



Knowle CE Primary Academy

Information for Parents

Knowle CE Primary Academy

Kixley Lane, Knowle, Solihull B93 0JE

Tel: 01564 776209

www.knowle.solihull.sch.uk

Email: office@knowle.solihull.sch.uk

Principal: Miss J Godsall

Vice Principals: Mrs E Clarke, Mr M Stonehill

Preparing children for the future

We work, we play, we care, we pray

There has been a school in existence in Knowle for hundreds of years and a Christian-based education has always been at the very heart of this thriving community-minded village. The oldest known school in the village was attached to the Chantry of the Church and this heritage and our Christian values and beliefs underpin every aspect of school life.



In 2013, Knowle CE Primary School became an Academy and in doing so secured both creative and financial independence. We are now well-placed to continue in our mission to provide an outstanding education for all our pupils, as acknowledged by OFSTED in 2012. Our aim is to prepare our pupils for their future. The exemplary learning journey they experience not only equips them for the next stage in their education, but also ensures that they are confident, skilled, knowledgeable, caring individuals ready to impact on, influence and shape the world they live in.

Our track record for achieving the highest academic standards and our genuine belief that the journey is, in many ways, more important than the destination are the twin drivers for our ever evolving and improving curriculum. We aim to teach our pupils the full range of academic and life skills they will require within the context of exciting, challenging 'real-life' experiences and opportunities for learning.

Jenny Godsall

Jenny Godsall
Principal

Our Values

We have adopted St Paul's analogy of 'The Fruit of the Spirit' which underpins the ethos of the Academy.



LOVE

Care for one another unconditionally.

JOY

Find joy not just in earthly things and not from triumphing over someone else, but rather through counting our blessings, growing an appreciative heart, and knowing how precious each of us is to God.

PEACE

Know that we are safe in God's hands no matter what may happen.

PATIENCE

Act with grace, tolerance and forgiveness.

KINDNESS

Show people that they matter and that they have value by giving time, listening, showing empathy and concern.

GOODNESS

Help others and stand up for others who cannot stand up for themselves.

FAITHFULNESS

Be trustworthy and reliable and trust in God.

GENTLENESS

Be considerate and understand how powerful we are and the damage we can do if that power is not under control.

SELF-CONTROL

Learning to be responsible for ourselves – and the importance of holding ourselves in check even in difficult situations.

Aims of our Academy

- **Be Healthy**

We aim to empower each child to become physically, mentally and emotionally healthy in order that they can learn effectively and choose a healthy lifestyle.

- **Embrace Christian Values**

We aim to empower each child to develop socially, morally, ethically and spiritually by experiencing and sharing in our Christian beliefs and values.

- **Stay Safe**

We aim to develop and sustain a happy and secure environment in which children become self-confident, articulate, emotionally aware, socially adept, literate and numerate in order to make the right life choices and therefore, be inherently safer.

- **Make a Positive Contribution**

We aim to empower children to be actively engaged in the planning of their learning experiences and have the confidence to express themselves in discussion and in writing in order that they will choose to engage positively in social and community roles, becoming global citizens.

- **Enjoy and Achieve**

We aim to empower each child to experience the joy of learning and to achieve success, developing their capacity to learn independently in order that they choose to be engaged in lifelong learning.

- **Achieve Economic Well-being**

We aim to empower each child to develop a positive attitude, become self-motivated, and develop key academic and social skills, which enable them to think creatively and choose to impact on, influence and shape the world they live in.

Admissions

All admissions are dealt with by the Local Authority School Admissions Team with the exception of Nursery admissions which are dealt with by school. Each year Solihull Local Authority publishes a primary and secondary booklet containing details of the admission arrangements for Solihull schools. Copies of either booklet are available by contacting the School Admissions Team on 0121 704 6693.

<https://www.solihull.gov.uk/Resident/Schools-learning/schooladmissions/School-admissions>

On admission to school we require accurate personal details of your child. It is very important that medical details and emergency contact telephone numbers are kept up to date. Data sheets are sent out annually for review. However, it is important that any changes are reported to the office as soon as possible in order for our records to be kept up to date.

If there is a Court Order (or similar) for your child please provide us with a copy so that we may comply.

Nursery to Reception Transfer

Children begin Nursery in the September following their third birthday and their Infant education begins in the September following their fourth birthday. Application forms for Reception are available from the School Admission Team 12 months before your child is due to start Reception. Attendance in a school Nursery will not give any priority for a place in the Reception class at the same school.

