



## **School Handbook**

Sutton Park Community Primary School  
Greatfield Road  
Kidderminster  
Worcs  
DY11 6PH

01562 67742

[office@suttonpark.worcs.sch.uk](mailto:office@suttonpark.worcs.sch.uk)  
[www.suttonparkcommunity.co.uk](http://www.suttonparkcommunity.co.uk)



## Striving For Excellence

### **Welcome to Sutton Park Community Primary School**

This pack aims to provide information for anyone with an interest in the school. We hope that you find it useful and gain an insight into life here at Sutton Park.

As the Headteacher I am dedicated to fostering a love of learning in our children. Alongside our team of devoted, hardworking staff we strive to ensure the children of Sutton Park are happy and achieve their full potential. Our supporting vision statement can be found within this pack.

I hope that this handbook covers everything you would like to know about Sutton Park. If you do require further information or have any questions please do not hesitate to contact our school office or visit [www.suttonparkcommunity.co.uk](http://www.suttonparkcommunity.co.uk). We look forward to seeing you in school soon.

Yours sincerely,

Angela Crawley  
Headteacher



## **Our School Vision, Values and Aims**

As individuals and as a school we take pride in being the very best that we can be and aim for the highest standards in all that we do. We have high expectations of ourselves and others. This means that all pupils achieve their potential and acquire the skills, attitudes and characteristics to be happy and successful citizens.

We are a school where everyone is warmly welcomed and valued. There is a deeply caring and positive attitude towards all children, parents, carers, staff, governors and the wider community. Relationships with everyone associated with the school are nurtured so that every member of our school community can feel safe, happy and empowered to make a beneficial contribution.

We all support and encourage one another; are sensitive and understanding; have an open and honest approach; work together to build effective partnerships and we strive to offer the excellent quality of support and provision our children and local community deserve.

We aim for all our learners to be a Sutton Park SPARK; young people who are Successful, Persevere, are Aspiring, Responsible and Kind.

Our values are:

**S**uccessful

**U**nique

**T**olerant

**T**hriving

**O**ptimistic

**N**urturing

**P**ersevering

**A**spirational

**R**esponsible

**K**ind



## Our staff

**Headteacher** – Angela Crawley  
**Deputy Headteacher** – Lorna Weatherby

**School Business Manager** – Beverley Pain  
**School Receptionist** – Debbie Nicholls  
**School Administrator** – Kate Hooper

**Nursery Manager** - Nicola Clerehugh  
**Class Teacher** - Susan Cornforth  
**Class Teacher** - Helen Digger  
**Class Teacher** - Danielle Duignan  
**Class Teacher** - Amanda Fassnidge  
**Class Teacher** - Nicola Hare  
**Class Teacher** - Lauren Lloyd  
**Class Teacher** - Hayley Oakley  
**Class Teacher** - Elizabeth O'Connell  
**Class Teacher** - Sarah McGowan  
**Class Teacher** - Dean Salisbury

**Mainstream Language Unit Teacher**–  
Louise Harris

**SENDCo (Special Educational Needs and  
Disabilities Coordinator)** – Julie Edwards

### Teaching Support Staff

Joanne Campbell  
Nicola Chant  
Joanne Collins  
Vanessa Fern  
Kelly Goodyear  
Marion Jones  
Joanna Liggitt  
Debbie Mann  
Tanisha Mayo  
Samantha Morris  
Gillian Smith  
Colette Sprawson  
Lisa Tipping  
Sue Woodward

