

APPENDICES

2010/2011

Appendix 1

School Admissions

Solihull LEA currently operates the following admission criteria:

If any school is over-subscribed within any one priority, the children living closest to the school (measured in a straight line from the child's home address to the school) will be offered places.

An application will be given more priority if the child the application is for would have an older brother or sister who lives with them at the school at the same time.

There is no automatic progression from a nursery place in a school to the reception class in the same school. All parents must apply for a reception place.

If your child is not offered a reception place at your preferred voluntary-aided school, you can appeal against the decision. You can appeal in writing to the Chair of Governors. Unless your circumstances change significantly, the governors of a school will not consider a repeat appeal in the same year.

Appendix 2

Destination of pupils September 2009

Arden School	1
Grace Academy	2
Langley School	1
Lode Heath School & Sports College	35
Lyndon School Humanities College	29
Nilestiles School & Technology College	1
Small Heath School	1
St Peter's Catholic School	1

Appendix 3

Staffing 2010/2011

HEAD TEACHER

Mrs P Read-Law

DEPUTY HEAD

Mr M Doyle

ASSISTANT HEAD

Mrs S Wood

TEACHING STAFF

Mr S Albutt

Mrs C Corless

Miss K Davies

Miss R Harrison

Mrs A Harvey

Mrs G Howard

Miss K Huntington

Miss H Johnson

Miss E Jones

Miss N Key

Mrs J Luckhurst

Mrs S McTear-Mendonca

Mrs H Peace (ARC)

Mrs R Redshaw

Mrs L Sewell (ARC)

Mrs R Smart (ARC)

Miss E Smith

TEACHING ASSISTANTS

Mrs V Bennett (*Child specific*)

Mrs A Brookes

Mrs V Depasse-Mealia

(*Learning & Behaviour
Mentor*)

Miss J Dixon

Mrs H Hall

Mrs A Harding

Miss S Harrison

Mrs J Krepa

Mrs M Matharu (*Cover
Supervisor*)

Mrs P Morgan

Mrs N Patterson

Mrs W Ryan

Mrs L Stewart (ARC)

Mrs J Taylor

Mrs L Thomas

Mrs S Troth (ARC)

Mrs D Warrilow

Mrs L Wilson (Child Specific)

SPEECH THERAPIST

Mrs A Jones

BURSAR

Mrs C Plows

ADMINISTRATION OFFICER

Mrs J Casley

Mrs J Mytton

Mrs A Panaser

GENERAL ASSISTANT

Mrs K Boden

SITE MANAGER

Mr G Stoneman

LUNCHTIME SUPERVISORS

Mrs S Dadson

Mrs P Fealy

Miss A Gumbley

Mrs S McDougall

Mrs J Saunders

Mrs A Sharma

Mrs L Tudor

Appendix 3A

The Governing Body

The Governors are appointed by the LEA after election by parents and teachers and through the nomination of the Local Authority. In addition (4) members are co-opted by the Governors themselves. They serve four years and share, together with the Headteacher, the responsibility for the running of the school. They meet, at least once a term, to take decisions which affect the general policy of the school, the appointment of staff and the management of the finances. They may be contacted through school or you may write directly to the Chair.

Chair of Governors (LEA Appointees)

c/o Hatchford Brook J & I School
Old Lode Lane
Solihull B92 8LW
Tel: 0121 743 4691

Headteacher

Mrs P Read-Law

Teacher Governor

Mrs C Corless

Non Teaching

Mrs A Brookes

Parent

Mrs K Fisher

Mrs M Gordon

Mr R Gough

Mrs S Khanim

Community Governors

Ms Jenni Daniel

Miss Amy Taylor

LEA Appointee

Mrs Paula Burston

Mr John McLurgh

All governors work to support every aspect of school life and provide another link between parents and the school which enhances our open door policy of communication.

Local Education Authority

Metropolitan Borough of Solihull
P.O. Box 20
The Council House
Solihull
West Midlands B91 3QU

Director of Education
Education Welfare Officer

Appendix 4

TERM DATES 2010/2011

AUTUMN TERM 2010

Term begins:	Wednesday 1 st September (INSET)
School re-opens:	Thursday 2 nd September
Half Term:	Monday 25 th October – Friday 29 th October
Term Ends:	Friday 17 th December

SPRING TERM 2011

Term begins:	Tuesday 4 th January (INSET)
School re-opens:	Wednesday 5 th January
Half term:	Monday 21 st February – Friday 25 th February
School closed:	Monday 28 th February (INSET)
Terms ends:	Friday 8 th April

SUMMER TERM 2011

Term begins:	Tuesday 26 th April
School closed:	Monday 2 nd May (May Day)
School closed:	Thursday 5 th May (INSET)
Half term:	Monday 30 th May – Friday 3 rd June
School closed:	Friday 24 th June (INSET)
Term ends:	Friday 22 nd July

INSET days are non-pupil days.