If you wish to contact the Local Authority in writing the address is as follows:

Director of Education & Children's Services

PO Box 20

Council House

Solihull

B91 9QU

Attendance

Parents and Carers of registered pupils have a legal duty under the Education Act (Section 444) to make sure that children of compulsory school age attend school on a regular and full time basis. Permitting unauthorised absence from school is an offence and parents and carers may be reported to the Education Authority if problems cannot be resolved by agreement.

Absence

If a child is going to be absent parents/carers should contact the Academy via the Schoolzine app. before 9.30am each day to report this. Where no message has been received we will contact parents as soon as possible to ask for the reason.

Absence for holidays

Government legislation makes it unlawful for the Principal to authorise an absence from school for the purpose of a holiday. In very rare circumstances the Principal may consider a written request made by parents two weeks in advance for a leave of absence due to exceptional circumstances, which would not normally include holidays.

The Principal may ask for evidence to substantiate the request. The Principal will take this into consideration when making her decision. A reply will be sent home within two weeks. Leave of Absence will not be granted retrospectively. Where a leave of absence is granted the Principal will determine the number of days a pupil can be away from school. If the Principal does not authorise a leave of absence but the Parent/Carers still take the child out of school, or the child is kept away for longer than was agreed, the absence will be unauthorised. If the trigger of 10 unauthorised absences (sessions) is met then these unauthorised absences may be referred to the Education Enforcement Officer at the Local Authority and this may result in a Penalty Notice payable of up to £120.00 for failure to comply with the law. Work will not be set for holidays and extra reading books will not be issued.

Appointments in School Time

Wherever possible we ask that you try to make appointments outside of the school day. If children need to leave school e.g. for dental or hospital appointments please inform the Academy in writing beforehand and arrange for your child to be collected and returned inside school via the main entrance so that registration is accurate. All children must be signed in and out of school.

Behaviour

High standards of behaviour, self-discipline and appearance are part of the ethos of Knowle CE Primary Academy.

Charging Policy

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may have to cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others. If parents are experiencing financial difficulty they are invited to speak in confidence to Mrs Carpenter, Finance Manager.

Education takes place within school hours (not including the lunch break) free of charge for registered pupils. However, parents may be asked for a voluntary contribution in the following instances:

- For ingredients and materials for practical subjects (such as cooking) where the child will be able to take home the finished item
- For the costs involved in educational visits organised as part of the National Curriculum syllabus
- For damage to or loss of school property including books and equipment, where this is the result of the pupil's misbehaviour and/or negligence
- For visits to the school by outside agencies such as drama and music companies
- Swimming

Knowle CE Primary Academy offers an Extended Service provision which is available to all pupils in the school. This is a chargeable service. An information booklet and list of charges is available from the school office.

We use the ParentPay system for all school payments. Parents are issued with registration details to use the system and can pay for school dinners/school trips etc on line.

Residential Visits

Where a school activity requires pupils to spend nights away from home the school is allowed to make a charge for board and lodging. This is with the exception of pupils whose parents are receiving: Income Support; Income-based Jobseeker's Allowance; Support under part VI of the Immigration and Asylum Act 1999; or Child Tax Credit (providing that they do not also receive Working Tax Credit and have an annual income, assessed by the Inland Revenue that does not exceed £16,190 FY 10/11) and an income related employment and support allowance. If you think you are eligible please contact Mrs Carpenter, Finance Manager in the school office.

Communication

Consultation Evenings

We hold two individual Parental Consultations for parents and teachers each school year, in the Autumn and Spring terms. The Autumn meeting is to discuss children's individual work, progress and target setting. The Spring meeting is to discuss children's progress. A full written report is sent out in July. Also, in July we hold an open evening for our current parents, teachers and children; this is a 'drop in' event and is an opportunity for parents and children to look around the whole school.

Schoolzine (Szapp)

We use Szapp to send letters and messages to parents via email. You will be given details of how to install and use the app. at the start of your first term.

School Council

Elected representatives from each class in the Junior Department meet monthly to discuss a variety of issues suggested by the pupils themselves.

Many suggestions put forward at these meetings are carried forward into school life. Pupils share the responsibility for organising agendas and producing and circulating minutes.

School Website

Parents can find lots of useful information including policies, year group information and photos at www.knowle.solihull.sch.uk

Newsletters

Parents receive regular Newsletters containing useful information about upcoming events and children's reports on school trips and activities. Copies can be found on the school website.

Safeguarding

Knowle CE Primary Academy is committed to providing a safe and secure environment for children, staff and visitors and promoting a climate where children and adults will feel confident about sharing any concerns which they may have about their own safety or the wellbeing of others.

