



SNEYD GREEN PRIMARY SCHOOL

PROSPECTUS

2016 - 2017



“Together we make a difference”

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HEADTEACHER:	Mrs R. Lee B.Ed (Hons), NPQH
CHAIR OF GOVERNORS:	Mr D. Walley

MISSION STATEMENT

We aim to provide a happy, secure and caring environment. Emphasis is placed on high standards of behaviour and achievement, with the celebration of all successes. Pupils, staff, parents and governors working together is essential to the future development of our school.

Together we are a school family.

WELCOME TO SNEYD GREEN PRIMARY SCHOOL

May I welcome you and your child to Sneyd Green Primary School.

This is a large, friendly and caring school where everyone works hard to develop our school 'family'. In our opinion, education is at its best when links between home and school are strong and we actively promote good communication between pupils, parents and staff.

Our experienced teaching staff recognise that all children are individual. Every opportunity to develop and nurture your child's strengths will be maximised. Those children who find areas of the curriculum more difficult will also be supported through special programs of work. We place emphasis on the development of self esteem, confidence and independence in every child, regardless of their academic ability and have many curricular and extra curricular activities to develop this further. We aim to encourage children to grow personally, socially and morally as well as academically.

Sneyd Green Primary also has long-standing positive partnerships with our supportive governing body and its dedicated Parent Teacher and Friends Association.

Our hard working teaching and support staff are committed to providing the best education possible for your child. We are available for consultation, to discuss matters needing clarification, or which are causing you concern.

It is our aim at Sneyd Green to provide the best possible learning environment through the curriculum and resources we offer and the surroundings in which we work.

I am delighted that you have chosen our school to educate your child and look forward to sharing in the development of your child's education with you.

The staff and I look forward to meeting you.

Mrs Rosina Lee
Headteacher

SNEYD GREEN PRIMARY SCHOOL

OUR VISION

At Sneyd Green Primary School our aim is to provide an environment where everyone is happy. Through working together, we will create a caring and secure atmosphere where all achievements are celebrated. We shall achieve this through promoting a positive, hardworking and wholesome ethos.

We encourage a strong sense of self-worth. We wish to ensure that each individual values themselves initially, and then has the confidence to value others and to feel valued. For this to be achieved, everyone will be challenged to promote high standards of behaviour, achievement and commitment. These high standards will develop trusting relationships between children, parents, staff and governors.

We are committed to encouraging everyone to feel part of the Sneyd Green school community, thus enabling us to feel part of a whole family. A strong belief in school family values form the basis of our teaching and learning and much of the emphasis for our collective worship is on developing our school community. Whilst working towards forming a united school, we recognise the need to develop the confidence in each person to be individual, and to motivate and inspire all to reach for their personal best.

SCHOOL SESSIONS

Foundation Stage

FS1 (Previously nursery)	8.45 – 3.00
FS2 (Previously reception)	8.45 – 3.00

KS1

1 st session	8.45 – 10.20
2 nd Session	10.35 – 12.00
3 rd Session	1.00 – 2.00
4 th Session	2.15 – 3.10

Hello. I'm Sneydie.
I am the school
mascot. I look
forward to seeing
you at school.



I will help you to be good at school.



KS2

1 st session	8.45 – 10.00
2 nd session	10.20 – 11.20
3 rd session	11.40 – 12.30
Afternoon	1.30 – 3.15

An act of worship that is broadly Christian takes place at some time during each day.

ADMISSIONS

Children are normally admitted into Foundation Stage 2 (Reception classes) in the September following their 4th Birthday. Parents who are considering requesting a place for their child are welcome to make an appointment to visit the school. A copy of the schools admission policy is available on the website or from the school office, on request.

NURSERY

The school also has a nursery, which gives the children an excellent start to their education. There are places for 52 full-time children. If you require further information regarding the nursery, please contact the school office.

OUT OF SCHOOL CARE CLUB

Kidswatch, the out of school care and holiday club is on the school site and further details can be obtained from the school office or directly from the club. Children must be registered to take advantage of this. (07580 148 754)

Opening Times: 7.30am – 9.00am
3.30pm – 6.00pm

Holidays 7.30am – 6.00pm

(Places for school holidays are limited and therefore must be booked in advance)

UNIFORM INCLUDING PE AND GAMES

School uniform must be worn. All items of clothing and footwear must be labelled with your child's name. The wearing of jewellery, with the exception of watches, is not permitted. If earrings are worn, they must be studs.

