

Butts Primary School



“One school, one community”

Dear Parent

Welcome To Butts Primary School

Butts Primary School aims to create a happy and stimulating environment in which all children are encouraged to achieve their full potential.

We encourage children to develop positive attitudes to learning. We promote respect for all members of society and celebrate diversity.

We deliver a broad, balanced and exciting curriculum, enabling our children to become independent learners who grow intellectually, emotionally, morally, physically and spiritually.

We feel that your involvement in the life of the school is beneficial both to you as parents and to the school. We encourage parental involvement and support at many levels.

We are proud to support our local community and in turn appreciate all the support our community gives us. Our motto is ‘One school, one community’ and this forms an intrinsic part in our curriculum and ethos. We have developed the over-arching curriculum values of diversity inclusion, wellbeing and equity.

If you would like to visit the school, please arrange an appointment with the school office.

If you would like to read the school’s most recent Ofsted HMI report, please visit www.ofsted.gov.uk and click on ‘inspection reports’ at the top of the page. A quick search can be done by using our URN (Unique Reference Number) which is 104147.

You can be assured that we will take the greatest care possible with the education and welfare of your child.

Yours sincerely

Mrs. A Hill
Executive Head Teacher

Mrs D Marusamy
Head of School

Overview

Butts Primary School was built in 1975 as an open plan design. In 1999, a purpose built Early Years unit was added. Additions and development of the site include an ICT suite/music hub, SEND room and reception outdoor classroom.

The school provides education for girls and boys between the ages of three and eleven within and beyond the Butts community.

The school offers a rich and broad curriculum with emphasis on children developing across the curriculum working in partnership with our local community. Our curriculum begins with the child, the family and grows outwards to include our local community, Walsall and then beyond including worldwide and historical communities.

We aim to raise the achievement of every pupil in our care through staff, governors and parents working together on a programme of continuous improvement.

In June 2014 the school federated with Alumwell Junior School and became the Alumwell Junior/Butts federation.

The federation expanded in July 2016 to include Palfrey Junior School and became known as the Cadmus Family of Schools. In July 2017 Millfield Primary School joined the federation and in November 2017 Chuckery Primary School also joined and then Leighswood Primary in 2019. In November 2021 Whitehall Junior School became a Cadmus school also. Cadmus Family of Schools now includes schools. Mr Max Vlahakis is the Chief Operating Officer and Executive Headteacher of Leighswood School. Mrs Angela Hill is the Executive Head teacher for Palfrey Junior School and Butts Primary.

Location

Butts Primary School is situated on the junction of Teddesley Street and Butts Road, within close proximity to Walsall Arboretum and the town centre.

There are two entrances for children and parents; one entrance is in Butts Road, and the other on the junction of Butts Road and Teddesley Street. During the day, visitors should come to the school office via the Teddesley Street entrance. Parents coming to Nursery should use the Butts Road entrance. Parents are requested **not** to park in the car park entrance, as this is in constant use by school staff, catering and site maintenance vehicles.

Unfortunately, there are no car-park space for parents. Parents and visitors are respectfully requested to park in local streets.

Zigzag markings are located on Butts Road and Teddesley Street and a crossing warden on Teddesley Street. If you bring your child to school by car, please do not park on the zig zags or school car park as this puts our children, parents and staff at risk.

Aims of Butts Primary School

Mission Statement

At Butts Primary School, we aim to enable all members of the school community to achieve their best by providing a creative and challenging education within a caring, inclusive environment.

Learning to be successful learners:

We motivate children to enjoy learning and become confident learners. We have an exciting, meaningful curriculum and a stimulating learning environment.

Learning to be confident individuals:

We promote high self-esteem and independence and develop children's ability to talk and communicate effectively.

Learning to be responsible citizens:

We encourage children to have respect for themselves, others and the environment and to take responsibility for their actions.

