



Stoke Heath Primary School Prospectus



We are Stoke Heath!

We are **learners** - we want to achieve

We are **inclusive** - we treat everyone equally

We are **honest** - we tell the truth

We are **respectful** - we think about everyone's feelings, safety and rights

Welcome from the Headteacher



Welcome to Stoke Heath Primary School. I am thrilled and excited to be writing to you and I thank you for joining us on the first step of your journey.

I am passionate about the education of your children and know that Stoke Heath is the absolute best place for them. The happiness, well-being and achievement of each child is my main concern and I believe that every child can achieve and succeed in reaching their full potential. We have an enthusiastic, committed teaching and non-teaching team at Stoke Heath who work hard to ensure that all pupils thrive.

Stoke Heath is a safe, vibrant environment with very high standards and expectations of conduct and discipline. There is a genuine caring ethos and a focus on relationships and respect; we are a family; we look after and care for each other. Alongside this we have a strong focus on teaching and learning, which ensures academic excellence. We achieve very high standards of attainment year on year.

Children in the Stoke Heath family are happy, they thrive at school and develop a strong ethos of achievement. We strive to create an exciting, stimulating learning environment, through a broad and balanced curriculum that stimulates and engages the children in their learning. They are enthusiastic about their education and challenge themselves to reach their potential in every area of their development. We welcome individuals, nurture their self-esteem, while celebrating their diversity and personal strengths. We are proud of all of our pupils and take every opportunity to reward their successes. We have a wide range of extracurricular activities, including clubs and trips, both in and out of the school day, which children engage with to enhance their learning.

The community is at the heart of our school and we have strong partnerships with our families, governors and wider community, which enhances pupil learning. Parents are our key partner and working in partnership is the way in which we support and progress your children to achieve their very best. Parents are welcomed into the life of the school, and you will be strongly encouraged to share in your children's learning journey.

This prospectus will give you an insight into day-to-day life at Stoke Heath, for you and your children. Please use this as a starting point; visit the website www.stokeheath.coventry.sch.uk where you will find additional information which is regularly updated. In addition, feel free to contact me and arrange a visit to the school to see us in action; you would be most welcome.

Louise Kelman

Welcome from the Chair of Governors

On behalf of the Governing Body, I would like to welcome you to Stoke Heath Primary School. Our School prides itself on giving children the best possible school experience, from Early Years to Year 6. WE ARE STOKE HEATH!

The school is a nurtured, caring and safe environment for children to learn. We are an inclusive school that endeavours to ensure that everyone feels valued and all children can reach their full potential. Staff at the school are not only dedicated and enthusiastic, they really care about the children's welfare and wellbeing at heart. They are led and supported by an excellent Head Teacher and Senior Leadership Team, who are committed to ensuring the best learning environment for all. Links with our community are key to the school atmosphere, with the use of our Family Centre at the heart for families. As a Governing Body, we are here to set the strategic direction of the school, provide the challenge needed to ensure strong progress and attainment of all our children and support the school and staff, whether that be through regular governing body meetings, monitoring visits or just as a presence at the school. I hope this gives you an insight about our school and about how we can support you and your children to progress in their educational journey with us.



Calie Smith

KEY INFORMATION

Our Mission Statement

Enjoy Learning, Celebrating Success

Our Vision

We are Stoke Heath! Our community supports and grows together. We celebrate our diversity and promote equality.

We are all learners who are inclusive, honest and respectful.

***Together**, we strive to fulfil our potential and make a positive contribution to society.*

Our Core Values

We are **learners** - we want to achieve

We are **inclusive** - we treat everyone equally

We are **honest** - we tell the truth

We are **respectful** - we think about everyone's feelings, safety and rights

General Information

We have a one-way system to enter and exit the school site, along with a soft opening time. This means that for full time children (R-6) you can drop your child to school between 8.35am and 8.40am. Children are expected to be in the classroom and learning from the following times:-

School Nursery:	Morning	8.30am – 11:30am
	Afternoon	12.15 pm – 3.15 pm
School Hours:	Reception and KS1 KS2	8.45am – 3.15pm
School Office Hours:	Monday - Thursday	8.00am - 4.30 pm
	Friday	8.00am - 4.00 pm



Ofsted

The school received an Ofsted inspection in February 2019 and was rated Good overall. Our behaviour and safety, the leadership and management of the school and our Early Years Provision were judged to be Outstanding.

