

# **Cleobury Mortimer Primary School**



**Welcome to our school!**

**School Prospectus 2019-20**

# Headteacher's Welcome

Welcome to our school!

We hope this prospectus helps to give you an understanding of how our school is organised, and to appreciate the exciting opportunities on offer to the children in our care.

All schools have a distinctive 'feel' which makes each one unique. Here at CMPS, we pride ourselves on the calm and friendly atmosphere in school. We work hard together to encourage all children to achieve their very best.

Most of our children live in the town. Many of our families have been educated at this school for several generations whilst others are newcomers in the area.

We are a member of Shropshire Gateway Educational Trust and work with our partner schools to provide the best possible educational opportunities for local children in this area.

I am proud to be Headteacher of this school and work with an amazingly dedicated staff, supportive governors and, of course, wonderful children and their families.

Carmel J Mayfield, Headteacher



# The School Day

Children attending Breakfast Club can be dropped off any time after 7.30 am. There are lots of activities for the children to take part in and a breakfast of cereal, toast, crumpets, juice and milk is available for a very reasonable cost.

All other children can access the school site from 8.40 am when members of staff are outside to welcome children and families as they arrive.

As children come into school, there are learning activities waiting for them in their classrooms. The day officially starts with registration at 8.50 am and formal lessons begin at 9.00 am.

The majority of classes start the day with a daily maths lesson. Assembly is at 10.00 am every day followed by playtime at 10.20 am.

The next learning session begins at 10.35 am with Key Stage One having lunch from 11.50 am and Key Stage 2 from 12.10 pm.

Afternoon learning begins at 1.00 pm and finishes at 3.20 pm. There is a short break in the afternoon at 2.00 pm.

There are after-school clubs each evening until 4.20 pm.

If you are ever running late for pick up at the end of the day, please just contact the office and we can make arrangements until you can arrive safely to collect your child.

In the rare circumstances where parents persistently fail to collect their children on time, we charge £5 per half hour for each child so that we can pay staff to provide child minding services.



# Meals and Drinks

A healthy diet and good nutrition are essential to learning so we offer hot school dinners to children each day. There are universal free school meals in Key Stage 1 which means that from Reception to the end of Year 2 your child can have a free school meal. Children whose families receive some benefits are also eligible to have free school meals. A form to apply for free school meals is available from the Office.

Parents can pre-book their choice of food each week using the Squid system, which is also used to pay for meals.

Children may bring a packed lunch if they prefer. Everyone eats lunch in the dinner hall unless the weather is really nice and then Key Stage 2 like to eat outside. Children can have packed lunch or dinner whenever you choose; there is no need to notify us in advance.

We have healthy tuck each day at break-time; either a piece of fruit, a piece of cheese or a yoghurt. On Friday, it is free choice and children can bring in sweets, biscuits or crisps for tuck.

All Key Stage 1 classes receive a free piece of fruit or vegetables every day through the Nutritional Fruit and Vegetable Scheme.

Milk is available through the Cool Milk scheme, free for under 5s and at a reasonable price for other children who would like it.

We encourage the children to drink water, bringing a bottle with them from home which they can top up throughout the day.



# Uniform

We expect all of our children to wear school uniform. There are separate summer and winter uniforms.

## Winter uniform

- White cotton uniform shirt with a collar suitable for wearing with a tie
- School tie
- Royal blue V-neck jumper or cardigan
- Grey skirt/pinafore/trousers or shorts
- White plain knee length socks or navy/grey plain tights with a skirt or dark plain socks with shorts or trousers
- Waterproof coat (no hoodies or tracksuit tops please)
- School shoes which should be black and smartly kept.

Skirts need to be an appropriate length and style which allow children to sit comfortably on the floor. Shorts need to be an appropriate length to allow for modesty and comfort.

## Summer uniform

- Blue and white checked or striped school dress
- Pale blue polo shirt
- Royal blue sweatshirt or cardigan
- Grey skirt, pinafore, shorts or trousers.

NO open sandals for health and safety reasons.

EXCEPTION—to help with changing for our smallest pupils, Reception children can wear polo shirts all year.

Please make sure all items are named!





# Absences

Should a child be away from school through illness, we ask that parents and carers initially inform the school by telephone or by leaving a message on ParentMail. It is helpful if you can give us some idea when your child is likely to return to school. We will contact you during your child's absence just to see how you are getting on and keep in touch.

For dentist/doctor appointments requiring time away from school, we may ask to see appointment cards.

The Government has amended the 2006 Education (Attendance) regulations and has removed the power for schools and academies to approve absence for family holidays. Absence during term time will only be authorised in exceptional circumstances. Please ask for a request form from the office. Exceptional circumstances are situations such as family weddings for which a travelling day may be authorised or a family funeral.

If there are unauthorised absences, families will be fined. Following two fixed penalties, legal action can be taken against a family and court proceedings can follow which may result in a substantial fine and criminal record.

If your child is going to be absent for any length of time, please talk to us as there are various options available to support your child's education during these times.