To achieve these aims, all staff should:

- Lead by example; inspire and enthuse.
- Recognise, praise and celebrate success
- Be positive: show respect, understanding and patience.
- Promote excellence with positive leadership and direction.
- Provide a happy and safe environment in which children and parents feel valued and welcome.
- Provide opportunities to extend children's experiences; e.g. participation in sports, performance, clubs, educational visits and visitors.

- Work in partnership with parents and the wider community.
- Seek continually to improve our school; have opportunities to generate and try out ideas and work as a team.

Governors

What are governors?

Governors are like a Board of Directors who make policy decisions about how the school is run, they meet twice each term. Currently there is a Governing body across the Cadmus family of schools and an individual Butts Primary School Governing body committee.

Governors are appointed to:

- Set the ethos and tone of the school
- Set the aims and objectives
- Set policies and targets for achieving the objectives
- Set agreed standards of behaviour
- Interview and select staff
- Decide how the school budget is best used for the benefit of all the children and staff
- Act as critical friend to the senior leadership team by providing advice and support.

Governors have legal duties, powers and responsibilities. They act as a group, not as individuals.

A School Governor is either:

- A parent
- A teacher at the school
- A local council representative
- A representative from the local community, business people etc.
- A non-teaching employee at the school

A Parent Governor:

- Has a child at the school
- Is selected by the parents of the school

All our governors are up to date and on the website.

School Organisation

Our school is organised into three units:

- 1) Foundation Stage ~ Early Years (ages 3 - 5)
- 2) Key Stage 1 ~ Years 1 & 2 (ages 6 - 7)
- 3) Key Stage 2 ~ Years 3, 4, 5 & 6 (ages 7 - 11)

<i>Chair of Butts Local Governing Body</i>	Mrs M. Mortiboys
<i>Chair of Cadmus</i>	Mr R Roberts
<i>Vice Chair of Cadmus</i>	Mrs M Mortiboys
<i>Interim Headteacher</i>	Mrs D Marusamy
<i>Assistant Head Teacher & KS2 Phase Leader</i>	Mrs P Khalique-Loonat
<i>SEND/LAC Lead</i>	Mrs S Wynn
<i>KS1 Phase Leader & Phonics Lead</i>	Mrs Rai
<i>School Business Manager</i>	Miss S Horton
<i>Office Admin Assistant</i>	Mrs G Evans
<i>Principal Lunchtime Supervisors</i>	Mrs S Akhtar
<i>Caretaker</i>	Walsall Council
<i>Cook</i>	Mrs K Hill

The school is grouped in the following way in this academic year:

Teachers	Mrs A Masood
	Miss J Fellows
	Miss H Rathbone
	Miss M Jones
	Mrs D Rai
	Miss L Billingham
	Mrs P Khalique-Loonat
	Mrs C Terry
	Miss Smillie
Teaching Assistants	Miss H Hadland,
	Mrs S Dawkins,
	Mrs S Edgington,
	Mrs Follows,
	Mrs M Barton,
	Miss M Hurst,
	Mrs S Khan,
	Mrs D Somerfield
	Miss V Lacey,
	Mrs J Power
	Mrs H Khanom
	Mrs N Shaheen

Personnel at Butts School

Class teachers are generally responsible for the pastoral care of their children. Any problem, which you feel may affect your child's achievement, should be shared with the teacher.

We occasionally use supply teachers to cover classes, however we like to use regular and familiar 'faces' if at all possible.

We use staff from Forest Arts Music Service to provide specialist class instrumental/music lessons for Year 4, Year 5 and Year 6.

Teaching Assistants support learning and work with specific children identified as needing extra support.

Our cook is Mrs Hill who oversees the provision of healthy meals in the kitchen. Mrs Akhtar is our Principal Supervisor for lunchtime. They are supported by a team of lunchtime supervisors who assist children taking a school meal or who have a packed lunch. The school caretaker and four cleaning staff keep the site in good order.

A large number of our staff are qualified First Aiders.

