



# Greet Primary School

There are no limits to what we can achieve.

## Parent Handbook 2023/2024



**Academic excellence.**



**Social intelligence.**



**Ethical lives.**

## **Welcome to Greet Primary School**

As a parent you will probably have many questions about your child's life at school. This booklet aims to answer these questions and give you additional information.

As the Headteacher of Greet Primary School, I am honoured to serve a community with so much tradition, culture, ambition and love for their children.

At Greet we are passionate about inclusive education and believe that every child deserves to be in a school where they are supported, respected, cared for, and educated so that they can go on to become valuable world citizens. Our ambitious curriculum is the backbone of this. We believe that there are no limits to what we can achieve when we work together.

Our values of Achieving Excellence, Social Intelligence and Ethical Lives permeates through everything we say and do. For our children this means: We Work Hard, We are Kind to Ourselves and Others, and We Make Good Choices.

Our school is dedicated to creating a safe and inclusive learning environment where every student can thrive academically, socially, and emotionally. We believe in nurturing the whole child and encouraging our children to explore their interests and passions and achieving excellence.

We are also committed to fostering a strong partnership with parents, guardians, and the wider community. We believe that education is a shared responsibility, and we encourage parents to be actively involved in their child's education. We offer a range of opportunities for parent involvement, including parent-teacher meetings, school events, volunteer opportunities, warm spaces, a parent's café, stay and play and exhibitions.

We put the children at the heart of everything we do and speak. Kasserian Ingera is a traditional greeting among Masai warriors. One warrior would always say to another, "Kasserian Ingera," which, in Swahili, means, "Are the children well?". If the children are well then all is well...it means that we have taken care of our curriculum – both the written and unwritten, our staff, our environment, and our community."

## **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.

## The Greet Team



**Ms T Yasmin**  
Headteacher



**Miss C Williams**  
Deputy Headteacher



**Mr M Haydon**  
Assistant Headteacher



**Mrs S O'Donell**  
Assistant Headteacher



**Mrs S Shahnawaz**  
Assistant Headteacher



**Mrs K Holder**  
Assistant Headteacher

**Contact**

Greet Primary School  
Percy Road  
Sparkhill  
Birmingham  
B11 3ND

0121 464 3360

[enquiry@greet.createpartnership.org.uk](mailto:enquiry@greet.createpartnership.org.uk)

**School Office Staff**

PA to the Headteacher – Miss E Hartland  
Office Administrator – Mrs C Davies  
Office Administrator – Mrs F Begum  
Office Administrator – Miss A Mula  
Office Administrator & Attendance Office -Mrs H Kaur  
HR & Business Manager – Miss S Queenan

**School Times**

Nursery (mornings)	8.30 am -11.30 am
Nursery (afternoons)	12.30 pm – 3.30 pm
Reception, & Y1-Y6	8.40 am – 3.15 pm

**School Day R-Y6**

Monday to Friday

Morning Gates will open at 8:25 a.m. and will close at 8.50 a.m.

End of day Gates will open at 3.05 p.m.

**The school day starts at 8.40 a.m.**

Staff will come out into the playground after 8.30 a.m.

Parents are responsible for supervising children until they go in at 8.40 a.m.

Any child coming into school after 8:50 a.m. will be marked late.

**The school day ends at 3.15 p.m.**

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

Parents 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.

## 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.

We do not expect parents to be spending a lot of money on uniform. Plain jumpers and cardigans in royal blue can be bought from many supermarkets / clothes shops.

From our research, we can see that they can be bought from:

- Sainsbury's
- ASDA
- Matalan
- Tesco
- Argos
- John Lewis
- Next
- Marks & Spencer



### Jumpers and cardigans - required

School jumpers and cardigans are **royal blue**. These can either be **plain** or with the **Greet logo**. The Greet logo jumpers and cardigans can be bought from Mansuri (<https://mansuri.co.uk>).

### Trousers, skirts, dresses, leggings and shorts - required

Trousers, skirts, dresses, leggings and shorts should be **grey** only. Children can wear **blue gingham** dresses in the summer term (optional).

### Socks and tights - required

Socks should be either white, black or grey. Tights should be either black or grey.

### Tops - required

Children should wear either a **white** polo-neck shirt or a **white** collared shirt.

