



THE OVAL SCHOOL

PROSPECTUS

2016 - 2017



drb IGNITE MULTI ACADEMY TRUST

THE OVAL SCHOOL
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2016 - 2017

[A Message From The Headteacher](#)

We welcome your interest in our school and appreciate that parents take great care in choosing the right school for their child.

We know that you will want your child to grow and learn in a happy, caring and creative atmosphere. We enable our pupils to gain confidence, self-discipline and self-respect as well as respect for others and provide a wide range of learning opportunities and expect every child to do their best at all times.

The Oval School is an inclusive school in all areas of school life.

In religious education, all six main world religions are celebrated with school choosing one celebration annually (either cultural or religious) for a major community event.

ALL pupils are expected to participate in ALL religious education lessons, festivals and events. Similarly ALL pupils are expected to take part in the ENTIRE curriculum for example swimming lessons, trips, visits, music and dance lessons. There will be no withdrawals from any subject areas on any grounds.

The Oval School governors expect each and every pupil to be involved in every subject area and the life of the school.

We hope that this brochure will provide you with useful information about our school. If you need more details or would like to visit the school please contact us and we shall be pleased to help.

R L Chahal

**Mrs R L Chahal
Headteacher**

Prospectus 2016 – 2017

Aims

At The Oval School we aim to provide children with opportunities to prepare them for adult life.

We create an ethos and curriculum which provide *maximum learning* for each individual child. To suit all pupils' needs we:

- provide the *structure* for a broad, exciting and interesting curriculum
- provide the *environment* to develop physically, creatively and spiritually
- encourage everyone to *strive for success* and become numerate and literate
- help pupils prepare for life in a modern democratic Britain and a global society and to prevent extremist behaviour
- help people appreciate the *world around us*, to learn the part we need to play in protecting our environment particularly within our own local area and community

Mission Statement

The mission statement for The Oval School is:

'Together we are achieving success'

We provide a safe environment in which pupils can develop:

- *socially* by showing respect for others and their beliefs
- *academically* by achieving our potential
- *with our partners* by developing partnerships within the community and across the UK

School Governors

<u>Name</u>	<u>Governor Status</u>
Mr C Hayes (Chair)	Co-Opted
Mr R Paton-Devine (Vice-Chair)	Co-Opted
Mrs J Crean	Co-Opted
Miss J Harris	Co-Opted
Mrs D Williams	Co-Opted
Mr I Hanif	Parent
Mrs E Manders	Parent
Ms S Abbas	Parent
Mrs R L Chahal	Staff
Miss D Hollis	Staff

The School Day

Session Times

Nursery (Mon, Tue, Wed)	8.45am – 3.20pm (Mon + Tue) / 8.45 – 11.30am (Wed)
Nursery (Wed, Thu, Fri)	12.45pm – 3.20pm (Wed) / 8.45am – 3.20pm (Thu + Fri)
Key Stage 1	8.45am – 12.00pm (morning) 1.05 – 3.20pm (afternoon)
Key Stage 2	8.45am – 12.15pm (morning) 1.15 – 3.30pm (afternoon)

Please note that doors open at 8.45am and registration closes at 8.55am for all classes.

Members of staff are available at 8.45am in the playground for five minutes only for messages and again for 10 minutes at the end of each day to see children safely off the premises. At lunchtime, the senior lunchtime supervisor and her staff look after the children who stay at school for their lunch.

The School Year 2016- 2017

The Autumn Term 2016

School opens to pupils:	Tuesday 5 th September 2016
School closes to pupils for half-term:	Friday 21 st October 2016
School opens to pupils:	Tuesday 1 st November 2016
School closes to pupils for Christmas:	Friday 16 th November 2016 (at end of school day)

The Spring Term 2017

School opens to pupils:	Wednesday 4 th January 2017
School closes to pupils for half-term:	Friday 17 th February (at end of school day)
School opens to pupils:	Monday 27 th February 2017
School closes to pupils for Easter:	Friday 7 th April 2017 (at end of school day)

The Summer Term 2017

School opens to pupils:	Monday 24 th April 2017
School closes to pupils for half-term:	Friday 26 th May 2017 (at end of school day)
School opens to pupils:	Monday 5 th June 2017
School closes to pupils for summer:	Tuesday 25 th July 2017

Please be aware there are a further 3 teacher days to be organised for the academic year 2016-17.

Partners in Education

We operate an open door policy and welcome parents into school. There are many ways in which we encourage our parents to be involved in school life - with visits, providing resources and supporting activities both in and out of the classroom. Your help will always be appreciated. Please see your child's class teacher if you are able to offer any time or support in classes.

