



# School Information Pack



We would like to extend a warm welcome to you and your family from everyone at Inkberrow Primary School.

For a virtual tour – visit our school website

# **'Love to learn, learn to care'**

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## INFORMATION ABOUT OUR SCHOOL

**INKBERROW PRIMARY SCHOOL  
MAIN ROAD  
INKBERROW  
WORCESTERSHIRE**

**Tel: 01386 792284**

**Fax: 01386 793608**

**E-Mail: [office@inkberrowprimary.worcs.sch.uk](mailto:office@inkberrowprimary.worcs.sch.uk)**

**Website: [www.inkberrowprimary.worcs.sch.uk](http://www.inkberrowprimary.worcs.sch.uk)**

<b>Head Teacher:</b>	Mr Glenn Duggan-Seville
<b>Chair of Governors:</b>	Mrs D. Gardner
<b>Size:</b>	Village School (189 pupils on roll)
<b>Age Range:</b>	4 – 11 (Co-educational)
<b>Times of Day:</b>	8.45am – 3.15pm
<b>Local Educational Authority</b>	County Education Offices PO Box 73 Worcester WR5 2YA
<b>Telephone:</b>	01905 763763
<b>Website:</b>	<a href="http://www.inkberrowprimary.worcs.sch.uk">www.inkberrowprimary.worcs.sch.uk</a>

## STAFFING

### **Head Teacher:**

Mr. Glenn Duggan-Seville

### **Deputy Head Teacher:**

Mrs Janet McPherson

### **Class Teachers:**

Miss Hannah Fowler

Miss Abbie Holliday

Mr Ryan Coy

Mrs Charlotte Ellis

Mrs Ann-Marie Booton, Miss Lori Yates (maternity leave)

Mrs Janet McPherson

Miss Juliet Herbert

Mr Todd Geary

### **Teaching Assistants:**

Miss Debbie Besent

Mrs Claire Nock

Mrs Helen Hunter

Mr Benjamin Franklin

Mrs Rebecca Lancaster

Miss Jessica Arthurs-Pitts

Mrs Lisa Tagg

Miss Katie Lees

Mrs Sarah Martini

Miss Lauren Forbes

Mrs Dionne Lowden

### **Office:**

Miss Anne Hiley

Mrs Nicola Taylor

### **Lunchtime Staff:**

Mrs Gilly Hulse-Smith

Mrs Mandy Bromley

### **Play Leaders/PE support**

Delta Sports

### **Cleaning:**

Mrs Gilly Hulse-Smith

Mrs Mandy Bromley

### **Care Taker:**

Mrs Gilly Hulse-Smith

## VISION STATEMENT

**Love to Learn; Learn to Care**

## THE SCHOOL ETHOS

We aim to provide every pupil with the highest quality educational experience appropriate to his or her age, aptitude and ability. Through this, we expect our pupils to achieve the highest standards of which they are individually capable.

In pursuit of these aims, we will ensure that there are equal opportunities for all members of the school community and that every aspect of life in school enhances the self-esteem of individuals and encourages mutual respect and empathy for each other.

Parents, Governors, Pupils and Staff worked together to produce a school motto that reflects our aims and school ethos.



**Year Group: Reception**



## ADMISSION OF PUPILS

Parents who are considering sending their child/children to our school are invited to contact the school to arrange a visit to meet the Head Teacher and to look around the school.

Parents of children who are starting school for the first time (i.e. children who will be 5 between 1st September and 31st August of the year in which they start school) will be invited to an open meeting with the Head Teacher and appropriate staff.

During the Summer term before they start, the children will spend a number of sessions in school so that parents and children can experience school under normal working conditions and also that the children can meet their future teacher in the classroom.

The Early Years Team are skilled practitioners in working with young children and it has been our experience that the young children settle down to school life very easily.

All parents are asked to complete form PA1 and return it to School by a date specified by the Local Education Authority.

