



**COUNTY BRIDGE  
PRIMARY SCHOOL  
PROSPECTUS  
2014 - 2015**

## Contents

Welcome to County Bridge School	Page 3
The Aims of the School	Page 4
The School Environment	Page 5
Where to find us	Page 6
School Information	Page 7
The School Day	Page 8
School Uniform	Page 9
Jewellery	Page 9
Toys and other belongings	Page 9
School Meals	Page 10
Parental Involvement	Page 10
Admissions	Page 11
Child Protection	Page 11
Health and medicines	Page 12
Behaviour Management	Page 12
Charging Policy	Page 13
Curriculum	Page 13
Assessment	Page 13
Swimming	Page 14
S. E. N.	Page 14
Complaints Procedure	Page 15
Extra Curricular Activities	Page 15
School Staff	Page 17
School Governors	Page 18

## Welcome

Dear Parents or Carers

On behalf of the children, staff and Governors of County Bridge Primary School I extend a warm welcome to you and your child.

County Bridge Primary is a small and friendly environment where every child matters and where the aim of all our members of staff is to ensure that every child will achieve their very best to fulfil their true potential.

The school prospectus will help you to gain an understanding of how our school is organised and it will enable you to appreciate the exciting opportunities on offer for children in our care.

All schools have their own distinctive 'feel', which makes each one unique. We believe that the 'special feel' at County Bridge Primary is to do with our caring, friendly atmosphere.

Our school continues to develop in many exciting ways, providing an even more enriching experience for our pupils.

I am extremely proud to lead a team that is committed to providing the very best opportunities for the children who attend County Bridge Primary School.

Staff, supported by the governors, work hard to deliver a rich and challenging curriculum; to prepare children for future education; to help them acquire the skills and enthusiasm needed to pursue learning for the rest of their lives.

The best way to find out about our school is to come and visit, to see us in action and meet the staff and the children. A telephone call to the school office on 01922 720718 is all that is needed to arrange this.

We look forward to welcoming you to our school and also to a happy and successful partnership with all our new children and families.

Mrs R Patel  
Headteacher

## The Aims of the School

Our aims are as follows:-

- To establish a secure and happy environment in which great emphasis is placed on caring and sharing and on a respect for the needs of others and awareness of their environment.
- To provide for the all round development of every individual by presenting a broad and challenging curriculum; and to develop knowledge and understanding by providing much first hand learning experience.
- To encourage self-confidence and independence and give every child at his or her appropriate level, the experience of success and satisfaction.
- To develop lively, enquiring minds, an enthusiasm to explore and discover, and to develop skills, knowledge and understanding from the variety of tasks presented to them.
- To meet all children's needs with sensitivity
- To encourage children to communicate effectively and share their learning and social activities with others.
- Ensure a caring, sharing, moral environment in which everyone's contribution is recognised and valued and where difference is applauded, supported by the school's Anglican foundation.
- To foster close relationships with parents and the community and to liaise with other schools.
- To promote and sustain improvement in education standards achieved by pupils and the quality of education provided by the school.

These aims are reflected in the various areas of the curriculum and school activities.

## School Environment

County Bridge is a Local Authority maintained primary school in the borough of Walsall. Financial responsibility for the running of the school rests with the Governors and the Local Education Authority, which comes under the auspices of SERCO and Walsall Council

The school provides education for up to 210 children between the ages of 4 and 11, with nursery provision for up to 39 three and four year olds.

The school celebrates its links with the community. Reverend Sharon Hough leads regular acts of worship in school, and we hold special services, such as at Harvest, Christmas and Easter in school with regular school and class acts of worship to which parents are invited. We also have good links with our local Sikh community and are constantly looking for opportunities to link with the local community

### **Accommodation and Facilities**

The main school building dates from the late 1970s and houses the following:

- Kitchen / food preparation area,
- reception / administration office
- Community / conference room
- staffroom
- library
- Quadrangle housing the school pond
- Open Plan Area for EYFS and enclosed classrooms for Y1-Y4
- We also have 2 mobile classrooms housing Y5 and Y6 classes.
- Each class has access to laptops and netbooks to enhance the ICT access within the school. We are linked to the Internet via Broadband and children are encouraged to use this as an information source as well as for e-mail
- The school has a hard surfaced, all weather play area with a safe play area for children in the foundation stage. We have a large playing field for sporting activities, which includes a wildlife area

## Where to find us

We are situated about 1 mile from junction 10 of the M6, between the A454 Black Country Route and the B4464 Wolverhampton West Road.



