

# Hall Green Primary School



## Nursery Prospectus

## School Information

School Address: Hall Green Primary School  
Westminster Road  
West Bromwich  
West Midlands  
B71 2JQ  
Tel: (0121) 588 2080  
Website: [www.hallgreenprimary.co.uk](http://www.hallgreenprimary.co.uk)  
Email: [enquiries@hallgreenprimary.co.uk](mailto:enquiries@hallgreenprimary.co.uk)  
Head Teacher: Mrs A Gilbert

All enquiries should be made via our School office on either the above telephone number or email.

## Sandwell Local Authority details

Address: Sandwell Council House  
Freeth Street  
PO Box 2374  
Oldbury  
West Midlands  
B69 3DE

Admissions Appeals Tel: 0121 569 6765  
General Enquiries Tel: 0121 569 2200  
Education Services Tel: 0121 569 6777

## Useful Email Addresses for Sandwell Council:

Annual School Transfer Email: [annual\\_schoolsadmissions@sandwell.gov.uk](mailto:annual_schoolsadmissions@sandwell.gov.uk)  
Mid-Year Transfer Email: [midyear\\_admissions@sandwell.gov.uk](mailto:midyear_admissions@sandwell.gov.uk)  
School Appeals Email: [schoolappeals\\_admissions@sandwell.gov.uk](mailto:schoolappeals_admissions@sandwell.gov.uk)  
General Email: [children\\_families@sandwell.gov.uk](mailto:children_families@sandwell.gov.uk)

For more information please visit: [www.sandwell.gov.uk](http://www.sandwell.gov.uk) and follow the link to Schools and Learning.

## Welcome to Hall Green Primary School

Thank you for considering Hall Green as the school you want to educate your child. We are proud of our school and all it stands for. We hope that this prospectus will give you a flavour of what being a pupil and a parent of Hall Green is all about. We have tried to make it informative, and to give you an insight into the life at Hall Green.

Our school is a warm and friendly place where everyone is valued because believe that every pupil should be given an equal opportunity to achieve their full potential in a positive and caring environment.

We welcome parents as partners in the learning process and value the efforts of the many people that help us to achieve these objectives. Our parents are encouraged to be involved in their children's journey through our school and we create many opportunities to support this. We are fortunate in having a Governing Body who gives freely of their time, expertise and commitment to support the organisation and development of the school.

We hope you join us on that journey and together we continue to make our school a family you will be proud to be part of.

**Mrs A Gilbert – Head Teacher**

On behalf of the Early Years Team, we would like to welcome you to Hall Green Primary School. All our staff are professional and hard-working with a genuine interest in providing a secure and happy environment for your children to develop and grow in.

Visitors regularly comment on the welcoming, calm and well-disciplined atmosphere that prevails throughout Hall Green Primary School, which is a credit to both staff and pupils alike.

We warmly welcome parents/carers visiting us and actively encourage their involvement in the life of the school.

**Mrs S Marok - Early Years Co-ordinator**

## Hall Green Primary School's Safeguarding Statement

At Hall Green Primary School, the health, safety and well-being of children is of paramount concern to us. Our aim is for children to enjoy their time as pupils in this school. We want to work in partnership with you to help your child achieve their full potential and make a positive contribution to the world they will be part of in the future.

The procedures, which we follow, have been laid down by Sandwell's Local Safeguarding Children's Board, and the school has adopted a Safeguarding & Child Protection Policy in line with this for the safety of all.

Our Safeguarding and Child Protection Policies can be found on the school website and are also available upon request from the school office.

Our designated member of staff for Child Protection and Safeguarding is Mrs A Gilbert, our Head Teacher. Our deputy designated member of staff is Mrs A Taylor, our Safeguarding and Attendance Officer. You can contact them on our school telephone number 0121 588 2080 or ask for an appointment at the school office.

Our governor with safeguarding responsibilities is Mrs Wendy Lamb, our Chair of Governors. She can be contacted via the Clerk to Governors whose contact details are available at the school office on request.