# Safeguarding

The school takes its duty for safeguarding our pupils very seriously. We comply with all government policies in this respect. We have a designated governor with responsibility for safeguarding. The Headteacher is the designated safeguarding lead with Mr Dawes and Mrs Hector also qualified as designated safeguarding leads. All staff report any concerns directly to the safeguarding leads.

All staff and volunteers who work directly with the children have all of the relevant checks on their suitability to work with children and are fully briefed to ensure they can carry out their safeguarding role as effectively as possible.

We work closely with various agencies to ensure the children are safe. Although it is rare, on occasion, in line with safeguarding policy and practices, we may have to contact other agencies without informing families or seeking their consent.

If you have any safeguarding concerns, please speak to one of the Designated Leads for Safeguarding.



Inclusion is very important to us at CMPS. We work in partnership to identify any additional learning needs a child may have at the earliest opportunity.

SEND

Our aim is for all pupils to have equal access to a rich and varied curriculum and to achieve their full potential academically, socially and personally. Wherever possible, we seek to provide ways to support all pupils to engage with the wide range of learning activities and experiences on offer throughout the school, enabling inclusion and promoting confidence and independence for all. We do this by working closely with parents, pupils and professionals to encourage the sharing of views and participation in decision making. Included in the process is our team of talented, dedicated and skilled staff to provide the best possible inclusive outcomes. We have developed excellent links with multi-agencies to further develop our own skills and enable us to draw on expertise in a variety of areas.

If you would like any further information on SEND provision and our inclusive practice, then please visit our website. Alternatively, please contact our SEND lead Mrs Hector and make an appointment to discuss your child's individual needs.



# Governors

We are lucky to have a dedicated and proactive governing body who support the work of the school. Other than the staff members of the governing body, the governors are all volunteers who bring a wide and varied experience to their roles.

The governors work closely with staff to make sure the children receive the best possible education that we can offer.

Governors meet at least twice each term and regularly come into school to talk with staff and children.

If you would like a full list of the current governing body, this is available on the website or from the office.

The governors are always happy to talk with parents and carers and can be contacted via the school office.





# Homework

Homework is set regularly for all classes. We expect parents and carers to support the homework policy of our school.

All children have either a homework diary or a reading diary which can be used to communicate with the teacher and teaching assistants.

Homework should not be too burdensome on a family. If you encounter any problems, please talk to us.

Upper Key Stage 2 classes have homework club where members of staff can support the children with their tasks and children can access resources in school.

Every child should spend some time reading each night and it is very supportive if parents and carers help with this by listening to a child reading or by asking questions and discussing what a child is reading.

Reading with your child is the most important contribution you can make to your child's education and future economic prosperity. Children who read succeed.



# Behaviour

All members of the school are expected to be the best they can be in all that they do. We develop and enhance self-esteem and self-confidence as individuals and accept that we all have gifts and talents which we celebrate and nurture. We foster mutual co-operation and a sense of belonging to, and contributing to, the school and its community.

We have a positive behaviour policy in place in school and children are encouraged to make the right choices for their own behaviour. To assist with this we use a card system with all children starting every day with a green card. If, after verbal prompts, a child is unwilling to make the right choice, a yellow card may be given as a warning that behaviour needs to change and positive choices need to be made. On occasion, a child might need to be given a consequence card which is red. This means he or she will miss the following breaktime to discuss or think about what the right choices might be and how they can improve their behaviour.

We use lots of praise and rewards to celebrate and encourage good behaviour choices. Every Friday we have a celebration assembly when certificates are awarded and success is celebrated.

Our children enjoy behaving well.

# Visits and Visitors

Visits and visitors add an extra dimension to the children's learning.

Children go on at least two visits each year. These will be linked to the curriculum in some way. In addition we welcome a wide range of visitors to school for assemblies and workshops including NSPCC, Police, Dogs' Trust, local councillors and representatives of charities and faith groups.

## STEM

We are keen to promote Science, Technology, Engineering and Maths in school and hold STEM weeks each term with one of these subject areas as a focus.

We also try to work with businesses, both locally and nationally, to give the children the opportunity to experience how their learning in school links with real-life work. We have worked with Tesco, Sainsburys, Hobsons Brewery and Kudos Blends amongst other companies during our STEM weeks.

We have a range of other people who come into school regularly including parent helpers, Mark Greaves our Youth worker from St Marys Youth Project, Beanstalk reading volunteers and



# Concerns

We like to deal with any concerns you may have before they become problems. We welcome parents and carers to discuss any issues affecting their children with staff. Children's social and learning issues should always be discussed with the class teacher in the first instance. Teachers are usually available to see parents before or after school by appointment but please be mindful that they may sometimes be busy supervising children or attending other appointments.

Staff members are outside every morning to greet parents, carers and children. Class teachers dismiss the children every evening and are again available to talk. If you would like to see Mrs Mayfield, she is outside most mornings, or you can arrange a mutually convenient time to see her through the office.