### SCHOOL ADMISSIONS

Worcestershire County Council's Information for Parents Book on Admissions and Transfers to Schools is available to view online at

[www.worcestershire.gov.uk/schooladmissions](http://www.worcestershire.gov.uk/schooladmissions)

A copy of the book is also available to view in Schools, Libraries and at your Local Worcestershire Hub.

The Information for Parents book contains full details on the application and allocation process, including the oversubscription admission criteria for each school. You are advised to read the book prior to making an application.

The information below briefly explains:

#### How to apply for a school place in the normal round of admissions

The parents of all pupils resident in Worcestershire, including parents whose preference is for the catchment area school for the child's home address, seeking a place at any First/Primary or Middle School, including any Academy, Foundation or Voluntary Aided Schools, and any School outside Worcestershire, must complete a Worcestershire LA Common Application Form (PA1) by the closing date 15<sup>th</sup> January 2024.

Applications should be made online up until the closing date, 15<sup>th</sup> January 2025 by visiting [www.worcestershire.gov.uk/schooladmissions](http://www.worcestershire.gov.uk/schooladmissions)

If you do not have access to the internet Application Forms are available from the School, Local Worcestershire Hub or by request on Tel no: 01905 822700

The parents of pupils resident outside Worcestershire, but who wish to apply for a place at any Worcestershire school, must complete an application form provided by the "home" LA. (The "home" LA is defined as the Local Authority relevant to the child's home address). The "home"

LA will ensure that the application details are passed onto Worcestershire LA for consideration in the allocation of school places.

### When are decisions made?

For pupils resident in Worcestershire, the offer letters will be posted on 16th April 2024 via second class postage or you can elect for an email of the outcome. They will be sent direct to parents, by the Pupil Admissions and Transfers Section, even if it is on behalf of the Governing Body of an Academy, Foundation or Voluntary Aided School, or a school in a neighbouring LA.

In the few cases, where it may not be possible to offer a place at any of the preferences nominated on the application form, a place will be offered at the nearest school with available places.

The offer letter will include an acceptance/decline slip which must be returned by the date specified in the offer letter.

**For pupils not resident in Worcestershire, the offer or refusal letters will be sent direct to parents by the home LA, even if it is for a school in Worcestershire.**

### Admissions to schools during the year outside the normal round of Admissions

The procedure for in-year admissions for Worcestershire residents is as follows;

- 1) Parent/Carer to obtain an application form (CA1), if a resident in Worcestershire, from any of the following sources;
  - Child's current school (if in Worcestershire).
  - School being applied for (if in Worcestershire)
  - Worcestershire Hub Centre (Tel 01905 822700)
  - Download form from website ([www.worcestershire.gov.uk](http://www.worcestershire.gov.uk))
- 2) Parent/Carer to complete the application form and ensure form is counter-signed by current Head Teacher (if already attending a Worcestershire School).
- 3) The parent should then forward form onto the school
- 4) The school will liaise with the LA to check numbers and waiting lists
- 5) The school will write to parents with the outcome of the application within 10 school days. Where it is not possible to offer a place, parents will be notified for the right of an appeal.
- 6) If there are insufficient places for all applications received at a time, then priority will be decided in accordance with the published admissions criteria for the school.

The parents of pupils resident outside Worcestershire, but who wish to apply for a place at any Worcestershire school, must complete an application form provided by the "home" LA. (The "home" LA is defined as the Local Authority relevant to the child's home address).

Is there a waiting list for schools that have too many applicants?

Waiting lists for Community and Voluntary Controlled Schools, are maintained by the Pupil Admissions and Transfers Section and are operated in line with the admissions criteria for the school. Parents must apply in writing direct to the Pupil Admissions and Transfers Section if they wish to put their son/daughter on a waiting list. Only on receipt of an acknowledgement slip from Pupil Admissions will that child be on the list. The LA will not accept application requests by telephone or via email.