### P.E. kit - required

- White polo shirt or white t-shirt
- Navy blue, royal blue or black shorts
- Navy blue, royal blue or black joggers
- Navy blue, royal blue or black leggings
- Navy blue, royal blue or black sweatshirts (either hoodies, sweatshirts or sweat-cardigans).
- Mansuri are selling the navy blue Greet logo PE sweatshirts and PE sweat-cardigans at a reduced price. **You do not have to buy one** as your child can wear a **plain** royal blue, navy blue or black top.
- Black plimsolls or trainers (any colour)

**Footwear - required**

Footwear should only be **black** school shoes or **plain black** trainers. **No boots.**

In winter, children can wear boots for the journey, but must change into school footwear.

**Religious headwear - optional**

All religious headwear should be royal blue or white. Headscarves must be fitted for health and safety reasons.

**Accessories - optional**

Colour headbands and hair accessories are acceptable. Jewelry is limited to studs only - for health and safety reasons and a simple wristwatch (no smart watches).

Items of religious jewelry may be worn – please check with your child's class teacher.

**Book bags - optional**

Book bags (navy or royal blue) are preferable due to limited spaces on coat hooks/ in classrooms. If **rucksacks** are used, they must be small (**any colour is fine**).

**Pencil Cases – not required**

Do not bring in any pencil cases, the school will provide all equipment needed.

Children can bring pencil cases into school for use at breaktimes and lunchtimes, but the school are not responsible for any lost or damaged items.

**Painting Shirts – required**

Please bring in an old, loose overshirt (on the large side) to cover clothing during art and DT lessons.

**Please label all items of clothing and accessories with your child's full name and class.**

We may have some items of school uniform in lost property that have been unclaimed by the start of the new academic year. Please ask the school office if you are interested in any unclaimed items.

**Mobile phones, smart watches, make-up and large jewelry and watches are not allowe**

## **Term Dates 2022 - 23**

### **Autumn 1**

Term starts: Monday 4<sup>th</sup> September 2023

Term ends: Friday 27<sup>th</sup> October 2023

Children return to school: Thursday 7<sup>th</sup> September 2023

Children finish for half term: Thursday 26<sup>th</sup> October 2023 @ 3.15pm

### **INSET Days:**

**Monday 4<sup>th</sup> September 2023 (1 day)**

**Tuesday 5<sup>th</sup> September 2023 (1 day)**

**Wednesday 6<sup>th</sup> September 2023 (1 day)**

**Friday 27<sup>th</sup> October 2023 (1 day)**

**Total – 4 days**

**October half term:** Monday 30<sup>th</sup> October to Friday 3<sup>rd</sup> November 2023

### **Autumn 2**

Term starts: Monday 6<sup>th</sup> November 2023

Term ends: Friday 22<sup>nd</sup> December 2023

Children return to school: Monday 6<sup>th</sup> November 2023

Children finish for half term: Thursday 21<sup>st</sup> December 2023 @ 3.15pm

### **INSET Days:**

**Friday 22<sup>nd</sup> December 2023 (1 day)**

**Total – 1 day**

**Christmas holiday:** Monday 25<sup>th</sup> December to Friday 5<sup>th</sup> January 2024

### **Spring 1**

Term starts: Monday 8<sup>th</sup> January 2024

Term ends: Friday 9<sup>th</sup> February 2024

Children return to school: Monday 8<sup>th</sup> January 2024

Children finish for half term: Thursday 8<sup>th</sup> February 2024 @ 3.15pm

### **INSET Days:**

**Friday 9<sup>th</sup> February 2024 (1 day)**

**Total – 1 day**

**February half term:** Monday 12<sup>th</sup> February to Friday 16<sup>th</sup> February 2024

### **Spring 2**

Term starts: Monday 19<sup>th</sup> February 2024

Term ends: Friday 22<sup>nd</sup> March 2024

Children return to school: Monday 19<sup>th</sup> February 2024

Children finish for the Easter holiday: Thursday 21<sup>st</sup> March 2024 @ 3.15pm

**INSET Days:**

**Friday 22<sup>nd</sup> March 2024 (1 day)**

**Total – 1 day**

**Easter holiday:** Monday 25<sup>th</sup> March to Friday 5<sup>th</sup> April 2024

**Summer 1**

Term starts: Monday 8<sup>th</sup> April 2024

Term ends: Friday 24<sup>th</sup> May 2024

Children return to school: Monday 8<sup>th</sup> April 2024

Children finish for half term: Friday 24<sup>th</sup> May 2024 @ 3.15pm

**May half term:** Monday 29<sup>th</sup> May to Friday 2<sup>nd</sup> June 2023

**Summer 2**

Term starts: Monday 5<sup>th</sup> June 2024

Term ends: Monday 22<sup>nd</sup> July 2024

Children return to school: Monday 5<sup>th</sup> June 2024

Children finish for the summer holiday: Thursday 18<sup>th</sup> July 2024 @ 3.15pm