Parents and carers have busy lives so it might be easier to plan a telephone conversation with a member of staff rather than seeing them in person. Again this can be arranged through the office.

We don't always get everything right all of the time, but we are here to help so please talk to us.

We are part of a multi-academy trust, the Shropshire Gateway Educational Trust (SGET). Our partner schools are Lacon Childe School, Clee Hill Community Academy and Stottesdon CE Primary School.

The schools work collaboratively together to ensure that local children receive the best quality education possible.

The majority of our children transfer to Lacon Childe School to continue their secondary education and we are lucky to have excellent links with the school making the transition to secondary very successful. Our children regularly visit Lacon Childe to take part in activities ranging from sports skills lessons to science and music workshops.

We greatly value the opportunities for further professional development that working in collaboration with other schools offers. Our children benefit from being able to work alongside children from other settings and having a wider range of learning opportunities.

SGET





# School Expectations

We expect co-operation in the following areas:

## ATTENDANCE

We expect regular and punctual attendance with a telephone call to explain absence.

## UNIFORM

We expect children to follow our uniform policy and take a pride in their appearance.

## JEWELLERY

Children should not wear jewellery. However a watch may be worn and small stud earrings which need to be removed for PE.

## HAIR STYLES

These should be sensible. Children are not permitted to come to school with dyed hair. All long hair must be tied back.

## COLLECTING FROM SCHOOL

If parents are asking someone else to collect their children from school, please notify the office so that the class teacher can be notified beforehand. If staff do not recognise the person collecting, the office will be asked to check with parents. If you are unable to collect your child at the end of the day, please notify the office as soon as possible. If you wish your Year 5 or 6 children to walk home alone, please notify us in writing.

## TRAVEL

Please drive with the utmost care in the vicinity of the school. Parking at our school is problematic. Please be thoughtful and considerate of our neighbours. Whenever possible, please come to school on foot.

## MOBILE PHONES

We do not allow phones in school. All visitors are asked to hand in their phones at the office where they will be stored securely. Children should not bring phones or IT equipment into school.

# School Expectations

## SMOKING AND VAPING

Smoking and vaping are not allowed anywhere on the premises. This includes the collection area at the front of the school and the school field.

## DOGS

Dogs are not allowed on the premises.

## ALLERGIES

It is essential that school is notified of any serious allergies.

## RESPECT

We expect all of our school community to behave in a respectful way towards each other. This includes interactions between parents/carers and staff. It also includes posts on social media. If it is considered appropriate, legal action will be taken against any person posting comments on social media which are likely to bring the school, or a member of its staff, into disrepute.

## HOMEWORK

We expect all families to comply with our homework policy.

## BILLS

We expect all bills to be paid within a reasonable time frame. Parents/Carers should not run up debts with school.



# Friends of CMPS

Parents and carers are encouraged to join the Friends who organise social events for the children and raise very welcome additional funds for the school.

The Friends have supported school trips and have contributed towards the purchase of a wide variety of resources that all of our children can benefit from.

They produce a regular newsletter which keeps you in touch with all of their activities. Please consider joining Friends. It is a brilliant way to support the school, meet new people and make friends within our school community.

# Tips to help your child settle into school

Starting at a new school is a big adventure. To help your child settle in, whatever stage in their education they are currently at, we arrange taster sessions so that they can meet their teacher, get used to their new surroundings and make some friends.

Please name all articles of clothing your child will be bringing into school. Should a named item go missing, it will be returned to its owner. If an item is unnamed, it will be placed in the lost property basket outside Fox class. This basket is emptied every few weeks and unclaimed items are recycled.

If your child is unwell and under treatment from the doctor, it may be advisable to keep him or her at home. Where medicine needs to be taken, it is most helpful if the doses could be given outside of school time. If this is not appropriate, it may be possible for staff in school to help. Please consult the office.

If you are concerned about your child's progress at any time, please feel free to discuss it with the class teacher. You are welcome to come into school whenever you need to, but please remember that class teachers are not available after 8.30 in the morning as they are with children. Mrs Mayfield and Mrs Hector are normally available first thing every morning and may be able to help.

Please read the Friday Flyer and Class News. There are newsletters which come out every week and contain lots of information about what is going on in school.

Important dates will be sent out at the beginning of the school year and will be added to regularly as more and more events are arranged. A calendar is available on the website and is updated regularly.

Letters home are usually sent out electronically so please make sure we have an up to date contact for you.



# Tips to help your child settle into school

Please make sure the office has contact details for you, and for someone else we can contact in case of emergencies. If you change your phone number, please make sure you let the office know.

We will also contact you via text to remind you of upcoming events or in case we have to close in an emergency.

The website is regularly updated with information about activities and events.

We use an online payment method for your convenience. Any payments you might require to make such as for a school trip or meals can be made using an app or by visiting a website. More information is available from the office.

Keeping in touch with school will really help your child settle in quickly and also give you valuable information about your child's progress.

# Complaints

In line with statutory requirements, the school has a complaints procedure, a copy of which can be downloaded from our website or is available from the school office.



# Keep in touch

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