If you wish your child to be on the waiting list for the next term you will need to confirm this in writing at the beginning of each term to:

Inkberrow Primary School,  
Main Road,  
Inkberrow.  
WR7 4HH

Application letters will be destroyed at the end of the preceding term so the waiting list is accurate and active.



## SCHOOL ORGANISATION

### THE SCHOOL DAY

Times of School sessions:	Key Stage 1	Key Stage 2
Morning session	08.45 – 12.00	08.45 – 12.00
Afternoon session	01.00 – 03.15	01.00 – 03.15
Break times AM	10.45 – 11.00	10.45 – 11.00

The School day begins at 8.45am and ends at 3.15pm. It is important that parents ensure that their children are in the classroom on time as late arrivals cause disruption.

Children may arrive on the premises at 8:35am. Children should not arrive at school more than ten minutes before the start of the session except by special arrangement, as the school cannot take responsibility for their safety. Please encourage your children to become confident and independent enough to enter school on their own and to organise their own belongings at school.

For safety reasons, parents should vacate the playground and buildings by 8.50am.

If your child is unable to attend school please notify the school office – 01386 792284 before 9.00am so that your child can be marked absent in the register. This is important so that the school know your child is safely with you at home.

If your child arrives after 9.00am they will receive a late mark in the register.

Children are not allowed to leave the school without an adult. Please inform the school if another adult is collecting your child, or if you are likely to be delayed. If your child is in Year 5 or 6, they can seek authority to walk to and from school independently. A letter will need to be signed. This can be collected from the school office.

### ROAD SAFETY

**ROAD SAFETY** The main road through the village is extremely busy and children do not always think of the dangers of traffic. We are particularly anxious to impress on our children and parents the need for special care when coming to and going home from school. A uniformed crossing patrol is no longer available and children should only cross between the gaps in the pavement barriers. If it is not safe to cross there at times of heavy traffic the pelican crossing outside the surgery should be used. Please ensure you escort your child to the school playground and that you stay until the school door opens at 8.45am. The back gates to the school will open at 8:30am and close at 8:50am. At the end of the school day, the gates will open at 3:00pm. Walking to school can give you daily healthy exercise..

## INKY OWL AND OUR 'GOOD LEARNERS'



**This is INKY!**

At Inkberrow Primary School, we believe that children will make excellent progress if they are 'Good Learners'.

We promote the following five Good Learner characteristics throughout the school with considerable success. Our pupils understand how to be a Good Learner and apply these skills across the school.

Our five Good Learner characteristics are:



Information on how you can support your child at home to become a good learner is available on our Parent's Information page on the school web-site.

## BEHAVIOUR/GREEN IS GREAT

We are very keen that children should be seen to be developing a degree of self-discipline appropriate to their age. The discipline in school is based on the need to consider others and the safety of everyone attending, and also on the expectation that optimum learning can only take place in a quiet, calm and ordered atmosphere.

When a child's behaviour is causing concern, parents will be invited in to discuss the matter with the child's teacher and the Head Teacher through a restorative conversation. Every effort is made to eliminate the cause of these bad choices rather than to just punish the act itself.

**Star of the Week Assemblies** are held most weeks on a Friday morning to give the children the opportunity to share their learning with the whole school. Stars of the Week are awarded to reinforce the school values and Good Learning behaviours.

Parents are invited to come along to these assemblies to see and experience some of the activities that happen in school.

## **YOUR CHILD'S PROGRESS**

Every child is different in their maturity, attitude to work and academic progress but they are all encouraged to try to the best of their ability. Teachers regularly assess their progress in a variety of ways to help the children develop their skills or overcome their difficulties.

During the year, parents are welcomed to 'book look' sessions, class assemblies, concerts and special events to see the work of the school. Please come in at the end of the day to look at your child's classroom and their work. If you have any special queries or wish to discuss your child's progress the class teachers or Head Teacher will be pleased to see you. Please telephone the school office to arrange a convenient time.

