



Dear Parents and Carers,

Welcome to Netherbrook Primary School.

Although it is difficult to do justice to our school in a prospectus, this booklet is designed to provide you with information which will give you an insight into the organisation, staffing, curricular and extra-curricular activities which your child will be able to enjoy whilst at Netherbrook.

Your child's education is the responsibility we share with you, and we encourage a strong partnership between home and school. We both have the same aims. We both want your child to be happy, successful and reach as high a standard as is possible in everything s/he undertakes. Working together we can achieve this.

We pride ourselves on the high standard of care, work and discipline that we achieve at Netherbrook, through encouraging mutual respect and responsibility amongst our children.

On 1<sup>st</sup> June 2022 Netherbrook Primary School became part of an academy known as The Elliot Foundation Academy Trust and therefore is no longer a Local Authority Maintained School. This status allows us to make many more decisions independently to ensure our pupils receive the best possible curriculum, resources and opportunities to excel.

Visit our website to find out much, much more: [www.netherbrook.dudley.sch.uk](http://www.netherbrook.dudley.sch.uk)

If you have any queries about the prospectus or anything else you wish to discuss, please do not hesitate to contact me.

Yours sincerely

*P Rawlings*

Mr P Rawlings  
Headteacher

# Netherbrook Primary School Information

Address:	Chester Road Netherton DY2 9RZ
Telephone:	01384 818415
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E-mail:	<a href="mailto:info@netherbrook.dudley.sch.uk">info@netherbrook.dudley.sch.uk</a>
Website:	<a href="http://www.netherbrook.dudley.sch.uk">www.netherbrook.dudley.sch.uk</a>
Maximum School Capacity:	554 56 part time places in Time for Twos. 48 places in part time Nursery, 30 places in full time Nursery, 420 places in Reception – Year 6
Pupils per class/year:	60 Pupils per year group/30 per class.
Headteacher:	Mr Philip Rawlings
Deputy Head:	Mrs Leigh Frost
Chair of Governors:	Mr Nigel Smith (contactable through school)
School Hours:	8.45am – 3.15pm – The school office opens at 8.00am and closes at 4.00pm
TEFAT (The Elliot Foundation Academy Trust)	Address:  Elliot Foundation 144 York Way London N1 0AX
TEFAT Executive Officer	Hugh Greenway (contactable through school)

# School Aims and Vision

The school aims are encapsulated by our school banner and mission statement which are:

## Achieving Together – Creating Our Future

### Mission Statement

To provide a welcoming and caring environment,  
where each child feels confident and valued and  
realises their true potential.

#### Netherbrook Values



These 6 school values underpin everything that we aim to achieve at Netherbrook.

Pupils, staff and other stakeholders such as parents and Governors are expected to demonstrate these values at all times when in school.

## Our Vision

**Our School Vision is what we would like everyone involved in our school to understand, share and aspire to achieve for the benefit of all our pupils, now and in the future.**

**Our Pupils** are unique, vibrant and valued individuals; who all make a valid and important contribution to school life. They are encouraged to be polite, happy and responsible individuals, who respect others and always try their best. Pupils are motivated and active learners, who aspire to achieve their full potential in all that they do. They are creative and imaginative and persevere to overcome any difficulties that they may face.

**Our Staff** aspire to be inspirational role models for our pupils. They are approachable, supportive and have a strong desire to ensure all our pupils leave Netherbrook equipped to be lifelong learners. Staff are encouraged to be creative and adventurous in their lessons and are supported in channelling their efforts for the greater good of our pupils. Staff are open and professional in all that they do and work hard to deliver the best possible education for our pupils.

**Our Governors** are supportive and challenging of the school leadership team and the staff. They are proactive, critical friends who ensure that the pupils receive the best quality of education possible. Through working together with all stakeholders they support the creativity and vision of the Netherbrook team. They share in our successes and constantly challenge us to improve, ensuring the pupils at Netherbrook thrive and fulfil their true potential.

**Our Parents** work in close partnership with the school. They value their children's education, teach them to work hard and achieve their best. They provide a strong support network for the pupils. They are committed to enriching their children's lives and work alongside the school, fostering an atmosphere of mutual trust, respect and collaboration, to ensure all of our pupils achieve their very best.

**Our Local Community** embraces our school, its ethos and values. They offer safety, security, co-operation and support; creating strong links with the school and its pupils and offering a stable and vibrant community for our pupils to learn in. Our community is fully involved with the school and its pupils and invests in them to help our children be truly proud of where they are from. Their involvement enables our pupils to become conscientious, respectful and active members of their local community.

