



YOUR CHANCE TO SHINE

Hall Green Primary School Reception Prospectus





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School Information

School Address: Hall Green Primary School
Westminster Road
West Bromwich
West Midlands
B71 2JQ
Tel: (0121) 588 2080
Fax: (0121) 588 2218
Email: alison.gilbert@hallgreenprimary.co.uk
Head Teacher: Mrs A Gilbert

All enquiries should be made via our school office using the telephone number, as above or via email to one of our Office Managers

Mrs J Bhogal: jasbinder.bhogal@hallgreenprimary.co.uk

Mrs S Guttridge: : susan.guttridge@hallgreenprimary.co.uk

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

Mid-Year Transfer Email: midyear_admissions@sandwell.gov.uk

School Appeals Email: schoolappeals_admissions@sandwell.gov.uk

General Email: children_families@sandwell.gov.uk

For more information please visit: 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. I hope that this prospectus will give you a flavour of



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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.

We hope you find our school to be a warm and friendly place where everyone is valued. We 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 we value the efforts of the many people that help us to achieve these objectives. While the pandemic limited how much we had been able to extend this welcome in recent years, we hope that we can now return to giving our parents the opportunities to be involved in the school that Hall Green had become accustomed to.

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.

I hope that we will go forward together to make the school a place to which we are proud to belong.

Mrs A Gilbert – Head Teacher

On behalf of the Early Years Team, I would like to welcome you to Hall Green Primary School. The staff, both teachers and learning support practitioners, are hard-working. Their genuine concern for pupils provides a secure and happy environment in which pupils thrive.

Visitors regularly comment on the welcoming, calm and well-disciplined atmosphere that prevails throughout the school.

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

Mrs J Gorton – Assistant Head/Early Years Co-ordinator

Hall Green Primary School's Safeguarding Statement



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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 R Paddock, 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



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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:

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Hall Green Primary School

Summary 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.



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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:



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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



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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.



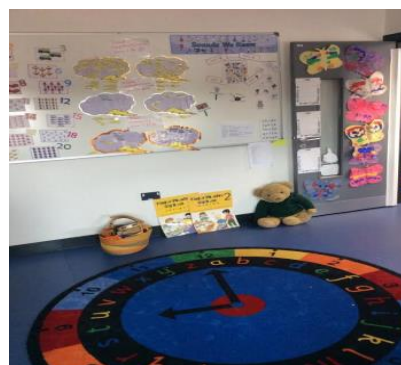
School main entrance



A Reception classroom



School hall



EYFS Intervention Room



EYFS outdoor learning area



Our Reading Huts

At Hall Green Reception your child will 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 Reception Staff



Mrs R Mason
Class Teacher



Mrs A Pratt
Class Teacher



Mrs J Gorton
Class Teacher



Mrs F Caliskan
Learning Support Practitioner



Miss L Sprigg
Learning Support Practitioner



Mr T Turton
Sports Coach



Mrs D Elcock
Art/Music

Our Headteacher, Deputy Headteacher,

Early Years Coordinator and Safeguarding Officer



Mrs A Gilbert
Headteacher/SENCO



Mrs K MacDiarmid
Deputy Headteacher



Mrs J Gorton
Assistant Head / Early
Years Coordinator



Mrs R Paddock
Safeguarding Officer

Security



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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

We like a full school... *Having a regular attendance will help to give your child the best start in life. Your child's attendance should never fall below 90%.*

Term Dates

All community schools (some academies may differ) in Sandwell have the same official term dates. However, each school arranges its own training days. As soon as these dates are set we will inform you via a newsletter. Once they are sent to parents, we do our utmost not to change any key dates or event so that parents are able to plan ahead. However, occasionally there are unforeseen circumstances and if there are any changes to these dates mid-year, we will give you as much notice as possible.

On the following page are the main term dates for next academic year.

The first newsletter will include a much fuller calendar to let you know what is happening in school.

Monday 30 th October to Friday 3 rd November 2023	Half term week
Monday 25 th December 2023 to Friday 5 th January 2024.	Christmas holiday
Monday 12 th February to Friday 16 th February 2024.	Half term week
Monday 25 th March to Friday 5 th April	Easter holidays
Monday 1 st May 2024	Bank holiday – school closed
Monday 27 th May to Friday 31 st May 2024.	Half term week
Friday 19 th July 2024.	Term ends

The first two weeks

in Reception

Please bring your child to the Reception entrance at 8.45 am where your child will be greeted by our Early Years Staff. School officially begins at 8.55 am.

The first day back is **Tuesday 5th September**

The **first 2 days** (Tuesday 5th, Wednesday 6th) Reception children will come in for the morning session 8.45am -12.00pm.

