils who have returned to give back to the community that shaped them. This strong sense of belonging is at the heart of everything we do.

Thank you for taking the time to learn more about our school. We look forward to working in partnership with you to ensure your child thrives and achieves their full potential.

Chloe Williams
Head of School

School Aims

The school values its relationship with parents and our children. We positively encourage parent involvement in their children's education as we believe that working together enables your child to achieve greater success. Our aims are:

- To provide a secure, caring community where each child is valued, and learning can thrive.
- To create a stimulating environment where children can work and play together in a spirit of co-operation.
- To provide a broad, balanced, and relevant curriculum so that pupils will gain the skills and knowledge to help them to grow in confidence and prepare for the future.
- To encourage children to always do their best by setting challenging but realistic goals.
- To develop individual strengths and celebrate the strengths of others, so that pupils will learn tolerance and mutual respect.
- To promote spiritual, moral, social, and cultural awareness.
- To develop a positive attitude towards personal health and physical fitness.
- To foster responsibility towards the environment and the community in which we live.

Our Greet Senior Leadership Team



Chloe Williams
Head of School



Kate Holder
Deputy Head teacher



Matt Haydon
Assistant Head teacher
EYFS & Y1



Sarah O'Donnell
Assistant Head teacher
Y2 & Y3
SENDCO



Sheraz Shahnawaz
Assistant Head teacher
Y4, Y5 & Y6

Contact

Greet Primary School
Percy Road
Sparkhill
Birmingham
B11 3ND

0121 464 3360

enquiry@greet.createpartnership.org.uk

School Office Staff

PA to the Headteacher – Miss E Hartland
Office Administrator – Mrs C Davies
Office Administrator – Miss S Begum

School Times

Nursery (mornings)	8.30 am -11.30 am
Reception, & Y1-Y6	8.40 am – 3.15 pm

Morning Drop Off

The school day starts at 8:40am.

Gates open at 8:30am.

Gates close at 8:50am.

Doors to classrooms open at 8:40am and children go straight inside to be greeted by their teacher on class.

Children on the school site between 8:30am and 8:40am must be supervised by their parents.
All school staff are in a start of the day briefing and are not available to supervise children.

Breakfast Club - children will only be admitted to the building before 8:40am if they are registered to attend Breakfast Club.

At 8:50am the gates to the school site will be closed, and children will need to be brought by an adult to the front office where they can be signed in.

Adults on site after 8:50am will also have to **leave via the Upper Phase gate** next to the Main Office entrance on Percy Road. All other gates to the school site will be closed at 8:50am.

Please respond respectfully to staff members when they ask you to walk around to the main office, they are following the directions of the Senior Leadership Team.

End of the day Collection

The school day ends at 3.15pm.

Children have designated areas for collection.

EYFS, Year 1 and Year 2 – classroom doors

Year 3 – from the playground in front of the Middle Phase building

Year 4, Year 5 and Year 6 – the Upper Phase playground

All pupils are expected to be collected by 3:25pm.

- If a parent or carer is delayed in picking up their child for any reason it is their responsibility to call an authorised adult to collect the pupil from school on their behalf.
- Parents or carers who are going to be late picking their child up from school and cannot arrange for an authorised adult to collect the pupil from school on their behalf should inform the school as soon as possible.
- Repeated late pickups will be considered a concern and reported to the Headteacher or Head of School.

We **cannot authorise** children to be collected early from school (before 3:15pm) on a regular basis.

Early collection in the case of emergencies or non-routine medical appointments must be approved by the Headteacher or Head of School.

Late Train

Any child not picked up by 3.25 p.m. will be taken to the Community Room for Late Train.

Parents and carers are to pick up children from the Community Room after 3.25 p.m.

The Community Room is opposite the Upper Phase Building. Please ask in the office if you are not sure.

