



School Prospectus

Colley Lane Primary Academy

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Colley Lane Primary Academy is one of a number of schools in the Windsor Academy Trust. We joined the Trust in April 2017 and we are excited about sharing best practice through genuine collaboration to develop something really special within the Trust which benefits all of the children.

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A message from the Headteacher

Dear Parents and Carers,

I would like to warmly welcome you to Colley Lane Primary Academy and thank you for taking the time to read this prospectus. I hope that it will help you to know more about the life and work of our school.

We are a community school with the community at the heart of all we do and work hard to provide the best, all round education where children are happy and share in our motto of 'Never settle for less than your best'.

Our curriculum is built with purpose, motivation and enjoyment in mind. Staff work together to develop creative and exciting learning experiences.

Colley Lane has been serving families within the Cradley community for over 100 years. We are proud of our academic, creative and sporting achievements. The children are well behaved and they take pride in, and look after, their purpose built school and its grounds. We want pupils to leave Colley Lane as life-long learners who are polite, independent, confident and resilient so they can thrive academically, and personally.

We have many extra-curricular activities and a thriving before and after school club.

I hope this prospectus will give you more information about Colley Lane but we encourage parents to come and visit and see for yourselves what Colley Lane can offer. Please telephone the school on **01384 900 450**, or go to our [visit our school webpage](#) to make a mutually convenient appointment. I can always assure you of a very warm and friendly welcome.

Mr D Simpson
Headteacher



Our Mission and Values

At Colley Lane, we ASPIRE:



Our ASPIRE approach teaches children the qualities and learning behaviours we want our children to develop and underpins our entire curriculum. These skills of being **active**, **resilient**, **positive** and **imaginative** learners who give **100% effort** and are **sure they can improve** are built on as children move through our school, helping every child to reach their full academic and personal potential.

The WAT Pledge - 11 before 11 - (Picture)

- 1 Go camping or have a sleepover
- 2 Visit London
- 3 Learn survival skills or have an adventure
- 4 Take part in a safe, fun day
- 5 Learn to swim
- 6 Meet a famous person
- 7 Raise money for charity
- 8 Attend a live performance (Sport/Art)
- 9 Become a first aider
- 10 Visit a historical landmark
- 11 Represent my school



Our trust-wide pledge is for all children at Colley Lane Primary Academy to undertake all of these experiences before they leave school.

Curriculum

The school curriculum is based on the national curriculum in which the staff, and governors, are committed to developing so it's not only broad and balanced, but also relevant and meaningful to the children in this school. At Colley Lane Primary Academy, our curriculum has been designed with the aim of giving children a broad and balanced curriculum which teaches both knowledge and skills.

National Curriculum

In brief the national curriculum consists of:

- The core subjects of English, Maths and Science
- The foundation subjects - Computing, History, Geography, Design Technology, Music, Art and Physical Education (gymnastics, games, dance, athletics and for KS2 only, swimming)
- As part of our wider world topic, we also teach and address RE, British Values, SMSC and PSHE. These are taught in discreet lessons and revisited in assemblies, through focus days and throughout the school's curriculum
- In KS2, children are taught Spanish

Religious Education

RE in school is concerned with promoting an understanding of religious beliefs and practices. It encourages an identification and development of a child's own beliefs whilst respecting the freedom of others to hold beliefs different from their own.

We highly value RE and believe it makes an important contribution to the development of the child. We follow the scheme of work 'Discovery RE', which is in line with the Dudley Agreed Syllabus.

Trips and Activity Days

These are organised within each year group to enhance the curriculum.

Curriculum Newsletter

There is a curriculum newsletter for each year group, issues every half term, which provides details of topics, activity days, homework etc.

What if my child finds some lessons difficult and needs extra help?

Additional Educational Needs (SEND)

Colley Lane Primary Academy has a strong inclusive ethos. We recognise that pupils learn at different rates and that there are many factors affecting achievement, including ability, emotional state, age and maturity. We understand that many pupils, at some time in their school career, may experience difficulties which affect their learning, and we recognise that these may be long or short term. There are many different ways we can help your child if they are identified as requiring additional support. If we believe your child needs supplementary intervention, we will discuss this with you fully.