The full report can be found on the Ofsted website www.ofsted.gov.uk and also on our school website www.stokeheath.coventry.sch.uk.

All future reports will be published on these sites.

Admissions



We now have 60 places in all year groups. There are 100 places in our Nursery (two-year-olds and three-year-olds). Full details of the admission policy are given in the Education Service's annual publication 'Primary Education in Coventry'.

Copies of this booklet are available from school or the Education and Libraries Directorate in Civic Centre 1, Little Park Street, or by telephoning Coventry 76831622 or 76832499.

https://www.coventry.gov.uk/info/148/school_admissions/114/primary_school_admissions

Safeguarding, Child Protection and Child Safety

- Children's safety is paramount and the school has a duty to act to protect the child at all times. There may be occasions when the school has to consult with other agencies or pass on information, without a parent's prior knowledge. We follow the procedures in our Safeguarding & Child Protection policy, approved by the Governing Body, and those laid down by the Local Children's Safeguarding Board and available on the website.
- The school teaches children how to use the internet safely. Information about e-safety can be found on our website www.stokeheath.coventry.sch.uk
- The school is part of 'Operation Encompass' which involves school working jointly with West Midlands Police. In the event the police are called to an incident of domestic abuse, schools are notified on the next working day.

In addition:

- We ask parents to let us know who will be collecting their child at the end of the school day, and if there are any changes to this arrangement, please confirm by telephone by midday. If you would like an older sibling to pick up your child from school, you will need to complete a form from the school office.
- Where parents wish that children go home independently, parents need to consent to this in writing and should be from Year 5 only.
- If children who are walking alone wish to bring in a mobile phone then this will be kept in the school office during the day.

Parking and Traffic

- The school's car park is strictly for staff only.
- We ask parents to park well away from the school entrance to ensure the safety and wellbeing of our children at all times. Please avoid parking on the yellow lines outside of school. Coventry City Council have a monitoring van that is regularly in the area and parents could receive a fine.



We have worked hard with the council to ensure we have the correct signage outside our school, to keep the children safe. Heath Crescent is an extremely busy road and we ask all parents to cross at the pedestrian crossing to ensure the safety of you and your children.

Uniform



All children are expected to wear the Stoke Heath school uniform on non-PE days. This is:

- Grey or black trousers, tailored shorts, skirt or pinafore;
- White shirt or polo T-shirt;
- School sweatshirt, red jumper or cardigan;
- Plain black school shoes, trainers or boots;
- Red and white check or striped dress in Summer for girls.

On the day that the children have PE they will need to wear their PE kit. PE days will be notified during the first week in September. This is:

- Pair of plain black PE shorts/black tracksuit bottoms;
- School hoodie or red hoodie (non-logo);
- Plain white T shirt;
- Children's own trainers or pumps may be worn for the day.

In addition, fleeces can be purchased.

All uniform can be purchased from our suppliers, please ask the office for details.

Jewellery – On health and safety grounds, we do not allow children to wear jewellery in our school. The exception to this rule are small plain gold or silver studs in pierced ears, small discreet watches and small objects of religious significance. We may ask the children to either remove these objects during PE and games, or cover them in line with our PE/ Health and Safety policies, to prevent them from causing injury. We do ask children not to bring valuables to school as unfortunately we cannot accept responsibility for any loss.

All clothing should be named please.

Health

- Children who have medical appointments must be collected by an adult. They will be signed out of school. They should return to school as soon as possible after the appointment. We ask parents to make routine medical appointments outside of the normal school hours.
- Minor accidents are dealt with by our qualified First Aiders. It is vital that families provide us with up to date contact details in case parents need to be contacted in an emergency.
- All minor first aid reports are sent out via email.
- Medication can be administered to children during the day only if a form is completed by a parent in advance at the School Office.
- The School Nurse is available to support with any child health issues.