School Information

List of School Staff and Classes 2016/17

Headteacher: Mrs Rachel Chahal
Head of School: Miss Joanne Harris
Head of School: Mrs Dawn Williams

Assistant Headteachers:

Miss Debra Hollis – Pastoral Care Assistant Headteacher
Mrs Manju Chadda – EYFS Assistant Headteacher
Mrs Haylia Williams * – Years 3 & 4
Mrs Claire Mason * – Years 5 & 6
Mrs Sarah Poulson – Years 1 & 2

Lead Practitioners:

Miss Lucy O'Grady
Mrs Louise Roberts

Other Support Staff

Strategic Business Manager	Miss Julie Gouldbourn
Senior Office Manager	Mrs Tina Clarke
Senior Secretary	Mrs Gaynor Hopcraft
Receptionist	Mrs Diane Doyle
Admin/General Assistant	Mrs Fatim Willshire
Strategic Data Manager	Ms Maria Bottle
Site Manager	Mr Clive Murphy
ICT Operations Manager	Mr Keith Lennon
Attendance Development Officer	Mr Tom Moran
Grounds Maintenance	Mr John Coleman

Additional Teaching Assistants

Behaviour (Nurture, Social Skills Anger Management, ASC)	Miss Clare Burns
ADHD, Parent Support	Miss Chanelle Thomas
EAL Intervention	Miss Claire Lees
Early Years Support	Mrs Anna Murphy

Classes	Class Teacher	Teaching Assistants
Robins /Sparrows (Nursery)	Miss Sophie Stephans	Miss Zoe Hopkins Miss Michelle Richardson Miss Sophie Tracy (supply)
Rabbits	Miss Helen Walsh	Mrs Nosheen Anwar Mrs Hudda Saleh (Tues)
Squirrels	Mrs Teresa Martin	Mrs Sharon Randhawa
Hedgehogs	Mrs Ruth Nicholls	Miss Kerry Poole
1.1	Miss Lisa George	Mrs Rehana Afridi
1.2	Mrs Emma Craythorne	Mrs Karen Pickersgill
1.3	Miss Katie Glover	Mrs Emma Roberts Mrs Hudda Saleh (Wed)
2.1	Mrs Sarah Poulson and Mrs Claire Childs (supply)	Mrs Julie Homer Miss Trevelle Robinson (supply across year 2 classes)
2.2	Miss Sarah Harris-Watkins	Miss Kim Taylor
2.3	Miss Georgina McGough	Mrs Margaret Marshall (am)
3.1	Miss Bethany Bovan	Mrs Nasireen Atkhar Mrs Ann Horrocks Mrs Maureen Madden (am) Mrs Julie Miller Miss Kelly Palmer Miss Ashanti Anderson (supply)
3.2	Miss Jade McFetridge	
3.3	Mrs Kim Roberts	
4.1	Miss Victoria Ward	
4.2	Mrs Jenny Foulds	
4.3	Miss Claire McIntyre	
5.1	Miss Anne McHenry	
5.2	Miss Lucy O'Grady	
5.3	Miss Rorie Jolly	
6.1	Mrs Lucy McGearry	
6.2	Miss Katie Moore	
6.3	Mrs Louise Roberts	
PPA Cover	Mrs Angela Wallace Mrs Susan Millington Mrs Katherine Curtis Mrs Rebecca Wykes	
SEN	Mrs Pamela Gayle	
Food Technology	Mrs Camelia Paton-Devine	
MFL Teacher	Mr Sean Sullivan	
English Lead	Mrs Abbie Farmer	

Years 3 and 4 Assistant Headteacher: Mrs Haylia Williams* (Mrs Jenny Foulds)
Years 5 and 6 Assistant Headteacher: Mrs Claire Mason* (Mrs Sarah Stephenson)
*currently on maternity leave and replacements shown in brackets

Admissions Policy

Main School

Children are admitted at the beginning of the school year in which they reach their fifth birthday. A school year runs from 1 September to 31 August. The Oval School admits three reception classes of 4-year olds each year totalling 90 places. Places are allocated by Birmingham Education Authority in accordance with their criteria for admissions as follows:

1. Children looked after by the local authority (children in public care).
2. Children who have brothers or sisters already at the school and who will still be attending when they start school themselves.
3. Children who live nearest the school by **straight-line measured distance**.

Children from outside the area are welcome providing there are places.

Nursery School

The agreed criteria for deciding how places should be allocated are in line with Birmingham Education Authority's Nursery Admissions Policy. Places are offered to:

1. Children on the child protection register and their siblings.
2. Children for whom concerns exist about their physical and emotional well-being.
3. Children who are being investigated in respect of child protection concerns.
4. Children whose behaviour/development gives serious cause for concern.
5. Children with disabilities or a statement of special educational needs or waiting for one.
6. Children whose parents are unable to provide care as a result of a disability.
7. Children of young isolated first time parents.
8. Children of families who are itinerant, homeless or living in poor or temporary housing.