## **At Netherbrook Primary School...**

**This vision is aspirational. It is what we want to achieve through hard work and dedication to giving the pupils of this school the absolute best start in life.**

**We hope that all parents and children who come to Netherbrook will share these aims.**

## Admissions

Before applications are submitted for places at our school, all parents are offered the opportunity to make an appointment to visit the school and look around. They will be welcomed and shown around by the Headteacher Mr P Rawlings, or the Deputy Headteacher Mrs L Frost. This tour is better during the school day as the school only really comes alive when the children are here.

## Admissions Policy

The admission limit in each year group at Netherbrook is 60 which takes the form of two classes of 30 pupils. Our Nursery has places for 48-part time pupils which are split into morning and afternoon sessions, with a maximum of 24 pupils in each session. 30 full time Nursery places offering 30 hours provision and 56 part time 2 Year old funded places split into morning and afternoon sessions with a maximum of 28 pupils in each session.

Places at the school (starting in Reception) will be allocated on the basis of the following criteria:

- a) Relevant Looked After Children or children who were previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order.
- b) Children who have a “serious and ongoing medical condition” where the school is the most appropriate school to meet the condition. (Parents must provide supportive information from their child’s hospital consultant at the time of application in order to be considered under this criteria. This supportive information should include information about the needs of the child and should detail the difficulties the child would experience if they attended another school. Parents should also indicate why the school is the most appropriate to meet their child’s medical condition rather than any other school.
- c) Children who have a brother/sister, half-brother/sister (where the children share one common parent) or step-brother/step-sister living at the same address and who will still be attending the school in this academic year.
- d) Any places that remain available once the above applicants have been admitted will be filled according to those children who live closest to the school, determined by a straight-line measurement in metres, from the home address to the main entrance of the school.

If an offer of a place cannot be made, under the terms of the 1980 Education Act, an appeals procedure has been set up to consider such cases. If this becomes necessary you should write to:

**School Admissions Service  
Directorate of Children’s Services  
Westox House  
1 Trinity Road  
Dudley  
DY1 1JQ**

You should state clearly why you are appealing against the decision not to let your child into school and you will be invited to attend a meeting of the Appeal Committee.

Please see the school admissions policy on our website for more details.

## The School Day

Please ensure that your child arrives at school in good time for the commencement of the day. However, pupils should not arrive before 8.30am or be left unaccompanied on the playgrounds before school as staff do not supervise the playground until 8.45am.

All lower school children are admitted directly into school at their appropriate classroom door at 8.45am each morning, where their teacher will be waiting to greet them. We find that this provides a calmer and more settled beginning to the day. At the end of the session children are dismissed from their classrooms by staff directly to waiting parents.

Upper School children should arrive through the Upper School playground gate and enter school through the appropriate door. Teachers will escort pupils in from the playground at 8.45am and will be briefly available to deal with any messages or questions that parents may have.

Parents/Carers are not encouraged to come to the gates or fences during break or lunch times.

Your child's safety is one of our greatest priorities and we ask for your cooperation in helping to achieve a safe and happy environment. Should you need to enter school please ensure that you do so by the **main door**, registering at the main school office with the administration team.

### **The School Day:**

7.30am	Netherbrook Acorns Breakfast Club opens
8.45am	Doors open to pupils
8.55am	The bell rings to indicate the start of the school day. Doors are closed and registers are completed and any absences recorded. Lunch registers are also completed
	Morning Session begins
10.25am	Break time
10.40am	Morning Session continues
11.45am	End of morning Nursery and two year old sessions
12.00pm – 2.00pm	Staggered lunchtimes for all year groups take place
	Afternoon session begins after lunchtime
3.15pm	Home time for Main School (Rec-Year 6)
3.30pm	Afternoon nursery and two-year-old provision closes
	Netherbrook Acorns After School Club begins straight away after school and finishes at 5.50pm.

## About our School

Netherbrook was opened in March 1954. It was opened as Bowling Green County Junior Mixed School. In 1984 the school was reorganised and renamed Netherbrook Primary School. It was at this point that the infant department (KS1) was added and also a Nursery.

We are fortunate to have a large site which provides separate playgrounds for Nursery, Lower School and Upper School children. This is a tremendous asset and allows the children to gain confidence and enjoy playground activities in the company of children of similar age groups.

The large field is divided so that part is available for the children to use after school hours, with a multi games area and climbing frame provided. The remainder provides us with a large sports field/football pitch, Forest School and conservation area with a pond where nature study and science can be experienced at first hand.

There are 14 classrooms, a large foundation unit, separate dining hall and a superb library where children can work on research skills or just enjoy a quiet read. We also have an excellent computer suite with Internet facilities where classes can work together to develop ICT skills.

