

# WELCOME TO SMITH'S WOOD PRIMARY SCHOOL

As the Principal of Smith's Wood Primary Academy, I would like to offer a warm welcome to our outstanding school. Smith's Wood was graded 'Outstanding' by Ofsted in 2017.

We are a two form entry school, in North Solihull, which offers an outstanding education for all our pupils. We have a school nursery, which offers provision for pupils from the age of 3. Our school building is vibrant and exciting, offering pupils learning areas which are themed and unique.

At Smith's Wood Primary, we have a dedicated and committed staff, all of whom work extremely hard to make a difference to the lives of the pupils within our school.

We have high academic expectations and ensure that pupils leave us, having had a successful primary school education and are prepared for the next steps in their lives. Smith's Wood Primary regularly exceeds National average levels in key areas across all phases of the school and we pride ourselves on the top quality teaching and learning, which contribute to these high standards.

The curriculum is inspirational and varied; it is tailored to the needs of our pupils and the extra-curricular opportunities on offer for our pupils, along with the high quality teaching and learning, contribute in making this 'More than a School'. We pride ourselves on the outstanding trips and visits which we offer pupils at Smith's Wood and aim to ensure that every pupil has had the opportunity to take part in experiences beyond the norm.

Alongside the academic standards, we have high standards in terms of behaviour and attendance- our belief is that as long as children are in our school, attending regularly, then they will make rapid progress! Uniform standards and behaviour expectations are high for all our pupils and the consistency we believe in ensures that all pupils are treated fairly and with respect.

Smith's Wood Primary is a school of character and the 6 values of: Honesty, Respect, Determination, Resilience, Friendship & Perseverance are embedded in the daily lives of all at Smith's Wood Primary. These values, alongside outstanding provision in the classrooms, ensure that our pupils achieve outstanding provision on a daily basis.

The motto 'More than a School' encompasses everything that the school believes in and we guarantee that your child will have a fantastic primary school education if they join us here at Smith's Wood Primary. If you wish to visit the school and experience the life of Smith's Wood Primary Academy, then please make an appointment with the school office and I would be more than happy to show you around our outstanding school.

Danielle Givens

Principal

# **GENERAL INFORMATION**

## **Sex Education Policy**

Sex Education is approached through health, hygiene and personal development. With the older children it is taught as part of their health, relationship and personal hygiene education. Year 6 are taught about the physical changes which are, or soon will be, affecting their bodies. They are also taught about the relationship of a man and woman and how babies are conceived. Parents are invited to review Y6 materials in school prior to these lessons. Parents have the right to withdraw their children from this aspect of education should they feel it necessary.

## **Special Educational Needs Provision**

At Smith's Wood Primary School, we strive to ensure that every child is helped to fulfil their potential regardless of their ability.

All staff are committed to the early identification of need, that appropriate provision is planned, monitored and evaluated. All teaching and support staff are aware of the imperative to match learning needs with teaching styles.

Mrs Taylor is the school's Inclusion manager and Special Educational Needs Coordinator. (SENCO). She is responsible for the management and direction of the educational provision for pupils with S.E.N. playing a key role in helping to break down and overcome any barriers to learning.

It is a right of parent / carers to be listened to politely when they have concerns about progress and / or have concerns regarding social problems that they feel may be affecting their child's progress. Parent/carers are encouraged and welcomed into school to see and discuss the progress of their children. Smith's Wood Primary school is fully accessible for pupils with a disability.

The "school offer" for SEN and current SEN policy are available on the school website.

## **Wrap around provision**

A before school club runs from 7.45 am each morning and an after school club runs from 3.10 until 5:15pm each school day. Please enquire at the school office if you require a place.

## **Contacting the school during holidays**

The school may be contacted by email during the school holidays  
([office@smithswoodpri.solihull.sch.uk](mailto:office@smithswoodpri.solihull.sch.uk))

## **Emergency contacts**

Please ensure that the school has up to date contact numbers so that we can get in touch in the event of an emergency.

## **Expectations on school site**

Parents are respectfully reminded that there is strictly **NO SMOKING** on the school site. Some young children are frightened by dogs and for this reason **NO DOGS** are permitted on the school site.

Parents and carers are expected to set a good example to the children. Swearing on the site and aggressive or confrontational behaviour will not be permitted and is likely to lead to a legally enforceable banning order.



## **Illness in school**

Should your child become ill at school, we have staff trained in basic First Aid. Parents are contacted if sickness prohibits the child from learning. It is therefore important that the school is notified quickly of any change in telephone numbers / addresses.

If a child has headlice, parents/ carers are asked to ensure that the child has been treated before returning to school. If a child is identified as having headlice in school, parents/ carers will be informed and requested to collect the child in order that treatment may be carried out. Please note, the school is not permitted to treat children for headlice. Your support in this matter is appreciated.