The above eight criteria will be used for children for whom there is no suitable full-time place available or whose parents do not want a full-time place for them. After places have been allocated according to the above, the following criteria will be used for any remaining places:

9. Children who have brothers or sisters already at the school and who will still be there when they start school themselves.
10. Children who live nearest to the school.

We do accept details to be put on waiting lists for children who are not yet nursery age but please note that early application is not a criterion to allocate places.

All applications are kept on file as vacancies do occur during the year as families move out of the area. Parents are asked to let us know if there is any change to the information we have on file, particularly any change of address or telephone number so that we may contact you easily if a place should become available.

Please note, however, that admission to our nursery school does not give an automatic right to transfer to reception class the following September.

Appeals Procedure

If you wish to appeal for a place at this school for your child you should contact the Admissions and Appeals Section on 0121-303 1888.

Arrangements For Visits From Parents Considering Applying To The School

Parents are welcome to telephone or call into the school and make an appointment to tour the building. Mrs Hopcraft, Senior Secretary, will be happy to arrange this.

Reception And Nursery Induction

In June and July each year, parents whose children are about to begin in nursery and reception will be invited to an induction programme. Induction details are posted on notice boards, advertised in weekly school newsletters and will be advertised in local press. Parents who have pupils' names on the school waiting list will be invited to attend by letter. Induction takes place over a number of meetings during the summer term and is designed to integrate pupils successfully into school and to help and advise parents.

Parent – School Contact

We aim to develop a good understanding between home and school before a child starts school and to continue this throughout the child's time at The Oval School. We know that by home and school working together children make better progress both academically and socially. The class teacher, deputy heads or assistant heads are always willing to talk to parents – please telephone the school office to make an appointment.

For further information please visit school's website to read the complaints policy and parental conduct policy.

The Nursery Class

There are 78 places on offer for 15 hours per week. The teachers-in-charge of nursery are assisted by two other staff. The first aim in nursery is to provide a **safe, welcoming** environment where the children can feel physically and emotionally secure. The children follow an Early Years 'Foundation' curriculum which progresses into their reception class. We provide experiences which build upon the young child's natural energy, enthusiasm and curiosity. Organised play, supervised by adults, gives the children the opportunity to talk and learn new language through first-hand experience. Through play activities they learn to share and show consideration for others. Confidence and independence are developed, providing a natural springboard for the transition to reception. A love of books and stories is established and nurtured. Activities are provided to introduce children to many practical number experiences. During the year, children tour the school, attend some

assemblies, concerts and visit classrooms. This is part of the planned induction to prepare them for their move to reception.

Class Sizes

This academic year school will have 90 pupils per year group split across three forms of entry from years reception – 6 inclusive. At this school, pupils are not taught in mixed age classes. Setting is a flexible arrangement dependent upon pupils' skills, ability and progress.

Some Of Our Facilities

Two halls for assemblies/PE/dinners
Playground and playing fields
Forest schools area
Key stage 1 play area
Key stage 2 adventure playground

Outdoor play area for reception
State of the art cooking kitchen
ICT suite for both key stages
Allotment
Early years playground

Information About Your Child

You will wish to be involved in your child's progress. Parents have the right to see information about their children under the provision of the Education Reform Act unless the disclosure of this information is deemed likely to be detrimental to the child.

Parents' Evenings and Consultation Days

Parents are requested to meet with staff and see their children's work each term. If you have difficulty attending on these occasions please contact the school to make alternative arrangements. Appointments can be made to discuss your child's progress, in confidence, during the year. We encourage a regular dialogue between pupils, parents and teachers and a variety of meetings occur across the school year to enable parents to fully participate in their child's education.

Attendance / Absence

Both of these issues have been targeted for improvement. School's attendance was 95.7%. School has set procedures in place, working with the Education Social Worker and with an award being given each week to the classes in both key stages 1 and 2 achieving the best attendance. This is also highlighted in the school newsletter. Punctuality continues to be an issue for our school and we would ask parents to ensure that children arrive at school to start at 8.50am. Doors open for pupils to enter school from 8.45am when class teachers will be in the school playground to take messages from parents. Children who regularly arrive late not only miss out on valuable lesson time for themselves but also disrupt lessons for other pupils in their class. For the academic year 2015 - 2016 the percentage of half days missed through overall absence was 4.3% whilst that for persistent

absence was 11.8%. It is essential that parents tell the school why their child is absent. Parents should telephone the school office on the first morning of their child's absence with the reason. If no reason is subsequently given it is a legal requirement that the absence is recorded as unauthorised. Going shopping, birthday parties, days out etc cannot be authorised and are shown on your child's attendance record as unauthorised. The school works closely with the Education Social Worker to ensure children attend school regularly.

