

**Broseley C of E
Primary School**

**GROWING
GLOBAL
CITIZENS**



Prospectus 2023-2024



We hope that the day-to-day information contained in our school prospectus is helpful, however, if you have any queries about the school that are not answered in our prospectus, please do not hesitate to contact us.

All the documents referred to are available for your inspection at any reasonable time. If you wish to see any of them please contact the school administrator to make an appointment. If you require a copy of any of these documents, this will be possible on payment of a small charge to cover the cost of photocopying. Many of the documents are also available on the school website www.broseleyprimary.co.uk

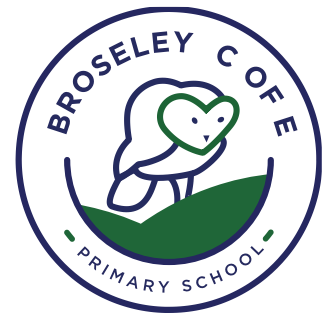
Any records concerning your child that are kept in school are available for your inspection at any reasonable time. Please make an appointment via the School Administration Team admin@broseleyprimary.co.uk

The information contained in this booklet is correct at the time of going to print but it is possible that changes may be made before or after the school year starts.

Dark Lane, Broseley, Shropshire TF12 5LW
Tel: 01952 567630. Fax: 01952 883606

admin@broseleyprimary.co.uk
www.broseleyprimary.co.uk

Head teacher: Ms Claire Killick.
Deputy: Ms L Simpson, Assistant head: Ms R Howell-James.



Dear Parents and Carers,

The purpose of this prospectus is to help you to get to know more about our school. Broseley C of E is a mixed age, Church of England, Primary School, controlled by Shropshire Local Authority.

It is very important to us that the partnership between school and home is as good as it possibly can be. We want to be open and transparent as possible and work with parents to provide the best education possible for your children.

There will be many opportunities throughout your child's stay here for you to share in his or her education and our staff and I will always be available to talk to you about any aspects of your child's development at school.

We are always keen to share and celebrate the children's successes, both academic and extracurricular, and there will be many opportunities for you to join us for class activities, Christmas and Easter services and other events throughout each year.

One of our aims is to 'Grow Global Citizens'. This means that we want our children to understand the world and their place in it. We want our children to be active in the community and have the confidence and skills to live and work wherever they want.

We expect our children to follow our 3 basic rules: Be Kind; Be Ready; Be Safe. We encourage children to take care of each other within a framework of firm but caring discipline. We believe very strongly that children should take responsibility for their own actions and, by fostering this atmosphere of self-respect and respect for others, we hope that all children will have the opportunity to fulfil their potential, both academically and socially.

As a Church of England school we have close links with our local church and we aim to work together to confirm the values and principles of the Christian faith.

We hope that you will share with us in making this a successful and happy period in your child's life.

Yours sincerely,

Miss Claire Killick
Headteacher

The Governing Body

Our Full Governing Body meets at least once each term to ensure the smooth running of the school and to discuss school improvement. Committee meetings also take place termly. Discussions cover all aspects of school life from improving the school grounds to the appointment of staff and budget forecasting, as well as, of course, teaching and learning.

The Governing Body is made up of a range of representatives who come together to form a very supportive team working together for the good of our school.

Co-opted Governors

Mr Ian Barrett (Chair of Governors)

Miss Alison Edwards (Vice Chair of Governors)

Mr Chris Cannon

These Governors have been co-opted as they have the necessary skills to challenge and support the work of the school.

Foundation Governors

Mrs Rose Lloyd

Mrs Susan Hodgetts

Foundation Governors are appointed by the Diocese and ensure our connection with the Church remains strong.

Local Authority Appointed Governor

Mr Howard Davies

Local Authority Governors are appointed by Shropshire Council and give a wider perspective to our work in school.

School Governors

Miss Claire Killick - Headteacher

Mr Jamie Cowdrill - Staff Representative

Parent Governors

Mrs Cara Duppa

Mrs May Morgillo

Miss Leah Bailey

Mrs Laura Heath

If you would be interested in becoming a Parent Governor please contact the school.