Pick up and Drop Rules

- Parents and carers are not permitted, to stop, wait, drop off, or pick up pupils while parked in a prohibited area.
- There are legally enforced zig-zag markings on Percy Road that prohibit stopping or parking between 8:00am and 4:00pm. The school takes no responsibility for fines issued by the police for violations.
- Residents' drives should not be blocked under any circumstances, even during short periods of waiting where the car is in use.
- Vehicles should be driven in a calm manner which causes least disturbance to residents.
- Engines should be turned off when a vehicle is stationary and not in traffic as vehicle exhaust emissions contribute significantly to air pollution and are particularly harmful to children.
- All pupils will always wear a seatbelt while they are dropped off and picked up.
- Parents and carers will ensure pupils disembark vehicles safely at the correct stop and crossroads with care.

Collection During the School Day

If you need to collect your child during the school day, please give us as much notice as possible.

Let the school office know in advance of the reason and what time.

All early pick-ups will **need to be approved** by the Headteacher or Head of School.

Acceptable reasons for collection during the school include:

- Emergency medical or dental appointments
- Family emergency

Please be patient with the office staff when you arrive in school to collect your child. It can take up to 15 minutes for your child to be collected, especially over our busy lunch period. We advise parents and carers to **arrive in plenty of time** to allow for this.

Movement Around the School Site

We ask all adults (parents, carers and visitors) to **be respectful when queuing up and moving around the school site**.

We have a high volume of parents and carers wanting to access the site at the same time. Please ensure you **observe the following rules to ensure safe access for all**:

1. Queue sensibly whilst waiting for the gates to open at the start and end of the day.
2. Be polite to the staff members opening the gates: occasionally there are unavoidable reasons gates that result in gates being opened slightly later than scheduled, it is not acceptable to be rude or make negative comments to staff members.
3. Move through the gates and pathways in a considerate manner. There are parents and carers with buggies and young children.

School Uniform

We want our pupils to understand that there are no limits to what they can achieve. We have high expectations of and for our pupils and are committed to delivering an exceptional education that sets them up for success.

We believe that **excellent presentation is a key factor to ensuring academic success**. Wearing school uniform helps to create a sense of community, belonging and equality.

Please refer to our Uniform Guidance leaflet for information.

Term Dates

Our school term dates for this academic year can be found on our school website. They are also included in our start of year Welcome leaflet and our newsletters.

Sickness

Children should remain at home if they are unwell. After diarrhoea and sickness, a minimum of 48 hours without symptoms should elapse before returning to school. All absences should be notified to the office by telephone on the first day.

All parents and carers are advised to **read our Attendance Policy**, available on our website.

Medication in School

Prescription and over the counter medicines can be administered at school if parental / legal guardian consent is obtained and:

- when it would be detrimental to the pupil's health or school attendance not to do so **and**
- where we have parents' / carers' written consent through a school agreement form.

Pupils under 16 will not be given medicine containing aspirin unless prescribed by a doctor.

Anyone giving a pupil any medication (for example, for pain relief) will first check maximum dosages and when the previous dosage was taken. Parents and carers will always be informed.

The school will only accept medicines that are:

- In-date
- Labelled with the child's name and class
- Provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage and storage.

All medicines will be stored safely. Pupils will be informed about where their medicines are always and be able to access them immediately. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to pupils and not locked away.

Medicines will be returned to parents to arrange for safe disposal when no longer required.

All medicine must be given to school through the main office. Class teachers are not permitted to take medicines from parents or carers.

Supporting Pupils with Medical Conditions

The school aims to ensure each child can access and enjoy the same opportunities as any other child and give parents/carers and pupils confidence in the school's ability to provide effective support for medical conditions in school.

All parents and carers are responsible for informing the school if their child has a medical condition and arrangements must be discussed with the Assistant Head teacher for your child's phase.

The school records medical information using an online system called Medical Tracker identifying children who have asthma, diabetes, epilepsy, sickle-cell, allergies (leading to anaphylaxis) and dietary needs. We complete an annual review of medical needs as well as ensuring all relevant staff (teaching and nonteaching) have up-to-date, bespoke training.

School Meals

School dinners are free for all children in Reception, Year 1 and 2 and for all Free School meal eligible children (FSM).

All other children can order and pay for a school lunch although we do recommend our school dinners. It is one of the many things we are proud of. The cost of a school dinner is currently £2.40.