To ensure a safe environment for pupils, our Safer Recruitment policy details the checks undertaken on staff and regular volunteers to judge their suitability to work with children. These checks include Disclosure and Barring Service checks, as recommended by Sandwell Council who are governed by current legislation.

Occasions do arise when our concern about a child requires us to consult other agencies. Whilst we would always aim to work in partnership with parents there may be exceptions to this when concerns are raised for the protection of a child.

## School Aims

The aims of the school are the same for all pupils. Within a caring, positive, disciplined and safe environment and in partnership with parents and governors, we aim:

- to be a centre of excellence for learning and teaching
- to provide a welcoming, secure and stimulating environment
- to expand pupils vision and raise their aspirations
- to value and encourage lifelong learning in its community
- to respect the rights of, and care for, each other and their property
- to embrace new technologies and apply them to learning
- to develop an awareness and respect for the environment
- to encourage personal development, responsibility and social awareness
- to provide equal opportunities regardless of race, gender, age, religion or disability
- to recognise and celebrate the culturally diverse nature of our society

## School values

Our values underpin all that we do in school and are shared by all our staff:

- **Resilience:** for early years this means having a go and to keep on trying.
- **Honesty:** for early years we learn to follow rules and become responsible for our own actions.
- **Ownership:** in early years we become more independent and develop a sense of responsibility, as well as taking pride in our achievements.
- **Respect:** in early years we learn to respect our friends, adults and our environment and begin to take account of our feelings and those of others.

Our mission statement is a summary of all our aims and values.  
It is our focus for all members of our school community, children and adults alike...

*YOUR CHANCE TO SHINE*

## **Hall Green Primary School** **Summary of our Behaviour & Discipline Policy**

At Hall Green Primary School, we believe that the management of children's behaviour is a collective responsibility shared between parents, staff, and the children themselves, with the governing body and other agencies being involved when appropriate. Our Behaviour and Discipline Policy is a detailed document in its full version and can be found on our website. It is important that the key aspects of this policy are clear, that staff, parents and pupils understand them clearly and that the core aspects are consistently applied. If the partnership between parents, children and the school is working effectively we expect:

### **Parents**

- To be aware of school rules
- To co-operate with school
- To ensure children's regular attendance and punctuality
- To encourage their children to show respect and support the school's authority to discipline children

### **Staff**

- The Head Teacher to fully support the staff's authority to discipline.
- To follow and apply the behaviour policy
- To be fair and consistent
- To develop an effective working atmosphere

### **Children:**

- To move in an orderly manner around school
- To show respect for people and property
- To demonstrate appropriate levels of concentration and self-discipline
- To take responsibility for their own actions
- To co-operate with and respond to the school's rules
- To be polite, considerate and caring

### **Governing Body**

- To deal with allegations against teachers and school staff quickly, fairly and consistently in a way that protects the pupil and at the same time supports the person subject to the allegation

We aim to ensure that children are motivated and enthusiastic, taking a pride in themselves and our school.

Through praise and encouragement, we aim to emphasise the following positive qualities:

- Kindness
- Consideration
- Tolerance
- Respect
- Co-operation
- Patience
- Empathy
- Good Manners

The following behaviours are considered to be unacceptable:

- Bullying - individual or group; verbal or physical abuse; taunting; mimicking (including Cyberbullying)
- Aggression towards pupils and adults
- Swearing
- Rudeness
- Stealing
- Willful damage to property
- Failure to follow adult instructions

We aim to encourage the children to exercise self-discipline and develop the ability to:

- Control their feelings
- Take turns and share
- Learn to interrupt only if, and when, appropriate.
- Listen and respond immediately to the teacher's (or other member of staff's) voice
- Work independently and co-operatively
- Work without disturbing others
- Work consistently, always giving their best

All classes in the school use these rules:

**These rules are based on the principle that everyone has a right to learn and a responsibility to allow others that right.**

The rules are revisited and agreed to by the children at the beginning of each year. The children agree to abide by these rules and understand that if they do not adhere to them, there are consequences. Such consequences are followed fairly and consistently for everyone.