## School Information

**Address:**

County Bridge Primary School  
Anson Road  
Bentley  
Walsall  
WS2 0DH

**Telephone:** 01922 720718

**Fax:** 01922 631121

**Email:** [postbox@countybridge.walsall.sch.uk](mailto:postbox@countybridge.walsall.sch.uk)

**Headteacher:** Mrs Rabia Patel

**Chair of Governors:** Mr Roy Duckers

**School Hours:**

Morning session: 8:50 - 12:00 (Reception & KS1) 8:50 - 12:20 (Yr3 & 4) 8:50 - 12:30 (Yr5 & 6)

Afternoon session: 1:00 - 3:15 (Reception & KS1) 1:15 - 3:20 (Yr3 & 4) 1.25 - 3.20 (Yr 5 & 6)

Nursery sessions : Our children access 15 hours of nursery provision delivered in 5 x 3hr morning or afternoon sessions with an opportunity to access wrap around provision [ please see school for details]

**Pupils on roll as of September 2014:** 209

**Type and age range:** Primary School 3 - 11 years

**Local Authority Information:**

Walsall Children's Services Serco

**Telephone:** 01922 686200

## The School Day

8.40 - 11.40	Morning Nursery Session
8:50 - 9:00	Reception, KS1 & KS2 Children arrive
9:00	Registration
9:00 - 10:30	First Session
10:30 - 10:45	Morning Break
10:45 - 12:00/12:20/12:30	Second session
12:00 - 1:00/ 12.20 - 1:15/ 12:30 - 1:25	EYFS Lunch KS1 Lunch KS2 Lunch
12.20 - 3.20	Afternoon Nursery Session
1:00 - 3:15 / 3:20	Third session [ including KS1 afternoon break]

### Hours of attendance

Central government requires each school to publish hours per week when children are in school. This must exclude registration, the administrative part of assemblies, breaks and after-school activities. It must also publish the hours the government think children should be in school.

Age	County Bridge School	Government suggestion
5 - 7 years	23.75	21.30
8 - 11 years	25.00	23.30

### Arrival and departure

Please ensure that children do not arrive on the school site before 8.30 am. The school gates will not open until that time and will be closed at 9:00 a.m. and reopened just before 3:15 p.m. Access to our school at any other time must be via our main reception.

Children in Nursery should be accompanied by parents and escorted into the cloakroom where a member of staff will be ready to greet them. We try to encourage the children in Reception, Key Stage One and Two to be a little more independent and ask parents to leave their child at the door to the classroom, unless there is an urgent need to see your child's teacher.

At the end of the school day, for health and safety reasons, we ask parents not to come into the cloakroom areas as space is limited.

If someone other than yourself is to collect your child please ensure that the class teacher knows of the alternative arrangement.

## School Uniform

Children are expected to attend school wearing suitable clothing consisting of black or grey skirts or trousers, a royal blue jumper or cardigan, yellow polo shirts, shirts or blouses or blue / yellow school dresses in the summer months. Children should wear sensible low heeled shoes, **not trainers**. Please note that denim jeans are not appropriate school wear.

County Bridge school wear (coats, sweatshirts, polo shirts) with the school logo is available from the school office. Please check with the school administrators for up to date prices.

For P.E. activities children will need the following:

Plain white t-shirts or t shirts with the school logo /dark shorts (black)

Gymnastics and Dance: shorts and t shirt, pumps/plimsolls [not trainers] if preferred;

Outdoor Games Activities: shorts, tee shirt, a spare pair of socks and trainers. Children are also encouraged to wear a plain tracksuit/ jogging bottoms as the weather becomes colder.

Swimming: appropriate trunks / swimming costume and towels.