Each classroom also has computers with Internet facilities and each room has the advantage of Interactive whiteboards to aid teaching and learning. There are five smaller rooms used for group work, music tuition, literacy support and medicals and phonic groups. The community room is a purpose built facility in which we offer opportunities for parents to participate in sessions during the school day.

We have one of the biggest primary school halls in the borough (with a full size stage) where the children can take part in PE and games, dance and gymnastics.

Nursery and Reception form our Early Years Foundation Stage Unit. In the Unit children from Reception and Nursery share the same space and have the opportunity to play alongside each other during child initiated sessions. Nursery and Reception children are taught separately during adult-directed, focused activities. This ensures that the children have all their academic learning needs met.

We also offer exceptional pre-school care for 2 and 3-year-old children in our 'Nethertots' pre-school building. This offers both Government funded and parent fee paying places for young children. This also includes our 30-hour Nursery for 3 year olds.

## Staff List and Responsibilities

Name	Title/Responsibility
Mr P Rawlings	Headteacher
Mrs L Frost	Deputy Headteacher
Miss L Aston	Assistant Headteacher
Mrs L Reeve	Assistant Headteacher, SENDCO
Mrs C Marshall	EYFS Assistant Headteacher
Miss S Jervis	Upper School Senior Leader/Teacher
Miss R Bensley	Teacher
Mrs A Cashmore	Teacher
Mrs J Chambers	Teacher
Mrs K Edwards	Teacher
Miss L Floyd	Teacher
Miss E Gordon	Teacher
Mr J Hayfield	Teacher
Mrs G Ketteringham-Walsh	Teacher
Mrs K Mayall	Teacher
Miss A McCann	Teacher
Mrs K Lail	Teacher (pt)
Miss K Ketteringham	Teacher
Miss A Pritchard	Teacher
Miss L Tonks	Teacher
Teaching Support Staff	
Mrs J Barfoot	HLTA (pt)
Mrs J Bate	HLTA (pt)
Mrs C Adams	Teaching Assistant
Ms D Ions	Teaching Assistant
Mrs K Chapman	Teaching Assistant
Mrs L Wynne	Teaching Assistant
Mrs S Daly	Teaching Assistant
Ms K Welch	Teaching Assistant (pt)
Mrs A Dutton	Teaching Assistant
Mrs C Harris	Teaching Assistant
Miss J Millichamp	Teaching Assistant
Mr M Hill	Teaching Assistant
Mr M Corrigan	Teaching Assistant
Mr C Jones	Teaching Assistant
Ms D Morgan	Teaching Assistant
Mrs S Nock	Teaching Assistant
Mr K Perry	Teaching Assistant
Mr H Sprason	Teaching Assistant
Miss K Tariq	Teaching Assistant
Mr J Hanson	Sports Coach



<b>Nethertots</b>	
Miss H Allcock	Nethertots Teaching Assistant
Mrs V Garbett	Nethertots Teaching Assistant (Lead)
Mrs S Wood	Nethertots Teaching Assistant
<b>Administration</b>	
Mrs S Thompson	Business Manager
Mrs A Bowen	Attendance Officer/Family Support Worker/HLTA
Ms F Davies	IT Technician, Office Administrator
Mrs J Humphries	Office Administrator
<b>Site and Cleaning and Lunchtime Supervision</b>	
Mrs M Billingham	Lunchtime Supervisor, Cleaner
Mrs K Coates	Lunchtime Supervisor
Mrs J Cole	Lunchtime Supervisor
Mrs A Garland	Lunchtime Supervisor
Mrs I Hollyhomes	Lunchtime Supervisor
Mrs J McCarron	Lunchtime Supervisor, Cleaner
Ms K Milne	Lunchtime Supervisor, Cleaner
Mrs D Pritchard	Lunchtime Supervisor, Cleaner
Mrs S Duffy	Cleaner
Mrs S Guildford	Cleaner

# Governance

## Local Governing Board (LGB):

<b>Chair:</b>	Mr N Smith (Co-opted Governor)
<b>Vice Chair:</b>	Mrs C Smith (Parent Governor)
<b>Headteacher Governor:</b>	Mr P Rawlings
<b>Staff Governor:</b>	Mrs C Marshall
<b>Parent Governors:</b>	Mrs G Maynes
<b>Co-opted Governors:</b>	Mr R Trevethick Mrs T Wilkes
<b>Observers/Advisors:</b>	Mrs L Frost (Deputy Headteacher)
<b>Clerks to Governors:</b>	Mrs C Ludwig (Dudley LA Governor Support)

## Corporate Governance (MAT)

In a multi-academy trust, a single trust is responsible for a number of academies. The MAT consists of the members and the trustees.

### Members

Members are the guardians of TEFAT's entire constitution. They have ultimate control over The Elliot Foundation Academy Trust, with the ability to appoint trustees and the right to amend the trust's articles of association.