Parent Consultation Evenings are held in the Autumn and Spring Term and, if necessary, after the reports have been issued towards the end of the Summer Term. Year 1 reports will include Phonics tests results. Year 4 will include Year 4 Multiplication check results and Year 6 reports will include the end of KS2 SATS results and Teacher Assessments.

Intervention Programmes are implemented if children are making limited progress to ensure good progress is made every year.

## **SAFEGUARDING**

It is the responsibility of the school to provide a safe and supportive environment, which secures the well-being and very best outcomes for children in our care.

On occasions, this may result in the school notifying outside agencies if we felt there was cause for concern over the well-being of a child in our care.

**Mr Duggan** is the Designated Safeguarding Lead's at Inkberrow Primary School.

**Mr Duggan** is the Looked After and Post Looked After Children Lead

Safer Recruitment Guidelines are followed and all volunteers are asked to complete a Volunteer Application Form and have a police check (DBS) carried out before working in school. References are also required.

## **MEDICAL MATTERS**

### **Medicine**

If your child is well enough to return to school but is still undergoing a course of treatment, arrangements can be made for you to come into school in order to administer the medicine. From September 2019, we are now able to administer prescription medicine, although you will need to complete and sign a form from the school office. No child should bring medicine to school. It is vital that you inform us if your child is asthmatic or allergic and may require an inhaler or Epi Pen. These are always made available for the children to use. If there are other special medical circumstances please see the Head Teacher.

### **Medicals**

Various health checks are made at school. The Audiometrician visits school to check children's hearing and parents are advised if further investigation is considered necessary. From time to time certain age groups are given eyesight tests and general health inspections (i.e. weight, height, measurements). Children are given a dental check and advice is given where necessary.

### **Emergencies**

It is most important that we have a contact address and telephone number for emergency use during school hours. This also extends to who holds Parental Responsibility. If this changes, please let us know as soon as possible so that it can be entered in our records. Please remember to give us new mobile telephone numbers so that we are able to consult with you should the need arise.

### **First Aid**

We are extremely fortunate to have staff trained as first aiders. The staff at Inkberrow always follow set procedures when dealing with minor first aid. In emergencies, we obviously endeavour to make all possible efforts to contact parents or carers. Parents are informed of any First Aid treatment given via our Medical Tracker online programme.

### **Sickness**

We ask parents to keep their children at home for 48 hours following a sickness bug. This will ensure your child is well enough to return to school and prevents any sickness bugs being passed around the school.

### **Protection from the Sun**

A number of recent articles have highlighted the importance of protecting children from the sun. It is recommended that a wide brimmed hat to shade the face and neck be worn. Sun Cream must be put on before the children come to school in the morning.

## **SCHOOL SAFETY**

During school hours, the school gate and front entrance door are locked. Visitors are requested to ring the bell for admission. All visitors are asked to sign the Visitors' screen, both when arriving and departing.

## **After-School Arrangements**

At the end of the day, children should be collected from the playground. It is important that parents notify school if there is any change to their normal after-school arrangements.

However, at the beginning of the school year, parents of Reception children are asked to collect their child from the gated area outside the Wrens' Classroom.

There are facilities in the village for parents who are unable to collect their children at the end of the school day. Details of the After School Fun Club and local childminders are available from the school office.

## **Procedure for Late Arrival of Parents**

If a parent finds themselves running late because of an emergency and will not be available to collect their child at 3.15pm, it is vital that they telephone the School Office as soon as possible so that the message can be passed to the child's teacher who will ensure that they stay safely in school until a parent arrives.

## **Change in Circumstances**

It is important that you notify school of any changes to address, contact numbers etc. It is also important that we are informed of any family changes, which may affect your child's work or behaviour. Such information will be treated confidentially.

## **SCHOOL MEALS**

We are delighted to be able to offer a delicious hot meal service at lunchtime. Hot meals and packed lunches are currently served every day and are provided by Miquill Catering Company. Meals are ordered by parents online through the meal provider. Children who do not wish to have a meal through Miquill are able to bring a packed lunch from home. All KS1 children are eligible for a Universal Free School Meal funded by the Government. These still need to be booked online through Miquill.