Attendance

The simple message about attendance is that children must be in school every day. Good attendance and punctuality is extremely important if your child is going to reach his/her full potential. Lessons at Stoke Heath start promptly and every day counts!

Time missed from school can never be recovered and each half-day does make a difference. Having attendance of 90% means children are missing one half-day a week which adds up to 4 whole school weeks in one academic year.

If your child has to be away from school due to illness, you are required to inform us before **8.30am** every day that they are unable to attend school. Absence due to illness must only be when your child could not reasonably manage learning in the classroom due to their symptoms, their physical condition, or when they could be an infection risk to others. In these circumstances, please contact the school via our online app – **Studybugs**.

There are some days when it is very clear that they should not be in school (e.g. sickness & diarrhoea). However, on days when you are unsure, we would encourage you to send them in – we will look after them and, if necessary, we can always ring you if they are really struggling. If you want to discuss anything before sending them in then please contact the Family Team.

If children's attendance is below acceptable levels over a sustained period of time, a member of the Family Team will make contact with you to discuss ways of support both the child and family to ensure this can improve.

Parents may request a leave of absence/holiday, however, our school policy states that leave from school will only be authorised in exceptional circumstances. Parents should be aware that it is very unlikely that the request will be agreed by the Headteacher, and that they may be fined up to **£60 per child per parent** if they continue with the holiday.

Communication

Communication between home and school is essential and we are always working on ways to improve this. You will be given a login to a number of apps that help you with your children's learning and/or to communicate with your children's teacher or the senior staff.

More information will be given in your welcome meetings when you join the school.

You can also find updates on our social media: Facebook – Stoke Heath Primary School or twitter @stokeheathps.



Family Team

Our Family Team work to provide parents and pupils with the skills you need to achieve your goals and overcome barriers. They support parents through difficult times; be it financial support, mental health, relationship breakdowns, behaviour management or just to provide a listening ear. We run workshops tackling domestic abuse, improving family learning, providing behaviour strategies and toilet training sessions.

The Family Team also works with families and children on: attendance; support from external agencies; one to one intervention in confidence and mental health. We also run a community shop each Wednesday where families can purchase food for a reduced price.

Meeting Needs

- The school is committed to equal opportunities for all. We work together with parents to support pupils to make the best possible progress. Where appropriate, the school involves outside agencies, with parental permission, to help children who are experiencing social, learning, emotional or behavioural difficulties.
- We carefully monitor the provision and progress of all children, including those who are more able and those with Special Education Needs and disabilities, seeking external advice when needed. Please speak to us as soon as possible if this applies to you.



TEACHING AND LEARNING

The school is organised into three Key Stages:

The Early Years Foundation Stage – comprising Nursery (two and three year olds) and Reception classes

Key Stage 1 – for children aged 5 – 7 years, comprising Year 1 and Year 2

Key Stage 2 – for children aged 7 – 11 years, comprising Years 3, 4, 5 and 6



Curriculum Intent

At our school, we deliver a bespoke and personalised Stoke Heath Curriculum. This reflects the heritage of the city our children and families call home. This will equip the children with knowledge, skills and understanding, both pastorally and academically, to thrive and contribute to life in Coventry and 21st Century Britain.

Early Years

In the Early Years, there are seven areas of Learning and Development.

Prime Areas

- Communication and Language
- Physical Development
- Personal, Social and Emotional Development

Specific Areas

- Maths
- Literacy
- Understanding the World
- Expressive Arts and Design



In our EYFS setting, children learn by leading their own play, and by taking part in play which is guided or facilitated by adults.

Our staff respond to each child's emerging needs and guide their development through warm, positive interactions coupled with secure routines for play and learning. As children grow older and move into the reception year, we also focus on teaching the essential skills and knowledge in the specific areas of learning, such as daily phonics lessons or maths group work. This will help the children to prepare for the next stage of the educational journey.



Phonics

Children receive daily phonics teaching following the Little Wandle programme. This ensures our children become confident in segmenting and blending words, as well as developing recognition of high frequency words, which enables them to develop automaticity when reading.