### Trustees

The trustees are responsible for the same three core governance functions previously performed by the governing body in a maintained school: setting the direction, holding the CEO and Headteachers to account for improving standards and ensuring financial probity.

### Local Governing Board

Individuals who sit on Local Governing Boards (LGBs) are referred to as 'Local Governors' or 'Local Board Members'. This is because trustees can delegate governance functions to the local level. Trustees have complete discretion over what is delegated to each LGB.

We regard local governance as an essential ingredient to our vision and values. We have many parents, business people and educationalists who volunteer their time and expertise for the benefit of our young people. We will aim to use their talents and recognise and acknowledge the impact that they are having. As a result, a great deal of work is being undertaken to refine roles and responsibilities, and support governors to help their academies become even better.

## Curriculum and Organisation

All classes in the school are mixed ability according to age. English is taught in class groups but some additional groups are used to target pupils for extra support at times. Mathematics is taught in ability based sets in some KS2 year groups, although the actual curriculum content is the same in all groups.

The children follow a broad and balanced thematic curriculum with appropriate emphasis given to the core subjects of English, Mathematics and Science. A programme of foundation subjects is also studied in both key stages. These are: Computing, Religious Education, History, Geography, Technology, Art, Music, Physical Education, Personal and Social Health Education (PSHE) and a Modern Foreign Language (Spanish).

Every effort is made to create a stimulating, interesting, varied and challenging curriculum for your child. Our expectations of the children are high and the results we achieve reflect the hard work and dedication of the staff here.

The 'Rocket Phonics' programme for developing phonics and reading skills runs each morning with Foundation Stage and Lower School children.

Mrs Reeve (SENDCO and Assistant Headteacher, Mrs Daly (Learning Mentor) and Mrs Bowen (Family Support and Attendance) form our Pastoral Team. This team works to ensure that our children and their families are well supported.

Additional English and Mathematics support is given to those children requiring it. Booster groups are run to assist children at risk of falling behind with their learning.

Work is carefully planned by each member of staff for the varying abilities of the children in their care. Planning is in line with the current National Curriculum, English and Mathematics framework requirements. School schemes of work for each other subjects are also based on the National Curriculum.

These policies, guidelines and schemes of work are available in school for parents to borrow if they wish. Many are also available on our school website: [www.netherbrook.dudley.sch.uk](http://www.netherbrook.dudley.sch.uk)

## Feedback Policy

We have a Feedback Policy which is geared to providing an evaluation of your child's progress. 'Learning Objectives' and a clear set of 'Success Criteria' are set at the beginning of each lesson to ensure that children are aware of what they are aiming for.

You may see various types of marking when looking at your child's work. Not everything is corrected in every piece of work. We operate a 'Verbal Feedback' policy first. This means staff will endeavour to offer instant verbal feedback on the pupils' work, enabling the pupils to make instant improvements. The staff may then target a number of specific things for that particular lesson and these are marked e.g. sentence construction may be identified as the Learning Objective, so this alone will be marked (not spellings or handwriting - these will be identified on other occasions and marked accordingly.)

If you see spellings uncorrected in your child's work it does not mean that the teacher has missed them. It indicates that the focus for marking was something other than spellings for that lesson.



### Class Dojos

- All classes to use this system and set it up using parents email contact details – this will mean when your child earns a Dojo point or a Silver and Gold card you will be notified immediately through the ClassDojo app.
- Dojo points will be awarded for displaying any of the 6 Netherbrook school values on an individual basis and good effort in class etc.
- Dojo points will replace House Points as individual rewards.
- Examples of Dojo points: being ready to start, excellent handwriting, trying hard, 10/10 on spellings etc.
- Every 50 Dojos will earn a child a small prize from the class Dojo Prize Box.
- Certificates will be issued for each 50 Dojo Points awarded.
- If a child is 'green' all day, then they will receive a dojo point for good behaviour.
- Dojo points will not be rescinded once awarded.

### **Pebble Pots**

- The pebbles will be given out for whole class or group rewards – the pebbles will eventually fill the ‘pebble pot’ and at that point each class can have a class reward such as a ‘Pebble Party’ – this will most likely be an own clothes pebble party/disco in the classroom.
- Pupils may bring in sealed snacks for the own party food or collective food (whatever the teacher prefers).
- Examples of pebble points = the class being ready to go out to lunch, class lining up nicely in corridor, tables being the best in class. Excellent overall behaviour in a lesson, good participation as a class in an activity, a great class assembly or class activity. Representing the school well in the community etc.
- The pots take a while to fill, the pebble parties will occur when the pot is full – this may vary from class to class.
- Whole class reward = 5 pebbles in the pot.
- Pebbles can be removed from the pot if the overall class behaviour deserves it.