BOYS

Grey shorts/trousers

White polo shirt*

White shirt

School tie

Bottle green jumper

Black flat shoes

GIRLS

Grey skirt, pinafore dress or trousers

White polo shirt*

White shirt

School tie

Bottle green cardigan or jumper

Black flat shoes

* For nursery and reception children only

In summer, girls can wear green gingham dresses and sensible sandals.

School jumpers and polo shirts are available from National Schoolwear Centre in Hanley. We ask all parents of pupils in the nursery and reception classes to ensure that their child wears short sleeved polo shirts.

PE KIT

The children have regular PE lessons. The kit consists of:

White T-shirt and black shorts OR black leotard with pumps.

Most PE takes place in the hall but in good weather, lessons will be taken outside. A tracksuit may be worn for outdoor PE lessons. Older children require training shoes.

PE kit should be in school for the whole week. All PE kit should be clearly labelled and kept in a drawstring bag, also labelled with your child's name. We ask that parents remove earrings on the day of their child's PE lesson.

PE is an important part of the primary curriculum and all children must participate. At Sneyd Green, emphasis is placed on effort rather than ability and all pupils are encouraged to do their best. Sanctions are in place for pupils who regularly do not take part in PE lessons.

CURRICULUM

Our main priority at Sneyd Green Primary School is the development of each individual child, and the curriculum of the school is geared towards ensuring that every child has the opportunities to develop to their fullest potential.

The Foundation Stage Curriculum is followed in Nursery and Reception classes. This covers the seven areas of learning as follows:

- communication and language
- physical development
- personal, social and emotional development
- literacy
- mathematics
- understanding the world
- expressive arts and design

These early years are crucial for the educational development of your child and the curriculum recognises the fact that young children learn better through practical activity. Structured play is also an important feature of this phase of education as well as the development of an outdoor curriculum.

Wherever possible, teaching staff differentiate activities to ensure that more able pupils are stretched and pupils requiring support are able to access the curriculum at their level of understanding.

The school follows the National Curriculum and has a strong tradition in high standards of Literacy, Numeracy and Science. Along with ICT, these are known as the core subjects.

Other work covers the following subjects:

Art and design	History
Music	Religious Education (RE)
Physical Education (PE)	Design and Technology (DT)
Geography	Personal, Social, Health and Citizenship Education (PSHCE)
Languages	
Computing	

As part of Computing curriculum there is a suite of networked computers with internet access (currently in the hall). These are used for large group or class lessons. The school has interactive whiteboards in every classroom. We also have a number of iPads for pupils to use to support their learning.

Sex and Relationships Education is incidental to work in other subject areas. However, in Year 6, pupils will be given details about changes to the body in puberty via the school nurse. Parents have the right to withdraw their child from this activity but are urged to discuss the matter with the Headteacher first.

Staff at Sneyd Green Primary School are working hard to develop our provision for sport and the arts. We have a strong sporting tradition and seek to enhance this further both through our link with Excel Academy and through an extensive programme of extra curricular activities. Our Music curriculum has been strengthened with specialist teaching throughout KS1 and KS2. Sport and Arts provision is enhanced with our purpose built sports hall, funded by Sport England, providing changing rooms and showering facilities.

SPECIAL EDUCATIONAL NEEDS

Our Special Educational Needs Co-ordinator (SENCO) works throughout the school to ensure that we make full use of support agencies available. In the absence of the SENCO, the Headteacher assumes the responsibilities.

Implicit within the code of practice is the right of all pupils, including all pupils with special educational needs and those with special educational provision, to have access to a broad and balanced curriculum. The aims of the school's SEN policy are directly linked to the philosophy of Sneyd Green Primary School.

Children of all abilities are supported throughout the school using a wide range of strategies including in class support, group work and 1:1 tuition. Support work also includes extension for the more able child. Children requiring support are placed on the Special Educational Needs register. They have a Passport which covers the skills that they need to practise in order to progress. The Passports are reviewed regularly and parents are invited in to discuss progress with the class teacher, to decide on future action and to find out how to support their child at home.

Our school complies with the Disability Discrimination Act. We have formulated an accessibility plan which describes how we will ensure that pupils or parents with disabilities are appropriately catered for and this is supported by our equal opportunities policy.