We also have access to many outside agencies, such as the Learning Support Service, Educational Psychologists and Speech and Language Therapists who will support and advise us in providing more detailed and in depth support to those who require specialist help.

If you are worried about your child's learning needs please make an appointment via the school office with the SENDCo, who will be happy to discuss any concerns you may have.

English as an Additional Language (EAL)

The school has an excellent provision for those children who have English as an additional language. There are a group of staff dedicated to this work, including translators who liaise between home and school.

Music - Learning to play an instrument

There are opportunities in Year 2 and KS2 for children to learn and play a musical instrument, using specialist teachers. Alongside learning to play an instrument, children at Colley Lane also have an opportunity to join the school choir.

Sport

At Colley Lane we excel in sport and also offer many [extra-curricular sporting activities](#) that enhance the curriculum. More information on all of the extra-curricular sporting clubs can be found on the website.

Children in year 3, 4 and 5 also have swimming lessons for one term in each year.

Out of School Activities

Colley Lane has an excellent reputation for providing a variety of out of school activities during lunchtime and after school.

You can read about all of our activities on our [weekly newsletters webpage](#).

Breakfast and After School Club

A Breakfast Club (7.45 – 8.45a.m.) is available for pupils at Colley Lane. The school also runs a reasonably priced and long established After School Club (3.15 – 5.45pm). Both clubs are limited to the number of places available each day, so please check with the school office before making a booking.

You can read more about our activities on our [breakfast club and after school club webpage](#).

Homework

Homework is important, often giving important practice in basic skills. The type, amount and frequency of homework will depend on your child's stage of development. An outline of what is expected is given in each year group's curriculum newsletter.

What can we offer your child?

- Wraparound care from 7.45am until 5.45pm. Children are offered a snack and a range of activities.
- A huge variety of activity clubs including: Cross Country, Athletics, Football, Gardening, First Aid, Dance, Art and Craft and many more.
- Staff who liaise from the day your child starts school to the day they move on to high school to provide security, consistency, continuity and progression.
- A broad and exciting curriculum, a wide range of extra-curricular activities, a proven record of tremendous sporting and musical success and a Breakfast and After School Club.
- Dedicated staff, committed to raising standards, meeting the needs of every child and so enabling everyone to reach their full potential.
- An atmosphere and ethos recognised by Ofsted as “welcoming, friendly, encouraging and caring”, where every child, parent and staff member is valued.
- Excellent learning support facilities to cater for the higher attainers, children with additional needs, disabilities and those with English as an additional language.
- Positive working relationship with parents, encouraging involvement and the provision of opportunities to communicate developments, changes and innovations to ensure a true partnership.
- A school that promotes heritage and cultural diversities.
- A school senate for children composed of representatives from Year 3-6.
- A thriving Eco-Council that supports the school’s sustainable environment.
- The WAT pledge, Colley Lane strives for every child to achieve 11 activities before 11.

Starting School

At Colley Lane we aim to help your child settle into school life as quickly and easily as possible.

Home Visits

Prior to any child being welcomed into our setting the first point of contact will be made with both parents/carers and child, in the home. A home visit will be made shortly before the child is due to start Nursery. Two members of staff will make the visit.

Children who will be new to our school and joining us in Reception will also have a home visit before they start school in September.

The visit will give the staff the opportunity to meet both the parents/carers in familiar and secure surroundings.

Induction Days

Children attend introductory sessions to Nursery and Reception to develop familiarity with the practitioners and the setting. Nursery children will then produce an "I Belong" box to share with the other children about their home life.

Reception parents are encouraged to attend an induction morning or afternoon. During this time, parents/carers will hear all the information they need to know while their child will meet their teacher. They will then receive an induction pack to take away.

Remember

Starting school is an important step for both children and parents!

Staff appreciate parents' concerns and will be glad to discuss these at the end of the school day. Please do not hesitate to come in if you have any worries.