Mrs Calcutt teaches Drama to Reception Y3/Y4/Y5 & Y6. This superb provision makes up the PPA cover for the teaching staff but adds greatly to our broad and balanced curriculum.

Term Dates

Autumn Term 2025:

Term starts: Monday 1 September 2025

Half term holiday: Monday 27 October 2025 to Friday 31 October 2025

Term ends: Friday 19 December 2025

Spring Term 2026:

Term starts: Monday 5 January 2026

Half term holiday: Monday 16 February 2026 to Friday 20 February 2026

Term ends: Friday 27 March 2026

Summer Term 2026:

Term starts: Monday 13 April 2026

Half term holiday: Monday 25 May 2026 to Friday 29 May 2026

Term ends: Monday 20 July 2026

Confirmed INSET days are Monday 1 September 2025, Tuesday 2 September 2025, Friday 24th October 2025 (Target Day), Monday 2nd February 2026, Friday 22nd May 2026, Monday 20th July 2026.

School Times

Nursery	Morning Session	8.30am – 11.30am
	Afternoon Session	12.30pm – 3.30pm
Reception & Yrs. 1 – 6	Morning Session	8.55am – 12.30pm
	Lunchtime	12.30pm – 1.20pm
	Afternoon Session	1.20pm – 3:20pm

Children enter school from 8.30am. (Nursery from 8:30am)

Parents of children in Early Years, Y1, Y2 Y3 and Y4 should wait with their children until they go in.

Y5 & Y6 children may be left on the playground from 8.40am, but not before for their own safety.

At 8.45am, children come into school so that they are all settled and ready to start at 8.55am.

Early Years Foundation Stage

The Reception and Nursery children follow the recommended curriculum for the Early Years Foundation Stage which links with the National Curriculum in Year 1.

Key Stage 1

Within Key Stage One, children are grouped according to age in two classes, Y1 and Y2.

Key Stage 2

We have four classes within Key Stage Two - Y3, Y4, Y5 and Y6.

General Organisation

Classes are mixed ability and are grouped at times according to abilities. Learning is planned to meet the differing needs within each class, whilst raising the achievement of all pupils to allow them to reach their full potential.

Each class teacher has a specific subject specialism and it is their role to ensure that the subject is taught proficiently throughout the school. They also ensure that able and talented children are extended, challenged and offered opportunities within that curriculum area.

At all times children are encouraged to reach their potential. Teachers and teaching assistants at Butts Primary School have high expectations of their children and ensure through careful assessment and planning that the work provided for your child is of the highest quality.

Homework

It is the policy of Butts Primary School, as agreed by Governors, that children be encouraged to further their studies at home, with the support of parents. This 'home-link' is beneficial to children, parents and school. Therefore, homework is set from Reception through to Y6.

Parents are encouraged to read daily with their child and support their child with homework.

Should you wish to discuss homework please feel free to see your child's class teacher.

Collective Worship

The daily act of collective worship is a statutory duty of the school. All acts of worship fulfil the legal requirements. Knowledge of faiths is included as part of a general Religious Education programme which includes work on festivals and places of worship. Visitors and speakers from a variety of faiths are invited to contribute to our programme.

Parents have the right on religious grounds to remove their child from the daily act of Collective Worship and Religious Education. Should you wish to do so, please contact the Head Teacher. The School follows a scheme of work for Religious Education.

Assembly is also a time to recognise pupil achievement through merits and also to discuss/celebrate local, national and international key events.

Extended Services for Our School

Breakfast Club

A Breakfast Club runs from 8am – 8.45am each morning for a group of 16 children at a cost of £30.00 per week, £6.00 per session. Children register for a whole term. Pupils who attend enjoy eating a healthy breakfast and participating in a variety of fun activities.

Lunchtime Arrangements

Parents have a number of options at Butts Primary School:

- Children may go home for dinner
- Children may bring a packed lunch
- Children may take a meal from the school kitchen.

Children who go home for dinner need to be back on site five minutes before the start of the afternoon session. They must not return prior to this for safety reasons.