The school has 5 main school rules. These are revisited regularly at school level, class level and with individuals.

The rules are:

- **We walk around school**
- **We look and listen when someone is speaking to us**
- **We follow all adult instructions, doing as we are asked the first time we are asked**
- **We respect our own and each other's property**
- **We keep unkind hands, feet and tongues to ourselves**

Please look on the school's website for a full version of our Behaviour and Discipline Policy.

## Our Early Years Learning Environment

There has been a community school on this site since 1940. Originally, Hall Green was two separate schools, an infant school and a junior school, both using the same original school building. Now Hall Green Primary School, we were fortunate enough to have had a new school built for us, enabling us to “move in” over the Christmas period of 2016.

### Reception and Nursery Classrooms



### School Hall and Sensory Room



### EYFS Outdoor Learning Area and Woodland Zone



At Hall Green Nursery your child will always be seen as an individual. We aim to create a feeling of warmth and security, in a structured and stimulating environment. We strive to work towards our whole school ethos 'Your Chance to Shine'.

### **Meet Our Nursery Staff**



Mrs Walwyn  
Nursery Teacher



Mrs Weston  
Teaching Assistant



Miss Shand  
Teaching Assistant



Mr Turton  
Sports Coach



Mrs Elcock  
Music/Art Teacher



Mrs Gilbert  
Headteacher



Mrs MacDiarmid  
Deputy Headteacher



Mrs Taylor  
Attendance and  
Safeguarding Officer



Mrs Marok  
EYFS Co-Ordinator

## About our Nursery

Hall Green Primary School caters for children aged between 3 and 11 years old (Nursery to Year 6)

The Nursery has places for 30 children (14 morning only/14 afternoon only/16 Full Time).

Our Nursery is staffed by a minimum of one full time teacher and two full time LSPs (Learning Support Practitioners).

### The Nursery Hours

Nursery	
8:45am – 11.45am	Morning nursery session
12.30pm – 3.30pm	Afternoon nursery session
8:45am – 3.30pm	Full time session (30 hours) A free 30 hour place with your child staying in Nursery during lunchtime and having a packed lunch from home – A charge of £4 per day for lunchtime provision - <u>£20.00 per week –this can be paid on Arbor, our school communication portal (ask for details to sign up)</u>

**30 Hour**

### Provision

In September 2017 the government launched 30 hour free childcare for working parents. To be eligible for the 30 hour free childcare the following must apply:

- Your child will be aged 3 or 4 when you take up the nursery place.
- You, and any partner, must each expect to earn (on average) at least £167 per week (equal to 16 hours at the National Minimum or Living Wage).
- Each parent must have an annual income of less than £100,000.
- You live in England.

### Applying for a Reception Place after Nursery

Children in Sandwell can apply for a Reception place from October to January; school will provide you with a letter nearer the time with details of how to apply.

**It is parents' responsibility to apply for the Reception place for your child. Please be aware that there is no automatic transfer from Nursery to Reception.**

## **School Security**

Our school recognises the need to ensure the security of our children. Access for adults is restricted to the main entrance, where you will find the school office. This door and our main external gates have remote security locking. We ask that **ALL** visitors use this entrance and report to the office on entry to the school.

For the safety of everyone in the school it is vital that no parent is tempted to enter the building via the children's doors or attempt to make their way through school without a member of staff.

Due to safeguarding of other children we ask you not to use mobile phones on school premises particularly not to take photographs or videos.

## **Accidents, illnesses and emergencies**

The school cleans and plasters minor injuries, bumps and scrapes. If the injury is more serious, parents may be informed verbally by telephone and will be sent an accident form which will state the nature of the injury and the action taken. Parents are asked to supply a telephone number for emergency contact, such as serious medical or injury problems.

**IT IS IMPORTANT THAT EMERGENCY CONTACT NUMBERS ARE ACCURATE – IF THERE ARE ANY CHANGES PLEASE NOTIFY THE SCHOOL OFFICE IMMEDIATELY.**

Next to the school office hatch is a secure box where change of contact details can be posted without you needing to wait to speak to someone. There is also a supply of slips and a pen to make life a little easier.