Our aim is to maintain a high standard of table manners and acceptable behaviour at lunchtime so children are encouraged to sit properly and eat quietly. All children are supervised by Lunchtime Supervisors or Sports Coaches during the lunch hour.

Children are asked to bring in a piece of fruit to eat at mid-morning break. Children should only bring water to school and not any form of fruit juice or cordial. Nuts or anything containing nuts is not allowed in school.

## **EXTRA CURRICULAR ACTIVITIES**

A variety of clubs are organised by staff, friends and parents after school for the children. The activities vary each term. Some of these clubs are free and some run at a weekly charge.

**If your child has signed up for a club and cannot attend please ensure that the member of staff concerned is informed.**

## HOME-SCHOOL LINKS

### Helping in School

We are pleased to welcome parents, grandparents and friends into school to help in a variety of ways.

- supervising groups
- supporting visits outside school
- mounting work for display
- hearing readers

Please tell us if you would like to help in any way and we can arrange for you to fill in a DBS form and complete a Volunteer Application Pack.

### Homework

To encourage children to have a positive attitude to learning and to develop an effective home/school partnership, homework is given throughout the school.

As well as homework to support their work in Maths, Reading and Writing, the children also have a chance to follow their own interests through a selection of mini project tasks.

Each class provides a homework sheet attached to their curriculum letters explaining the homework for that half term. These can also be found on the class pages on the school web-site along with our Homework Policy.

### Home – School Agreement

A Home – School Agreement is given to every child on entry to school. It is important that children and parents appreciate that a child will make much better progress if they are supported and encouraged by their parents at home. This will be sent to you annually to remind you, the school and the children of the expectations. A copy can be found in your child's Home Link Book.

### Letters home

We send letters home electronically wherever possible. We try to produce a newsletter every week, but on occasions it is necessary to send them out on a different day. This is sent out to parents via email and not as a hard copy. A copy is always posted on the web-site. If you think you have missed a letter please look on the Website or ask your child's teacher. General notices and information about FOIP events are put on the notice board by the main road and are included in the weekly Friday Newsletter.

A **calendar of events** is published on the School web-site to enable parents to note events down as they are arranged in school.

## FOIPS

We have a wonderful Friends Association that supports the school in a number of ways. It is run by interested parents and supported by all our families during the year. A number of events are organised to promote relationships, raise money and most importantly, to have fun!

## School Attendance and School Holidays

It is the parents' responsibility to inform school of the reason for a pupil's absence as soon as possible, preferably by telephone or personal contact. When a child is ill, the school should be notified of the nature of the illness. Schools are required to report to their Education Authority any cases of prolonged absence or irregular attendance and these will be investigated by an Educational Welfare Officer.

Regulations state that the school is responsible for authorising absence, not the parents. Excessive amounts of authorised absence can seriously disrupt continuity of learning and encourage disaffection.

Absences which can be authorised cover illness, medical or dental appointments, family bereavements and religious observance.

Absences which cannot be authorised not only cover obvious examples such as truancy or lateness but also shopping, birthday treats, visits to shows and theme parks even where the parent has given 'permission' and written a note. In such cases, or where no explanation is forthcoming, the absence must be treated as unauthorised and shown as such on a pupil's report.

Regulations give schools discretion to grant leave of absence for a family holiday in **exceptional circumstances** only. Parents seeking leave of absence should complete a Leave of Absence application form obtainable from the School Office. There is no doubt that holidays taken in school time do have an adverse effect on a pupil's progress.

The target set for the school's overall attendance is 95.0%.

Our Attendance Policy is on our School website.



## SCHOOL UNIFORM

Worn as appropriate to season/weather

Please ensure that every item of clothing, including shoes and Wellington boots are clearly named. (The lost property “bin” is situated in the cloakroom area.)

