



PROSPECTUS



This is a good school, which provides a good education for all its pupils.

(OFSTED 2008)



welcome

to

Holly Grove Primary School





Holly Grove Primary School
Holly Grove Lane
Burntwood
Staffs
WS7 1LU

Headteacher: Dawn O'Hare

Tel: 01543 278620

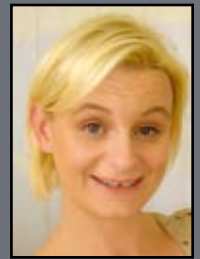
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www.hollygroveschool.co.uk

Dear Parents,

It is with great pleasure, that I welcome you and your child to Holly Grove Primary School on behalf of the Governing body and all members of the staff. As your child begins their learning journey we aim to promote enjoyment, excitement and an enthusiasm for learning, which will continue throughout their life.



Holly Grove Primary is a school committed to providing the best possible education for your child, and therefore always looking to improve.

Children at Holly Grove begin their primary education by developing their confidence, independence and self-esteem. They are encouraged to become self-disciplined, responsible and highly motivated learners within a purposeful and caring environment where each child is valued and encouraged to reach their full potential.

We believe that working together in partnership with parents is essential in order to prepare every child with the necessary skills to succeed in an ever-changing world. Therefore parental interest, encouragement and support are vital to a child's educational development and happiness.

I invite you to read and enjoy the information in this prospectus which sets out to provide basic information about our school, but please do not hesitate to contact the school if you have further questions.

You are most welcome to arrange a visit to experience our school for yourself and I hope you enjoy reading our prospectus.

Yours sincerely

Mrs. D. O'Hare
Headteacher

Where to find us...



Pupils' progress is supported by a broad varied and lively curriculum which engages interest.

By Year 6 pupils have developed very mature, independent and responsible attitudes to learning

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Admissions Policy

In consultation with the school governors the Local Education Authority determines the number of pupils that may be admitted in each academic year. Children are admitted into our Nursery class in September after their 3rd birthday. This is a part time place for a full academic year. We have 26 places available in the morning and in the afternoon.

Children are admitted into our Reception class in the September after their 4th birthday. We have 45 places available. Parents are required to fill in separate application forms for Nursery and Reception. Places are allocated by the Pupil Support Services of the Local Authority.

We have an active induction process to support children starting their nursery and school life, including parents' meetings, one to one parent meetings, taster sessions for the children and parents, a chance to form relationships with the staff before the children start their education at Holly Grove.

For older children who wish to join our school please contact the school office for further information.

Child Protection and Safeguarding Policy

Holly Grove is committed to safeguarding and promoting the welfare of children and young people. Parents can feel confident that careful procedures are in place to ensure that all staff and volunteers are suitable to work with children. We have a designated teacher as well as a School Governor with special responsibility for Child Protection. CRB checks are made on all adults, including parent helpers, and all members of staff receive training in Child Protection. Staff hope that parents and children will feel free to talk about any concerns or worries which may affect educational progress and that they will see the school as a safe place. Children will be taken seriously if they seek help from a member of staff. Parents will normally be consulted and their consent obtained before any referral is made to an agency outside the school under Staffordshire Safeguarding Children Board procedures. However, staff cannot guarantee to consult parents first, or to keep children's concerns confidential, if referral must be made to the appropriate agencies in order to safeguard the child's welfare.

Special Educational Needs

At Holly Grove we are committed to ensuring that children reach their full potential. Children that are identified as requiring extra support are carefully monitored and their parents are involved in setting appropriate targets for their learning. Our Special Education Needs Co-ordinator plays a vital role in school, supporting all our teachers and leading a team of trained and experienced Teaching Assistants. We also draw on a number of outside agencies for further help, including Staffordshire Special Educational Needs.

The school has Dyslexia Friendly Status.