## **Medical Needs & Medicines**

We try to keep a record of every child containing information about medical needs but we rely on information from home to do this. It is vital that your child's medical needs form is completed with all significant information, including allergies and returned to the school promptly. This information should be updated as soon as possible if there are any significant changes – please do not wait until next year's forms are given out.

Only in exceptional circumstances are staff able to administer medicines (i.e. those prescribed by a doctor). Children should not bring medicine into school alone. The child's parent/carer must complete a form, available from the school office, before any prescribed medicine can be administered. Whilst we will always do our utmost to support your child in coming to school when they are taking a course of medication, we ask that you understand if we cannot always administer it at a precise time each day, but will do our best to.

Responsibility for supplying and collecting medicines lies with parents/carers.

Inhalers and some other regular medication will be kept in your child classroom where both staff and child are aware of location and use.

It is the parent/carers responsibility to replenish inhalers, diabetic supplies etc. at regular intervals.

## **Attendance**

Attendance is a key focus here at Hall Green Primary School, it is monitored by our Attendance officer and the Local Authority.

Research shows there is a direct link between children having low academic outcomes due to high absence rates. Regular attendees make better progress both socially and academically.

Our expectation is for every child to have an attendance of 95% or above, if your child falls below this; we will get in touch to help support you improving this.

If your child falls below 90%, your child will be a persistent absentee, this is a concern and you will be asked to attend regular attendance meetings.

If your child has 19 or more absences, a meeting will be held to see if you would still like the Nursery space for your child.

We expect children to attend school on time every day that the school is open. If your child is absent, parent/carers must:

Contact school by 9:30am to explain a detailed reason for absence. This can be done by calling 0121 588 2080 and speaking to a member of staff in the main school office

A Parent/Carer must contact school with a reason of absence for every day they are absent unless the child is hospitalised.

If your child is not in school and we have not had a phone call by 9.30am, the school will contact you to find out why your child is not in school. A home visit may be carried out by our Safeguarding Team.

We do not authorise Leave of Absences during term time unless it is in exceptional circumstances.

## Term Dates

All community schools in Sandwell have the same official term dates, however please be mindful staff training dates (school closure days) may differ.

We will send out a newsletter with a more detailed breakdown of events and our school website calendar always contains up-to-date information.

We do our utmost not to change any key dates or events so that parents are able to plan ahead. However, occasionally there are unforeseen circumstances and it may be necessary to make changes mid-year, we will endeavor to give you as much notice as possible.

Our main term dates are detailed below.

Tuesday 2 <sup>nd</sup> September 2025	First Day of Term
Monday 27 <sup>th</sup> October to Friday 31 <sup>st</sup> October 2025	Half term week
Monday 22 <sup>nd</sup> December 2024 to Friday 2 <sup>nd</sup> January 2026	Christmas holiday
Monday 16 <sup>th</sup> February to Friday 20 <sup>th</sup> February 2026	Half term week
Monday 30 <sup>th</sup> April to Friday 10 <sup>th</sup> April 2026	Easter holidays
Monday 5 <sup>th</sup> May 2025	Bank holiday – school closed
Monday 25 <sup>th</sup> May to Friday 29 <sup>th</sup> May 2026	Half term week
Monday 20 <sup>th</sup> July 2026	Term ends

## Start Dates

We will be carrying out home visits before we break up in July, you will have received a date for this in your induction packs. You will receive your child's start date and times during your home visit. Home visits are a fantastic opportunity for us to meet your child in a place where they feel most confident. You can also ask any questions before your child starts Nursery. Please do not feel worried by our visit, it is very informal.

During the first half term we will settle your child into the Nursery and school routines. For example:

- Helping them get to know the staff who will be supporting them.
- Giving them their own coat peg and supporting them in becoming independent when it is time to put coats on or take them off.
- Supporting them to use the nursery toilets independently.
- Getting them into the routine of snack time, developing group talk and good manners
- Supporting them to access nursery activities independently, including those in our outdoor learning area.