Appendix 5

Summary Cost of Trips - Charging for School Activities

Within the terms of the Education Reform Act, it is the policy of this school's Governing Body:

- ❖ to levy the appropriate charges to parents for all board and lodging requirements on residential visits.
- ❖ to levy charges for activities wholly or mainly outside school hours where appropriate.
- ❖ to levy charges for pupils entering examinations where the school has not prepared pupils in that examination year.
- ❖ to levy charges for materials and ingredients where parents have indicated in advance that they wish to keep the finished article.
- ❖ to ensure that on occasions where charges may be levied, no pupil is disadvantaged solely by their inability to pay.
- ❖ to leave to the Head's discretion the proportion of the costs of an activity which can be properly charged to public or non-public funds.
- ❖ to require parents to pay for damage to school property for which their children are responsible where reimbursement is appropriate.
- ❖ to request voluntary contributions from parents for school activities in school time which can only run if there is sufficient voluntary funding, whilst ensuring that no child is debarred solely by the inability or unwillingness of their parents to pay.
- ❖ to continue to encourage and support the work of the FHB in sustaining their funding and subsidies for a wide range of school activities and the maintenance of the school fund in its voluntary capacity

A copy of the School's Charging & Remission Policy May 2009 is available in school.

Appendix 6

SATs Results

At the end of Key Stage 1 (Year 2) and at the end of Key Stage 2 (Year 6) pupils take the National Standard Assessment tasks and tests. These measure the pupils' attainment in comparison to National achievements in Literacy, Numeracy and at the end of Key Stage 2 Science.

These tables show the percentage of Year 2 children achieving each level in 2009. (Figures may not total 100% because of rounding.)

The number of eligible children is: 30

	W	1	2	2C	2B	2A	3 or above	Pupils Disapplied	Pupils absent
Speaking & Listening*	3	23	43				27	0	3
Reading	0	17		3	17	17	43	0	3
Writing	0	17		10	13	27	30	0	3
Mathematics	0	7		17	13	23	37	0	3
Science*	0	30	47				20	3	

W represents pupils who are working towards Level 1 but have not yet achieved the standard needs for Level 1

U no subject level able to be calculated due to the absence and/or Disapplication

* Results for speaking and listening and science are based on teacher assessment only

- These assessments do not apply at every level and therefore figures may not total 100%

These tables show the percentage of Year 6 children achieving each level in 2009.

Number of children in Year 6: 70

Figures may not total 100% because of rounding.

Teacher Assessment						
Percentage at each level						
	B3	L3	L4	L5+	Pupils disappled	Pupils absent
English	4	11	70	14		0
Mathematics	4	11	63	21		0
Science	1	11	56	31		0

Test Results						
Percentage at each level						
	B3	L3	L4	L5+	Pupils disappled	Pupils absent
English	6	16	50	26	0	3
National Average 2008	6	13	51	30		1
Mathematics	6	24	50	16	0	4
National Average 2008	5	15	47	31	0	1
Science	6	10	59	23	0	3
National Average 2008	2	8	44	44	0	1

Key:

B3 Pupils who are working at a level below that assessed by the tests; those failing to achieve a level from the tests and those achieving a compensatory Level 2 from the tests. In the chart, B3 also represents below Level 3 for teacher assessment.

L3 Level 3

L4 Level 4

L5 Level 5+

Appendix 7

School Uniform

We are proud of our school, and our uniform is a symbol of our pride. Parents are encouraged to send their children to school smartly and appropriately dressed.

All items of uniform should be clearly marked with your child's name. For security reasons, please put your child's name on the inside of their book bag.

FOUNDATION STAGE (Nursery/Reception)

For all children a school sweatshirt to be worn over a white polo shirt and navy jogging bottoms. In the summer navy shorts may be worn instead of joggers (no summer dresses please). Sensible black shoes, white or grey socks.