Vacancies for Parent Governors will be advertised to parents at least annually.

Minutes of Governors' meetings are kept in the school office and are accessible to everyone who wishes to see them.



School Ethos

At Broseley C of E Primary School we strive to create wonderful FUTURES for our children. We want our pupils to be and have:

Fun

Understand the World

Think and talk

Unique

Responsible

Exercise

Spirituality

This will be achieved for our children through a purposeful learning environment in an atmosphere of mutual trust and respect, where Christian values underpin our aims.

School Admissions and Transfers

Your child may have joined us from our main nursery feeder provision, Little Owls. If this is the case you will have been invited to see the school and to meet key staff. Your child will have visited the school to meet key adults and to see their learning spaces.

If you are new to the area and you have children of primary age, you are welcome to make an appointment to be shown around individually. Any queries or questions will be answered fully and should you decide to enrol your child with us, you will be given a general admission form to complete. This will enable you to give us information relating to date of birth, doctor, telephone contact numbers, possible allergies, etc.

The school's Learning Mentor, Mrs Katie Childs, and our EYFS team, work closely with any children who transfer to our school for a short induction period to ensure that children feel secure and comfortable in their new school.

Inclusion Policy

Broseley C of E Primary School has a policy of inclusion. This means that the school is committed to providing the very best education for all of its pupils, including those with special needs. The school is adapted to cater for children with physical disabilities to enable them to take part fully in the life of the school.

The school has a number of children with special needs ranging from mild learning difficulties to more complex physical or medical needs. These children are fully integrated into school life in line with our inclusion policy. If you have any questions relating to the school's inclusive ethos, please contact our SENCo and Deputy Headteacher, Liz Simpson, via the school office.

School Uniform

We expect the highest of standards in all aspects of school life and expect the children to look smart in school and when representing the school in the community. Our children enjoy the sense of belonging and pride in their school that wearing a uniform brings and all children are expected to wear uniform to school.

Please note that it is your responsibility as parents/carers to make sure that your child is in the correct uniform each day.

Pupil Uniform
<ul style="list-style-type: none">• Green sweatshirt/cardigan (with, or without the school logo embroidered on it)• Navy polo shirt• Grey trousers, shorts, skirts or pinafores• Black shoes (no trainers)• Green and white summer dress• Plain socks

Sweatshirts and polo shirts with the school logo can be obtained from SR Embroidery (please see the Facebook page for SR Embroidery or visit the website on <https://sr-embroidery.com> or the school office can order them on your behalf.

Jewellery

Small stud earrings and a watch may be worn as an acceptable part of our school uniform; other jewellery items, such as necklaces etc. **must not** be worn to school for health and safety reasons.



PE Kit

- Plain short sleeved green T-shirt with plain black shorts and black or navy jogging bottoms.
- Plain standard sports trainers (no bright colours).

All children take part in PE lessons each week, and pupils also have the opportunity to take part in a variety of lunchtime and after school sporting activities.

For health and safety reasons children are not permitted to wear jewellery of any kind for PE. This is not usually a problem unless children are wearing earrings that they find difficult to remove themselves. We would ask for your support in making sure that your child is not wearing earrings on the days that they have PE (class teachers will be able to tell you which days these are).

Please remember that all school uniform, including PE Kit, must be named.

How we look after your children

Both teaching and non-teaching staff, such as the school administrators and kitchen staff, all help to look after your children in school. Staff are always happy to help and support pupils and parents in any way that they can.

Mrs Moore or Mrs Durns, our office staff, are usually the first people you will meet on entry to the school and they will be able to help you with most of the questions or queries that you may have.

Teaching staff are always happy to see parents but we would ask that you try to avoid the very busy morning session and, instead, pop in to speak to teachers at the end of the day unless the matter is urgent. In most circumstances, it is appropriate and practical to make an arrangement/appointment to do so.