Key Stage 1 and Key Stage 2

At Stoke Heath we follow the National Curriculum. English and Mathematics are taught daily and are supplemented by regular skills sessions which allow students opportunities to revisit and consolidate key aspects of each subject.

In both Key Stages 1 and 2 there is daily teaching of reading, focusing on comprehension of the text, as well as the skills of retrieval, inference and understanding of vocabulary. We encourage children to read for pleasure and actively encourage parents to read with their child regularly.

Subjects in our wider curriculum are carefully sequenced to ensure progression in the acquisition of key knowledge and skills. There are regular opportunities for children to review and secure their understanding of key concepts. Our wider curriculum is designed to provide children with opportunities to explore the world around them and gain an understanding of why things are the way they are.

Children have discrete lessons in History, Geography, Science, Music, Art, D & T, PE, PHSE, Religious Education, computing and Spanish (KS2 only).

Further information about the school curriculum is available on request, including details of the school's Sex and Relationship Education policy.

Behaviour Policy

Behaviour at Stoke Heath is good and we are proud of the behaviour the children at our school consistently show whether in class, on the playground or when representing our school. We believe that good relationships between students and staff is the most important factor to create this and we expect staff to prioritise making and maintaining these relationships with all the children in their care.



We also believe that good relationships between school and home ensure a consistent approach which supports children's development and we work hard to build and maintain these relationships with all our parents.

Good relationships enable problems to be resolved using some of the principles of restorative justice which all staff have received training on. This means that children are expected to talk through issues that have occurred and understand the triggers and consequences of their behaviour to enable them to make different choices next time.

We understand that part of growing up is learning which behaviour is and isn't acceptable and we encourage our children to have a positive attitude when they have made a mistake with their behaviour. We use rules, sanctions and rewards in line with the school values and therefore expect these values to be evident in every part of the school. Children have the opportunity to earn recognition for a wide variety of things and, wherever possible, we invite parents to assemblies and events to experience their children's success alongside them.

Enrichment Activities

Children in all year groups take part in off-site educational visits as well as a full, enhanced enrichment timetable across the school year, which includes dedicated time for outdoor learning.

Exploring the world around you is a crucial part of childhood and, at Stoke Heath, we are passionate about offering children the chance to experience this fully through a planned programme of adventurous activities.

As well as learning about their local environment, we encourage children to think about social responsibility and making a positive contribution to their community by adopting local spaces to enhance and share with others. Through real-life experiences, we teach pupils to become resilient and self-reliant, with a wide range of transferable skills for their lives beyond school.

We also regularly welcome visitors into school to support learning.



A residential visit to Plas Dol-y-Moch in North Wales is offered each year to all children in Year 6. Whilst there, pupils take part in outdoor activities such as kayaking, mountain walking and rock scrambling.

All of our learners have access to a range of extra-curricular clubs which run throughout the year, both at lunchtime and after school. These include sports, art and book clubs to name a few. Several of our enrichment activities are funded internally, though we may ask for parental contribution from time to time. This is a very important part of Stoke Heath life and we encourage all children to try something new each term.

Homework

Homework is important as it reinforces learning that has been completed in school.

Parents receive a homework schedule each September for their child's year group which includes spelling, English and Maths activities.

Before and After School Provision – Willows Club

Willows Club is registered for a paid Breakfast Club from 7.45am – 8.45am and After School Club from 3.00pm – 5.30pm. The children take part in a range of activities and breakfast/light snack is included.

For further details please contact the School Office on 02476 454741.

Lunchtimes

The school promotes healthy eating and offers a varied selection of food.

- We understand that food is a key part of development and learning and we ensure that the lunchtime experience is as positive as possible.
- Children may choose to have a hot meal prepared in school or bring a healthy packed lunch.
- If a hot meal is selected we aim to provide a menu which is interesting and nutritious, whilst giving the children the opportunity to explore new tastes and flavours.
- We make lunchtimes interactive and fun, with the staff supporting the children to develop their social skills and good manners.
- School meals must be paid for in advance by each Monday morning via the School Gateway payment system.
- There is an opportunity for children to change their choice if they wish to, this can be done each half term.
- Free school meals for children in Reception, Year 1 and Year 2 are offered.
- Families may be entitled to free school meals for older children if eligible for certain benefits.