## **Medication at school**

To comply with Health and Safety regulations, parents are requested to administer medicine before or after school. Children who suffer from asthma must have an inhaler in school at all times. We request that parents/carers inform the school in writing if a child suffers from any particular allergies (eg peanut allergy) in order that appropriate procedures can be put in place.

## **PTFA**

The Parent/ Teacher and Friends Association raises money for the school through a range of events including the Christmas Fayre. If you would like to be involved in this group, please contact Mrs Hudson (Assistant Head)

## **School Council (Smith's Wood Academic Government)**

The School Council (SWAG) meets regularly to decide upon key issues at the school, and is represented by pupils of all ages within the school.

## **School Dinners**

Parents can decide whether their children are to have a school dinner or bring a packed lunch. School dinners should be paid for via Parent Pay. Forms for free school meals are available from the office. A weekly menu is posted weekly outside the main office. All children in Reception, Year 1 and Year 2 can have a school meal through the Universal Free School Meal offer.

## **Lost property**

All property, including footwear should be CLEARLY LABELLED. There is a lost property box in the main reception. Please enquire at the office.

## **Religious Education**

The school follows the Local Authority syllabus for RE. Parents have the right to withdraw children from this part of the curriculum if they choose to.



## Admissions

The school follows the Solihull Metropolitan Borough Council's policy on school admissions. Parent/ carers who wish to apply for a place at Smith's Wood are advised to contact the school to arrange an informal visit and tour with the headteacher. A formal application must then be made to the local authority.

## Reception children

You will need to apply for your child's first school place in the autumn prior to your child starting at school. Application forms are available from August .

If you live in Solihull you will be able to [apply for your child's school place online](#) in August.

There is no guarantee that a child admitted into a school's nursery unit will be admitted into that school's reception class. Full details about admission to a reception class can be found at [www.solihull.gov.uk/schools/reception](http://www.solihull.gov.uk/schools/reception).

## Collection of pupils

Children in KS1 and Foundation stage (ie aged 7 or below) must be collected by a responsible adult. **It is not appropriate for young children to be escorted by older school age children.**

Children who have not been collected by 3.20pm will be supervised in the after school club. (please note that this will be charged at the standard rate)

## Text service

To access this free service, please leave your up to date mobile number with the office. Important reminders and trip updates can then be received by text.

## Universal Free School Meals

From September 2014, all children up to Y2 will be eligible for a free school meal. Please contact the school office to register.

## Parent Pay

Smiths Wood is a cashless school, everything from water bottles to trips needs to be paid online or at any local shop that displays the PayPoint logo. All new parents will receive an activation letter. It's easy to set up and makes paying more convenient as it is accessible 24 hours a day.

## Current Ofsted report

Smith's Wood primary was inspected by Ofsted in May 2017 and received an "Outstanding" grading across all areas. The full report can be seen on the school website.



## **Parking**

Parents and carers are requested not to park in the school car park. Public spaces are available on Burton's Way and in the neighbouring streets. The area directly outside the front of the school is a no parking area. We ask that parents do not park in front of the school as this creates a hazard on what is a main bus route.

## **Play Equipment**

The school has a wide range of outdoor play equipment. We request that parents/carers ensure that **children are directly supervised** before the start of the school day and at the end of the school day.

## **School trips**

School trips are an important part of the learning experience and we know that pupils value them highly. Trips must be paid for in advance using the Parent Pay system. Where there are genuine hardship issues, please contact Mrs Kirk. In the event of non payment, unfortunately trips cannot take place.

## **E Safety**

All pupils follow our school ESafety policy which aims to keep pupils safe online. We also provide regular updates for parents to help ensure a consistent message between home and school. Some basic guidance is shown below.

- Discuss regularly online safety and go online with your children.
- Establish family guidelines for using the internet responsibly.
- Encourage your child to tell a trusted adult if they encounter anything on the internet that makes them feel uncomfortable, worried or afraid.
- Remind them that not everything they read will be true and not everyone tells the truth.
- Keep virus and firewall software up to-date.
- Keep the computer in a communal area of the house, where it's easier to monitor what your children are viewing. Never let children have webcams in their bed-room.
- Talk to your children about why they should not to give out their personal details.
- Enable your 'browser safe' search option and use child-friendly search engines
- Primary aged pupils should not have access to social networking sites such as Facebook

## **The school day**

**8.45 Bell rings, staff open external doors**

**8.55 School starts**

**Registers close.**

**Children arriving after 8.55 MUST report to the office and are recorded as "unauthorised absent"**

**10.30-10.45 KS1 break**

**10.45-11.00 KS2 break**

**12.00 Reception / KS1 lunch starts**

**12.15 KS2 lunch starts**

**1.00 lunchtime ends**

**3.10 school ends**

### **Safeguarding information**

Smith's Wood Primary School fully recognises the contribution it can make to protect children and support pupils in school. We aim to safeguard and promote our pupils' welfare, safety and health by fostering an honest, open, caring and supportive climate. The pupils' welfare is of paramount importance.