Number of pupils of compulsory school age on roll:	698
The percentage of half days (sessions) missed through absence:	4.3%
The percentage of half days (sessions) missed through persistent absence:	11.8%

Holidays During Term-Time

From September 2009, school has been following Birmingham Education Authority's policy for holidays. This is that **NO HOLIDAYS OR TRIPS DURING SCHOOL TERM TIME ARE ALLOWED**. If you choose to take your child on holiday which has not been authorised, or you do not inform school that you are going on holiday, then a referral to our Education Social Worker will be made. Again, please be aware that holidays and trips during school term time will not be allowed.

Religious Education And Collective Worship

Our school is not affiliated with any particular religion or religious denomination. However, school follows Birmingham Education Authority's agreed syllabus. Collective worship at school is mainly or wholly broadly Christian in ethos.

Pupils take part in a daily act of collective worship which takes place either in the school hall ie assembly or in classrooms. Act of collective worship takes the form of a prayer or thought and is part of daily assembly. Assemblies follow a weekly theme. Parents are invited throughout the year to attend class and special assemblies.

Parents are advised of their right to withdraw pupils from collective worship in accordance with the Education Reform Act 1988.

Please make an arrangement to discuss this with the headteacher if you wish so that alternative arrangements can be made.

Special Educational Needs Code Of Practice

The organisation of special needs provision follows LEA and DfES guidance. School has a full-time pastoral manager who is Miss D Hollis and also a designated SEN Governor. The school policy on special educational needs is available in school.

School works in partnership with parents to ensure pupils' learning and behaviour needs are met. Our school adopts a systematic staged approach to identification and assessment of pupils with special educational needs. The headteacher is informed about children at each stage and parents

are updated regularly. External agencies and specialists are involved as necessary and school liaises with several organisations such as Communication Autism Team, Behaviour Support, speech and language, school nurse, social services – all to improve provision for pupils, and parents are also informed at regular intervals about this. We also work closely with our Educational Psychologist.

School provides quality first provision in all classes and differentiates for all children's needs.

When pupils arrive at The Oval School, their particular needs are assessed. Pupils are given targets and a programme where necessary. Targets are reviewed termly and reset and parents are informed of these. As stated in the SEN policy, our site access for the physically disabled person is particularly difficult.

Differentiation is planned for each subject so that all children can access the National Curriculum.

Charging Policy

As required by the Education Reform Act 1988. There are many experiences that are enriching and exciting for the children, but which the school could not afford to provide without parents' support. We do ask for an **appropriate voluntary contribution** from parents for certain school activities particularly curriculum visits and school trips. Visits may be cancelled, however, if not enough funds are collected to cover the cost of the transport / visit. **Discretionary charges** may be sometimes made for articles such as finished work in art, needlework and technology which parents wish their children to bring home. We may also ask for a contribution towards the cost of any loss or damage to school property caused by pupil misbehaviour.

Activities

With extra-curricular activities a charge may be made to parents for those out of school hours and extra to pupils' curriculum work. The Governing Body policy for charging and remission is available in school.

Annual Events

Throughout the year we celebrate festivals and hold traditional events as follows:

- Parents' days each term
- Harvest thanksgiving
- Diwali and Eid celebrations
- Christmas productions by Early Years, KS1 and 2
- sports days for Early Years, KS1 and 2
- leavers assembly
- book fairs

Letters From School To Parents

Newsletters are published on school's website and parents are sent a text message to inform them of the addition of a new newsletter. Other letters about educational visits and events are sent home as necessary. All such letters will also be available on the school website, together with much more useful information, at www.theovalprimary.co.uk.

Parent Helpers

We welcome parents who come and help us in school with a variety of activities. These include reading, art work and school visits. We are grateful for any extra support for our children. **If you have a special talent or are simply interested, we would be delighted to hear from you.**

The headteacher agrees to, and vets, all visitors to school prior to their booking and arrival for specific purposes to aid curriculum study.

School Dinners

The Oval School is a flagship school for 'Food For Life' campaign striving to further improve school meals and the dining environment and school is now proud to have been awarded the **GOLD** award following its **SILVER** and **BRONZE** awards. We aim to provide 50% organic food, seasonal vegetables across the year and use our home grown food in school meals to reduce pollution in transportation and manufacturing and aiming to eat healthier produce following school's environmental green commitment. Dinners are available at the school and these are cooked on site at school's new state-of-the-art cooking kitchen. Pupils have a wide and **HEALTHY** choice of both main courses and desserts. Sample menus are displayed in the dinner halls. Free school meals are provided for pupils whose parents are in receipt of income support, job seekers allowance and a certain level of child tax credit – application is made via the link on school's website and details of this are available from the school office. The weekly cost for paid school dinners is currently £10.75 per key stage 2 pupil per week and £3.50 per nursery pupil for two days per week. Dinners are of a good quality featuring home cooked meals, free range products and **NO** frozen processed or fried fatty foods. Halal options will be available on Tuesdays, Wednesdays and Thursdays whilst there is also non-meat Mondays and pizza Fridays. Salad is always available as well as a range of drinks. Parents are welcome to try a school meal – please book with the senior office manager.