Pinafore dress/skirt shorts/trousers	Grey
Short sleeved polo shirt	White
Checked or striped dress	Yellow and white
Sweatshirt or Cardigan (With School logo)	Yellow (only)
Long/short socks	White or grey
Tights	White or grey
Shoes (suitable for School)	Black
<b>PE kit</b> (in a named PE bag)	
Shorts/cycle pants	Navy
Socks	White or grey
T-shirt (With School log)	Yellow
Pumps (trainers are not suitable). Trainers for fieldwork	Black
Book Bags	Yellow

Children have bare feet for indoor gymnastics unless there is a medical reason.

## Jewellery

For safety reasons, children are not allowed to wear jewellery including bracelets, bangles, necklaces or rings. Earrings should be plain studs only.

## Hair

Long hair should be tied back and a plain hair band used for long fringes to keep hair out of the eyes. This applies to all pupils.

# SCHOOL CURRICULUM AND ASSESSMENT

## CURRICULUM

We are delighted to be able to offer an exciting, broad and balanced curriculum. Careful planning ensures that National Curriculum requirements are covered whilst we aim to exploit the wonderful opportunities that exist in our close community.

The School is divided into three areas; Reception, Key Stage 1 and Key Stage 2



Wrens – Reception



Robins – Year 1



Blackbirds – Year 2



Woodpeckers – Year 3



Swans – Year 4



Kestrels – Year 5



Owls – Year 6

Children may be taught individually, in groups or as a class, and this ensures that each child is working to their potential. The themes for study are based, whenever possible, on practical, direct, first hand experiences, and will provide the necessary activities for learning the skills and knowledge needed to solve problems.

The core skills of English, Mathematics and Topic are delivered in the mornings with other subject areas being linked together in themes. This ensures that the subject skills are taught in a creative and meaningful manner and allows pupils the chance to apply their English and Mathematics skills in a variety of contexts for learning.

We are fortunate to be able to offer French to pupils in Key Stage 2 and Forest School to Reception, Year 1 and Year 2 class on a weekly basis. Specific Forest School Sessions linked to class themes are offered to other classes in the school.

**Our Curriculum Overviews can be found on the school web-site.**

## **Sex and Relationships Education**

Some Sex Education in school will arise spontaneously from children's questions. The major part will be delivered through our Science and PHSE curriculum within our themes

Key Stage 1 (4-7) - In the Early Years, the children are encouraged to find out about themselves, their bodies and the world around them.

Key Stage 2 (7-11) - In Key Stage 2, the children find out about keeping healthy and look at the changes that occur as they grow, both physically and emotionally and look at how their responsibilities are changing.

The Sex and Relationships Policy is reviewed every three years by the Governing Body.

## **Religious Education**

Religious Education is incorporated into our topics in accordance with the requirements of the Worcestershire Agreed Syllabus for Religious Education 2021. We aim to develop pupils' knowledge, understanding and awareness of Christianity, as well as introducing customs and beliefs of other religions. We aim to promote pupils' Spiritual, Moral and Cultural development. At some time during the day, the whole school takes part in a Collective Act of Worship. The children visit the Church on occasions for a service. Requests for withdrawal from Religious Education and religious services should be made in writing to the Head Teacher.

There is a Worcester Standing Advisory Committee on Religious Education (SACRE) which has a statutory duty to advise the LEA on Religious Education and collective worship in academy Schools. It consists of representatives of:

- Christian and other religious denominations, which reflect appropriately the principal religious traditions of the area
- The Church of England

- Teachers' Associations
- The Local Education Authority

Any parent who wishes to express their expectations in regard to Religious Education are invited to write to the Clerk to the SACRE, County Education Office.

### **Forest School**

Forest School is simply the perfect place for young children to use and develop their thinking skills.

Forest School has become much better known in recent years. The philosophy of Forest School originated in Sweden in the 1950's, expanded into a number of other countries from the 1980's onwards and arrived in Great Britain about 10 years ago. Worcestershire has been one of the pioneering authorities and the current situation in the County is a strong one. At Inkberrow Primary School, we use our own very large grounds, whatever the weather, for a huge variety of Forest School activities. The freedom and space – both mental and physical – make it a wonderful place for thinking, for reinforcing thinking skills in 'real situations' and, as a result, self-esteem blossoms.