Please note that school lunches for KS2 children who are not FSM must be paid for strictly in advance via the new Arbor payment system. Please note that we have a zero tolerance on debt and parent meal accounts must be always kept in credit, with the week's meals paid in advance. Orders will not be accepted until the meal has been paid for.

Food allergies

Our school is a "nut free" environment.

If your child has a specific food allergy it is essential that you notify the school once the diagnosis is made. In the case of severe allergies where an epi-pen has been prescribed, parents should ensure that an epi-pen is provided in case of reaction. We have staff trained in the use of epi-pens.

Parents are responsible for making sure all medication is in date.

Water

Children are encouraged to bring a named, water bottle to school from which they may drink throughout the day.

Sun Protection

In the summer, please provide your child with a sun hat with a neck guard and come into school wearing sun cream where appropriate.

Sleep

You can help to support your child's learning by ensuring that they have plenty of sleep so that they come into school refreshed, rested and ready to learn. Sleep is very important to a child's wellbeing. A lack of sleep can cause a child to become hyperactive and disagreeable and have extremes in behaviour. The NHS recommended levels of sleep are detailed below:

Age	Recommended hours of sleep per night
3-4	12 hours
4-6	11-12 hours
7-11	10 hours

After School and Lunchtime Clubs

A selection of after school activities are offered by staff voluntarily over the course of a year. Some clubs are run by our sports coaches which include, football, multi-sports and netball. Other clubs are facilitated by outside agencies and so there is a cost involved.

We encourage the children to take part and experience a wide range of sport activities so that they may develop physically in health and strength. The PE curriculum is based around six main areas – games, gymnastics, dance, swimming and outdoor adventure activities. Each child will experience all six areas throughout their school life.

We are also very active in representing the school in various competitions in Birmingham in a variety of sports, this is usually an honour that is bestowed on the older children in the school. As these are after school activities, they are dependent on availability of staff and parental support.

School Trips and Charging Arrangements

There are opportunities for year groups to go on trips during school hours. School trips are an essential part of the school curriculum. The school's policy on educational visits states that payment is voluntary. However, visits will be cancelled if the cost of the trip is not sufficiently supported. Where possible, and to contribute to the school's Travel Plan, we use public transport for trips.

Pupils or parents are not required to pay for any equipment in connection with education provided during school hours. However, parents may be invited to voluntarily provide their children with some items therefore releasing school funds for other resources.

Security of the School

The school considers that the health and safety of children, staff, parents, carers and all who visit the school is of paramount importance.

Security systems are installed on all entry points to the school. Procedures are in place for staff to deal with any form of emergency and regular practices take place which include evacuation of the whole building to the main assembly points in the playground.

The school request that parents exercise caution if driving children to/from school by car as Percy Road poses a real hazard to both children and adults walking to and from the school entrance.

Please park with consideration for residents. The area is regularly patrolled by Civil Enforcement Officers (Traffic Wardens) to enforce parking regulations. **Please note that no-one should be stopping, parking or dropping off on the zig zags outside the school gate.**

MCAS (My Child At School)

"MCAS" is a school system which supports administration and finances. It also sends information via e-mails and text messages with an aim to enhance the good communication we have with our parents. Parent payments are also made through MCAS e.g. dinner money, educational visits, paid clubs.

We encourage all parents to sign up to receive MCAS emails. If you haven't signed up to MCAS please provide your email address to the School Office, please do this ASAP.

School Newsletter

The school produces a fortnightly newsletter which is sent home on alternate week's via MCAS.

Website

Our website has lots of information about our school. If you would like a paper copy of any of the information held on the website, then please do contact the School Office who would be happy to supply this free of charge.

Remote Education

We will provide Remote Education for any emergency closures lasting more than 48 hours. This will be communicated to parents via MCAS and the school website.

Parent Consultation Meetings

Meetings between parents and teachers are held each term.

September: Parent Welcome Meetings

October: Parent Consultation Meeting 1 – an opportunity to speak to your child's class teacher about how they are settling into the new school year.