Pupils in key stage 2 may bring a healthy packed lunch if they do not wish to have a school cooked meal and parents are asked to provide food in accordance with school's healthy eating policy. Drinks need not be supplied from home as school provides ALL pupils with a drink at lunchtime. Only **one** unhealthy item is permitted – any more will be returned home and pupils offered school fruit instead. Pupils may go home for lunch providing parents can ensure they will return promptly for the start of the afternoon session of school.

Healthy drinks permitted in school are water, milk, pure fruit juice, yoghurt or milk drinks with less than 5% added sugar and smoothies also with less than 5% sugar. **Fizzy drinks are not permitted to be brought into school.** Healthy snacks are fruit (which is freely available for all Early Years and KS1 pupils and available to KS2 pupils for a small charge), yoghurts without chocolate, cheese or cheese snacks and cereal bars without chocolate. No chocolate bars, biscuits, flapjacks, crisps or sweets are permitted in school.

Parents are cordially reminded not to change their children from having school dinners to sandwiches or vice versa until the beginning of a new half-term and are requested to inform the school office of this change in writing beforehand.

Universal Free School Meals

You will know about the government's initiative giving free school meals to ALL pupils in reception, year 1 and year 2. Pupils in these years will all receive a free school meal on a daily basis with no option for bringing a packed lunch.

Snack Time

The Oval School is a HEALTHY SCHOOL. We serve milk and fruit daily to pupils for morning break. Milk is paid for half-termly and fruit each Monday. Pupils who bring a snack from home instead are requested to bring healthy food as per the guidelines above. This policy was developed *in direct response to parental wishes* in September 2000.

School Uniform

The Oval School parents have voted very strongly in favour of our pupils wearing school uniform and the Governors are in support of this. The uniform is grey trousers or skirts/pinafores, white shirts or blouses with royal blue cardigans or sweatshirts. Headscarves are to be plain royal blue or white and in the tight fitting style only. School reading folders, PE bags and several other items of uniform including the PE kit stated below with the school name and badge embroidered on are available to buy from the school office. For PE, all pupils should wear royal blue shorts, royal blue tee-shirt, a different pair of socks and pumps. Football kit is not suitable clothing for day or PE wear. ***Pupils are asked to wear school uniform EVERY day.***

Pupils find participation in their school activities easier if they wear practical clothing. No hooded tops are to be worn, nor leggings, flip flops or high heels – sensible footwear only please which should be low-heeled and black. Trainers are not suitable or healthy footwear for daily wear. Please also make sure that ALL your child's clothing is named.

For safety reasons, pupils may only wear stud earrings in school. These must be removed for PE, either by the child or the parent before the child comes to school. School has no facilities for looking after jewellery so we request that ALL JEWELLERY is left at home. Under no circumstances will the school accept liability for damage or loss.

Hairstyles should be appropriate for school – long hair will need to be tied back for specific lessons. Please be aware that Mohican or pattern-shaved style haircuts are not appropriate for school.

Data Protection

Information will only be collected, used and disclosed in accordance with the school's registered purposes for the education and welfare of your child. Parents may request to see a child's report / results at any time. Please make an appointment with the school secretary.

Pastoral Care And Discipline

Where children behave appropriately, feel valued and work with purpose they will achieve success. Pupils are encouraged to be independent, self-disciplined and self-motivated members of our school community. We expect our pupils to respond to our caring, friendly and purposeful atmosphere.

If we are concerned about behaviour or any other aspect of a child's school life we involve parents and seek their views and co-operation at an early stage. We believe it is very important for you to tell us, in confidence, of any problems you are experiencing at home or of any change of circumstances which could affect your child at school. The pastoral care of pupils is normally the responsibility of the class teacher supported by the headteacher. Good behaviour is recognised and rewarded by our school discipline policy. We know that parents and school working together, sharing information and concerns about children is the best way to help them.

Teachers will:

1. Set appropriate boundaries for children's behaviour.
2. Show empathy and understanding of children.
3. Listen to children.
4. Show respect and understanding to everyone in the school community.
5. Provide feedback in an informative way to children.
6. Use positive consequences to encourage the learning of appropriate behaviour.
7. Use negative consequences to discourage the learning of inappropriate behaviour.
8. Link the personal attributes to seals themes or acts of collective worship to encourage whole-school reflection of positive behaviours.