Starting School

| Nursery | | Reception | Year 1 | Year 2 | KS2 |
|---------------------------------|--------------------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
| Day session: 9.00am – 3.00pm | Morning session: 9.00 - 11:30am | Door Opens: 8.30am | Bell goes: 8.45am | Bell goes: 8.50am | Bell goes: 8.50am |
| | | | School starts: 8.55am | School starts: 8.55am | School starts: 8.55am |
| | | | Break: 10.40 - 11.00am | Break: 10.40 - 11.00am | Break: 10.00 - 10.20am |
| | Afternoon Session: 12.30 - 3.00pm | Dinner: 12.00 - 1.05pm | Dinner: 12.05 - 1.05pm | Dinner: 12.05 - 1.05pm | Dinner: 12.20 - 1.15pm |
| | | | Break: 2.15 - 2.30pm | Break: 2.00 - 2.15pm | |
| | | School ends: 3.05pm | School ends: 3.10pm | School ends: 3.15pm | School ends: 3.15pm |

Doors close at 8.55am, pupils arriving after this time must report to the school office.

Keeping Parents Informed

Although you will get the occasional letter produced by the school office, most of the everyday essentials, forthcoming events, sports news etc. are communicated through the school's weekly newsletter. Each child receives a copy of this on Friday either by email from ParentPay website (you need to verify your email and mobile phone number for this service) or a paper copy is sent with your child. It is also published on the school website www.colleylanprimary.org.uk. The school website is updated regularly and shares information and achievements.

Dinner/Break Times

Each day, children are asked about their lunch arrangements.

Lunch

A cafeteria system is operated. The cost of a school meal is £2.40 each day. We operate a cashless catering system in school, therefore to access Key Stage 2 tuck and lunch parents will need to activate their child's 'ParentPay' account. Activation codes are available from the school office. Please remember to monitor and top up your account; as if your child's account goes into an overdraft you will be informed and your child will be given a sandwich (charged to your account) and they will be requested to bring sandwiches until the account is in credit.

Packed Lunch

This should be brought to school in a named hard lunch box. Lunches are eaten under supervision in the Lower Hall or classroom.

Morning Break

| <u>Reception to Year 2</u> | <u>KS2</u> |
|--|---|
| Children have free fruit in the morning. If your child is in Reception and would like toast, please pay a term in advance. | Can either bring in their own fruit or buy healthy snacks, such as toast or fruit from the 'tuck shop'. |

Free Meals

Free school meals are available to pupils in receipt of, or whose parents are in receipt of, one or more of the following benefits:

- Universal Credit (provided you have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of your most recent assessment periods)
- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guarantee element of Pension Credit
- Child Tax Credit (provided you are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)

Contact the school office for details of how to apply

Universal Infant Free School Meals

All pupils in Reception, Year 1 and Year 2 at infant and primary schools in England are eligible for free school meals. Parents/carers who are in receipt of one or more of the benefits (as listed previously) and eligible for free school meals, should still contact the school office for details on how to apply.

Water in school

As a health promoting school we promote the drinking of water in class in Key Stage 2. Children can buy Colley Lane water bottles from the ECO Shop at a cost of £1.

Remember

| | |
|--------------------------------------|----------------------------|
| Name all purses and lunch boxes/bags | No sweets and no chocolate |
| No fizzy drinks | No nuts |
| No glass bottles/cans | No Nutella |
| No yoghurt pouches | No peanut butter |

Please be aware we have pupils with nut allergies in school, we appreciate your support by not bringing in products that contain nuts

Keeping Your Child Safe

At the start and end of the school day

It is the parent/carer's responsibility to ensure that the child is dropped off and collected by a responsible person if it is not safe for the child to walk home unsupervised. There is no minimum age set in law when a young person is allowed to remain in charge of another child. However, it is an offence to leave a child alone if it places them at risk and this can include the care of a sibling. At CLPA we recommend, as advised by the NSPCC, that only a young person aged 16 years or above should be permitted to drop off or collect children from school.

Please help in the following ways to make the arrival and leaving times of each school day as safe as possible for your child.