**INSET Days:**

**Friday 5<sup>th</sup> July 2024 (1 day)**

**Friday 19<sup>th</sup> July 2024 (1 day)**

**Monday 22<sup>nd</sup> July 2024 (1 day)**

**Total – 3 days**

**Summer holiday:** Tuesday 23<sup>rd</sup> July to Friday 30<sup>th</sup> August 2024

**TOTAL INSET DAYS ACROSS ACADEMIC YEAR 2023/24 = 10 DAYS**



## Attendance and Reporting Absences

Did you know that if a child misses 5 days every term, for every year they are supposed to be at school, this adds up to an entire year of lost schooling? (source: DCSF)

**Do not let your children waste their potential. If your child is not in school then we cannot teach them!**

We expect all pupils to attend school, punctually and in good health, every day. Children who attend regularly benefit in the short and long term. They stay on top of their education *and* learn how to get on with people better.

As a parent, you have a legal responsibility to make sure that your child gets a full-time education between the ages of 5 and 16 years old. You can be fined up to £2,500 or imprisoned for 3 months if your child has a poor attendance record. If you are prosecuted and convicted, you will have a criminal record. You could also be given a Parenting Order which means that you **have** to attend a parenting class.

If you are experiencing difficulties, then please do not hesitate to make an appointment to meet with your child's class teacher or one of the senior leaders. We are only too pleased to offer support and help if it assists better attendance.

Parents who take an active interest in their children's education and learning, and who make it known to their child that they must go to school, will find that any excuses will soon disappear!

We do understand that there will be times when your child cannot come to school e.g. if they are genuinely too unwell to attend school, but taking time off for holidays and birthdays is not acceptable.

Although booking holidays during term time may be financially attractive, your child will be missing vital pieces of information in their education which could mean that some later learning will be too difficult for them to understand.

The school will consider issuing a Penalty Notice to each parent for every child taken out of school for a holiday during term time. The penalty is £60 if paid within 21 days of the date of issue, rising to £120 if paid between the 22<sup>nd</sup> and 28<sup>th</sup> days after date of issue. This is in accordance with the Education (Penalty Notices) (England) (Amendment) Regulations 2013. Failure to comply with the penalty notice could render you liable to prosecution. This is not a decision that has been taken lightly as, of course, our school wishes to maintain excellent links with parents. However, our responsibility is to ensure that every child has access to the full provision that is on offer and this cannot be taking place if the child is away from school. The school authorises up to 2 days for Religious Observance if it falls on a school day.

### 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 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 as long as parental 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' 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 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

The school will accept insulin that is inside an insulin pen or pump rather than its original container, but it must be in date.

All medicines will be stored safely. Pupils will be informed about where their medicines are at all times 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.

## 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 and pupils confidence in the school's ability to provide effective support for medical conditions in school.

All parents are responsible for informing the school if their child has a medical condition and arrangements must be discussed with the Deputy Headteacher (Miss Williams). The school completes a medical forms identifying children who have asthma, diabetes, epilepsy, sickle-cell, allergies (leading to anaphylaxis) and dietary needs. The school completes an annual review of the as well as ensuring all relevant staff (teaching and nonteaching) have up-to-date, bespoke training with regards to meeting these children's needs.

## Healthy Schools

We are very proud in of our healthy school ethos and there are many things we do in school to ensure the health and well-being of our children including the development of an outdoor curriculum with the support of the Wild Life Trust, provision for physical education, provision for mental health through Place2Be and running daily miles.

## 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 kept in credit at all times, with the week's meals paid in advance. Orders will not be accepted until the meal has been paid for.

We will be writing to all parents to provide more information on how to access Arbor for both emails and payments for the new academic year.

Ideas for healthy pack lunches can be found here:

<https://www.nhs.uk/healthier-families/recipes/healthier-lunchboxes/#recipes>

<https://www.bbcgoodfood.com/recipes/collection/school-lunch-recipes>

<https://www.foundationyears.org.uk/wp-content/uploads/2017/11/Healthy-packed-lunches-for-early-years-FACT-SHEET.pdf>

### **Food allergies**

Our school is a totally "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 small 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. Schools 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.

### **School Photographer**

It has been a long-standing tradition to have a school photographer come in and take professional photos of the children for families to purchase. These photos are also used by the school for identification purposes on the school's MIS system (Arbour). Parents will be asked for permission before the school photographer takes any photos. If permission is not provided photos will not be taken.