### Lunchtime Staff

Nancy Griffiths  
Geraldine Newton  
Kirsty O'Neill  
Heather Sidaway

### Site Manager

Paul Dallaway

### Premises Staff

Jane Egan  
Beth Marshall  
Heather Sidaway



## **Our School Day**

### **Foundation Stage and Key Stage 1 (Reception, Year 1 and Year 2)**

Doors open at 8.35am

Registration is at 8:45am

Playtime is at 10:25am – 10:40am

Lunchtime 12:00pm – 12.55pm

Afternoon registration is at 1:00pm

The end of the school day is 3:05pm

### **Key Stage 2 (Year 3, Year 4, Year 5 and Year 6)**

Doors open at 8:35am

Registration is at 8:45am

Playtime is at 10:25am – 10:40am

Lunchtime 12:00pm – 12:55pm

Afternoon registration is at 1:00pm

The end of the school day is 3:15pm

## **Procedure for Arrival and Collection from School**

Children are expected to arrive with parents/carers at school from 8:35am. At 8:35am a bell will sound to indicate children should start making their way to their classroom. After the second bell at 8:45am children should be in their classroom and ready to learn. Classroom doors close promptly at 8.45am so if you arrive after this time you must go to the school office to be signed in.

At the end of the school day all children must be met by a parent/carer or known responsible adult. The class teacher will dismiss children into the care of that person from their classroom door. If your child is to be collected by someone other than the named parent/carer or known responsible adult, this must be reported to the school office or the class teacher. If for any reason the person collecting your child is running late or needs to collect before the end of the school day due to an emergency, please contact the school office.



## **Punctuality, Attendance and Request for Absence During Term Time**

We expect children to arrive at school on time to ensure that they are settled, organised and ready to start learning. Poor punctuality not only has an impact on your child/ren's ability to begin learning but also impacts on the rest of the class. If you are late arriving to school you must sign your child in via the school office.

If your child/ren is/are absent you must inform the school office by telephone of the reason and then continue to update the office if they are off for longer than one day. If your child/ren's attendance level is low you will receive communication from the school to discuss it further.

Any leave of absence requests will be considered on an individual basis taking into consideration both the impact of missing school and any special circumstances of which you make the school aware. Request forms must be collected from the school office and handed back in at least 6 weeks prior to the start date of the requested leave of absence.

Parents do not have an automatic right to withdraw their children from school for an annual holiday and we actively encourage parents to take their family holiday in normal school holiday periods. If parents take their children on holiday which has been unauthorised by the school then they may be subject to a penalty notice. Penalty notices are monetary fines imposed on parents by the Local Authority. The fine is £60 payable per parent, per child increasing to £120 each, if not paid within 21 days. If this fine is not paid within 28 days this may lead to Court proceedings.

Schools cannot authorise absence unless it is deemed to be an exceptional circumstance.

## **Parking**

We ask that parents/carers do not drive up the school drive or use the staff car park in order to ensure the safety of all children. Please consider the residents of Greatfield Road when parking at arrival and departure times of the school day as we are very keen to have a positive relationship with our neighbours.



## **Expectations in Pride and Appearance**

We are very proud of our school and that is why we expect all our pupils to wear school uniform. It creates a sense of belonging and pride in the school in the children.

Our uniform is:

White school polo shirt  
Grey trousers, shorts, skirts or pinafores  
Navy blue school cardigan or jumper  
Black school shoes  
Black, white or grey socks/grey or black tights  
Blue and white check gingham summer dresses can be worn in the summer term only

### **PE Kit**

PE kits need to be kept at school and taken home at the end of each half term to be washed. All children should wear:

White round neck t-shirt  
Black shorts  
Black joggers / track suit bottoms  
Black track suit top/jumper (no hoodies)  
Trainers

School polo shirts, cardigans, jumpers, PE bags and PE t-shirts can be purchased from the school office. We also have school fleeces, coats, hats and book bags available.

### **Other**

No jewellery (except watches)  
Hair tied back  
No nail varnish  
No extreme haircuts/colours  
Water bottle  
Waterproofs and wellies for Forest School when needed

**We ask that Parents/Carers clearly label all clothing and belongings.**



## **The Role of Parents/Carers**

We work collaboratively with parents and carers to support their child's learning, and encourage supportive dialogue between home and the school. We strongly encourage the help of parents and carers with their child/ren's home learning projects. Reading, mental maths and spelling should be practised daily in order for the children to reach their potential.