HIGH ATTAINERS

We have many children in school who excel in different areas of the curriculum. We are fully committed to ensuring that higher attaining pupils are given opportunities, so that they can develop their skills and abilities, both as part of our everyday curriculum but also through enrichment activities. Our most recent Ofsted report noted that:

“The most-able pupils say that they enjoy their learning because it is interesting, challenging and fun. They have frequent opportunities to research, investigate and to deepen and extend their learning in a range of subjects.”

HOMWORK

Homework is set on a regular basis throughout the school according to the age of your child. Our homework guidelines will be sent out to all parents and carers in preparation for the new academic year stating the type and regularity of homework to be set. Activities chosen will support the curriculum work currently completed by your child in school.

In completing their homework, we hope that your child will enjoy your support and interest. Whilst it is important for every child to develop independence, parental involvement in homework is essential to the learning process. It is both an opportunity to discover your child’s strengths and areas for development, but also a way of keeping abreast of the topics being covered in school. Ensuring that homework is completed regularly is an important part of our home-school agreement.

EXTRA CURRICULAR ACTIVITIES

Sneyd Green prides itself on the extra curricular activities that are offered to the children. School sports teams are entered in competitions in the Burslem area and also in the City events. Through the commitment of our staff, the school is able to offer a wide range of activity clubs, to the children, which include sports, music, crafts and general interest clubs.

Other activities enrich the children’s experiences such as the lively School Council which is a way of involving children in the decisions affecting the running of the school. It is an excellent example of citizenship.

At the present time the school organises several 5-day residential experiences for pupils in Year 5 and Year 6. Children in Year 4 also have the opportunity to attend a two-day residential visit to London. These are dependent on suitable venues and staff availability.

Every class is offered at least one trip or visit to a venue or visiting speaker/activity per term which enhances the work taught in curriculum topics. We also invite visiting experts into school to talk to the children where appropriate.

ATTENDANCE AND PUNCTUALITY

Parents must notify the school office of the reason for any absence. If the absence is likely to be a long one, eg over a week, the Headteacher should be informed.

Our school prides itself on its attendance figures and recognises the support and co-operation of the parents in this. We also appreciate the efforts of parents and children in arriving punctually and hope that this practice continues to allow the school day to start on time therefore maximising the teaching time available.

ABSENCE

2015-2016	Attendance Rate	Authorised Absence	Unauthorised Absence
School	95.4%	3.1%	1.5%

An Educational Welfare Officer visits the school regularly and acts as a line of communication between home and school.

HOLIDAY DETAILS

These are available from school at any time. In line with current legislation and local authority policy, children are allowed no more than ten days for a holiday each year in EXCEPTIONAL CIRCUMSTANCES ONLY. A leave of absence form must be completed prior to a holiday and can be obtained from the school office.

COLLECTIVE WORSHIP

This takes place each day. This is a very important time in the school day when the idea of our school 'family' is reinforced. Pupils are encouraged not only to participate, but also to reflect on their own behaviour and actions. We have a wide range of visiting speakers. There is also an achievement assembly for the whole school on Friday afternoon.

Religious Education is broadly Christian in character but also includes elements of other faiths. Care is taken not to teach anything that might offend any particular denomination. Parents have the right to withdraw a child from all or part of religious worship or instruction, as laid down in section 25 of the Education Act 1944, although parents are asked to discuss this first with the Headteacher.

SCHOOL RULES AND DISCIPLINE

High standards of behaviour are expected in and out of school. Each class teacher will discuss the school rules or expectations with the children. These are mainly concerned with the happiness, safety and well being of the children.

Discipline is maintained with the help of a behaviour system in which children are rewarded with merits, stickers and certificates for good work and behaviour.

Our school expectations are as follows:

- **S**how respect
- **A**lways walk in school
- **F**ollow instructions
- **E**veryone keeps hands feet and objects to themselves

SCHOOL LUNCHTIMES

School meals are prepared on the premises. Children may bring packed lunches or have a cooked meal each day.

Dinner money is paid every Monday morning. Money is entered into the cashless system in the main office or paid online via a Squid account, details of which are available from the school office.

Your child may qualify for free meals. To find out, please enquire at the school office.

In September 2014 the Government introduced the Universal Infant Free School Meals (UiFSM) grant. This enables schools to provide free school meals to all pupils in Reception, Year 1 and Year 2. To register for UiFSM's please enquire at the school office

The Foundation Stage and Key Stage One pupils have fruit provided for them during morning and afternoon break.