### **Consent for Using Images of Children**

Data Protection law in the UK changed on 25<sup>th</sup> May 2018. It is called the General Data Protection Regulation (GDPR), schools must provide certain information to data subjects, including:

- Identity and contact details of the data controller (the school, or trust) - and the data protection officer
- Purpose and lawful basis for processing
- Categories of personal data processed
- Any person or organisation the personal data is shared with

### **Glossary:**

Data subject: the person whose personal data is held or processed (e.g. all pupils and staff will be data subjects)

Data controller: a person or organisation that determines how and why personal data is processed (e.g. your school)

Parents are requested to sign a consent form prior to any of their child's images being used. This is included in the admission pack and parents are able to update this at any time by contacting the school office.

The school follows the following rules for any external use of digital images:

- If the pupil is named, we avoid using their photograph
- If their photograph is used, we avoid naming the pupil the pupil
- Where showcasing examples of pupils work we only use their first names, rather than

their full names.

- If showcasing digital video work to an external audience, we take care to ensure that pupils are not referred to by name on the video, and that pupils' full names are not given in credits at the end of the film. Only images of pupils in suitable dress are used. Staff are not allowed to take photographs or videos on their personal equipment.

Examples of how digital photography and video may be used include:

- Your child being photographed (by the classroom teacher, teaching assistant or another child) as part of a learning activity e.g. photographing children at work and then sharing the pictures on the Interactive whiteboard in the classroom allowing the children to see their work and make improvements.
- Your child's image for presentation purposes around the school e.g. in school wall displays and presentations to capture images around the school or in the local area as part of a project or lesson.
- Your child's image being used in a presentation about the school and its work in order to share its good practice and celebrate its achievements, which is shown to other parents, schools or educators or a document sharing good practice, on our school prospectus or social media.
- Your child's photo could appear in the media if a newspaper photographer or television film crew attend an event.
- Your child's image being used on our website and/or social media.

**All parents will be asked to complete a permission form use of photographs.**

## Security of the School

The school considers that the health and safety of children, staff, parents 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 local 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.**

Why not join the school in its campaign to encourage everyone to walk to school?

## Arbour

"Arbor" 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 Arbour e.g. dinner money, educational visits, paid clubs. We encourage all parents to sign up to receive Arbor emails. If you haven't signed up to Arbor please provide your email address to the School Office please do this ASAP.

## MarvelousMe

MarvelousMe is the schools' parent communication app.

MarvellousMe has been designed around the following principles:

- To engage parents with positive news, at the right time and in an exciting way.
- To be fast and fun for teachers to use with the children and to make a difference in the classroom.
- To provide school leaders with everything they need to ensure that parent engagement is effective, consistent, sustainable and easy to evidence.

What MarvelousMe does:

1. Teachers post activities, award badges and send messages to individuals, groups or the whole class.
2. Activities tell parents what their children are learning. They can just be lesson topics, or include comments, home tips, photos, videos and voice clips. MarvellousMe caps teachers' comments at 200 characters, keeping it quick and light-touch.
3. Badges recognise achievements, learning and character skills such as hard work and curiosity. Teachers award them to promote the school's values of Academic Excellence, Social Intelligence and Ethical Lives (Work hard, Be kind and Make good choices). Teachers can add a personal comment to each one. MarvellousMe is a powerful merit system, with parental recognition being a strong motivator for continued success.
4. Messages and reminders can be broadcast to all parents or sent to specific people
5. Parents are notified instantly through their MarvellousMe app every time that their child's teacher posts an activity, awards their child a badge, or sends a message home. This enables them to:
  - Stay in touch with their child's day and enjoy their learning journey as it happens.
  - Support their child's learning by having more meaningful conversations with them about school and practising topics together.
  - Celebrate and reinforce their child's success and positive behaviour. Parent pride is one of life's most powerful motivators and MarvellousMe makes it easy for parents to say 'well done' and to encourage their children to keep up the good work.

### **School Newsletter**

The school produces a fortnightly newsletter which is sent home every Friday via Arbor and MarvelousMe. Paper copies are available in the school reception area.

### **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.

### **Social Media**

We have a Facebook page and Twitter account. For the safety of our children we do not allow any comments to be made on our Facebook page and no children are named. Please search under "Greet Primary School" on either site to find us or @GreetPrimary Adverse Weather and Emergency Closures

The school will use Arbor and MarvelousMe to inform parents of any school closures as a result of adverse weather conditions or other emergencies. Simply follow the link below and select the school using the drop down menu. Information on any closures will be displayed.