Personal and social development, communication and language development, life long learning along with transferring skills and knowledge are all areas that children make significant advances in as a result of Forest School. We encourage the children to think, organise their own thoughts and then transfer these skills and strategies learned in one context to another similar situation. Skills are practised in the classroom and then transferred to the 'real' context of Forest School. The same skills, duly reinforced and enhanced, are taken back to school to be used again when required in a variety of ways.



## **ASSESSMENT AND REPORTING**

To enhance pupils learning and performance and to ensure pupils work at an appropriate level of ability, continuous assessment and recording takes place. We try to discuss and mark children's work with them where possible.

As well as the daily continuous assessment that takes place, children will take part in the following annual teacher assessments:-

Year R	Foundation Stage Profile	Continuous
Year 1	Phonics Screening and Teacher Assessments	June
Year 4	Teacher Assessments & Times Table Check	June
Year 5	Teacher Assessments	June
Year 6	KS2 SATs (English, Maths and SPAG)	May

There is an opportunity to discuss your child's work and progress at Parents' Evening. Written reports are sent out during July. Parents are welcome to visit school to discuss their children at any time. Please phone the school office for an appointment.

## **ARRANGEMENTS FOR CHILDREN WITH SPECIAL EDUCATIONAL NEEDS**

It is our aim that pupils with Special Educational Needs or Disabilities (SEND) are identified as soon as possible and supported by all staff. The child with SEN will have access to the National Curriculum at the appropriate level and this also applies to the more able pupils. Differentiation, individual and group work are strategies used to support SEN and able pupils. The school follows the County Code of Practice for Pupils with Special Educational Needs, and puts into practice the staged approach as stated in the School Policy. Copies are available on request. Programmes of support are written by the class teacher in conjunction with the S.E.N.D leader to ensure their individual needs are met. An Information Passport and Provision Map is kept for pupils on the SEN Register. This is an outline of all support offered over their time at Inkberrow Primary School.

Working with parents is important and is encouraged at every stage of the child's development. Liaison with the Specialist Support Services is also seen as an important part of this implementation of the Code of Practice. Parents are always welcome to discuss their child's progress with the class teacher.

A booklet titled "Special Educational Needs" – a guide for parents published by the DFE is available from school.

## **ACCESSIBILITY**

The DDA defines a disabled person as someone who has 'a physical or mental impairment which has a substantial and long-term adverse effect on his or her ability to carry out normal day to day activities'.

A school discriminates if:

- Its treats a disabled pupil or prospective pupil less favourably than another for a reason related to their disability and without justification.
- It fails, without justification, to take reasonable steps to avoid placing disabled pupils at a substantial disadvantage.

At Inkberrow Primary School, we work with parents, staff and pupils to ensure that everyone in school is aware of the duties owed to disabled pupils including those children with Special Educational Needs. As a school, we work to embed accessibility considerations into everything we do; in school improvement, in curriculum development, in maintaining and improving the physical environment, in professional development and in all planning processes. This is shown in our accessibility plan. If you feel your child may have Special Educational Needs please contact the Head Teacher so we can work together to best support your child and meet his or her needs.

In order to support all parents and guardians we ask that if pupils, parents/guardians or family members require auxiliary aids and services (i.e. information in Braille, wheelchair access, etc.) they notify the school in writing as soon as possible.