If you wish to leave a message for the class teacher, the office staff will pass on any information on your behalf.

If you need to see the Headteacher or Deputy Headteacher please ask at the main office but do be aware that you may need to make an appointment.

A member of staff will be at the main entrance for Breakfast Club at the start of each day to meet and greet parents and pupils informally. They are always happy to deal with any queries that you may have.

We encourage parents to come into school as often as they wish to see the good work that the children are producing and to look at displays, etc. If you would be interested in helping in the school, we would be more than happy to see you.

PLEASE NOTE:

- **The school site is a non-smoking zone and visitors are not permitted to smoke anywhere on school property and this includes e-cigarettes.**
- **Parents/Carers are not permitted to use their mobile phones in school for safeguarding reasons.**



Staff

Headteacher

Miss Claire Killick

Deputy Headteacher

Miss Liz Simpson

Teaching Staff

Mrs Tanya Mitchell
Mrs Joanne Aston
Mr James Heath
Mr Jamie Cowdrill
Mrs Abbie Gibbons
Miss Issabelle Cooke

School Office Manager

Mrs Debbie Moore

School Office Administrator

Mrs Cheryl Durns

Site Manager

Mr Graham Loynton

Lunchtime Supervisors

Mrs Cheryl Power
Mrs Charlotte Taylor
Mrs Anna -Marie Lewis
Mrs Pauline Jones
Mrs Joanne Parker

Teaching Assistants

Mrs Cheryl Power
Mrs Anna Lewis
Mrs Gemma Beddow
Mrs Julie Phillips
Mrs Jo Young
Mrs Heidi Beech
Mrs Pauline Jones
Mrs Debbie Woolley
Miss Chloe Gibbons
Mr Zach Price

Learning Mentor

Mrs Katie Childs

Kitchen Staff

Mrs Angela Brickley
Mrs Anne Jones
Mrs Ellen Hill
Mrs Kim Allen
Mrs Kelly Spender

Breakfast Club Staff

Mrs Karen Beach
Mrs Angela Brickley
Mrs Pauline Jones

Cleaning Assistants

Mrs Karen Beach
Mrs Ellen Hill
Mrs Marion Long
Miss Donna Mitsopoulos
Mrs Kelly Spender

The School Day

Our school day is 8:45am until 3:15pm every day.

The school gates open at 8:30am. Children then come straight into school via their classroom doors for morning activities such as reading and spelling.

Lessons begin at **8:45am**, directly after registration. If your child arrives after 8:45 am they must report to the main office to register before going to class. They will receive a 'late' mark.

School gates **do not open until 8:30am** and we ask you to ensure that your children do not arrive at school any earlier than this unless they are attending Breakfast Club.

The lunch break is between 12:00 noon and 12:50pm.

The afternoon session is 12:50pm until 3:15pm.



Breakfast Club

Breakfast Club runs from 7:45am to 8:45am each morning. Children attending the club receive a healthy breakfast and take part in some fun morning activities.

The cost of attending Breakfast Club is heavily subsidised by school which keeps the cost low at £2.00 per day.

If you would like your child to attend our Breakfast Club, or you would like more information about it, please contact a member of the office staff.

After School Club

After School Club runs from 3:15 until 5.30pm. It costs £10 per child and £6 per sibling. We also have a shorter session from 3:15 until 4:30pm at a cost of £5 per child. Again, if you would like further information please contact a member of the office staff.



Attendance

It is very important that your child attends school on time every day. Studies show that those children with poor attendance at school are far less likely to reach their full potential. Children with good attendance make more progress than those with poor attendance.

Working in a school we are all too aware of the increase in the cost of holidays when schools are closed compared to term time costs. However we would urge you not to book holidays during term time as the time off **cannot be authorised** and parents may be subject to a fine by the local authority.

Parking

As with most schools, parking is always difficult. If you need to use a car for transporting your child to school we would ask you to avoid parking outside the school gates, also avoiding the yellow zigzag lines. Limited parking is available on the Birch Meadow car park. We would ask parents not to park on the school car park unless you have prior permission due to health and safety regulations.