School Rules

1. Finish your work in the given time. Allow everyone to do the same.
2. Do as you are asked first time.
3. Respect everyone. Treat everyone as you wish to be treated.
4. Play safely, be careful not to hurt others.
5. Keep your hands, feet and other objects to yourself.
6. Report all problems to an adult so they can be dealt with.
7. Arrive at school and to lessons at the right time.

Pupils should know and understand the rules, rewards and sanctions of the discipline policy.

Bullying Statement

There is to be no bullying of any sort at The Oval School. If this occurs, parents of both parties will be contacted immediately and asked for an appointment with a senior teacher. School will then put strategies in place to help both bully and victim. The situation will be closely monitored and recorded and further action taken as necessary in line with school's discipline policy. Please see school's anti-bullying policy which is on our website.

There is to be no racial abuse of any sort at The Oval School. This will be dealt with as described above.

Tackling extremism. HM government documentation states the following:

“The UK deplores and will fight terrorism of every kind whether based on Islamist, extreme right-wing or any other extremist ideology.”

At The Oval School we will not tolerate extremist activity of any sort which creates an environment for radicalising individuals and could lead them on a pathway towards terrorism. Fundamental British values such as freedom of speech, democracy and equal rights will be preserved at The Oval School – to this end we successfully support and plan projects which bring our community TOGETHER.

Security

We are a welcoming school but, nevertheless, hope you will not find our security measures unfriendly. It is important that we know who enters our building at any time and the reason for their visit. Our main door has a security lock system and other doors have coded number locks. Entrance during the day is only through the main entrance. Parents will appreciate that we continually impress upon children the danger of approaches from strangers. Parents must request permission to collect children during the day and are asked to keep this to a minimum by asking for appointments outside the school day. Where permission is given, parents are asked to sign the pupil out using the entry system in the foyer and a message will be sent to the child’s class for them.

Collecting Pupils From School

A contact form is completed for each child where parents nominate persons who are authorised collectors. Your child will only be allowed home with the persons stated on the contact list. If this changes, parents must telephone school with updated information. Children may be collected early from school only when they are ill or if the family has an emergency situation. Parents are requested not to ask for children to be dismissed from school before 3.20pm (Early Years and KS1) or 3.30pm (KS2) as this causes a disruption to the class’s learning in the afternoons.

Road Safety

Children are taught road safety in school as part of health education. Parents bringing children by car are asked to take particular care and co-operate with the following:

- do not bring cars, including taxis, into the school grounds
- do not park or set down children on the zig-zag lines

Parking is not permitted on the school grounds. It would be appreciated if the main entrance gates are used when bringing your children to and fetching them from school – please do not use the vehicular access adjacent to the caretaker's house. This is for everybody's safety.

Bicycles

May we request that bicycles are not ridden in the school playground for safety reasons – parents may, however, wheel a bicycle.

Dogs

Dogs **may not** be brought into the school grounds under any circumstances. Their behaviour, especially their toilet behaviour, is unpredictable and many children do not like dogs.

Smoking – Our School Is A No-Smoking Site

In accordance with Birmingham Education Authority guidelines smoking in both the school buildings and grounds is not permitted.

Health and Welfare

Medicals

Our school nurse is always willing to help with any problems concerning a child's health. Parents of reception children are asked to attend a health interview with her during the first term in school. On the advice of the school nurse, medicals may be carried out by the school doctor in the presence of parents at school. Parents may also ask at any time for their child to have a medical examination. Vision, hearing, height and weight checks are carried out in school by representatives of the school health service. Our school nurse can be contacted on 0121-465 1603.

Medicines

Special provision is made for children who have asthmas, diabetes or epilepsy which require daily medication during the school day. Parents of a child diagnosed with any of these conditions are

asked to discuss their child's needs with the teacher responsible for health and safety who may, if necessary, talk to the child's doctor. If prescribed medicines need to be taken during school time, adults are asked to complete a form in the school office and follow school's medical policy.

Emergency Contacts

If children are taken ill or need attention basic care is provided at school. Nonetheless, it is essential that parents give us phone numbers and addresses where they can be contacted in an emergency during the daytime. We are also required to have other local emergency contacts who will act on parents' behalf. This information is required before the child is admitted to the school and should be kept up-to-date. Forms will be sent home each year for a review. Should you need to update this information in between reviews please contact staff in the school office where you will be asked to detail the amendments in a record book.