Our school Child Protection policy (based on Local Authority guidance outlines the procedures followed in school to safeguard children. A copy of this document is available on request and can also be accessed via the school website.

All members of staff have undergone Enhanced DBS and List 99 checks and are trained regularly in Child Protection issues. We also ensure that any volunteers working with children undergo the vetting procedures outlined above.

The designated member of staff for safeguarding issues (DMS) is Miss Givens. If Miss Givens is not available, concerns can be discussed with Mrs Kirk, Mrs O'Reilly or Miss McNulty who are also named DSL's.

Staff at the school work in partnership with other agencies such as the health authority, social services and the police.

There may be occasions when we have to consult other agencies before we contact you. The procedures that we have to follow have been laid down in accordance with the local authority Child protection procedures.

At the start of the school year, parents and carers will be issued with an Acceptable Use policy. This policy details how the school may use digital images within school. Parents are invited to state clearly if they do not wish their child to feature in publicity materials.

In line with DfE guidance, the school may decide whether or not to permit the photography of school events. We believe that it is appropriate for parents and carers to record assemblies, performances etc.

- Parents and carers will be allowed to record images in a designated area, usually at the back of the hall.
- Parents will be informed that photography is strictly for personal use only.
- Parents are requested not to restrict the view of other people.
- The school will ensure that children are dressed appropriately
- The school will monitor the use of cameras and anyone behaving inappropriately

### **Safety and security**

Smith's Wood Primary school benefits from a very secure site. We are surrounded by a security fence, have full CCTV facilities and restricted access via remote controlled gates.

Parents and carers can help maintain high standards of security by only entering the premises via the main entrance, during the school day.

### **School Closure**

In the event of an emergency closure (eg snow), information will be posted on the school website and text service (up to date mobile phone numbers are required for this option). Note that Smith's wood will remain open if at all possible. Assume that the school is open unless informed via text or through the website.



### **Communication**

Effective communication ensures that the school and events run smoothly. Communication helps to ensure that your child makes progress. Please inform the school if there are any significant changes at home—these can sometimes affect your child in school

### **Senior Staff**

Miss Givens or another member of senior staff is available on the school playground every morning and evening if you have any concerns or issues. Miss Givens is usually available with-out an appointment at 8.45 am. If you are a working parent, Miss Givens is available from 7.30am.

### **Newsletters**

The Smith's Wood Snapshot gives the school community all of the key information. Electronic versions are available on the website (PDF format). ([WWW.Smithswoodpri.solihull.sch.uk](http://WWW.Smithswoodpri.solihull.sch.uk)—see newsletter section)

### **Questionnaires**

Questionnaires are regularly undertaken with pupils and are also carried out on Parents Evening. Results are published in the school newsletter and on the website.

### **Facebook**

**(For adult use only Search “Smith's Wood Primary”** We use Facebook to update parents on the progress of residential trips etc. We request that parents consider carefully what they post about the school, children and school employees; a positive relationship between home and school is an important part of primary school life.

### **Home-school diaries.**

These provide parents with key information and also provide space for parents to comment. (KS2)

### **School website.**

Increasing numbers of parents are keeping up to date via the website which is updated regularly.

### **External notice boards.**

Whiteboards outside each classroom provide regular updates from classteachers.

### **Pupil of the week**

All pupils of the week receive a bonus 'fun filled skills session' with Commando Jane on a Friday morning.

### **Parents Evenings.**

These provide formal opportunities for parents to meet with teachers to discuss progress and targets.

### **Annual report.**

A detailed formal report is given to parents in July each year.

### **Complaints**

Where parents express a concern, we usually find that problems can be sorted very quickly. A formal complaints policy is available for parents who may require it. A copy is available on request from the school or from the policy section on the school website. **Please contact your child's class teacher in the first instance.** If the problem is not resolved, please contact your child's phase leader, who are also available to discuss concerns. After discussing an issue with the Headteacher, should the complaint remain, parents may contact the Chair of Governors, via the school office. (Mr N.Henderson)

**Drinks**

Children are encouraged to drink water during the school day. (note no juice, fizzy drinks etc) At the discretion of the classteacher, children may drink water from suitable bottles during the lesson at appropriate points.