The **following 2 days** (Thursday 7th, Friday 8th) Reception children will come in for the whole morning and stay for dinner 8.45am - 1.30 p.m.

The **second** week back (11th September) and onwards your child will stay for the whole day 8.45am – 3.20 p.m.

Leaving your child



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Leaving your child at the Reception door can be upsetting and very worrying, especially if it's the first time your child has been left without you being there.

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 Reception.
- ❖ 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.

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.

PE 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 until they turn five years old. 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.

Once your child is five you will need to fill in another form as your child will no longer be entitled to free milk, Cool Milk will inform you of this. If you wish for your child to continue to have milk then this will be charged.

Children will receive a free piece of fruit and a drink of water.

School Dinner

All Reception, Year 1 and 2 children are entitled to a free school meal. After listening to children and parents, our school cook has had a number of talks with the school meal



providers about providing a menu which suits our children which also satisfies the nutritional guidance they have to use.

Fund Donations

We kindly ask for 50p a week which pays for the children's toast or snack every day and also cooking ingredients used for different activities. Any surplus money is used to replace toys and games.



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The framework has been reformed and is effective from September 2021. There are 7 areas of learning within the framework.

“Every child deserves the best possible start in life and the support that enables them to fulfil their potential” (*EYFS 2021*)

“The Early Years Foundation Stage sets the standards that all early years providers must meet to ensure that children learn and develop well and are kept healthy and safe” (*EYFS 2021*)

7 Areas of Learning (examples of some of the statements)

3 Prime Areas

Personal, Social & Emotional Development

Build constructive and respectful relationships.

Express their feelings and consider the feelings of others.

Manage their own needs.

Communication & Language

Understand how to listen carefully and why listening is important.

Use new vocabulary in different contexts.

Physical Development

Confidently and safely use a range of large and small apparatus indoors and outside, alone and in a group.

Develop the foundations of a handwriting style which is fast, accurate and efficient.

4 Specific Areas

Literacy



Blend sounds into words, so that they can read short words made up of known letter–sound correspondences.

Form lower-case and capital letters correctly.

Mathematics

Count beyond ten.

Compare length, weight and capacity.

Understanding the World

Compare and contrast characters from stories, including figures from the past

Explore the natural world around them.



Expressive Arts & Design

Explore, use and refine a variety of artistic effects to express their ideas and feelings

Develop storylines in their pretend 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 Reception



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In Reception we teach early reading skills by focusing on developing children's speaking and listening skills. We encourage the children to develop a love of reading for enjoyment through daily stories. The reading scheme we use in school is Little Wandle.

The children will begin by being allocated online books without words to encourage parent and child to discuss the story together. As children learn a wider range of words they will move onto texts at the appropriate level. Each child will receive a login to their own online account.

All children will read in school in small groups where we will teach specific reading skills. In addition to this children will take the book home to share with you. We advise you to leave the reading book in your child's school bag and children must bring their reading book to school every day.

There will be a small replacement fee of £2.50 for any school reading books which are lost or torn.

You will also receive a reading record, please sign this each time you listen to your child read. If they read with you three times a week they will receive a sticker on their chart. Once your child gains three stickers on their chart they receive a prize.

The children will receive a free green reading bag for their school books. If this is lost we must unfortunately ask you to pay for a replacement.

Library Books

We will invite parents/carers in to school each week, in order to support your child with choosing their own book from our EYFS Library collection. Again please take care of this book and enjoy looking at the pictures and discussing the story together at home.

Your Child's Learning Journey

Your child's Learning Journey is a collection of different documents that provide a picture of their development under the areas of learning identified in the EYFS. They consist of photographs, classwork and observations which are added to our class floor book or your child's folder. The aim is to build a unique picture of what each child knows, feels and can do



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as well as their interests and learning styles. This picture can then be used to pinpoint learning priorities and plan relevant and motivating learning experiences. It also keeps a track of when statements from the curriculum are achieved.

As a part of the learning and development of your child we 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 educator

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 Reception it would be helpful if the children could practice dressing and undressing.
- The children are expected to go to the toilet by themselves so please practice if this is something they still find difficult.
- 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 Reception 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!
- If there are any changes to circumstances please inform the school, we also have a dedicated Safeguarding and Attendance Officer, Mrs Paddock, 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

We are happy to speak to you at the end of session times to discuss how your child is getting on.

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



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about all the important events happening in school. The school also operates a text message service; so please make sure your mobile number is up to date.

Increasingly we are using emails 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 Reception direct at: reception@hallgreenprimary.co.uk