- ALL children should enter and leave the school building from designated doors on the playgrounds. Members of staff will be present on the doors to safeguard children and to take messages.
- If you have to cross the road (Colley Lane) please use the Zebra crossing
- Please ensure you park appropriately, respecting road users and local residents
- For health and safety reasons, dogs are not allowed on school premises
- Pupils who have permission to carry a mobile phone must hand them to reception at the beginning of each day and collect them at the end of the day. These must be switched off.
- Whilst we encourage children to wear watches to school, please do not allow your child to wear a smartwatch, or any watch that has the same functionality as a mobile phone or PC, on the school site. If they come to school wearing a smartwatch they must hand them in to reception at the beginning of each day and collect them at the end of the day.

Password System

Parents/carers will be required to set up a password when the child enrolls. Passwords are held with the class teacher and the school office.

As part of our ongoing commitment to ensure the safety of the children we operate a system whereby a password will be required to be given before your child can be collected by someone other than the usual person. Should this occur the person collecting must give the password to the teacher. We will not allow children to go home with an unfamiliar person without a password.

Pupils walking to and from school

It is recommended that ONLY year 6 children are allowed to walk to and from school alone. However, individual cases will be considered if requested. No child will be able

to walk home alone without prior consent from a parent or guardian. A register of children with permission will be held in the school office team. Should you, as parent/carers, feel your child is mature enough to cope with the responsibility of walking to and from school you can complete and return a permission slip giving permission for your child to do so (letters available on request at the school office or on the school website).

Building Security

Perimeter fencing and security-coded doors have been installed to protect all pupils, staff, helpers and visitors within school. To ensure that security procedures are kept, we ask parents to enter the school building by the main front entrance and speak to a member of the office staff. Any visitors that enter the school building will be asked to sign in and wear a visitors pass for the duration of their stay.

Please be aware pushchairs are not allowed inside the school building.

The use of mobile phones is prohibited in school.

Smoking and vaping is not permitted on school premises.

Breakfast and After School Club

For pupil safety, please ensure if your child is attending an activity/club, that you have completed a parent authorisation slip for the named club and that you will collect the child from the school premises at the agreed time.

Please note when dropping pupils off for morning clubs, parents/carers must supervise the child until a member of staff has arrived.

Insurance

Colley Lane is covered by Public Liability Insurance. Copies of the Insurance Policies are available from the school office upon request.

Reporting to Parents

How do I find out about my child's progress at school?

My child is absent

If your child is absent from school, please contact us to let us know the reason first thing in the morning on the first day of absence. If we have not heard from you our Attendance Officer will get in touch.

Reports

You will receive a comprehensive end of year report on your child's progress in all national curriculum subjects, together with a general comment.

Informal meetings with your child's class teacher

There is always the opportunity for you to make an appointment to discuss any concerns you have about your child's progress or behaviour.

Year 1, year 2 and year 6 assessments

Your child will take SATs (Standard Assessment Tests) during Year 2 and Year 6. Year 1 children will have a phonic assessment at the end of the academic year. The results of these assessments will be included with your child's end of year report.

Governance

The Trust Directors have overall responsibility for the organisation and management of the school and its curriculum; delegating the day to day management to the Headteacher.

The local board members are proactive and a regular meeting is held each term and additional special meetings for interviews, organisational and curricular matters. At our regular meeting, we concentrate most of the time on the teaching programme, the school and the community and the outworking of Government legislation.

The Governors want to be as accessible as they possibly can to all parents/carers.

Lab Members

| <u>Name</u> | <u>Type</u> | <u>Start date</u> | <u>End date</u> | <u>Posts</u> |
|----------------------------|--------------------|-------------------|-----------------|--------------------|
| Mrs Jane Price | Appointed Governor | 18/04/2016 | 17/04/2020 | Chair, Early Years |
| Mrs Mehnaz Aziz | Appointed Governor | 10/01/2022 | 26/09/2026 | |
| Mr Dominic Simpson | Headteacher | N/A | N/A | Headteacher |
| Mrs Marcia Hart (Clerk) | Clerk | N/A | N/A | Clerk |
| Mrs Sandra Moskot-Brettell | Appointed Governor | 18/03/2021 | 17/03/2025 | Co-opted |
| Mrs Rebecca Boaler | Parent | 25/10/2018 | 24/10/2022 | LAC/Child in Care |
| Mrs Marcia Leigh | Parent | 25/10/2018 | 24/10/2022 | SEND/More Able |

Frequently Asked Questions

What do I do if...?