We encourage as many pupils and parents as possible to walk to school.

Breaks and Lunchtimes

All of the children have two breaks in the school day, one break mid-morning and one at lunchtime.

Mid-morning break: 10:45am – 11:00am

Lunchtime: 12:00 noon – 12:50pm

During lunchtimes your children are taken care of by our Lunchtime Supervisors and Pastoral Staff. Teachers and Teaching Assistants are also available during lunchtime. Children take part in a wide range of activities including PE, adventure playground games, etc. They can also enjoy some of our quieter spaces.

There is no separation or division between those children that pay and those who take free school meals. If, in fact, your child currently is having free school meals, that facility will automatically transfer with them. If you think your child may qualify, please ask the administration staff, Mrs Moore or Mrs Durns, for the appropriate form.



The School Curriculum

There are 3 main strands running through our curriculum. They are Sustainability, Equality and Empowerment. We will believe they are vital for the children of Broseley if they wish to be global citizens. By global citizens, we mean someone who is aware of and understands the wider world and wants to take an active role in this.

Your children will experience a wide range of subjects during their time at the school. They will also have the opportunity to take part in extracurricular activities such as sport, drama, art and music.

The curriculum is as broad and as balanced as possible to ensure that the needs of all children are catered for and special gifts or talents are nurtured. No child in our school should feel disbarred from equal access to the curriculum, irrespective of ability, gender, race or creed.

It is our aim that the curriculum should enable children to have/be:

Fun

Understand the World

Think and talk

Unique

Responsible

Exercise

Spirituality



Our Approach to the Curriculum

By the time your child finishes Broseley Primary, they will have received a rich and varied curriculum that has also covered all the appropriate elements of the National Curriculum.

As a school we have a 'creative curriculum' approach. This means that most subjects such as history, geography, art, etc. are linked through a topic or theme each term. In our school the children are usually taught English and Maths in the morning by their class teachers. In the afternoon children are taught all of the other foundation subjects, such as History, Art, etc. ICT will be used at the teacher's discretion and all classes have an interactive whiteboard, laptops and iPads. ICT is also taught as a discrete subject.

In this way we feel that our pupils receive the very best education we can offer. It also means that our pupils are well prepared for their next stage of education.

Spiritual, Moral, Social and Cultural Development (SMSC)

Developing the pupil's awareness of the spiritual, moral, social and cultural diversity of the world in which we live is of paramount importance to us. We offer numerous opportunities to explore all aspects of SMSC both through the curriculum and through the way we work as a school.

Our Christian ethos of tolerance, respect and understanding underpins much of the SMSC work that takes place in the school.

We use our outdoor learning spaces, such as 'forest school' not only to enhance the children's learning experiences but also to develop their awareness of the need to care for the environment.



Religious Education and Spiritual Awareness

The teaching of Religious Education (RE) has a strong focus as we are a Church of England school. We have regular acts of Christian worship in our school however, parents do have the right to withdraw their children from this should they wish to do so.

The school follows the agreed syllabus for the teaching of RE and children learn about other religions and cultures as part of their RE work.

The children take part in a wide range of activities designed to explore different faiths and cultures from around the world. This is a focus of our school curriculum.

Open Days/Special Events

The school organises a number of open days and special events throughout the year, where parents/carers and children take part in a range of activities based on different areas of the curriculum. Parents/carers have the opportunity to look around school and chat to teachers and pupils informally about the curriculum as well as engaging in some activities themselves. Open days are a very important part of the social life of the school.

A number of special events take place throughout the year, including Harvest Festival, Christmas celebrations and a Summer Production. Some events are held at church and parents and children are invited to attend. These events are always very popular with parents.



Personal Social and Health Education (PSHE)

We believe that PSHE and Citizenship are very important aspects of the work that we do in school to support SMSC.