Homework

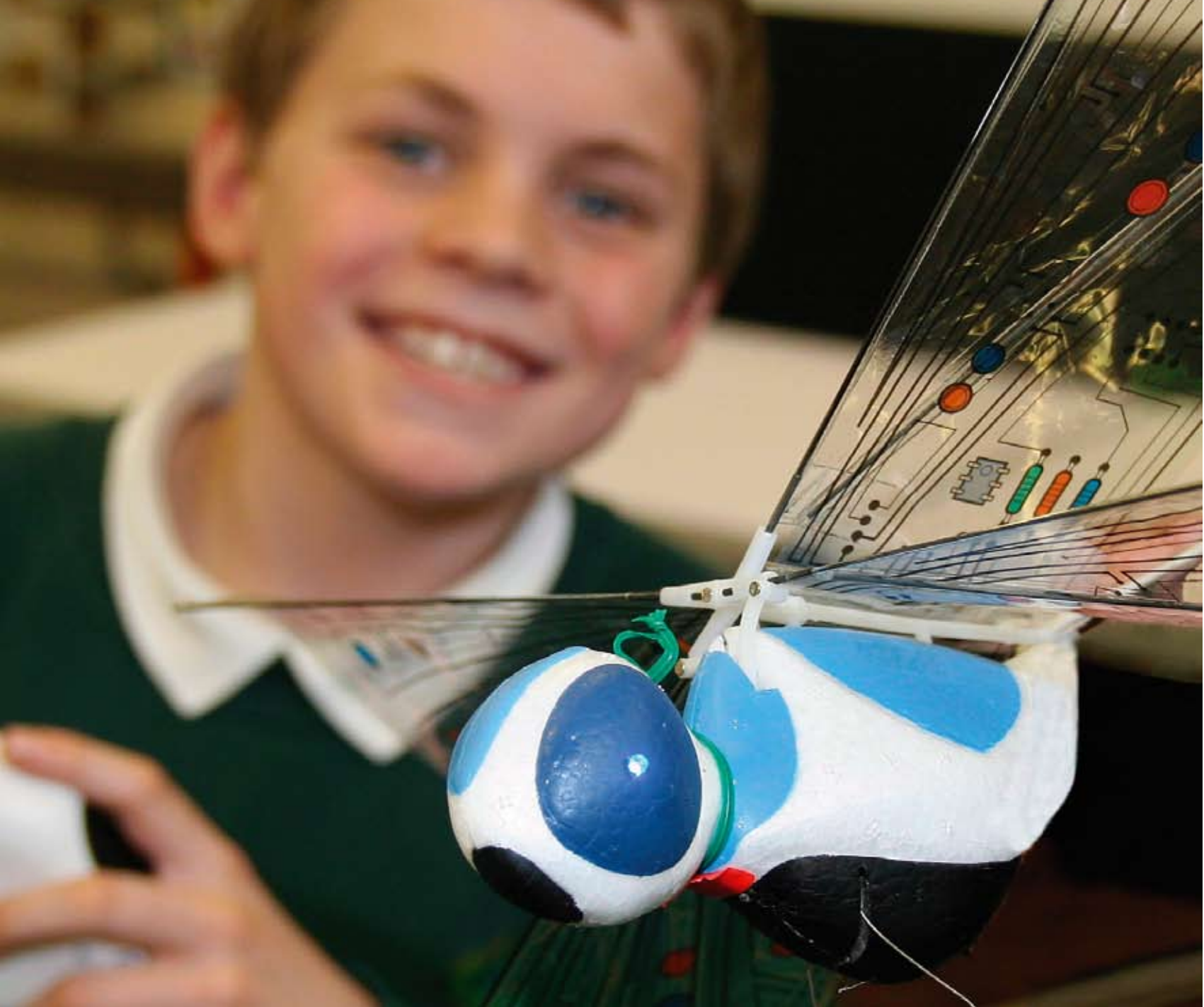
Homework is set in all classes and begins with sharing of a book at home with the youngest children. This develops throughout the school with tasks and activities including spellings, times tables, to cater for the range and abilities of the children. Children are expected to read at home and parents are asked to record comments/sign the reading diaries. The children's reading development benefits greatly from the vital support of parents. Homework is set to complement the work undertaken in the school and to support learning. We encourage parents to talk to their children about their work in school, to help them research topics, read books together, use the internet etc.. We hope that parents will see the value of homework and support the school with its aims to raise achievement.

Uniform

Children are encouraged to wear the school uniform as it helps to create a sense of belonging and pride within our school.

Our school colours are green and grey/black and include the following items:

- Bottle green sweatshirt or cardigan with the school logo which may be purchased from local uniform suppliers.



Children improve greatly, both socially and academically due to the experience and diligence of the staff (*Parent*)

Pupils' spiritual, moral, social and cultural development is good



- White polo shirt
 - Grey/black trousers, skirt or pinafore dress
 - Girls may wear a green/white gingham dress in the summer
- Footwear – suitable black shoes – no trainers
- To participate fully in PE your child will need:

Indoor Kit

- A white t-shirt / a white t-shirt bearing school logo
- Black or green shorts
- Bare feet are preferred for most lessons

Outdoor Kit

- Tracksuits or jogging bottoms and sweatshirts for colder weather
- Outdoor trainers
- Boys/Girls may also require football boots

Swimming

Children in upper Key Stage 2 go swimming and will need:

- Swimming trunks not shorts – boys
- One piece swimsuit – girls
- Swimming hat
- Towel

Jewellery

Children should not be wearing jewellery to school, as it can be broken, lost and catch on others while children are playing.