**All items must be clearly marked with your child's name.**

## Jewellery

Many children wear watches, but staff cannot be responsible for them.

Jewellery is not considered appropriate wear (except one pair of stud earrings if necessary).

May we also remind parents that the wearing of makeup / nail polish / fake tattoos etc. is not appropriate for school?

Children should not have ear piercings during term times as this restricts their access to PE sessions which are a statutory requirement.

## Toys and other belongings

Children are asked not to bring toys to school on a regular basis unless at the specific request of the teacher. Skipping ropes and other items which children may wish to play with outside will be provided for playground use. The school cannot take responsibility for toys etc. brought into school.

## School Meals

School meals are cooked off site and delivered to the school freshly prepared. The children have a choice of menu and the meals are well balanced and nutritious and best of all - they are delicious!!! The collection of dinner money is the responsibility of Shire Catering Services and should be paid directly to Mrs Whelan in the community room on a Monday morning and **not be given to teachers or to the school administrators.**

Please send money for your child's dinners **at the beginning of each week**, or on a half termly basis. Payment can be made in cash or by cheque. Current prices can be obtained from the school. Adjustments for absences will be made.

Some children bring packed lunches. These should be in a sensible named container. Glass bottles should not be used to bring drinks to school. **Sweets, chocolate and fizzy drinks are not permitted.**

Any parent who feels that they may qualify for free school meals may contact the office for information and the appropriate form.

**Playtime Snacks:** If you feel that your child needs a small snack during morning break, we ask you to provide a piece of fruit or raw vegetable. Key Stage One children are provided with a piece of fruit or vegetable as part of the national fruit and vegetable scheme.

**Crisps, sweets and biscuits are not acceptable.** This helps to encourage the children to eat a healthy diet.

The school also sells toast and fruit juices during morning break for those wishing to purchase a healthy tuck in school.

## Parental Involvement

We encourage parents to become as fully involved in school life as possible.

The school is looking to develop its PTA in the near future and all parents will automatically become part of that association.

Some parents assist in class with reading and other activities in school. If you would like to become involved in any of these activities or feel you have a talent that would help, we would be delighted to channel your energies in the school's direction.

## Access to Information

The school's policy is to make information as freely available as possible - an 'open door' policy. The school operates a system of informing parents of developments within the school via a weekly newsletter. The main entrance of the school is seen as an information point for parents where booklets on a range of issues, events, full National Curriculum information, circulars from the Department for Education and any inspection (OFSTED) reports are always available for inspection. Should parents wish to view a particular policy these are available upon request

## Admissions

The school's current admissions policy is operated by the school in conjunction with the Walsall Local Education Authority and Walsall Serco which is the Admissions Authority for all Community and Controlled Schools within Walsall. Any specific requests for information on admissions should be directed to the school office.

The school has a standard admission number of 30 for all year groups.

### **County Bridge Nursery**

Our extremely popular nursery provides educational care for 3 - 4 year olds. We have an admission limit of 39 children within the nursery.

## Child Protection

The school has the best interests of its children at heart and works in partnership with parents to support children in every way possible. However, the Children's Act 1989 places clear responsibility on schools to ensure that they work together with other agencies to safeguard and promote the welfare of all children.

As a result, if concerns are raised within the school, or a child or parent reports a situation involving possible abuse, we would not be able to guarantee confidentiality and any reports would by necessity be referred on to Social Services. County Bridge Primary School, like all other schools in Walsall, takes the protection of children very seriously. We are legally bound to report any concerns about child abuse to Social Services and also to the Police if we suspect a criminal offence may have taken place.

We will always try to maintain an excellent working relationship with parents/carers over these matters but the safety of the children must always be of paramount importance. Any action we take will be in line with Walsall's Area Child Protection Committee procedures

Any parent who would like further information on this subject should consult the Headteacher.

## **Health and Medicines**

If a child is on a thrice daily dose of antibiotics then it is possible for the dose to be taken before school, after school and at bedtime or we would encourage parents or carers to come into school and administer medication. If this is not able to take place, then school will require authorisation from parents for trained first aiders to administer medication.