February: Parent Consultation Meeting 2 – an opportunity to speak to your child's class teacher about the progress they are making in their learning and see their books.

July: Parent Consultation Meeting 3 – time to talk through your child's end of year school report.

Parents can be seen on an informal basis at any time if they make an appointment. Teachers are happy to be approached before and after school for brief questions or updates.

How to Address any Concerns

At Greet Primary School, we aim to maintain a relationship of mutual trust with parents and carers. If you have any concerns at all, then please do raise them first with your child's class teacher. If you would like to escalate this further, please follow the process below in raising your concerns with a more senior member of staff:

1. The **Year Group Leader** for your child's year group.

EYFS – Mrs Flynn

Year 1 – Miss Carolan

Year 2 – Mrs Hodgson

Year 3 – Miss Tariq

Year 4 – Mr Hankinson

Year 5 – Mr Islam

Year 6 – Mr Howell

2. The **Assistant Headteacher** for your child's phase.

Mr Haydon – EYFS & Year 1

Mrs O'Donnell – Year 2 & Year 3

Mrs Shahnawaz – Year 4, Year 5 & Year 6

3. If you remain unhappy with the outcome after following the process above, then contact the school office to request a meeting with our Head of School (Miss Williams) or Deputy Head teacher (Mrs Holder).

School Policy on Attendance at Pupil-Related Meetings

In accordance with Department for Education (DfE) guidance and our commitment to safeguarding and confidentiality, it is the policy of this school that meetings concerning a pupil will only be held with individuals who have parental responsibility or legal guardianship for that child. This ensures that sensitive information is shared appropriately and in line with statutory data protection and safeguarding frameworks.

We recognise that some families may consist of a single parent who may wish to bring a close family member for emotional or practical support. In such cases, we ask that the school is notified in advance so that appropriate arrangements can be made and staff are aware of who will be attending.

The school reserves the right to request that any individual who does not hold parental responsibility or legal guardianship leave the meeting if their presence is deemed to:

- Compromise the confidentiality or integrity of the discussion,
- Disrupt the meeting or prevent a constructive dialogue,
- Breach the school's Parent and Carer Code of Conduct or Visitor Code of Conduct.

All decisions will be made with the best interests of the child as the paramount consideration, in line with the Education Act 1996 and safeguarding principles outlined in *Working Together to Safeguard Children* and *Keeping Children Safe in Education*.

Home School Agreement

At Greet Primary School we believe that children learn best when school, parents and children work in partnership. We believe that by working together, we can all help to provide the best possible education for your child.

The Home School agreement which both the school, pupils and parents agree to sets out general principles regarding the duties and responsibilities of the school, the parents and the children. It is intended to be a shared commitment in the overall aim of raising standards and striving to ensure that all children achieve.

Curriculum Information

Greet Primary School believes that **there should be no limitations to what we can achieve**. Our curriculum is designed to promote **Academic Excellence, Social Intelligence and Ethical Lives**. We believe that children need to see themselves as independent learners and to provide children with the motivation and skills to succeed, whatever their circumstances.

Birmingham is rich in local history, as well as areas of geographical and historical interest, and as a school we strongly believe that our children should be aware of this in order to develop a love for where they live and be proud of Sparkhill. We also want them to understand how where they live fits into the wider world.

The curriculum is bespoke and has been built using Cornerstones and our knowledge of our pupils. It promotes academic excellence and enables our pupils to know more and remember more.

Further information can be found on the school website.

Spiritual, Moral, Social and Cultural (SMSC) Understanding

The school aims to develop the children's SMSC through direct teaching in the curriculum and also through the wider opportunities such as assemblies and the ethos and values that the school promotes. This includes the development of the children's understanding of other cultures and what it means to be British.

Learning Outside the Classroom

The school understands the value of learning outside of the school environment and this supports its vision of developing learners for life. Teachers are encouraged to maximise the opportunities available to take the children outside of the school to learn and trips are carefully planned. Each year group has several experiences that they are expected to provide within that academic year and can include visiting a beach or zoo and are valued as opportunities to develop the whole pupil.