MAIN SCHOOL UNIFORM

Winter Uniform	
BOYS Navy Sweater or School Sweatshirt/Sweater White Shirt School Tie Grey Trousers Black/Navy Shoes	GIRLS Navy Sweatshirt/Cardigan or School Sweatshirt/Sweater/Cardigan White Blouse School Tie Grey Skirt/Pinafore Dress/Grey Trousers Black/Navy Shoes <i>(No heavy boots/heels)</i>
Summer Uniform	
White open-neck shirt Navy Sweater/Sweatshirt Black/Navy Shoes School Baseball Cap	Blue/White Check Dress Navy Cardigan/Sweatshirt/Sweater Black/Navy Shoes/Sandals <i>(No open toed shoes/sandals or sling backs)</i> School Baseball Cap

Socks may be white, grey or navy for general use and in PE for both boys and girls. We have found that girls' low fronted slip-on shoes are dangerous. Please send children in safe, sensible shoes - no heels or heavy boots. Wellingtons should have a named peg for safe storage.

Hair should be neatly tied back and any hair decorations should be simple and be blue, white or black in colour.

Boys' Hair – Please be reminded that boys' hair should be appropriate for school. **Tram lines and shaven heads are not permitted.**

School baseball caps for protection against the sun during the Summer Term can be purchased from local school uniform retailers.

PE Kit

It is vital that the children have their own change of clothing for PE which is safe and appropriate and allows for free movement at all times. A change of clothing is also essential for hygiene reasons.

All clothing should be clearly marked with the owner's name and kept in a pump bag clearly named.

Infant Kit	
BOYS White T-shirt Navy Shorts Black Pumps	GIRLS White T-shirt Navy Shorts/Games Pants Black Pumps
In addition to the above, a warm jumper and trousers or tracksuit will be useful for outdoor games during the Autumn and Spring terms.	
Outdoor Kit (Winter) – Juniors	
White T-shirt Navy Shorts Sweater/Sweatshirt A change of socks Dark coloured Trainers Black Pumps	White T-shirt Sweater/Sweatshirt Navy Games Shirt/Shorts A change of socks Dark coloured Trainers Black Pumps
In addition to the above, a warm jumper and trousers or tracksuit will be useful for outdoor games during the Autumn and Spring terms.	
Outdoor Kit (Summer) – Juniors	
White T-shirt/Athletics Vest Navy Shorts Black Pumps Dark coloured trainers	White T-shirt/Athletics Vest Navy Shorts/Games Pants Black Pumps Dark coloured trainers

Children should have a protective overall for craft, art and technology (an old shirt will do). Children should have a small bag in which to keep items of equipment and clothing. Unfortunately cloakroom space is severely limited and large, holdall bags create many problems.

The Governing Body have agreed that the wearing of jewellery, including earrings and studs should not be worn because of health & safety.

Mobile phones and electronic games should not be brought to school.

LOST PROPERTY

All misplaced items of clothing are placed in the lost property bin. This is held for a period of one term. The naming of all items of clothing would alleviate this problem and parents are urged to encourage their child/ren to take care of their property.

Appendix 8

Attendance Data

September 2009 – End of Spring Term 2010

❖	Number of pupils of compulsory school age	378
❖	Pupil Sessions	90766
❖	Authorised absences	4934 (5.4%)
❖	Unauthorised absences	750 (0.8%)
❖	Number of pupils with at least 1 unauthorised absence	126

Please note that parents are strongly requested not to take holidays during term time. This severely disrupts pupil's education and means that they miss important learning opportunities.

Parents have a statutory duty to ensure that their child regularly attends school and can face prosecution if more than 10 days holiday is taken during the school academic year.

Appendix 9

School Meals

School lunches are of a very high standard and well received by the children. There is a separate dining room adjacent to the kitchen block. The current daily cost is £1.80. (Figures correct at time of printing)

We request that payments be made promptly each Monday morning, or by cheque for the term or half term during the first 2 weeks. Please make all cheques for meals payable to “**Solihull Metropolitan Borough Council**”. Monies/cheques should be placed in a payment envelope bearing your child’s name, their class and the amount enclosed. Your child’s name should also be written on the reverse of the cheque. Payment can also be made over the internet using the Council e-payment system.

Child’s name	Jennie Jones
Class	YR
Amount	£9.00 cash

Alternatively a packed meal may be brought into school if parents/carers wish, but we do urge that this must be a proper nutritious and balanced meal. A sandwich, a few savouries, yoghurt or piece of fruit is an appropriate packed lunch. Sweets should not be sent to school.

If children change from hot dinners or vice versa a weeks notice must be given in writing.

Free School Meals

Free school meals are supplied to children whose parents are in receipt of Income Support or Jobseeker’s Allowance – Income based only.

If you feel that your child/ren is likely to be entitled to free school meals, you should contact one of the following:

- School Meals Liaison Officer
- School Secretary

Map Showing the Local Vicinity

Hatchford Brook
Junior and Infant School