PSHE and Citizenship are delivered in a variety of ways. Each half term there is a whole school focus on one aspect of PSHE and the children take part in a variety of activities including assemblies and circle time. Circle time gives children the opportunity to share thoughts and feelings in a very relaxed and open manner.

Mrs Simpson, our SENDCo, co-ordinates the school's PSHE programme.

Healthy Schools

Broseley C of E School aims to be a healthy school and as such we are proactive in teaching children about healthy eating, the importance of exercise and healthy lifestyles.

School meals are well balanced and nutritious and our cook often uses produce that the children have grown themselves in the school garden.

If you provide your child with a packed lunch we ask that you consider using healthy options and do not send chocolate bars or similar to be eaten during lunchtimes.



Sporting Activities

There are a wide range of sporting activities that our children take part in both during school hours and after school. We also take part in a variety of inter-school competitions.

When your child reaches year 3/4 they will have swimming lessons each week during the spring term, as part of the PE curriculum.

We are also keen to hear about the sporting activities that our pupils take part in outside of school. Please let us know if your child has a particular sporting talent or is a member of a club.

Special Educational Needs (SEND)

Every child can succeed at our school. We are inclusive for everyone regardless of backgrounds, needs or disabilities.

A number of our children have special educational needs, which may be a specific learning difficulty, or take the form of an emotional or behavioural needs. These needs may not be best met by the classroom teacher alone and, if we consider that there may be a problem, we will ask you to call into school to discuss how we can best work together for the child's benefit. Mrs Simpson is the coordinator for special educational needs (SENCO) and she is supported by teaching and support staff who are dedicated to helping children throughout school.

Homework

The role of parents in encouraging children to complete and return homework is vital and we are very grateful for the support we receive. Children receive English and maths homework every week. Homework will always be set according to your child's ability and will reinforce learning that has taken place in the classroom, therefore the work should not be too difficult for children to complete at home.

Occasionally homework projects linked to the class topic area will be set and this is designed to build on the learning that has taken place across the school. It also provides parents/carers with the opportunity to get involved with their child's homework.

At the start of the year the children are given a homework book where you can record if they have read to you, practised their spellings and completed homework. Children will bring this home every day and it should be returned to school each morning.

Resources

We aim to be as well-resourced as possible for the benefit of the children and the purchase of new resources is an on-going process.

The school has a range of IT equipment which is used throughout the school day to support all areas of the curriculum. Each class has an interactive whiteboard and staff and children are very proficient in using technology.

We are also very keen to develop the use of the outside classroom and have invested in resources that can be used at playtimes and lunchtimes as well as during class time. The school also has a forest school area which is used throughout the year.

This year we have created our own Research Centre, which combines reading materials and technology to be used side by side.

After School and Lunchtime Clubs

We offer a wide range of lunchtime and after school clubs. Not all clubs run each term as we try to offer as much choice and variety to pupils as possible to try to find something for everyone. At the beginning of the term a letter will come home with details of the clubs on offer for children to sign up to. We also have a club list on our website.

Administration of Medicines

When you register your child here we will ask you to complete a personal information form. If on completion you indicate that your child has any form of regular medication that needs to be administered at school, for example, if your child is asthmatic or suffers from hay fever, we will ask you to complete a further form to explain how we should help.

Only medicine prescribed by a doctor can be kept in school and this **MUST** be brought in by a responsible adult who will be asked to complete a medication in school form.

Under no circumstances should children bring any form of medication into school, including throat lozenges or cough sweets.

Please note: only trained school staff are permitted to give children any form of medication.

Online Safety

We often discuss with the children how to keep themselves and their peers safe, both in school and outside school. We cover such things as bullying and how to keep themselves safe on social media sites and in the community. Online safety is taught as part of our planned Computing and PSHE curriculum areas, as well as through assembly opportunities that aim to create a culture of safety and wellbeing.

Pupil Groups

Different groups of children are chosen to help support the continual development of the school. School Council meet at least termly with the Headteacher, and representatives from each class attend and feed back to their peers. Bronze Ambassadors, Eco-Warriors, Playground Ambassadors and other pupil groups support teaching staff in a range of ways across school.