## INKBERROW PRIMARY LOCAL GOVERNING BOARD

Chairperson	Mrs D. Gardner
Vice Chairperson/s	Mrs Harriet Terera and Mrs Katie Hunt
Parent Governors (x2):	Mr D Bostock, Mrs Harriet Terera
Staff Governors (x2):	Mr G. Duggan-Seville (Head Teacher) and Miss L .Yates (maternity leave) Miss A. Holliday
Co-Opted Governors (x6):	Mr D. Wynter, Mr N. Gardiner Rev I. Perry, Mrs J Mason, 2 vacancies
Governance Professional	SIPS

### **GOVERNORS' POLICIES**

#### **Governors**

We are an active Board of Governors who support Inkberrow Primary School in a variety of ways. Overall, we seek to be a 'critical friend', so as to ensure that our local community school is supported and challenged in it's vital task of educating and preparing children for life in 21st Century society.

As well as fulfilling our statutory obligations, our subject specialists work alongside staff to monitor the effectiveness of policies and monitor their progress and impact. We attend school functions and open days and we have a number of projects that we are currently working on which are ongoing from a recent self-evaluation process. Governors attend workshops and seminars to ensure they and the school are informed of latest policies and practice and attend training to build their own skills.

We are always keen to hear from people who would like to get involved in supporting the school. For further information and an informal discussion on how you may help, please contact the Chair of Governors, though the school office.

#### **Concerns and Complaints**

There will be occasions when you have a concern about your child's life at school or we may have done something you are unhappy about. If this is the case, please contact the Head Teacher so that we can resolve the matter quickly and efficiently. Similarly, if you feel there is an issue about the curriculum please express your concerns. It is much easier to sort out a difficulty at any early stage than leave it until it becomes a more serious problem.

If you do not feel that this approach has been successful or if you have a serious complaint which you need to pursue please contact the Chair of Governors.

## **Charging Policy**

Children are entitled to an education, which is not dependent on an ability to pay. Sometimes however, special educational opportunities or experiences are available which are impossible to fund from the school's budget. In these circumstances, parents are asked for a voluntary contribution to enable the activity to take place.

Where the activity is offered during the school day any request for money will be on a voluntary basis, and if a child does not pay they will still be able to take part. It may be that if a large number of children do not pay, the activity cannot go ahead. Exceptionally, there will be a charge for Instrumental music tuition.

Where the activity takes place mainly outside the normal school day it may be organised so that only children who pay can take part. In all cases, where there is a charge it will be calculated on the basis of a fair share of the total cost for each child. In exceptional circumstances, assistance may be available to help with payments.

Copies of the fully detailed school policy and the Local Education Authority policy are available at School and on the website

## **Freedom of information**

The Freedom of Information Act 2000 gives any person the legal right to ask for access to information that it holds. Our Freedom of Information policy is available in school and a copy will be provided free of charge on request

## OFSTED REPORT – MARCH 2014

### INKBERROW FIRST SCHOOL IS AN 'OUTSTANDING' SCHOOL – OFSTED 2014

In March 2014 our school was visited by an OFSTED Inspector who carried out an inspection of the provision Inkberrow First School offers its pupils.

We were delighted that they graded the school '**Outstanding**' in all areas of the report.

The following quotes are taken from the report and the full report is available on our web site. [www.inkberrowprimary.worcs.sch.uk](http://www.inkberrowprimary.worcs.sch.uk)

***'Children make outstanding progress, achieving academic standards well above National Average'***

***'Outstanding Teachers who promote high expectations in all areas of the curriculum'***

***'Outstanding leadership and management – continually looking for ways to improve'***

***'A well-rounded education for all its' pupil with an exciting, rich curriculum to inspire learning'***

***'Outstanding attitudes to learning shown by all pupils'***

***'Behaviour is exemplary – pupils are polite, caring and have a strong sense of right and wrong'***

Our Classrooms are well resourced and are set in a beautiful learning environment

We have strong partnerships with parents and the wider village community

We have a highly effective governing body, fully involved in driving the school forward

And most important of all .....

We have 'Happy children, keen to learn and determined to give of their best'

*We trust that this Information pack has provided you with a great deal of information about our School. However, please do not hesitate to contact us if you have any further queries or if you wish to visit us again. We look forward to welcoming you.*

*Thank you for the interest you have shown in our School.*