## Leaving your child

Leaving your child at the nursery door can be upsetting and very worrying, especially if it's the first time your child has been left without you being there. If your child takes longer to settle do not worry, we can carry on with shorter sessions until your child is happy to stay.

***We do understand.***

Here are some strategies to make it easier for you and them.

- ❖ Before your child's start date arrives, plan ahead by getting them used to the idea that you will not be staying with them when they start nursery.
- ❖ Leave your child confidently with a smile.
- ❖ Always tell your child you are leaving.
- ❖ Tell your child you will always come back for them.
- ❖ Always be on time to pick them up.
- ❖ Make sure your child knows if someone different will be collecting them.

## Collecting your child

**It is very important that you collect your child on time, they can get very upset if you are not there to meet them.**

If somebody else is picking your child up, please **let us know**. If we are unsure and you have not told us, we will not allow your child to go with another adult. They will also need to know the password that you have provided us with.

If your child is picked up late on more than 3 occasions, school may charge for the childcare we provide after the end of the session – please see our attendance policy for more details.

Please note that we expect the children to be collected by an adult. However, in exceptional circumstances we would release to a responsible teenager who we have been told about.

## School Uniform

We have a school uniform, which we think is very smart and practical not to mention economical. We feel that wearing the uniform creates a sense of belonging to the school. We strongly urge you to send your child to our school in uniform, together with a sensible pair of black shoes to help us create a smart, proud learning environment.

You can purchase the school uniform with the logo on from the following suppliers – School4u, Clive Marks or Brigade. However, logo embroidered uniform can be pricey, so we are more than happy for children to wear plain t-shirts and sweatshirts.

## **PE**

The children will have PE each week with our sports coach Mr Turton. This not only helps to develop strength and fitness but also helps with co-ordination, concentration, confidence and listening skills.

## **P.E Kit**

You will need to provide:

- A t-shirt
- Shorts
- Jogging bottoms
- Pumps
- A draw string pump bag to put the items in

Whilst we encourage P.E kits which are in school colours, it is not a strict rule and the most important thing is that they have a suitable kit in school. Having said this, we must ask that the kit remains in line with a school P.E style, not bought with fashion in mind. The above items can be purchased from West Bromwich market or most supermarkets.

**Again, we stress that all clothing, including shoes and pump bags must be clearly labelled with your child's name.**

It is virtually impossible to identify a specific white t-shirt or green sweatshirt when every child is wearing the same thing and clothes are not named. Apart from anything else, it is a terrible waste of learning time.

Due to health and safety risks we ask that children do not wear jewellery to school and will be required to remove it for P.E lessons. If your child has their ears pierced, please send them in a small pair of studs and a supply of plasters for these to be covered when they have P.E.

## **Milk and Fruit**

Milk is free for your child. If you would like your child to drink milk you will need to complete an order form and send it off or apply online.

Please see the enclosed 'Cool Milk' leaflet for further details.

Children will receive a free piece of fruit and/or toast/crackers and water.

We encourage children to bring in a labelled water bottle so they can drink throughout the day. Please read our food policy for further details on nutrition in Nursery.

**\*Please note that due to the increase in children with allergies, we have taken the decision to become a nut free school.**

## **The Early Years Foundation Stage Framework (EYFS 2021)**

The Early Years Foundation Stage (EYFS) sets the standard for the learning, development and care of children from birth to five years old. It is mandatory for all schools to ensure children receive high-quality consistent experience and a strong foundation for future learning. The framework is structured around seven areas of learning and development. There are three prime areas and four specific areas.