### **Silver and Gold Cards**

The Good to be Green system will be adapted to include silver and gold cards.

**Silver Cards** are issued for the following excellent features (not an exhaustive list):

- Homework
- Class work
- Outstanding values shown
- Consistently high standard of work
- Significant improvement
- Consistent helpfulness

If a child is awarded a Silver Card, then this is to be celebrated in class and comes with **3 Dojo points** for that child.

They will then be sent to the Deputy Headteacher’s office for a DHT Award sticker for their book/shirt/planner.

**Gold Cards** are issued for the following outstanding features (not an exhaustive list):

- Outstanding work in class
- Amazing effort
- Two silver cards in the same day or three in the same week
- Going above and beyond (selflessness)
- Something outside of school demonstrating a superb level of skills, effort or commitment.

If a child is awarded a Gold Card this is to be considered ‘*exceptional*’ and might happen just a few times each week/month in each class.

A Gold Card = **5 Dojo points** and pupils should go to the Headteacher for a HT award sticker for their book/shirt/planner.

Please see the full Marking Policy on our website for further details.

## Assessment

Your child's progress will be assessed continually during his/her time at Netherbrook. His/her achievements will be recorded to provide an ongoing record which is passed from teacher to teacher as your child moves through school.

Nursery and Reception children are continually assessed against the Early Years Framework and Early Learning Goals. From September 2020, all Reception pupils are required to complete the Reception Baseline Assessment which will be used to measure their progress throughout their time in primary school.

At the end of the Reception year, the assessment information is collated and passed to Year 1 staff and shared with parents. This tracks your child's progress in a number of areas, including Communication, Language Development, Physical Development, Personal, Social, Emotional Development, Literacy, Mathematics, Understanding of the World and Expressive Arts and Design.

The end of year 'Pupil Report' will give parents and carers an indication of your child's early ability levels and also highlights areas for development. These assessments are a statutory requirement and are carried out in every school in the country. The results from your child's assessments will also be shared with you at the Parents' Evening following the assessment date.

### **Tests**

Each year group in the school uses Teacher Assessment and Testing as the basis of judging each child's progress against the National Curriculum objectives. This is an ongoing process and is the main way that teachers will assess your child's progress and attainment.

Pupils in Year 1 will take the Phonics Screening Check Test in June of each year. These tests are statutory and are designed to provide information on each child's ability to read.

Pupils in Year 2 will sit the Key Stage 1 'SATs' (Standardised Assessment Tests) which are also statutory. These tests currently involve Reading, Writing, Spelling and Mathematics assessments. Pupils who did not pass the Phonics Checks in Year 1 are also required to re-sit them in Year 2.

In Years 3, 4 and 5 the children undertake non-statutory assessment tests during each term. Results from the tests, along with teacher assessments, are used to inform groupings and monitor progress of all pupils ready for the following year. They also indicate areas for development and help inform future planning needs.

From 2022 all Year 4 pupils will sit a statutory 'Times Tables Check' to assess their knowledge of their times tables. These results are submitted to the Government for review.

Pupils in Year 6 will sit the Key Stage 2 'SATs'. These tests are usually the second week in May and are statutory. These tests assess pupils' abilities in: Reading, Writing, Mathematics and Grammar, Punctuation and Spelling (GaPS).

Please ensure your child completes all homework and revision and is present in school during this week. You will be given further details when it is time for your child to undertake these tests.

## Special/Additional Educational Needs and Disabilities (SEND)

Some children experience difficulties with learning. These may be general or specific problems which present themselves as the child moves through school. Early identification of such difficulties is important, and if your child is experiencing problems you will be notified and help will be provided. This may be in the form of a special learning programme, or additional help in a small group from one of our Teaching Assistants.

On occasions it is necessary to bring in outside help to assist with your child's education, but at every stage parents will be informed of what is going on, and will be invited into school to discuss progress.

If your child is assessed as having a 'Special or additional Need' it is even more vital that parents do whatever they can at home to support their child's learning. Further details are available on our website.

At Netherbrook our Inclusion Leader and SEND Co-ordinator is Mrs L Reeve (Assistant Headteacher).

## Helping Your Child

It is important that your child settles into school happily and gains confidence, self-assurance and independence. Children learn at different rates and some will be ready before others. Do not worry if your child does not begin to read or write as early as other children. Learning is not a race and pressuring your child and showing that you are anxious will only serve to unsettle him/her.

Children whose parents are supportive and spend time at home assisting with their learning obviously benefit greatly. A few minutes spent each day in helping your child with words, reading, maths tables and spellings will be a massive help.