Registers are kept to identify those children on site during the lunchtime break. In the event of an emergency, staff need to have accurate information of numbers. Children who go home for dinner are not accounted for by the register system. Parents are requested to bring their child to the office prior to the start of afternoon school.

Children who bring a packed lunch are requested to provide their own healthy lunch-box and drink dispenser, clearly named. We are a 'nut-free' school, so all lunch boxes must not contain any nuts. Children eat their lunch in the school, under the supervision of lunchtime staff, before joining other children in the playground. Our school meal provider is CMC. School employs a cook, Mrs Hill and two kitchen assistants Mrs Miller and Mrs Locke. Every effort is made to provide a nutritious, enjoyable meal. Information about the meals service should be requested from school cook and is on our school website. All KS1 and Reception pupils are entitled to a school dinner as part of the governments Universal Meal Scheme.

Parents are requested not to provide canned drinks or sweets for their child to supplement the school meal.

Lunchtime supervisors, under the leadership of Mrs Akhtar & Mrs Witton are there to ensure that dinner times provide safe and enjoyable experiences for the children. There are structured games organised by the lunchtime staff and equipment for the children to use. Our school sports coach organises game zones for pupils to participate in a variety of games.

The Lunchtime staff receive regular training and pupils are rewarded for behaving well and sanctions are applied if they make the wrong choices. Pupils are expected to follow the instructions of the lunchtime staff.

Fresh fruit is provided each day for children in Nursery, Reception, Year 1 and Year 2 at no cost to parents. Toast can be purchased for children at £1.50 per week. This is to be paid on Sunday evening on the school Gateway app. All children have ready access to water and are encouraged to bring in their own labelled water bottle.

Any enquiries in regard to eligibility for free school meals should be directed to the First Stop Shop in the main Civic Centre entrance in Darwall Street or to our main school office. The school treats sensitively when claiming of free school meals. Entitlement to free school meals brings in additional funding to school. Please apply if you feel you are entitled.

Admissions

The Governing Body endorses the L.A. policy for admission into Primary School. Places are allocated by the Authority according to agreed criteria i.e.:

- Having a brother or sister already at the school
- Relevant medical and social factors
- The proximity of home address to the main building in Butts Road as the crow flies.

The Governors offer Nursery places on a 'waiting-list' system. There is no specific catchment area restriction for this age. Prior to entering Nursery, there are home visits to ease the transition from home to school. Nursery also operates Open Days for children and parents to become familiar with staff and the building. Parents are informed by letter that gaining a Nursery place does not guarantee a Reception place within our school.

The school operates a computerised pupil database containing details of emergency telephone contacts, doctor's details etc. On admission to our school, parents / carers will be asked to complete a 'Pupil Contact Sheet', a 'Pupil/Parental Consent Form', 'Walsall NHS Community Health Form' and a 'Walsall Council Registration Form for free school meals or Early years' pupil premium.

Please let the school office know immediately of any changes to your child's contact details. For example: -

- **changes to telephone numbers of any contacts on your child's form**
- **any change of address**
- **any new medical information which the school needs to be aware of**

IT IS VITAL THAT WE ARE ABLE TO CONTACT YOU IN CASE OF AN EMERGENCY

Uniform

Butts Primary School has an agreed uniform policy. Details are listed below.

Jewellery

For health and safety reasons, the only jewellery allowed in school is stud earrings and religious jewellery. Children with pierced ears should wear small studs only, which should be removed on P.E. and swimming days. Teachers cannot remove studs from a child's ears.

If you wish your child to wear a watch, the responsibility for it has to be with the child. The school will not accept any responsibility for lost or damaged items of any nature. Smart watches and mobile phones are not allowed in school.

Valuables and Money

Parents are requested to avoid their child bringing anything of value into school. If your child needs money for a school event or anything else, please put the money in an envelope with your child's name on it.