Personal Belongings

Children are not allowed to bring toys to school, unless a member of staff has given them specific permission. The heartache and distress caused by the loss of a favourite toy and the amount of valuable teaching time lost in trying to find it just make it too difficult to allow. Toys can also distract pupils from teaching and learning.

Children are permitted to wear sensible stud earrings and watches **but** we would stress that these items are the responsibility of the wearer and school cannot accept any liability for their loss or damage.

Mobile Phones

For safeguarding reasons, mobile phones **must not** be brought into school unless direct prior permission has been obtained by parents/carers from a member of the Senior Leadership Team. Permission will be given only in exceptional circumstances. The phones must be left in the office areas and collected at the end of the day. Staff cannot be held responsible for the safe keeping of phones although they will take every precaution. Mobile phones brought into school without permission will be confiscated and kept in school until collected by a parent/carer.

School Dinners

Children have the choice of bringing a packed lunch into school or having a cooked school meal. Foundation and Key Stage 1 children are entitled to a free school meal and we strongly encourage parents to take advantage of this opportunity.

Meals cost £2.20 per day and can be paid for daily, weekly or monthly in advance on our school money cashless system: School Money. Cartons of drinks can be purchased daily at the cost of 50p and bottles at £1.00. Water is served with lunch. Dinners are nutritious and tasty and an up to date menu can be found on the school website

Please note that school lunches are provided by our in-house catering and are the responsibility of the school. Any difficulties related to dinners are dealt with by the school cook. If you have any queries regarding dinners please contact the school office in the first instance.

Keeping in Touch

It is very important to us that the link between parents/carers and school is as strong as possible. It is in all our interests that we work together for the benefit of your child. Throughout the time that we have your child in our care, you will have many opportunities to discuss progress with his/her class teacher or with the Headteacher, both formally and informally.

There are three 'formal' opportunities per year to meet with staff to discuss your child's progress at parent consultation evenings. In July you will receive a written end of year report for your child. You are also welcome at any time to make an appointment to see the Headteacher, Deputy Headteacher or class teacher about any aspect of your child's education.

We keep in touch by informing you of events, activities and school news via our school Facebook page or texting service. We also upload information to our website www.broseleyprimary.co.uk.

You will be invited to many different events throughout the school year and we hope that you will attend as many as possible.

A member of staff are usually available before the start of the school day to lend a friendly ear to parents. You will also find Mr Loynton, our Site Manager very happy to assist in matters relating to the school site.



Child Protection Statement

At Broseley C of E Primary School we recognise that the safety and wellbeing of your child is our responsibility. We wish to work in partnership with you, share successes with you and discuss any concerns that we may have.

Since your child's welfare is our first priority, there may be rare occasions when our concern for your child means that we have to consult other agencies. We will endeavour to contact you in the first instance to share our concerns and, where possible, seek your consent to a referral being made to Children's Social Care.

This will only be done where we believe that such discussion will not place your child at further or increased risk of significant harm. The welfare of the child will be paramount and will override any other considerations where we consider that to be the case.

The procedures we follow are those laid down by the Shropshire Safeguarding Children's Board. The school has adopted both Child Protection and Anti Bullying Policies for the safety of all.

If you would like to know more about our procedures or the policies, please speak to the Headteacher, Claire Killick, who is the Designated Safeguarding Lead.

Our School Prayer

Dear God,

Thank you for our lovely school

Thank you for our friends, for the support we give
to each other and the fun we have.

And thank you for the adults who help us.

Please help our school to be a safe and happy
place full of happy children.

Help us to do our best.

To achieve success.

To treat others in the way that we would want
to be treated ourselves.

And to make the right choices.

Thank you.

Amen



We hope that you have found this information useful. Please do not hesitate to contact the school on 01952 567630 should you require any additional information or support. We are always happy to help.

You may also wish to visit the school website: www.broseleyprimary.co.uk