We run a series of workshops for parents designed to help you to help your child to learn, giving ideas on how to develop language, reading and maths skills through activities you can undertake at home. Reading together sessions are held weekly where you are invited to come in and read with your child, and a very successful parents group is held each week where a variety of activities take place. The school also works with a number of agencies to provide family learning opportunities.

## Homework

Homework is a vital part of education and assists your child to achieve his/her full potential.

Undoubtedly children who are supported at home by parents who find time to assist their children are at a clear advantage.

In all year groups homework is given out on a Friday and is to be returned, completed on the following Wednesday.

By reinforcing and extending work done at school, with homework, which is part of a planned and monitored curriculum we can, together, help to raise your child's level of achievement. Some homework tasks are provided from Reception and throughout Lower School. These activities include reading, some writing, collecting materials for a project, spellings and tables.

From Reception the children will have some Mathematics and/or English homework each week which may consist of written tasks or research activities. They will also have longer projects to work on, usually over a half term or end of term holiday. In addition to these activities the children should read their reading book every day and practise their spellings and times tables every week.

Homework is designed to support and extend work done in class. The children should be encouraged to follow a regular routine for homework, settling down to complete it in a quiet room away from the distractions of the television.

Each child in school has a 'Pupil Planner'. Parents are asked to check these regularly to see what your child has been asked to do. Parents are asked to support us in seeing that homework is handed in on time. Please help us to help your child by filling in this planner and reading regularly with your child.



## Attendance

Regular attendance at school is **vital** to your child's progress and success. It is very important that your child attends school in order for her/him to experience and cover the curriculum that is required. If a child misses one day every week on average (80% attendance) then this constitutes 1 year and 1 term of time off school during a primary school education.

Therefore, when a pupils attendance falls below 95% we will write to you to ask why this is the case. If attendance falls below 90% all absences must be supported by medical documentation otherwise absences will be recorded as **unauthorised**. If absence is persistent then the school will contact the Education Investigation Service and they may issue a fixed penalty notice of up to £120 per child or initiate court proceedings.

A record is made of each child's attendance and these figures are requested by the Department for Education each year. Statistical tables are drawn up measuring each school's performance with regard to attendance.

If your child is unable to come to school for any reason, please let us know and we can make the appropriate record in the register. If no notification is given by you, the absence is then recorded as an unauthorised absence.

Certificates and prizes are given at the end of each year to those children who have achieved 100% attendance.

## Punctuality

It is also very important that your child arrives on time for the beginning of the school sessions. Lateness has to be recorded also. It is very unsettling for a child to arrive after the session has started, so please ensure that your child is in the playground before the bell is rung.

Being persistent late to drop off or collect your child will also result in referral to the Education Investigation Services and a fine may be issued accordingly.

## Holidays and Leaves of Absence

Please note that schools are no longer allowed to accept holiday requests in term time. Parents have a legal duty to make sure that their child aged 5-16, if registered at a school, attends that school regularly.

Any holiday requests will need to be in writing, via a 'Leave of Absence form'. Periods of leave that are refused by the school will be recorded with a 'G' code which is an unauthorised absence. Taking an unauthorised term time holiday could be part of the grounds for Education Investigation Services issuing a fixed penalty notice.

Leaves of Absence may be granted by the school in exceptional circumstances. If parents/carers know that a leave of absence is needed, then please collect the appropriate form from the school office and return it asap. Please see the Attendance Policy on the school website for further details.

## Illness

If your child is taken ill in school we will need to contact you. Please ensure that we are notified of any changes of address or telephone numbers **immediately**. It is also very important that we have a full list of other emergency contact numbers in the event that you cannot be reached.

Attendance at school is very important but please do not send your child to school if s/he is not well enough to come. Children suffering from sickness and diarrhoea should be kept at home for one full day after the symptoms have cleared. Children do not benefit from coming back to school before they are well enough, and germs are spread to others. Please advise us of any medical problems which your child may experience during her/his time with us, particularly those which may affect her/his learning.

## Medicines

As a general rule medicines should not be brought into school. Only medicine which has to be taken 4 times a day can be given in school and parents must give written consent. If circumstances are such that it is necessary for your child to have medication during school hours please come in and see our Attendance and Family Support Worker – Mrs Bowen in the school office who will help you fill in and sign the relevant medical forms.

Teachers are instructed not to administer medicines, but in the case of absolute need we will administer medicine prescribed by a GP. The school will on no account give any medication that is not prescribed by your G.P. All medication will need to have full written parental consent before being administered by staff.

## Lunch Time

Lunchtimes are staggered to reduce the number of children on the playground and ensure that the children have a productive and positive lunch break. Lunchtimes for all pupils are staggered between 12.00pm and 2.00pm every day.