School Clothing

Items of school uniform which carry the school logo can be purchased from Clive Marks School Wear (Saddlers Centre) and Crested School wear (Victoria Arcade) Walsall and Myclothing.com online. Please label your child's uniform.

ALL CLOTHING SHOULD BE CLEARLY NAMED.

Governors Agreed Uniform Policy

<u>Boys</u>	<u>Girls</u>
White or pale blue shirt Or polo shirt	White or pale blue blouse/shirt or polo shirt.
Navy blue sweatshirt with school logo	Navy blue cardigan with school logo
Grey trousers or shorts	Grey skirt or trousers
Conventional black shoes Or black trainers	Conventional black shoes or black trainers
	<u>Summer option</u> Blue/White check dress.

Early Years & Nursery Dress Code

Jogging bottoms:	Navy blue
Polo Shirt:	White or pale blue
Navy blue sweatshirt with school logo	
Navy blue cardigan with school logo	
Black training shoes	

PE/Games/Swimming (including Early Years)

White T shirt	Swimming trunks for boys (not shorts)
Black shorts	1 piece costume for girls
Black plimsolls / trainers	Swimming hat
Outdoor shoes for games – trainers or appropriate boots	
Black tracksuit (optional)	

Unsuitable and Unacceptable Dress

- Jeans
- Any clothing depicting football teams e.g. football shirts, shorts
- General leisure wear e.g. Bermuda shorts, cropped tops etc.
- Coloured trainers or unsuitable high-heeled shoes
- The school does not permit children to have haircuts that could serve as a distraction to other children e.g. tram lines, brightly coloured hair, more than one parting or shaved patterns.

Attendance

Very good attendance is so important to children's learning and happiness in school. We promote excellent attendance in a number of ways:

- Each member of the class with the highest weekly attendance percentage receives a prize or extra play.
- Every child that achieves 100% attendance at the end of the year receives an award.

We need the support of parents and carers to make sure children come to school every day and are punctual. If your child is absent, please let school know the reason why between 8.30am and 9.30am on the first day of absence. If you do not call, our Attendance Lead Officer will need to call you to ask why your child is absent.

Here are the rules about attendance:

Authorised Absence (An absence authorised by the school either before or after it occurs)

- When the pupil is prevented from attending by sickness
- A day set aside for religious observance
- Medical or dental appointments – although ideally should be booked outside school hours
- Pupils attending another educational establishment

Unauthorised Absence

- An absence without permission from an authorised representative of the school.
- An unexplained or unjustified absence
- An absence that is not included in the 'authorised absence' list
- Any holiday taken during term time
- Children arriving 30 minutes after the register has closed (i.e. after 9.30 am) will be given a late mark.

Holidays During Term Times

Governors are concerned at the amount of learning being missed due to holidays being taken during term time. For this to happen, the following rules have been introduced about holidays being taken during term time.

Parents/Carers need to write to the school stating their intentions concerning the proposed holiday. Governors have adopted Walsall LA policy. It states that:

- All holidays are unauthorised.
- If you choose to take your child on holiday the family may be fined £80.00 per parent per child or may be removed from the school roll.

Health, Safety and Pupil Welfare

Sickness

If your child is unwell and unable to attend school, please telephone the school to inform the office of their absence by 9:30am, a message can be left at any time on the messaging service Option1.

If your child has any infectious diseases, please notify the school immediately. If your child has an accident or is taken ill during the school day we will first contact parents/carers and then a contact name on file

Parents must contact school with any changes to emergency details so we are able to contact you if there is an emergency.

In exceptional circumstances school will keep prescribed medicines which you give to your child or your child takes. In these circumstances a 'Parent Consent Form to Administer Medicines' must be completed by the parent.

School follows the following guidelines:

- A senior member or staff will administer prescribed medications.
- Medicine to be taken 3 times a day can usually have one dose before school, one after school and one before bed.
- Should medicine be required four times a day or in an emergency, then parents **MUST** complete a 'Parent Consent Form to Administer Medicines'. This **does** include inhalers.
- **Medicines must be prescribed by the doctor** and be handed to office staff with a completed consent form. Children are not allowed to have medication with them in the classroom under any circumstances.