We expect parents and carers, while on the school premises, to support and reinforce the school's Behaviour Policy by demonstrating appropriate behaviour, both physical and verbal. Parents and carers can be asked, for a fixed term period, to vacate the premises if they use inappropriate verbal or physical standards of behaviour.

### **Rewards we use in school:**

The school has a positive and caring ethos where the qualities, talents and skills of each child are valued. Therefore praise and rewards are frequently used to recognise children's achievements, successes and behaviour. Below is a list of some of the different ways we praise and reward children at Sutton Park:

- ☺ Work displayed on celebration board
  - ☺ A smile
  - ☺ Thumbs up
  - ☺ Taking work to another class to 'show'
  - ☺ Talking to or showing parents/carers at the end of the day
  - ☺ Work being published in the newsletter
  - ☺ Doing a 'special job'
  - ☺ Message home in home/school diary
  - ☺ Stickers (on child or in books)
  - ☺ Being chosen to represent the class or school at a special event
  - ☺ Verbal praise e.g. 'you're a superstar'
  - ☺ A text/phone call home
  - ☺ Work being shown to rest of the class
  - ☺ Going to see the HT or DHT
  - ☺ Work being displayed in corridor displays.
- ☺ Children are also awarded 'SPARK' certificates in the Congratulations assembly held weekly. The children who receive a SPARK certificate also have 'afternoon tea' with the headteacher on a Friday afternoon. SPARK stands for Success, Perseverance, Aspiration, Responsibility and Kindness.
- ☺ Children who have only been in the green, silver and gold zones across the week gain an extra break-time on a Friday afternoon.
- ☺ Children can nominate each other for the RESPECT trophy which is awarded to an individual pupil weekly with their picture being displayed on our 'values' display.
- ☺ All children can earn house-points for themselves and their houses with individual certificates celebrating 50, 100, 150 etc house-points awarded in assemblies.





## Zone boards:

Zone boards are used throughout the school, from Nursery to Year 6 and in the Communication Centre.

	<p>The gold zone is used to reward outstanding behaviour. If a child ends the day in the gold zone it will be recorded in their home/school diaries. A gold zone is worth 5 house points. If a child gets into gold 5 or more times in a half-term they will be invited to join Miss Crawley for a special lunch on the last day of the half-term.</p>
	<p>The silver zone is used to recognise very good behaviour. If a child ends the day in the silver zone it will be recorded into their home school diary. A silver zone is worth 4 house points.</p>
	<p>Each day, every child starts with their name in the green zone. The green zone is for good behaviour we expect of the children every day. The zone will be recorded into their home school diary. A green zone is worth 3 house points.</p>
	<p>This is used if a child has made a minor mistake with their behaviour and needs some time to think about what they have done and how they can 'fix' it.</p>
	<p>If a child chooses to carry on behaving inappropriately they will choose to move into the orange zone which means they miss their break time (15 minutes). Pupils will move back to green following the 15 minutes being missed. If a child ends the day in the orange zone parents will be informed via the home/school diary or text.</p>
	<p>If disruptive or inappropriate behaviour continues the child will move into the red zone. If a child is in the red zone they will have a lunchtime detention with Miss Crawley either on the same day or the day after. If a child ends the day in the red zone the class teacher speaks to the child's parents or carers as well as recording it in the home school planner. Pupils will move back to green following the sanction being completed.</p>

If a child continues to misbehave after getting themselves into red zone then they will be asked to go to 'isolation' with Miss Crawley or Mrs Weatherby and will remain out of class for that session or as long as deemed appropriate.

If the school has to use reasonable sanctions to punish a child, we expect parents/carers to support the actions of the school. If parents and carers have any concerns they should raise it with the Headteacher (HT) or Deputy Headteacher (DHT) in the first instance. If the concern remains, they should contact the Head teacher again and, thereafter, the school governors. If these discussions cannot resolve the problem, a formal grievance or appeal process can be implemented. Parents and carers who are concerned that their child might be being bullied, or who suspect that their child may be the perpetrator of bullying, should contact their child's class teacher immediately. Depending on the severity of the alleged offence, it may be appropriate for parents to contact the Deputy Headteacher or Headteacher. Parents have a responsibility to support the school's Behaviour Policy and to actively encourage their child to be a positive member of the school.