My child is absent

If your child is absent from school, please contact us to let us know the reason first thing in the morning on the first day of absence. If we have not heard from you our Attendance Officer will get in touch.

My child is late arriving at school

Parents should accompany their child to the school office and report to the Attendance Officer before going to their classroom.

My child has to leave school during the day e.g. for a medical appointment

Where possible we encourage parents to avoid taking pupils out of school for appointments. However, we understand that sometimes this cannot be avoided. Office staff will request to see evidence for medical appointments.

Safety is our paramount concern, your child will not be allowed to leave the premises during school hours unless accompanied by a responsible adult and with your full permission. If you have arranged for someone else to collect your child - please ring ahead and send them with the password you have set up.

My child has to take medication during the day

As a general rule, we ask parents not to request staff administer medicine or to take responsibility for medication. Any medication coming into school **MUST** be handed in at the school office.

Medication will only be administered in the following circumstances:

- Where a child suffers from a long-term illness e.g. asthma, and regular medication is required.
- Where medication is brought in the original packaging and is prescribed by the doctor, clearly stating the dosage required.
- Where antibiotics are prescribed to be administered 4 times daily. Doses less than 4 times daily do not require to be administered at school.
- Over the counter (OTC) medication will only be administered in exceptional circumstances and when agreed with the first aid team.

Any medication brought into school requires the correct paperwork to be completed with a member of the school office.

We are thinking of taking a family holiday in school time

Taking holidays in term time will affect your child's schooling as much as any other absence and we expect parents to help us by not taking children away in school time. Remember that any savings you think you may make by taking a holiday in school time are offset by the cost to your child's education.

Halesowen schools cannot grant leave of absence for family holidays. This applies to siblings who attend different Halesowen schools.

It is a rule of this school that a leave of absence shall not be granted in term time unless there are exceptional reasons, irrespective of the child's overall attendance.

Only the Headteacher (not the Local Authority) or his/her designate may authorise such a request and all applications for a leave of absence must be made in writing/on a form provided by the school.

Where a parent takes a leave of absence to which the application was refused or takes a leave of absence where no application was made to the school, the issue of a penalty fine (upon a return from such leave) by the Local Authority may be requested. When requesting a fixed penalty fine the school may calculate the period of days taken within a 12-month period.

There is no automatic entitlement in law to time off in school time to go on holiday and the Government made an amendment to the Education (Pupil Registration) (England) Regulations 2006 in September 2013 to reflect this.

I need to see a member of staff or give them a message

If you need to see the teacher in person - please contact the school office to arrange an appointment. At the start of each school day, some staff are available at the entrance doors used by children.

The best time to see class teachers is at the end of the day, in the morning they are busy preparing lessons or in morning briefings.

My child has lost something in school

Valuables found in school will be handed in to the school office. In addition, we have a lost property box located near the school office where mislaid clothing items, lunch boxes etc. are collected.

What happens if?

My child has an accident or is hurt at school

If a child suffers a minor injury in school they will receive treatment from a member of staff, on occasions a first aider may be present. You will be sent an accident note if it is thought necessary e.g. for bumps to the head. If a child receives a more serious injury, we will do our best to contact you as soon as possible. If your child needs hospital treatment this will be initiated by school and again you will be contacted as soon as possible.

Uniform

Autumn, Winter and Spring

- Grey/black skirt, pinafore dress or trousers
- White polo-shirt, shirt or blouse
- Colley Lane sweatshirt or plain red cardigan or sweater
- School tie (optional)
- Black/grey socks or tights (not red)
- Sensible black shoes – No trainers

Summer

- As above or red and white dress with white socks
- Short grey trousers

PE

| <u>Boys</u> | <u>Girls</u> |
|---|---|
| T-shirt (House colour) | T-shirt (House colour) |
| Shorts (black) | Shorts or gym skirt (black) |
| Pumps (indoor) | Pumps (indoor) |
| Trainers (outdoor) | Trainers (outdoor) |
| Tracksuit/jogging bottoms (Winter) | Tracksuit/jogging bottoms (Winter) |
| Pump bag | Pump bag |