It is appropriate to attempt to seek from parent's brief information about any chronic illnesses their child/ren may have. Where appropriate, parents will need to complete a request form if the illness requires the administration of any medicine during school hours and staff will be trained accordingly.

We are an asthma friendly school - if your child is asthmatic it is important that you inform school and ensure that your child has their inhaler/s in school at all times.

If your child has a bout of sickness or diarrhoea, we ask parents not to return their child to school until at least 24 hours after the last bout of sickness.

## **Behaviour**

Our school actively promotes and expects good manners and considerate behaviour at all times and we pride ourselves on the caring ethos which exists amongst both staff and pupils at County Bridge.

Our behaviour policy and school rules have been formulated through consultation with the children and staff and a copy is available for parents upon request.

## Charging Policy

The governing body has a school policy on charging. All children are provided with a totally free education. However, we recognise the value of educational visits which will enhance the children's learning but which the school could not fund without the voluntary support and contributions of parents. Educational visits may have to be cancelled unless the school receives 90% voluntary contributions.

## The School Curriculum

Each class teacher is responsible for providing a well balanced broadly based curriculum, in accordance with recent Education Acts of Parliament.

Our children are given access to the core subjects of English, Maths and Science, taught as discrete subjects and to the foundation subjects of History, Geography, I.T. Technology, Art, Physical Education, Music and Religious Education. We deliver our foundation subjects through a thematic approach to the curriculum, which we believe enhances the learning experience for our children

Careful consideration is given to the wide range of ages within any group of children as well as to their intellectual, spiritual, social and emotional differences. Work is thoughtfully matched to their varying levels of ability within all areas of the curriculum. French is taught throughout the school.

### **Religious Education**

Parents have the right to withdraw their children from assemblies and R.E. lessons on religious grounds. If you wish to do this, please contact the head teacher in the first instance so that alternative arrangements for your child's religious education can be discussed with you. Collective worship is central to the life of the school. We hold a daily act of worship within the school.

Please ask at the school reception if you wish to view any Curriculum documents.

### **Assessment**

Teacher assessment is an on-going process throughout your child's school life. Teachers will monitor your child's progress and you will be kept in touch with your child's progress at parents' consultation evenings, and via the annual written report.

Teacher assessments provide the basis for the teachers' planning to ensure that children's needs are met.

Our Year One pupils undergo a phonic screening check in June each year.

In addition Standard Assessment Tasks (SATs) are administered at the end of key stages 1 and 2, i.e. during the summer term of the academic years in which your child becomes 7 and 11. Results of the SATs will be issued to parents with the child's annual report.

The early years profile enables teachers to track the child's progress from entry into school throughout the Foundation Stage, and forms the basis of the report for parents.

### **Swimming**

Children in Years 2, 3 & 4 have swimming lessons at UTC Birmingham Swimming Pool during the course of the school year. It is hoped that every child will gain their 25 metres certificate before leaving the school.

### **ARTis**

The school have employed the expertise of ARTis Performing Arts Education to work with each KS1 & KS2 class for a term during the academic year. The ARTis sessions are a wonderful opportunity for children to create and produce an 'All about Film' production linked to their class theme and literacy work.

From time to time Parents are invited into school to share this experience with their children and at the end of each term films are shared with parents through a special assembly.

### **Walsall Football Club**

Walsall football club provide sports coaching within the school timetable for each KS1 and KS2 class for a term. This is in addition to a lunchtime football training session held each Wednesday during the academic year.

### **Outdoor Education**

Children in Years 6 will go on a residential visit to an outdoor education centre during the academic year. This visit provides some wonderful opportunities for learning outside the classroom and teaches a variety of skills.

### **Special Educational Needs**

The school believes firmly that all children are entitled to a quality education with the clear aim of developing their abilities to the full. Some children have particular special needs and the school is experienced in helping such children, including those with statements, under the Education Act 1981. The school is able to arrange extra support for such children. The policy of the school is to provide all children with a full range of opportunities regardless of ability.

Regular review meetings for SEN children are held throughout the year with the parent, class teacher and SEN co-ordinator.