## **School Governors**

Our Governors play a vital role in the strategic management of the School. Members of our Board of Governors are:

Chair of Governors	Valerie Clough
Headteacher Governor	Angela Crawley
Local Authority Governor	Nigel Chilman
Staff Governor	Lorna Weatherby
Parent Governors	Carrie Lloyd, Katherine Maynereid
Co-opted Governor	Stephen Gough

## **Sutton Park Friends**

The Sutton Park Friends organise and run events throughout the year to raise money for the children of our School. Everybody is welcome to come along to the meetings which are held throughout the year. Please see their Facebook page for details of meeting dates and events - <https://m.facebook.com/groups/269325566801770>

## **Parents Forum**

This is an informal chat held by Miss Crawley every term to ensure parents and carers have their say in decisions made across the school. Please come if you can - it makes a real difference. The dates are sent out at least 2 weeks beforehand.

## **Pupil Premium**

Pupil Premium is a valuable sum of money that the school can claim if a parent is entitled to:

- Universal Credit with an annual net earned income of no more than £7,400
- Income Support
- Income-based Jobseeker's Allowance
- Working Tax Credit **run-on** (paid for the four weeks after you stop qualifying for Working Tax Credit)
- Child Tax Credit (**with no Working Tax Credit**) with an annual income of no more than £16,190
- Income-related Employment and Support Allowance
- Support under Part 6 of the Immigration and Asylum Act 1999
- The guarantee element of Pension Credit.

Pupil Premium is used to support your child's education and also entitles you to a range of benefits including one free after school club per week, half price on selected trips and residential trips as well as free school meals.

We really do encourage you to speak to the school office if you think you may be eligible.



## **Breakfast Club**

Breakfast Club starts at 7:35am and operates Monday-Friday (excluding TED days and holidays). The last entrance to Breakfast Club is at 8:15am. The Club is located in the main hall.

The cost of Breakfast Club is £3.00 per day (£15.00 per week). This can be paid on a daily or weekly basis. This cost includes a drink and a breakfast item of the pupil's choice, for example egg on toast or a bacon sandwich.

The pupils who attend Breakfast Club will be escorted into their classes at 8:30am ready for the school day as per usual.

If you would like your child to attend Breakfast Club then there is no need to pre-book, just arrive at the Club in the hall with your child with £3.00 for that day.

## **After School Clubs**

Our after school clubs change every term and a letter is sent out every term about them. After school clubs operate between 3:15-4:15pm at a cost of £2.00 per club. However, any clubs ran by outside agencies for example cooking and football must be paid in full prior to attendance. This will be detailed in the termly letter.

## **Music Lessons**

We offer music lessons on an individual or group basis depending on availability and the musical ability of your child/ren upon starting lessons. If you are interested in your child/ren taking music lessons please contact the office to arrange this.

## **Educational Visits**

There are regular visits for the children planned to enrich the curriculum and we do encourage all children to take part. Some of these visits incur costs and we do therefore ask parents and carers for a voluntary contribution towards the visit. Unfortunately if we do not receive enough voluntary contributions the visits may have to be cancelled.

## **Catering**

### **Drinks**

We ask that your child/ren only has water to drink in school. Water bottles can be topped up from our water coolers.



## **Tuck Shop/Snacks**

A free fresh fruit snack is provided daily for all children in Reception, Year 1 and Year 2.

We run a tuck shop at break time for children in Years 3 - 6 with items costing no more than 50p.

## **Milk**

School milk is available and will need to be ordered and paid for half termly, in advance. Please look out for the milk letter each half term. If your child/ren are under 5 years old they are entitled to free milk, but we will still ask you to complete a milk request form to confirm your child is able to have milk.