Remember

- Mark all items of clothing with your child's name
- Caps and hats must not be worn inside school
- The only jewellery allowed in school is a watch and one pair of flat studs –
- All jewellery must be removed for PE
- NO extreme hair styles, including tram lines
- Wear sensible black shoes not trainers
- Uniform items are available from the school office and “myclothing” website
- Hair accessories – red, black or white only. No JoJo Bows

Uniform Price List

| Children's Sizes | Sweatshirt (Red, Embroidered Logo) | Direct from My Clothing |
|----------------------------|---------------------------------------|-------------------------|
| 3-4, 5-6, 7-8, 9-10, 11-12 | £11.00 | £10.30 |
| 13-14, 15-16 | £12.00 | £11.50 |

| Children's Sizes | Girls Cardigan - Jersey/knitted (Red, Embroidered Logo) | Direct from My Clothing |
|----------------------------|---|-------------------------|
| 3-4, 5-6, 7-8, 9-10, 11-12 | £11.00 | £10.30 |
| 13-14, 15-16 | £12.00 | £11.50 |

| Children's Sizes | Polo Shirt (Red, Embroidered Logo) | Direct from My Clothing |
|----------------------------|---------------------------------------|-------------------------|
| 3-4, 5-6, 7-8, 9-10, 11-12 | £6.50 | £6.80 |
| 13-14, 15-16 | £7.00 | £7.80 |

| Children's Sizes | PE T-shirt (House colours, printed logo) | Direct from My Clothing |
|---|---|-------------------------|
| 3-4, 5-6, 7-8, 9-10, 11-12 | £3.00 | N/A |
| 13-14, 15-16 | £3.00 | N/A |
| Shakespeare: red, Willetts: blue, Lloyds: green, Homer: yellow | | |

| Children's Sizes | PE T-shirt (House colours, printed logo) | Direct from My Clothing |
|------------------------------|---|-------------------------|
| Plain Ties | £4.00 | N/A |
| Elasticated Ties | £4.00 | N/A |
| Sports Bags, red with logo | £4.50 | £4.45 |
| Book Bags, red with logo | £6.00 | £5.50 |
| Baseball caps, red with logo | £4.00 | N/A |

Holidays (Academic Year 2022-2023)

You can find the latest holiday dates on the [term dates webpage](#).

Autumn term

| | |
|--------------------|---|
| Inset Days | Monday 5th and Tuesday 6th September 2022 |
| Term Starts | Wednesday 7th September 2022 |
| Half Term | Monday 24th - Friday 28th October 2022 |
| Inset Days | Friday 2nd December 2022 |
| Term Ends | Friday 16th December 2022 |

Spring term

| | |
|--------------------|---|
| Term Starts | Wednesday 4th January 2023 |
| Inset Day | Friday 27th January 2023 |
| Half Term | Monday 20th - Friday 24th February 2023 |
| Term Ends | Friday 31st March 2023 |

Summer term

| | |
|---------------------|---|
| Term Starts | Monday 17th April 2023 |
| Bank Holiday | Monday 1st, Monday 8th and Monday 29th May 2023 |
| Half Term | Monday 29th - Friday 2nd June 2023 |
| Inset Day | Monday 26th June 2023 |
| Term Ends | Tuesday 25th July 2023 |

Holidays (Academic Year 2023-2024)

You can find the latest holiday dates on the [term dates webpage](#).

Autumn term

| | |
|--------------------|--|
| Inset Days | Monday 4th September 2023 |
| Term Starts | Tuesday 5th September 2023 |
| Half Term | Monday 30th - Friday 3rd November 2023 |
| Term Ends | Friday 22nd December 2023 |

Spring term

| | |
|--------------------|--------------------------|
| Inset Day | Monday 8th January 2024 |
| Term Starts | Tuesday 9th January 2024 |

Summer term

| | |
|------------------|-----------------------|
| Inset Day | Monday 22nd July 2024 |
| Term Ends | Friday 19th July 2024 |

Further inset days to be confirmed