We urge you to claim your free school meals even if you decide to send your child with a packed lunch.

Part of the school's budget depends on the registration of free school meals. By claiming your entitlement you ensure the school is financed as well as possible.

Family Centre

The school now runs the '**Stoke Heath Family Centre**'. In addition we provide support for our families and the community through parenting classes, health and a range of courses to further education, please see the most up to date timetable on the website and on the notice boards. We want to help and support our community in as many ways as possible, so if it is learning a new skill or popping in for a coffee please join us! In addition we have an excellent training room which is available for hire.

Charging and Remissions

The school recognises the importance of educational visits and experiences. We do our best to subsidise these costs where we can, but we do ask for voluntary contributions to cover costs.

Parents will be asked to pay towards the cost of repairs/replacement of equipment that has been deliberately damaged by their child. A sum may be charged for the replacement of lost books or resources.

Parental Involvement

- The school holds an open door policy and welcomes parent involvement on all levels. We are here to support you and to support your child in getting the best education and for this we need your support.
- We have extensive provision through the Stoke Heath Family Centre to support you and your family.
- We welcome parents and families to award assemblies, whether they are in person or online.
- Each year group also produces a special assembly or performance each year which families are warmly welcomed to.
- There are regular newsletters during the year, and lots of information is posted on our website www.stokeheath.coventry.sch.uk
- We hold regular parent events, and we would love 100% of parental engagement to support the teacher/parent relationship. Look out for the information on the newsletter.
- We have two Parents Consultation evenings each year, an opportunity for parents to talk to teachers in the summer term.
- A written School Report is emailed home once a year.
- Parents are invited to contact the school at any time for an appointment to discuss any issues of concern. You will also see members of the leadership team on the playground in the morning and afterschool. Please let us know if we can help in anyway.
- You can also follow us @stokeheathps on twitter and Stoke Heath Primary School on Facebook.



Parent Teacher Association

The school has a PTA which is committed to raising funds to provide 'extras' for the children to enjoy. Your support is very much needed to helping to organise and support events. Please ask at the School Office for further information, if you are able to help!

Transition

Children start their education at Stoke Heath at a variety of different points.

Whether your child joins us in Nursery, Reception or at any point in Key Stage 1 or 2, you will be made welcome! A home visit is organised for all new starters to enable us to get to know your child as an individual.

We link with local Nurseries when children transfer into our Reception classes. We have good links with our local Secondary schools and work together with them to support our Year 6 children when they are moving to their next stage of education.

If you have any enquiries regarding admissions to Secondary Schools, please contact the Education and Libraries Directorate on 02476 831622 or 02476 832499.

Complaints Policy

It is very much hoped that any concerns can be resolved by talking to your child's class teacher. If this is not the case, parents should ask to meet with the Phase Leader, Deputy Headteacher or Headteacher to discuss the issue.



Should parents wish to make a formal complaint, a copy of the Complaints Policy will be provided, on request, by the School Office.

Accessibility

The school has an accessibility plan, to ensure that we consider the needs of people with disabilities. The building has access for the disabled and two disabled access toilets. There is a lift to the first floor. Parents with disabilities are encouraged to let the school know if there is any way we can make the building more accessible, or communication between home and school easier for them.

Student Leadership

Student Leadership is an important part of life at our school. There are many leadership positions available across year 1 to year 6. We have an active House Captain and Deputy House Captain Team who support initiative and school improvement and work alongside the School Leadership. Children's voices are important to us at Stoke Heath.

Insurance

The school buys into Risk Protection Arrangement offered by the Department for Education. This provides the school with protection in areas such as material damage, employer's liability, third part liability and professional indemnity.

Further information can be obtained from.

Translation Service

We are pleased to be able to try to arrange for interpreters and/or translation of any school document. Please contact the school office to arrange this.

Thank you for taking the time to read through the information about the school, we look forward to welcoming you in person.

The Stoke Heath Staff and Governors



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