School Visits

We follow the National Primary Curriculum and educational visits are arranged to link with topic work and are essential in helping children to learn. They provide opportunities for the children to gain first-hand knowledge and enrich their learning experiences. Each year, pupils will make at least one education visit. Some places visited include:

- Birmingham City Centre; Birmingham Museum and Art Gallery; Black Country Museum, Blakesley Hall, Charlecote Park; Hams Hall; Harvington Hall; Lickey Hills; Lunt Fort; local parks and RAF Cosford to name but a few

Educational visits are an essential part of our pupils' learning, providing invaluable experience and making learning more exciting. Charges to parents for such visits are kept to a minimum and, where appropriate, pupils in key stage 2 use public transport.

The school is insured by the EFA against its legal liability should it be held responsible for causing injury to your child whilst in our care. In common with many other schools, no additional insurance is arranged in respect of educational visits eg personal accident and should you be particularly concerned about this area of risk you are advised to make your own private arrangements.

Parents are always requested to sign consent forms to allow pupils to participate in visits. Where these are not returned, it is not possible for pupils to join the trip.

Child Protection

The school's first concern is always the welfare of the child and it has a duty to take action to protect the child at all times. The school involves other organisations which have a duty to care for children – because it has the interests of the child in mind – and sometimes contact can be made without prior consultation with parents / carers. All Birmingham schools follow the guidelines of the Birmingham Area Child Protection Committee. If you would like to know more about these procedures, please talk to the headteacher.

The Governing Body

Parents can forward any ideas they may have to school's Governing Body either by e-mail to the address at the front of the prospectus or in writing c/o the school address. Parents of pupils can also ask to see copies of the rules and regulations for the Governing Body and minutes of their meetings and you are requested to enquire at the school office if you wish to see these. Issues raised at the Governing Body AGM will be followed through by the Governors across the year.

Governing Body Curriculum Statement

We aim to provide a broad and balanced curriculum which encompasses the National Curriculum, ensures equality of opportunity and actively encourages children to value cultural diversity.

Through a variety of structured activities and opportunities, pupils will be encouraged to meet their maximum potential.

We will prepare pupils for adulthood by developing their religious, cultural and moral understandings as well as reflecting the needs of the community.

The Curriculum

What are the children learning at school?

The curriculum consists of all the activities within a school and also includes the quality of the relationships and the values which are important in developing a child's sense of morality. The nine subjects of the National Curriculum are only a part of this. They are identified as:

Core Subjects:	English; mathematics; science; information communication technology
Foundation Subjects:	Geography; history; creative arts; physical education; design technology – we call this 'topic' and school follows a structured and balanced approach to teach exciting themes such as animals and habitats, kings and queens and World War II
Compulsory Subjects:	Religious education

In Early Years, subjects are taught as part of an integrated topic day. In key stages 1 and 2, subjects are delivered mainly as separate units with foundation subjects delivered under 'topic' heading. Children learn from each new experience we are able to provide. We have the responsibility as parents and teachers to make all a child's experiences appropriate and worthwhile.

Setting and grouping

Sets are flexible and regularly re-assessed. In foundation subjects and Early Years, pupils work in mixed ability friendship groups. In each teaching arrangement, work is specifically matched to pupils' abilities and needs including gifted and talented pupils' academic needs.

The management of the school day

- In nursery, the sessions are 15 hours per week per child split across two full days and one half
- In Early Years and key stage 1, teaching time is 22 hours and 40 minutes weekly
- In key stage 2, teaching time is 24 hours and 50 minutes weekly

This excludes time for daily act of collective worship, registration, lunch and playtime breaks.

Special educational needs

The Oval School follows SENDA – Special Educational Needs and Disability Act – as well as the Code of Practice which both explain how to help a child experiencing difficulties. All children mature and develop at different rates. Occasionally, a problem develops and, if this happens, parents are informed and a plan is formulated to support the child. If necessary, help and advice can be sought from the agencies who can provide more specialised help. Hopefully, then, the child can start to make improved progress.

Gifted and talented pupils

The Oval School has developed a policy for ensuring pupils who are particularly gifted in an area can have their learning extended through appropriate measure of challenge. Pupils are identified as such as a result of twice yearly tests of QCA and SATs.

Literacy

During the last twelve months, a lot of work has been undertaken to raise standards in reading and writing. We set targets for reading and writing, plan more reading and writing sessions, provide open sessions for parents and have also provided a range of training sessions for staff.

Mathematics

At The Oval we teach mathematics to equip our pupils with numeracy skills which will enable them to develop a positive attitude towards using mathematics on a daily basis. Pupils have the opportunity each day to gain greater confidence in using mental and oral strategies as well as developing a satisfaction from solving problems covered in the many aspects of the national numeracy strategy.

Science

At the Oval School, in our teaching of science we aim to ensure that all children have the opportunity to satisfy their natural curiosity to explore and investigate the world around them. We aim to develop scientific skills such as experimentation, observation, communication and prediction. In both key stages, children's work will be assessed by the teacher at the end of each topic. The assessments will be used to form a record of your child's progress in science.