## **Lunch**

School lunches are served by an external catering company, Alliance in Partnership (AiP) at a cost of £2.20 per meal. There are 2 hot dishes available daily as well as sandwiches and jacket potatoes. The menu runs on a three weekly basis and copies of the menu are sent home for pre-ordering and uploaded to the School website.

Alternatively, your child/ren may prefer to bring a packed lunch, please ensure all lunch boxes/containers are clearly labelled with your child/ren's name/s and class/es. Please ensure the contents of the lunchbox are in line with our Healthy Eating Policy.

All children in Reception, Year 1 and Year 2 are entitled to a free school lunch under the Universal Infant Free School Meal initiative.

## **Medical Matters**

### **Medical Conditions/Notes**

If your child/ren has a medical condition or any medical concerns that you feel we should be aware of, please notify the school office in as much detail as possible. We can also provide a care plan for your child/ren if you feel it is required.

### **Medicines**

We understand that from time to time your child/ren may be required to be administered with a prescribed medicine during the school day. If this is the case, you must sign medication in at the school office and collect it from the office at the end of the school day. All medications must be prescribed and handed in/collected by a responsible adult.

### **Asthma**

If your child/ren requires a prescribed inhaler for asthma we must have one in school. They must be placed in a suitable, sealed and labelled container and handed to the class teacher. These will be kept in the classroom and will be accessible for your child/ren when needed. Please ensure you also notify the school office if your child is asthmatic and sign an emergency consent slip for the school inhaler.



## **Head lice**

We ask that Parents/Carers make regular checks for head lice and treat accordingly. Children with long hair must tie it back to reduce the chances of spreading head lice.

## **Admission Arrangements**

Parents/Carers can find out about our School's Admission arrangements through the Worcestershire County Council website:

[http://www.worcestershire.gov.uk/info/20099/school\\_admissions](http://www.worcestershire.gov.uk/info/20099/school_admissions). If you do not have Internet access, please contact School Admissions on 01905 678205.

## **Special Educational Needs**

Sutton Park is an inclusive school. We strive to support all learners and can cater for a range of special education needs. We have experience of supporting children with a range of needs.

Communication and interaction  
Cognition and Learning  
Physical  
Sensory  
Social, emotional and mental health

If your child/children have specific needs please contact their class teacher to discuss. The School Offer can be found on our website.

## **Equal Opportunities**

We operate an equal opportunities policy.

## **Safeguarding**

Sutton Park Community is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



## School Staff



Angela Crawley  
Headteacher



Lorna Weatherby  
Deputy Headteacher



Bev Pain  
Business Manager



Debbie Nicholls  
School Receptionist



Kate Hooper  
School Administrator



Nicola Clerehugh  
Nursery Manager



Helen Digger  
Class teacher



Danielle Duignan  
Class teacher



Amanda Fassnidge  
Class teacher



Lauren Lloyd  
Class teacher



Sarah McGowan  
Class teacher



Hayley Oakley  
Class teacher



Liz O'Connell  
Class teacher



Dean Salisbury  
Class teacher



Louise Harris  
Mainstream  
Language Unit teacher



Julie Edwards  
SENDCO  
Language Unit teacher



At Sutton Park we also have a wealth of experienced teaching assistants who support the children's learning both in class and through interventions.



Joanne Campbell



Nicola Chant



Joanne Collins



Vanessa Fern



Kelly Goodyear



Marion Jones



Joanna Liggitt



Debbie Mann



Tanisha Mayo



Samantha Morris



Gillian Smith



Colette Sprawson



Lisa Tipping



Sue Woodward



Our school is also supported by a team of premises staff and lunchtime supervisors.



Paul Dallaway



Jane Egan



Nancy Griffiths



Geraldine Newton



Kirsty O'Neill



Heather Sidaway

If you have any questions about anything in this handbook please ask.

We would also welcome any feedback you may have.

Thank you.

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