Staying Healthy

Inhalers for all children are kept in the classroom.

Children know that they can have access to them at any time during the day.

Should you require your child to miss either P.E. or swimming, we respectfully request you notify a member of staff/school office explaining the medical reasons.

Health and Safety

The Headteacher ensures that the site is safe and repairs are carried out to ensure the Health and Safety of the children.

All accidents are recorded and accident forms are completed, should a child require medical attention.

An ambulance will be requested in serious cases and Parent or Carers will be contacted immediately.

Curriculum

The full range of National Curriculum subjects taught:

- English
- Mathematics
- Science
- P.E.
- Drama
- Music
- History
- Geography
- Computing
- Art
- Design/Technology
- Modern Foreign Languages (KS2) - French

Also: Religious Education
PSHE (Personal, Social and Health Education)
RSE
Well-being
Forest School

Any queries about the curriculum should be discussed with your child's teacher or the Head Teacher.

Synthetic Phonics

Synthetic phonics is taught in Reception, Key Stage 1 and for some children in Key Stage 2 where deemed necessary.
School follows the Ruth Miskin Early Reading phonics scheme.

Relationships & Sex Education

You will be aware that, as a part of your child's educational experience at Butts Primary, we aim to promote personal wellbeing and development that gives our young people the knowledge, understanding, attitudes and practical skills to live healthy, safe, productive and fulfilled lives, both now and in the future.

Relationships Sex Education and Health Education is now compulsory in all schools

Special Needs

The school's policy is in line with the Code of Practice.

Children who have been identified as having a special educational need are assessed by staff and outside agencies. Procedures are put in place to support the child. Parents are kept fully informed of progress, through review meetings and we liaise closely with different support agencies.

Able and Talented

Able and Talented children who show particular aptitude in academic subjects, or special skills in the arts or sport are identified. Extra challenges, activities are integrated into the lessons to stimulate and inspire.

Assessment

Teachers use on-going assessment to plan next steps in children's learning. Formal national assessments (SATs) take place in Y6. Pupils in these years and in Years 1, 2,3, 4 and 5 are assessed termly in Reading, Writing, Mathematics, Arithmetic, Spelling, Punctuation and Grammar. Teacher assessed judgements are also made for Science in Y6. School uses PIRA for reading assessments and PUMA for maths assessments termly.

Children in Nursery and Reception are assessed termly in relation to Early Learning Goals.

Teachers will provide a mid year and end of year report on your child's progress. There is also an opportunity to meet your child's teacher during Parent Evening. The Autumn term Parents Evening is a Target day. On this day school is closed and pupils and parents meet for a longer interview with the teacher to discuss progress and targets.

Equal Opportunities

The school has a firm commitment to offering equal opportunities to all children in all areas of the curriculum, as well as extra-curricular activities.

In addition, opportunities are provided for children to broaden their understanding of how individual differences enrich our community.

Parent/Carer Evenings

There are parent consultations during Autumn and Summer term, when parents have the opportunity to discuss their child's progress with the class teacher. There is a target day in the Spring term, school is closed for the day and parents and pupils are offered a longer appointment to discuss targets and progress. Teachers will report on your child's progress in a written report and parents may discuss this with staff and see their children's learning over the year.

The school operates an open-door policy and parents are always encouraged to share information and concerns with staff.

Secondary Links

The school has worked hard to forge links with local schools. As well as induction days for Year 6 pupils, children take part in a variety of events aimed at helping children to bridge the gap between primary and secondary school.

Home - School Links

Parents are very welcome to come along to a range of events to celebrate different festivals, children's achievements, community celebrations and workshops.

Regular newsletters, twitter and the school website keep parents informed of school events, as do notice-boards around the school.

We are always keen to encourage parents to help in school. Please contact the school if you feel you could give a few hours each week. Throughout the year the school hosts a variety of parent workshops.