Here are the areas of learning with some example statements:

### **Three Prime Areas:**

#### **Personal, Social & Emotional Development**

Demonstrates friendly behaviour  
Can share and take turns  
Develop independence

#### **Communication & Language**

Listens to stories  
Use longer sentences  
Responds to simple instructions

#### **Physical Development**

Use a comfortable grip with good control when holding a pencil  
Develop movement such as balancing, riding bikes, and ball skills

### **Four Specific Areas:**

#### **Literacy**

Enjoy sharing books  
Give meaning to marks as they paint and draw  
Write some or all of their name

#### **Mathematics**

Recite numbers past 5  
Sometimes matches number and quantity correctly

#### **Understanding the World**

Use senses to explore materials  
Explore how things work

### Expressive Arts & Design

Explore and join materials  
Sing and create songs  
Enjoys role play

*Although shape, space and measure and technology have been removed from the latest framework the children will still be experiencing these areas of learning through our daily activities.*

### Characteristics of Effective Teaching & Learning

As well as the 7 areas of learning our curriculum focuses on what kind of learner your child may be. This helps us to plan for their individual needs.

### Playing & Exploring – engagement

Children investigate and experience things, and ‘have a go’

### Active Learning – motivation

Children concentrate and keep on trying if they encounter difficulties, and enjoy achievements

### Creating & Thinking Critically – thinking

Children have and develop their own ideas, make links between ideas, and develop strategies for doing things

### Reading in Nursery

In our nursery we teach early reading skills by focusing on phase 1 phonics developing children’s speaking and listening skills. We also use Little Wandle Foundations for Phonics which is the reading scheme we use in school. We encourage the children to develop a love of reading for enjoyment through daily stories, songs and rhymes.

### Library Books

Your child will choose their own book from our EYFS Library collection each week. Please take care of this book and enjoy looking at the pictures and discussing the story together at home.

### Your Child’s Journey

In EYFS we use Tapestry as an online learning journey for your children. We may send observations and images of what your child has been doing in school for you to see. In order for you to access this, we need some extra information. You will receive a form asking for your email details and permission for your child’s observations to be stored on Tapestry.

As part of the learning and development of your child we may ask for information from home, this can be a picture of a family event or a piece of work they have done. To help this process we send out observation forms for you to fill in.

**Parents Remember:** *You are your child’s first educators.*

**The following list is suggestions to help you and the Early Years staff ensure that your child's start to school life is as trouble free as possible.**

- Please label all clothing-especially jumpers, cardigans, shoes, and coats.
- Before your child starts nursery it would be helpful if the children could practice putting on their coats at home.
- The children are expected to go to the toilet by themselves and it would help if you could send them to Nursery in clothes that they can easily pull up and down, especially boys' trousers.
- We expect a few "accidents" at the beginning of the term, so please leave some spare clothes at school in your child's bag (along with wipes). The children are usually much happier having their own clothes on if they need to be changed.
- Many Nursery activities are very messy and involve using paint, glue, dough etc. We do have aprons but unfortunately they are not child proof and they do get dirty. Please understand that we try to keep this to a minimum, but sometimes learning can be messy!
- The children also need wellies at school and we advise they have waterproofs as our forest area can be extremely muddy at times.
- If there are any changes to circumstances please inform the school, we also have a dedicated Safeguarding and Attendance Officer, Mr Taylor, who can assist you in seeking the right help should you need support.

One of the best ways to ensure your child achieves their full potential is to work in partnership with you as parents and carers.

### **Keeping in touch**

If you need to speak to us about anything at the end of a session we are more than happy to do this. However, we ask that you kindly wait until all children have been dismissed.

Each year a school calendar will be sent home so that you are aware of key school dates. In addition to this a newsletter goes out to all parents regularly. This newsletter tells you all about the important events happening in school, a copy is always available on the school's website.

Increasingly we use emails and in app messaging (via Arbor) to contact parents, so please provide us with your email address, if you have one, making sure that you have written it with all the correct dots, dashes and under-linings etc!

If your child is ill or has an appointment, please ensure you inform our school office. It is important even at this early stage your child regularly attends school. If your child is late or absent they will miss sessions and it could disrupt their settling in and confidence in mixing with friends. Having a

regular attendance and being on time will help to give your child the best start in life. Your child's attendance should never fall below 90%.

We hold at least 5 parents' evenings each year to give a more in-depth account of your child's learning and how they are progressing.

**We hope you find this prospectus informative but if you do have any queries you can email nursery directly at [nursery@hallgreenprimary.co.uk](mailto:nursery@hallgreenprimary.co.uk)**