Our dining room serves a variety of meals and older children pay at the till for their food. Please ensure that your child brings her/his money in a named purse or envelope.

Nationally - all children in Reception, Year 1 and Year 2 are currently entitled to a free school dinner.

## Sandwiches

If your child brings sandwiches for lunch please ensure that your child's lunch box is clearly named. So many lunch boxes are identical. Please do not provide drinks in glass bottles or other containers that are likely to leak or spill. Please do not provide your child with food that is difficult to deal with. Young children become distressed and messy when trying to peel fruit, We are a nut free school so no items containing nuts should be sent into school.

## School Meals

Our separate dining room caters for hot meals and sandwiches. The children can purchase meals or drinks from a range of dishes on sale each day. The choice is between three different hot dishes, salads, jacket potatoes or sandwiches. Currently, school dinners cost **£2.40** and drinks cartons cost extra. (Healthy fruit squash and water is provided **for free** on the tables in the dining hall every day).

## Free School Meals (Pupil Premium)

The school does not deal directly with applications for free school meals, however we can help you complete the online form or issue you with a paper copy. To apply you normally have to telephone the Free School Meals Department on 01384 814988 or complete an online application form on the Dudley MBC website. If free meals are withdrawn, you will need to re-apply to the above address. If you are eligible please apply for your child to have free school meals even if they may not take them. Additional funds are allocated to school on the basis of the number of children eligible for free school meals, which helps to provide additional resources. The register is taken and children who are eligible are provided with a hot meal. **PLEASE APPLY FOR THIS IF YOU THINK YOU MAY BE ELIGIBLE.**

## Lunchtime Supervision

We run an active playground where the children engage in games Supervisory Assistants are employed to look after the children during lunchtime. We run an active playground where the children engage in games and activities. The school has gained awards for its work in this area. All our staff have undertaken training in first aid, playground games and dealing with children. No child staying to school lunch is allowed to leave the premises unless collected by an adult, for an appointment etc. Staff must be notified well in advance.

**Parents are requested not to come to the gates and fences or encourage children to the perimeter if the children are playing outside. Your child's safety is of the greatest importance.  
Please help us to keep them safe.**

Children who go home for lunch should arrive back at school 5 minutes before the bell goes to signal the end of lunchtime.

## Jewellery and Mobile Phones

Only **ONE PAIR** of stud earrings may be worn in school. These **MUST** be removed for all PE and games activities and for any clubs involving physical activities. If your child cannot remove his / her earrings please ensure they are removed before coming to school on the day your child has PE. The removal of earrings is a Local Authority ruling on the grounds of safety. You will be notified which days your child takes part in PE and games lessons.

**IF** you are considering having your child's ears pierced, please do so only at the start of the summer holiday, this will provide time for your child's ears to heal before returning to school in September.

No other form of body piercing is allowed.

Watches may be worn, though the school takes no responsibility for the loss or damage to any personal items and they must be removed for PE. No other jewellery is allowed under any circumstances – Smart watches are not allowed to be worn.

Mobile phones should not be brought into school by any children below Year 4. If children in Upper School (Yr4-6) are walking home unaccompanied (this needs to be approved by written consent by parents) then they may bring in a mobile phone for the journey home. This should be switched off in school and handed into their class teacher for safe keeping. Phones will be given back out at the end of the day. Any child found to have retained their phone in school will be sanctioned and parents informed.

## Clubs

We run a variety of clubs and extracurricular activities either after school or during lunchtimes. Many are free, but a number of these clubs are run by professionals whose expertise has to be paid for. We therefore have to ask parents to contribute to these clubs which represent very good value for money in the enjoyment and benefits gained by those children taking part.

Many clubs take place all year round, a number for the younger children are run in the summer term when the evenings are lighter. Please see our website for further details.

## Netherbrook Acorns Breakfast and After School Club

Netherbrook Acorns is our external (Ofsted Registered) provider of before and after school provision. This is in place for any families that require it. The clubs are based in our dining hall and have access to a wide and varied amount of activities. Pupils will receive refreshments as part of the fees, including nutritious breakfast in our before school 'Breakfast Club'.

There is a charge of £3.50 per session for Breakfast Club which runs from 7.30am – 8.45am and £8.00 for the after school session from 3.15pm – 5.50pm. There are further discounts available for additional siblings and children who attend all week. Please see our website or ask at the school office for further details and registration forms.

Please come and see what is on offer as you will not be disappointed.