Most children are catered for within their own class following an individual education plan which the special needs co-ordinator formulates with the class teacher and, sometimes, outside agencies. We also ensure that School Action Plus children who need support with their learning receive additional small group and / or individual support on a regular basis, usually in a very small withdrawal group. Our SENCO co-ordinates all additional support.

Funding for SEN is used to help finance the following:

Non-contact time for the SEN co-ordinator

Learning support for all statemented children or those children at School Action Plus and above who do not have support through a statement.

Classroom assistant support for those at School Action.

The SEN Policy is available for parental consultation on request.

### **Complaints Procedure**

Copies of the school's complaints procedure, which has been accepted by the School Governors, may be obtained from our administrative staff upon request.

### **Extra Curricular Activities**

We try to ensure that our children have access to a wide range of Extra Curricular activities.

These include a continually developing programme of sporting and other activities.

Information re Extra Curricular activities is available upon request.

### **After School Care**

The school does not currently have pre and after school provision on site, however we have close links with Charlie's After School Provision, who provide care out of normal school hours. Details are available upon request from our office.

## Secondary Schools

Our school has very good links with our local secondary school, Willenhall E-ACT Academy. Other schools which pupils have transferred to in Year 7 are as follows.

Queen Mary's Grammar School

Queen Mary's High School

Grace Academy Darlaston

Pool Hayes Arts and Community School

West Walsall E-ACT Academy

St Thomas More Catholic - Business and Enterprise College

## Teaching Staff

**Headteacher** - Mrs R Patel

**Deputy Head** - Mrs F Snowball

**Senior Leadership Team:** Mrs R Patel, Mrs F Snowball and Miss H Picken

**Class based teachers:** Miss Dunn, Miss Smith, Miss Taylor, Miss Hodson, Miss Jassal, Miss Evans, Mrs F Snowball, Mr Gwilt and Miss Picken

**Non class based teachers:** Mrs L Nijjar

### **Support Staff**

Mrs. B Farrington	School Business Manager
Mrs. C Corcoran	School Administrator
Mrs. K Whelan	Catering Staff/Cleaner
Mrs L Harris	Teaching Assistant
Mrs M Aveline	Teaching Assistant
Mrs S Rosser	Teaching Assistant
Mrs J Proffitt	Teaching Assistant
Mrs J Marlow	Teaching Assistant
Mrs E Critch	Teaching Assistant
Miss L Evans	Teaching Assistant
Ms D Bray	Teaching Assistant
Ms J Sheridan	Teaching Assistant
Ms J Lowe	Teaching Assistant
Mrs A Stawicki	Teaching Assistant
Mrs K Hunjan	Senior Lunchtime Supervisor
Mrs J Bourne	Lunchtime Supervisor
Mrs D Hart	Lunchtime Supervisor
Mrs J Lowndes	Lunchtime Supervisor
Mrs L Bird	Lunchtime Supervisor
Mrs K Jones	Lunchtime Supervisor
Mrs S Matharu	Lunchtime Supervisor
Mrs S Harrar	Lunchtime Supervisor
Mr S Lali	Caretaker / site manager

All staff employed within the school are trained in Child Safeguarding to at least Level 1 and have an enhanced CRB check in accordance with Walsall Council policy.

## School Governors

### The Governing Body

- Is accountable for the performance of the school
  - Plans the school's future direction
  - Selects the Head Teacher
  - Makes decisions on the school's budgets and staffing
  - Makes sure that the National Curriculum is taught
  - Decides how the school can encourage pupils' spiritual, moral and cultural development
- Makes sure that the school provides for all its pupils, including those with special educational needs

The governors are as follows:

Chair: Mr R Duckers

Vice chair Mr R Hancock

Parent: Ms S Clifton  
Ms J Hathersmith  
Mr R Hunt  
Mrs T Ball  
Ms S Rolston

Associate: Mr J Hancock

LA: Mr K Chambers  
Mr S Coughlan

Community: Mrs A Simms  
Mrs M Guy

Headteacher: Mrs R Patel  
Staff: Mrs L Harris

Should you need to contact a school governor please contact one of the School Administrators who will give you the appropriate details.