Extra-Curricular Activities

The school is keen to encourage children to take up new interests. We have a range of extra-curricular clubs, during lunchtimes and after school, which are much enjoyed by children.

Behaviour

It is the mission of our school that we provide a wholesome, happy and supportive environment in which our children can develop.

It is with this aim in mind that we have developed Positive behaviour and Positive relationships Policy for Butts Primary School. This identifies our values and agreed behaviour for our children and our policy is based on restorative with emotion coaching.

Butts Primary School has a community ethos where we all care and look after each other. We celebrate the wide diversity of our children and believe that we offer all children the chance to grow and develop into caring and successful members of the community.

We aim to promote a safe and secure environment in which everybody is able to learn and develop both academically and emotionally without any prejudice. We encourage inclusion, equality, well-being and celebrate diversity. School provides a calm working atmosphere. Good manners are encouraged and expected at all time.

To achieve this, we promote our four key community values daily:

Be kind

Be safe

Be fair

Be ready to learn

The importance of working as a team and being a good member of the community is promoted daily. Children who show good choices and decisions will be rewarded by praise, stickers/certificates, golden tickets and house points.

We have clear guidelines for behaviour, both during school-time and at lunchtime. You can be assured that the health and welfare of your child is of paramount importance to the staff at Butts Primary School. The Governors will ensure that procedures are followed as specified in our policy.

We take bullying seriously. This is tackled in a number of ways; e.g. through assemblies, promoting community values, parent meetings and workshops.

We always encourage children, and parents, to tell us about any concerns relating to bullying

Safeguarding

Our Designated Safeguarding Lead is Mrs Khalique. Mrs Marusamy and Mrs Hill are also part of the safeguarding team. Any concerns should be passed to any one of these members of staff. Any difficulties will be dealt with in confidence. The school regularly reviews its Child Protection Policy.

Butts Primary is a safe school with a policy for the protection of children. Parents and carers can be confident that proper procedures are in place to ensure that all staff appointed are suitable to work with children. All adults within the school have a responsibility to protect children and staff are trained to respond sensitively to child protection concerns.

It is sometimes necessary to seek advice from other agencies such as social care. We hope that we can offer support to parents and carers as well as children at difficult times, so that we are working together to do the best for the children in our care.

Transition to Secondary Schools

Parents can apply for their child to be educated at any secondary school of their choice. Our children transferred to these schools in September 2023.

School	2024	2025
Aldridge School – A Science College	16	14
Blue Coat CE Performing Arts College	2	2
Ormiston Shelfield Comm Aca	1	1
Shire Oak Academy	2	3
West Walsall Eact	2	1
Q M High School	2	2
Q M Grammar School	3	2
Willenhall E-ACT Academy	0	1
Pool Hayes Academy	0	1
The Arthur Terry School	0	1
Wolverhampton Girl's High School	0	1
Nishkam High School	0	1
Joseph Leckie	1	1

Finance

Charging and Remission Policy

The Governors have adopted the policy of the L.A. We ask parents to make a voluntary contribution towards the cost of visits and visitors. School subsidises most visits and we always seek the most competitive and safe options for transport. If your child is absent on the day of a trip because of illness, your payment will be refunded.

All monies for trips are to be paid through the School Gateway app. This can be downloaded to your phone from the Play Store or App Store.

Dinner money and toast money is to be paid by 8.00am on a Monday morning via the School Gateway app, unless your child is absent from school due to illness.

Complaints Procedure

Our school procedure for dealing with complaints is set out below.

- We expect all our pupils, staff and parents to listen carefully and respectfully to each other.
- A minor complaint can be dealt with by the class teacher. In the event of this not being satisfactory then please contact the Head Teacher/Assistant Head.
- If the parent feels that the complaint is serious then the parent will be requested to complete an official complaints form which will be dealt with by the Head Teacher. Should the parent feel they are still not satisfied, a written complaint will be considered by the Governing Body Committee.