**Parent/ carer expectations at school performances**

We welcome parents and carers to attend class assemblies and performances. In order to ensure that these events run smoothly, we ask parents to adhere to the following;

- Arrive at events before they start. Your child will be looking out for you– if you are not there it is a disappointment.
- Keep the aisles free
- Switch off mobile phones
- Be prepared to take pre-school children out of the hall if they become upset.
- Be considerate of other audience members
- Please don't bring hot drinks into performances where children are present.

Some events are “ticket only”. This is because there are limits as to how many people can fit in the school hall, in line with safety guidance.

Please note, it is not appropriate to bring children who are not at school due to illness or exclusion to watch school performances.

**Breakfast club**

A free breakfast club operates from 8.30-8.45 each day. This serves toast, cereals and juice.

**Bikes and scooters**

Bikes and scooters can be parked in the bike racks which are next to the KS2 playground. All bikes and scooters must be locked up. The school can take no responsibility for bikes and scooters. Parents and carers are asked to ensure that pupils do not ride on the school site.



# GOOD BEHAVIOUR



Good behaviour should be promoted in a consistent way in order for the children to feel safe and secure, the school to be orderly, and to set the tone for quality teaching and quality learning. The emphasis at Smith's Wood is on celebrating the positive. However, there will be occasions on which sanctions are required, in order that children learn the acceptable boundaries of behaviour and what is right and wrong. We expect parents to support us in these aims, which relate to **all pupils**.

## **Every child has a right to learn**

Staff aim :

- To treat all pupils fairly and with respect.
- To endeavour to raise children's self esteem and develop their full potential academically, socially and morally.
- To maintain a friendly, positive professional and secure environment.
- To use rules and sanctions clearly and consistently.
- To be a good role model.
- To form a good relationship with parents so that all children can see that the key adults in their lives share a common aim.
- To respect and acknowledge peoples differences.
- To promote a positive work ethos and professional relationships.

**Pupils are encouraged to:**

- **Be independent and make good choices**
- **Follow instructions**
- **Listen to and respect the ideas of others**
- **Be polite and have self- control**
- **Share and co-operate with others**
- **Look after their own, others' and school property**
- **Recognise and appreciate their own and others achievement**

**Parents can help by:**

- **Supporting the school's expectations of behaviour**
- **Ensuring children attend regularly and are on time**
- **Encouraging children to wear school uniform**
- **Supporting children's learning – reading, homework**

### **Rewarding the good; encouraging good behaviour**

To encourage good behaviour at Smith's Wood Primary School, we aim to emphasise the positive whenever possible.

Work set should be appropriate and meaningful, giving all children the opportunity to succeed.

Children should be given regular positive feedback and praise for work and behaviour.

Whenever possible, attention should be given for success rather than failure

### **Rewards at Smith's Wood**

- Verbal praise. (As a rough guide, there should be at least 3 positive comments for every negative comment made)
- Positive comments on work
- Letters/ postcards home communicating good behaviour or excellent work
- House points
- Class reward

- Pupil of the Term
- Annual awards:
- overall contribution to school
- sporting achievement
- endeavour
- academic achievement
- award for Performing Arts



Excellent work acknowledged by Head/Deputy/Assistant Head/Phase Leaders/Subject Leaders

#### Pupil of the week

A celebration assembly will take place every Friday .

A folder will be circulated around school each Friday morning. Staff to record the name of one pupil who has performed well (work, behaviour attitude)

Class of the Week – Each week the class with the highest attendance level will be celebrated in the whole school assembly on Friday

House Points – All pupils will be awarded house points for good work, attitude, contribution to lessons etc. Pupils can also be allocated a place in the 'Golden Folder', where they will visit a member of staff for a reward.

Attendance – classes with highest attendance receive an attendance trophy in the celebration assembly

### **SANCTIONS**

For school to create and maintain a positive learning environment, the children must be aware of sanctions and to understand that for all actions there are consequences.

If children choose not to abide by the agreed class behaviour code, the following sanctions may be applied:

Verbal warning.

'Time out' within classroom

Isolation Suite

Written warning (recorded in Behaviour Log Book)

Loss of play/dinner time (supervised by staff)

Contact parent – through home/school book or via telephone

For persistent/more significant poor behaviour the following sanctions may be applied:

- Detention
- Use of quiet room
- Parents/Carers to meet with class teacher and senior member of staff (if appropriate)
- Formal letter home
- Lunchtime exclusion
- Temporary or permanent exclusion

Please note that where a child is exhibiting dangerous or persistently disruptive behaviour, staff are trained to physically remove children as necessary, in line with the agreed Behaviour Policy for the school. Parents are informed when a child has been physically restrained.

# **CHALLENGE, SUPPORT, PROGRESS**