### **Remote Education**

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

## Parent Teacher Meetings

Meetings between parents and teachers are held each term.

### Dates for parent welcome meetings in September:

Nursery AM	5 <sup>th</sup> October 5 <sup>th</sup> 11-11.30
Nursery PM	5 <sup>th</sup> October 5 <sup>th</sup> 12.30 - 1pm
Reception	27 <sup>th</sup> September 2.45 - 3.15
Year 1	19 <sup>th</sup> September 2.30 - 3.15pm
Year 2	20 <sup>th</sup> September 2.30 - 3.15pm
Year 3	22 <sup>nd</sup> September 9.00 - 9.45am
Year 4	21 <sup>st</sup> September 2.30 - 3.15pm
Year 5	20 <sup>th</sup> September 9.00 - 9.45am
Year 6	19 <sup>th</sup> September 9.00 - 9.45am

Parents can be seen on an informal basis at any time as long as 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. If you have any concerns at all, then please do raise them first with your child's class teacher. Parents can also make an appointment to speak with a Senior Leader. The four Assistant Headteachers are happy to talk to any parent.

Both the Headteacher (Ms T Yasmin) and the Deputy Hedateacher (Miss C Williams) are available, by appointment, to discuss with parents any issues that may arise concerning their child or the school.

### 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. A major part of our curriculum is an outdoor theme. We hope to inspire all children through physical activity and trips and visits.

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 a number of 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 as a consequence 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 DSL is Sonya Herring.

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.

Homework during these early years should not be daunting or worrying but should give each child the opportunity to practise the skills learned in school, enabling them to succeed. We expect all children to complete the set tasks and challenges. If there is a problem then we are, of course, more than willing to meet with parents to discuss any queries or concerns.

## Responsibilities

Child:	To complete any homework set to a high quality and return to school when expected.
Parent:	To support your child with their homework and daily reading. To ensure that homework is completed by your child and returned to school at the set time.
School:	To ensure that appropriate homework is set and to provide support for any children who require help. To ensure that learning at home is responded to.

It is expected that your child will also do the following:

- Read daily (all year groups)
- Learn any words or phonics which are sent home such as their individual mistakes or lists of common words and complete the spelling homework.
- Learn any basic mathematical facts such as multiplication tables or number bonds to ten.

Each child will also be provided with weekly homework which can be accessed through Google Classroom. In addition, please do utilise online tools such as Time Tables Rock Stars, Bug Club, Oxford Owl and Teams.

Your child's class teacher will inform you at the start of the year as to the expectations regarding homework and these will be dependent on your child's age and ability.

### **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.

The school is proud of the work it does with our children and values the individuality of all of them. We build self-esteem with positive learning experiences and successfully involving children in whole school life. We celebrate the fact that all children are different and have diverse needs and we make sure that we tailor learning opportunities to meet the needs of individual children. We aspire to enable children with SEND to access and engage with all aspects of the curriculum, and develop the skills and knowledge to achieve, succeed and even excel beyond their potential across all areas of the curriculum.

The School's Special Educational Needs Policy is in line with the SEND Code of Practice with an inclusive approach adopted. When appropriate, facilities are available for children to be withdrawn in small groups for specialist teaching and support. Where it is felt necessary and after consultation with parents, advice is sought from relevant, external agencies.

The school operates an equal opportunities policy and makes any necessary adaptations to the curriculum in order to ensure equality of opportunity for a disabled pupil. In line with legislation, we have drawn up an accessibility plan for increasing disability access to the school for staff, pupils and visitors and we work closely with the school's allocated surveyor, to ensure that health and safety and accessibility issues are regularly discussed. The school fully complies with the Disability and Discrimination Legislation.

We are proud to be an inclusive school and any individual requirements for pupils should be discussed with the SENDCo (Mrs K Dulai), the Deputy Headteacher or the Headteacher.

### **E-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.

E-Safety is taught throughout the year and embedded within the curriculum.

### **Pupil Leadership**

***Article 12 of the UN convention for children's rights states that "Every child has the right to have a say in all matters affecting them, and to have their views taken seriously"***

The school aims to achieve this through our wide range of pupil voice groups. We believe strongly that the right to participate in a democratic process, and to contribute positively to the lives of those around them, are fundamental British Values that all children should be taught to uphold.

Through participation in our pupil voice groups our children gain an understanding of how citizens can influence decision making. For children not directly elected to a pupil voice role, they learn how a representative body makes decisions in their best interests.