Earrings – only studs are allowed

Watches – are allowed

During PE – children need to be able to take out their own earrings, if they can't they need to bring in plasters to cover the earrings for the duration of the lesson.

Behaviour Matters

The aim of the school is that the children should develop an increasing awareness of self-discipline and understand the need for self control. We encourage self-discipline and self respect as well as respect for others and property. Clear school rules for behaviour are in place and enforced, to ensure the safety and well being of all children. We reward positive behaviour, achievement, attendance, effort and community spirit in a variety of ways. We expect to involve parents in dealing with instances of misbehaviour, which prevents other children learning in school.

Accident and Illness

In an emergency we must be able to contact parents as soon as possible. Please ensure the school has correct contact numbers at all times. All injuries are treated with care and entered into the accident book, and every child receives a copy of the accident form for your information. We also give each child a first aid sticker to help to hi-light that they have had first aid. In some cases, when first aiders feel that it is appropriate, parents will be contacted in order for them to come and collect their child or to assess the child for themselves.

Attendance

Regular and punctual attendance at school promotes good progress and attitudes to learning. Parents are discouraged from taking their children out of school for holidays during term time since this means that the child is missing valuable learning.

Informative feedback in class and marking provides good guidance to pupils on how to improve their work

Teachers know their pupils well and have very high expectations

Attendance is above average

Children enjoy being at school

Provision in foundation stage is good and enables children to make rapid progress.

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Absences

If your child is unable to attend school due to illness, then you need to contact the school office on the first day of absence and by letter when they return to school. If your child has an appointment please inform the school beforehand.

Lunchtime Arrangements

Holly Grove has Healthy School Status and encourages all children to try to eat healthy. School meals are prepared on the premises by our own kitchen staff and the menu on offer is healthy and varied. Payment for school meals is on a daily basis. Menus are printed on the school newsletter weekly. Information about eligibility for free school meals can be obtained from the school office.

Those not wanting a school lunch may bring in a packed lunch from home or purchase one from the school kitchen. We encourage parents to provide a healthy balanced lunch.

Compliments and Complaints Procedure

We are always eager to receive feedback from parents and we welcome positive feedback if you think we are doing things well. An annual questionnaire is also sent out to parents, which provides another valuable opportunity for feedback from parents. We encourage an open dialogue between home and school and we expect all our pupils, members of staff and parents to listen carefully and respectfully to each other.

Should a parent have a complaint about any aspect of the school, then they should firstly approach the class teacher. If the outcome is not viewed as satisfactory the complaint should be referred to the Headteacher. At this stage the Headteacher will, in most cases, resolve the matter to the satisfaction of all concerned without the recourse to the complaints procedure. Should the consultation with Headteacher fail to resolve the situation then the complaint may be directed to the Governing Body and the Local Authority. Further details of the procedure are available from the school office.

Nursery

Our Nursery children are provided with high quality learning experiences, which are appropriate for children aged three years plus, taking into account their individual stage of development. The activities are carefully planned from the Early Years Foundation Stage curriculum ensure that the children have fun and enjoy learning through structured "play". A well-planned induction programme ensures your child a smooth integration into Nursery and on into Reception.

Holly Tots Wrap-around Nursery

Holly Tots offers an exciting, fun and stimulating pathway to your child's future!

Holly Tots wrap-around Nursery can provide you with additional nursery sessions and also caters for children from the age of three. The term after your child turns three NEG (Nursery Education Grants) are available. All activities are planned to promote your child's learning experience. Holly Tots also provides lunchtime cover where the children can bring their own sandwiches or have a cooked school lunch. Childcare vouchers are accepted. For further information contact the school office.

Starting School

In the summer term before starting school in the Reception class in September, you and your child will be invited to visit the school. We have a very successful induction programme, which includes, one to one meetings with Foundation stage leader, sessions with your child within the reception class. These visits have proved to be very successful in helping every child to settle well into school.