The school does not allow crisps or biscuits except as part of a packed lunch. Sweets are not suitable even as part of a packed lunch. The school is working with City Catering Services to encourage healthy eating at lunchtime. At playtime, the children are allowed to bring fruit and PURE fruit juice if they wish. Following recent research, plain water is allowed in the classroom to ensure that children stay hydrated, alert and ready to learn.

ARRANGEMENTS FOR PASTORAL CARE

The Headteacher has responsibility for this area. If you have anything that is causing you or your child concern, please come into school and discuss the matter in confidence with the Headteacher. Procedures are also in place for staff to raise concerns about children in their care with the Headteacher. Senior staff are also in place, to show a pastoral interest in the children within their Phase.

All staff are part of duty teams which care for the children during morning and afternoon breaks. Trained first aiders support this and are also on duty during lunchtimes. The Headteacher and Deputy Headteacher oversee pastoral matters at lunchtime.

The responsibilities for schools in the area of child protection are laid down in the Children's Act of 1989. Because of their day to day contact with individual children, staff are particularly well placed to observe outward signs of abuse, changes in behaviour and failure to develop. All staff are trained and aware of the need to alert Children and Young Peoples Services where they believe a child has been abused or is at risk of abuse.

PARENTS MEETINGS

During each school year parents' meetings are arranged so that parents can visit the school to discuss progress with the teachers. Targets for your child will be given out prior to parents meetings. Parents may also visit the school at other times but we ask that you contact the school first to arrange a mutually convenient time. Throughout the year, meetings will be held for parents of specific year groups, e.g. Year 6 SATs meetings.

PARENT HELPERS

Parents' offers of help are invaluable. Any offer of help is very useful in providing children of all age groups with extra assistance. Early in each year a list of volunteers is made and helpers are invited into school. All parent helpers must be checked by the Disclosure and Barring Service before being allowed into our classes.

SCHOOL WEBSITE

The school website (www.sneydgreen.stoke.sch.uk) contains a wealth of useful information about Sneyd Green Primary, including school policies. Copies of the school newsletter are also uploaded on to the website for parents to access.

REPORTS

These will be sent home once a year, prior to the summer parents evening.

PARENTS, TEACHERS AND FRIENDS ASSOCIATION (PTFA)

We have a PTFA that holds regular meetings to plan forthcoming events. Everyone is always welcome to attend or support the Association in any way that they feel able.

The contribution of the PTFA is highly valued for the social occasions it provides and the extra resources that are made available to the children.

POLICY OF CHARGES FOR SCHOOL ACTIVITIES

Where activities are wholly or mainly outside school hours and of a voluntary nature, charges will be made in the normal way and the activities will be offered to those who wish to participate.

Where activities are totally or mainly inside school hours parents will be asked about their willingness to contribute voluntarily towards the proposed activity. A decision will then be made, depending on the response, as to whether or not the proposed activity will or will not take place.

Where activities involve cost of ingredients and/or materials, the cost will normally be borne by the school unless parents express a wish to own the finished project. In such cases parents will be asked to contribute, in cash or in kind, having regard to the following two points:

- No child will be excluded because of genuine financial hardship
- Each case will be viewed on its own merits, and in confidence, and provision made, total or partial, from other sources.

Parents will be charged for the cost of breakages, damage and loss of books, materials, equipment and school fabric and fittings, resulting from their children's non-accidental behaviour. Any such charge will take into account the age and condition of the item that has been broken, damaged or lost.

IN CASE OF EMERGENCY – WHAT WE NEED TO KNOW

Occasionally children have accidents at school, which require hospital treatment. In this event we need to know where you can be contacted during school hours – either an address, or better still, a telephone number. If it is not possible to get in touch with you, then a member of staff will accompany your child and we will contact you as soon as possible afterwards.

Please ensure that you have completed a Pupil Registration Form and that it has been returned to school as this information is very valuable in cases of illness or emergency. Any changes to these details should be notified to the school office immediately, on a Change of Details Form.

COMPLAINTS PROCEDURE

If any parents are unhappy about the provision of education for their child they are asked to approach the Headteacher in the first instance. The matter will be discussed fully; if it is not resolved the governors have drawn up a complaints procedure to be followed. This is available to parents on request.

We hope that this information has given you a flavour of our school. However, there is a lot more to learn about Sneyd Green Primary School which you and your child will discover together as he/she moves through the school.

We wish you and your child a happy association with the school.