PSHE and Collective Worship

All pupils follow a structured and age related Personal, Social and Health Education (PSHE) programme covering such things as hygiene, safety and personal development. Personal safety is also addressed through a range of activities including Road, Rail and Water safety. Children take part in weekly Personal

Development sessions with their class teacher during which issues such as relationships and feelings can be explored in a safe environment.

The school has no religious affiliation. The school follows the Birmingham Agreed Syllabus as laid down in the 1988 Education Act. Children may be withdrawn from collective worship at their parents' request but prior to doing so please do come into school and discuss this with a member of the Senior Leadership team.

Safeguarding and Child Protection

Schools are required to report if we think any child has come to harm because of possible abuse. All schools have a Designation Safeguarding Lead (DSL) appointed to be responsible for Child Protection matters and specially trained for the task. Our Lead DSL is Chloe Williams.

Where there is a possibility that a child could be at risk of abuse or neglect, the school is required to make a referral to authorities and under these circumstances, the parent would not normally be consulted first.

If you are concerned about a child's safety in the community, please report it by contacting:

The Children's Advice & Support Service (CASS)

Monday to Thursday: 8:45am to 5:15pm

Friday: 8:45am to 4:15pm

Telephone: **0121 303 1888**

Emergency out-of-hours

Telephone: **0121 675 4806**

Or

The NSPCC

Monday to Friday 8am – 10pm and 9am – 6pm at the weekend.

[Online](#) 24 hours a day, 365 days a year

[Email - help@nspcc.org.uk](mailto:help@nspcc.org.uk)

Call - **0808 800 5000**

Health and Safety

All staff are familiar with the School Health and Safety Policy.

A record is kept in school of all accidental injuries that require medical attention. A duplicate copy of this is given to you at the end of the school day when the accident has happened. If a more serious accident occurs, e.g. a significant bump to the head, you or your emergency contact will be contacted and asked to come to take your child for medical help.

Parental Involvement

We wish to stress the importance of parents' involvement and support in their children's learning. We believe each child's success is enhanced when they are able to build on their classroom learning at home. There are many ways in which parents can help their children including:

- Ensuring punctual and regular attendance.
- Support and encouragement for completion of homework particularly listening to your child reading.
- Encourage your child to talk to you about their day and listen to them.
- Visit different places together to broaden their experiences e.g. library, nature parks, woodland walks etc.
- Read a bedtime story to your child every night as research shows that this is one of the most effective ways to help a child become a reader themselves.
- Be aware that social networking sites, such as Facebook, WhatsApp, TikTok, are only deemed to be appropriate for children aged 13 years and upwards.

Parents can also be involved in the life of the school, and we encourage parents to attend the school through workshops, adult learning courses, stay and play sessions in EYFS, accompanying school trips or using their practical skills around the school and grounds. Offers of help are very welcome so please do contact the School Office.

Homework

We appreciate how important the links between home and school are, as well as the need for us to work together to ensure a good education for your children. It is for this reason we believe that it is important that children begin to complete homework from a fairly young age. This enables you to help your child and for them to see parents and teachers working together.

Your child's class teacher will share information about reading at home and homework expectations with you during your Parent Welcome Meeting.

Special Educational Needs

Under the new SEND Code of Practice, a child is deemed to have Special Educational Needs (SEND) if he or she has 'significantly greater difficulty in learning than the majority of others of the same age', or his/her disability 'prevents or hinders him/her from making use of facilities of a kind generally provided for others of the same age in a mainstream school'.

Broad areas of need are identified as: communication and interaction, cognition and learning, social, emotional and mental health difficulties and sensory and/or physical needs. They may be for a short period or throughout a child's educational life. They may be identified before a child has even entered school or they may come to be recognised at a specific point in their education.

Please refer to the SEND page on our school website for a detailed overview of our SEND offer.

We are proud to be an inclusive school and any individual requirements for pupils should be discussed with the SENDCo (Mrs O'Donnell).

Online Safety

Parents are requested to sign an e-safety agreement for their child to have access to use the Internet and ICT facilities at school. Online Safety is taught throughout the year and embedded within the curriculum.