The Curriculum

The School aims to provide the children with quality teaching and learning experiences. The curriculum is broad, balanced and relevant, with many opportunities for creativity and practical stimulating activities. Children follow a broad curriculum which builds on prior learning and develops independent learning skills. We promote enjoyment and an enthusiasm for learning. We aim to provide educational experiences to help your child develop intellectually, emotionally, socially, spiritually and physically.



Pupils' good basic and social skills, as well as their punctuality and their enthusiasm for learning ensure they are well prepared for the next stage of their education and later life.

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The children encouraged to organize fund-raising events to raise funds for charities of their choice. We have a very active School Council with representatives from all year groups, who represent the views, ideas and opinions of the children within the school. We are committed to developing the "whole child" and in Year 6 the children have the opportunity to attend a residential outdoor education centre.

Children in Key Stage 1 and Key Stage 2 follow the National Curriculum guidelines, providing a broad, balanced and inclusive curriculum. Teachers assess continuously to ensure individual progress is made and the next steps in learning are targeted. Children are encouraged to be independent learners by being involved in the setting of their targets and for taking responsibility for the next steps in their learning journey.

The core subjects of Literacy and Numeracy are taught daily throughout the school. All the other subjects: Science, ICT, Art and Design, PE, Geography, History, Music, RE, PSHE and Citizenship are developed through active learning and teaching.

Religious Education is a legal requirement of the 1988 Education Act and we follow the Staffordshire agreed syllabus.

Sex Education in years 5 and 6 is integrated with topics including family life, hygiene and changing relationships and is closely supported by the school nurse. Parents are invited into school to view the materials that support these lessons.

Parents have the right to withdraw their child from RE and Sex Education lessons. However, prior consultation with the Headteacher is desirable.

Educational Visits

Children have the opportunity of experiencing a variety of educational visits from Nursery to Year 6. Experiences include a wide range of trips linked to the curriculum and are organised for the purpose of supporting and extending learning. We encourage pupils to become involved in educational visits, as for many pupils these visits are a memorable highlight, which enriches and complements their learning experience.

Visitors

We also have many visitors who come into school to help to add another dimension to the learning experience for our children. This has included an Indian dance company, African drummers, Tudor workshops, Puppet shows, Theatre companies, Science workshops, Artists, Premiership Football coaches, cricket coaches, an Egyptologist, Guide Dogs for the Blind, local churches and many, many, more! We also have a link with Chase Terrace Technology College and have the opportunity to have teachers from there come into our school to extend the learning experience through Design and Technology and Science and pupils have had the opportunity to participate in a variety of different sports festivals.

Parental Consultations and Reports

Teachers are always willing to discuss a child's progress or deal with any concerns that may arise. These issues or concerns can be discussed at a mutually convenient time.

Parents' evenings are arranged each term where parents can view pupils work and consult with teachers. Each child also has a Profile book, which is sent out each term so parents can see the progress the child is making and to inform their parents of the child's targets. Teachers, pupils and parents are all encouraged to make a written comment on the profile book. Every child will receive an end of year report during the second half of the summer term.

Extra Curriculum Activities

A varied selection of after school and lunchtime clubs are run at different times throughout the year on a seasonal basis. Children may choose to attend these and permission will be requested from a parent. The clubs vary from term to term, but among them may be Netball, Football, Recorders, Cookery Club, Gardening Club and Production Club.

The School's Governing Body

This composition is a legal requirement and ensures representation from all sections of the community. Governors bring a variety of views and expertise to our Governing Body. The development and welfare of our school and pupils are paramount. The role of the Governing Body is to act collectively and not as individuals. They have legal duties, powers and responsibilities for all aspects of school life. There are a number of sub-committees which meet regularly throughout the year; eg Finance and Premises, Curriculum and Community and Holly Tots Nursery. The full Governing Body meets once a term.

The Parents, Teachers and Friends Association

The school is fortunate to have the support of its parents in this hard-working association. This association not only forms an important link between parents and school, but also raises funds for items of equipment. We feel that the funds raised should go to the benefit of the majority of the children. The association have provided computer equipment, cameras, outside play equipment, picnic benches and Yr 6 Leavers' present. As well as funding coaches for trips and entertainers for Christmas. You are all members of the association and can help by contacting any of the committee members (contact the school office for details) We hold our meetings once every half term in school, they are informal and all parents/grandparents are welcome! We always welcome new members and new ideas!

Special thanks to Mrs. K. Mann (Holly Grove Teacher) Mr. A. Williamson (Lichfield Mercury) for photography.



If you would like this document in another language or format, e.g. large text, please contact us on 01543 278620

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