Information Communication Technology

Children use computers and other forms of technology including listening centre, keyboards and programmable toys from nursery through to year 6. Children are taught word processing, data handling, graphics and modelling. Our aim is to give all pupils the opportunity to apply and develop their ICT capabilities in all curriculum areas.

Religious Education

Through RE, children are encouraged to reflect on their beliefs to acquire knowledge and understanding of other faiths and to make sensible, moral choices. Children are taught to value themselves and others and they take part in a daily act of worship which is mainly Christian in nature, following Birmingham Education Department's agreed policies. Parents have the right to withdraw their child from collective worship but are asked to talk to the headteacher before doing so.

Creative Learning

All other curriculum subjects are taught through our topic work which includes a balance of subjects across the year – music, history, geography, art, drama and design technology and is studied on a two-year cycle and is presently being revised for the new national curriculum. Some examples of what we do are:

- John Muir award is 30 hours of conservation work
- in term 3 (summer) a multicultural study is undertaken which varies each year and depends upon topical themes to include sport (for example in 2012 the themes were the Queen's Jubilee, the Commonwealth and Olympic values)

Information is sent out to parents on a termly basis about the above topics which are taught through trips and visits therefore bringing history and geography to life! Trips have been well supported and paid for by parents.

Each topic includes a presentation to which parents may be invited, an exciting entry activity and visits or visitors. Topic work is assessed to ensure children are making progress and to check a curriculum balance is taught.

Topic teaching centres on the creative skills development:

- enquiry
- reasoning
- information processing skills
- creating thinking
- evaluation
- communication

PSHEE and citizenship / SRE

Personal, social, health and economic education (PSHEE) and citizenship at our school is used to promote pupils' personal and social development and their health and well being. It is taught from nursery through to year 6 and enables pupils to develop the knowledge, skills and understanding they need to lead confident, healthy and independent lives and to become informed, active and responsible citizens.

Sex and relationship education at our school supports pupils through their physical, emotional and moral development. It enables them to develop the skills and understanding needed to make healthy, responsible choices about their health and well being and to move more confidently and responsibly into adolescence. SRE is taught from nursery through to year 6 with more discrete lessons provided for years 4, 5 and 6.

Extra-curricular activities

We have arranged school-funded holiday clubs at Easter. Some after-school sporting clubs occur seasonally and run for one night per week whilst daylight lasts. Clubs include athletics, basketball, cricket, dodge ball, freestyle dance, tennis and tri-golf as well as inter-school sports. Parents must collect from out of hours activities and sign a consent form to allow their attendance.

Pupils will be involved in extra-curricular activities provided they demonstrate appropriate standards of behaviour during school hours and at the club.

Theatre trips are occasionally arranged and parents will be requested to fund these visits.

Clubs in school

Across the year, a variety of after school and lunchtime clubs are offered and you will see some of them listed above under extra-curricular activities.

Arts Policy Provision

The Oval School tries to develop a variety of opportunities for arts development particularly through our topic curriculum.

Visits to art galleries are arranged. Theatre trips are organised as extra-curricular activities on the whole. On occasions, theatre groups may work as 'artist in residence' within curriculum time.

Joint Work With King Edwards Foundation Schools

The Oval School involves year 5 pupils in taster sessions at these schools.

Pilot Partnership (Formerly Known As Education Action Zone)

The Oval School is a member of the Kitts Green / Shard End Pilot Partnership. The Partnership provides many additional opportunities for pupils and school works with them to develop joint priorities particularly:

- raising standards of literacy and numeracy
- working with pupils to develop appropriate behaviour which enables good work

Provision For Sport

Across the school year, pupils are offered a variety of sporting opportunities such as:

- football clubs
- rounders clubs
- netball clubs
- gym
- adventurous outdoor education
- swimming
- dance

We participate in local schools' competitions. The Oval School endeavours to ensure all pupils have the same opportunities. These clubs are organised out of school hours or extra-curricular.

Complaints Procedure

If you have a worry or complaint about the school, curriculum or your child's education then please follow the advice given in school's complaints procedure information which is available on the website.

Additional Documents

Parents may request to see the following:

- schemes of work
- school policies
- data protection
- child protection policy) please see school website
- medicines in school)

Please contact the Senior Secretary, Mrs Hopcraft, who will make appropriate arrangements for you.

For more information, including school standards and test results, please go to either school's website at www.theovalprimary.co.uk, our school profile on <http://schoolsfinder.direct.gov.uk> or access school's Ofsted report on the DfES website.

Having read all about our school, if you would now like to come and visit us you are more than welcome to do so. Please contact us as detailed below to make a convenient appointment:

Telephone: 0121-464 3248

E-mail: school.office@theoval.bham.sch.uk

Thank you for taking the time to read our prospectus