## Uniform

<b>Boys:</b>	Trousers	Grey (preferably) or black
	Shirt	White with collar
	Sweatshirt (V neck)	Royal Blue*
	Shoes	Black (no trainers, sandals or boots)
	Tie	Standard or elasticated*
	Socks	Black, Grey or White
<b>Girls:</b>	Skirt / Trousers/pinafore	Grey (preferably) or black
	Blouse	White with Collar
	Cardigan / jumper	Royal blue*
	Socks / Tights	Black, Grey or White
	Shoes	Black ( <b>sensible closed toe, no heels, trainers, boots</b> )
	Tie	Standard or elasticated*
	Summer dress	Royal Blue and White checked ( <b>summer term only</b> )
<b>PE uniform:</b>	Shorts	Black or Navy
	T Shirt	White polo*
	Pumps	Black
	Drawstring Bag	With name clearly labelled*
	Tracksuit	Plain Black or Navy (in the winter, outdoor use only)
	Socks	White

Other school branded items are also available to purchase directly online or via the school office. These include: coats, bags, water bottles, and fleeces etc.

\*items are available to purchase via the school office or direct from our supplier (<http://www.ace-embroidery.co.uk/>) – please see the school website for further details.

**PLEASE MAKE SURE THAT YOU WRITE YOUR CHILD'S NAME IN  
EVERYTHING**

**EVERY YEAR – HUNDREDS OF POUNDS WORTH OF UNIFORM IS DISPOSED  
OF BY THE SCHOOL, AS IT IS NEVER RECLAIMED FROM OUR LOST  
PROPERTY AREA**

# Pupil Code of Conduct

## A quick guide for new pupils

### You and Netherbrook Primary School

Being a member of Netherbrook Primary School means many things. First, and most important, it means that the school looks upon you as a very important person. You are just as important as anyone else at school. It also means that we want you to feel safe and happy at Netherbrook and that you can trust and talk to the grown-ups and children who are at school with you.

It means too that we expect you to do your very best at school, both in your work (although it may not be easy sometimes!) and in the way you behave.

We show our Netherbrook school values in everything we do:

### **Honesty, Respect, Co-operation, Perseverance, Learning and Friendship.**

For our school to be a safe and happy place, remember we have all agreed on some rules which we should all try to follow. Here is a reminder of those rules:

### Code of Conduct

The one rule for all of us in school is - Everyone will act with politeness, courtesy and consideration to others at all times.

This means that:

1. You always try to understand other people's point of view.
2. In class you make it as easy as possible for everyone to learn and for the teacher to teach. (This means listening carefully, following instructions, helping each other when appropriate and being quiet and sensible at all times.)
3. You move gently and quietly about school. (This means never running, barging or shouting, but being ready to help by opening doors, standing back to let people pass and helping to carry things.) In crowded areas please be sensible and consider others.
4. You always try to speak politely and quietly to everyone. There is no excuse for rudeness, disrespect or insolence.
5. You are silent and still whenever you are required to be.
6. You keep the school clean and tidy so that it is a welcoming place we can all be Proud of. (This means putting all litter in bins, keeping walls and furniture clean and unmarked and making great care of the displays, particularly of other people's work.)
7. Out of school, walking locally or with a school group, you always remember that the school's reputation depends on the way you behave.
8. You always try to be helpful, respectful and welcoming to any visitors to our school.

### **In the Playground**

1. Play sensibly and don't interfere with the games of others.
2. Watch out for the smaller children when you are running around.
3. Be helpful and friendly if you see someone who is on their own.
4. Share and play fair.
5. Put all litter in the bins. If you see it, pick it up and you will be helping to improve our grounds.
6. When the whistle goes, line up quickly, quietly and sensibly.
7. Remember, you may not want to be friends with everyone, but you have no right to be unkind to them, make them unhappy, or hurt them.
8. There is no place for bullies or bullying behaviour at Netherbrook Primary School.

# Parental Complaints Procedure

## Raising Concerns and Resolving Complaints

In the unlikely event that you wish to make a complaint please contact the school to speak to an appropriate member of staff in the first instance.

1. Normally the class teacher will be able to resolve most issues.
2. If you are not satisfied with the outcome of your complaint then please make an appointment to speak with the Senior Leader for your child's phase in school.
3. In the extremely unlikely event that you are still unhappy then contact the school office and arrange an appointment to see the Headteacher/Deputy Headteacher we will then endeavour to meet with you personally within 24 hours.
4. From time to time parents, and others connected with the school, will become aware of matters which cause them concern. To encourage resolution of such situations the Governing Body has adopted the LLMAT "School Complaints Procedure" which is available as a link on our school website.

The procedure is devised with the intention that it will:

- Usually be possible to resolve problems by informal means
- Be simple to use and understand
- Be non-adversarial
- Provide confidentiality
- Allow problems to be handled swiftly through the correct procedure
- Address all the points at issue
- Inform future practice so that the problem is unlikely to recur.

Full details of the complaints procedure may be obtained from the School Office or School Website.