Safe Transfer of Care

In the Infant Department, a member of staff will greet the children in the morning and take any messages from parents and carers, ensuring these reach the appropriate member of staff.

At the end of the day (or session in Nursery), children in the Foundation Stage and Year 1 will only be released from school once a member of staff has established that the designated parent or carer is present to receive them.

In Year 2 children are released from school onto the Infant playground. They are taught to return to their teacher if their parent/carer has not arrived.

From Year 3 onwards, children are released from school at the end of the day. Parents make arrangements with their child/children regarding collection/meeting places. These arrangements may include giving permission to walk home independently. Children are taught to return to their Teacher if their parent/carer does not arrive as agreed.

Parents/Carers bear full responsibility for their child's safety and behaviour after they have been dismissed by a member of staff, even whilst on the school grounds. Parent/Carers of junior children are reminded that once a child has been released from the school he/she should be encouraged to leave the premises immediately.

Procedure for Uncollected Children

In the event of a child not being collected at the end of the school day, every effort will be made by the Academy to contact the parents and emergency contacts. In the event that contact with parents and emergency contacts cannot be established and the child remains uncollected, the police will be contacted.

From time to time the school and children may be featured in the press, on television and on the school website. If you do not wish your child to be included at any time please write inform the school.

Child Protection

We believe that every school should provide a caring, positive, safe and stimulating environment which promotes the social, physical and moral development of the individual child. The Education Act 2002, Section 175, placed a duty on the Governing Body with regard to safeguarding and promoting the welfare of children in school. Knowle CE Primary Academy works within the guidelines of Keeping Children Safe in Education which sets out the legal duties we must follow to safeguard and promote the welfare of children and young people under the age of 18 in schools and colleges

Prevent Duty

From 1 July 2015 all schools must have regard to the statutory guidance under the Prevent Duty. Paragraphs 57-76 of the guidance are concerned specifically with schools and childcare providers who are subject to a duty under section 26 of the Counter-Terrorism and Security Act 2015, in the exercise of their functions, to have "due regard to the need to prevent people from being drawn into terrorism". This is known as the Prevent Duty. It applies to a wide range of public-facing bodies. This advice complements the statutory guidance and refers to other relevant guidance and advice. It is intended to help schools and childcare providers think about what they can do to protect children from the risk of radicalisation and suggests how they can access support to do this. It reflects actions that many schools and childcare providers will already be taking to protect children from this risk.

Extra-Curricular Activities

School clubs and activities for boys and girls include (according to the season):

- Athletics
- Football
- Singing for Fun
- Cross Country
- Netball

Dance Club, Football Club and Multi Sports Club are run by outside agencies, for which there is a charge.

Extended Services

We are pleased to offer a full range of extended services at Knowle CE Primary Academy:

- **Breakfast Buddies** opens at 7.30am and runs until the start of the school day.
- **Little Stars** offers additional afternoon childcare for those children who secure a place at Knowle CE Primary Academy Nursery.
- **Play station** runs from the end of school up until 6pm and provides all children with the opportunity to play and socialise with their friends in a comfortable, happy and secure environment.

Please contact the school office to find out more about any of these services including booking procedures and costs.

Health and Safety

Vehicles are not allowed on the school premises between 8:40am– 9.00am and 3.10pm – 3.30pm. The school car park is for staff and official visitors only. The public car park to the rear of the Library (High Street) provides car-parking facilities for parents and there is direct access from the car park into the school grounds. Please be considerate when parking and avoid parking across residents' driveways as we wish to maintain good relations with all our neighbours.

Please support us in ensuring that the Health and Safety of all children is a priority.

- All visitors to school must sign in and out of the main school office and collect a lanyard which must be worn at all times whilst on the school site

- Dogs are not allowed on the school site/tied up at the school gates (guide dogs accepted)
- Please report any suspicious circumstances to the school office immediately
- The riding of bikes/scooters is not allowed on the school site

Homework

We believe homework should

- Enhance the learning and be part of the planned curriculum
- Enable parents and children to share and enjoy learning
- Prepare children for the next phase of education

We encourage parents to take children to places of interest and to support them in developing hobbies and interests. It is also important to allow them time for recreation and play. A separate copy of our Homework Policy is available on our school website:

<http://www.knowle.solihull.sch.uk/wp-content/uploads/2017/03/HomeworkPolicy.pdf>

Medical

- **School Medical Service**

Solihull Primary Care Trust provides a valuable service when dealing with conditions that might interfere with a child's progress during school life and beyond. The school nurse visits children during their Reception year to assess vision, height and weight and informs parents of any abnormality. The school nurse also visits Year 6 children to assess their height and weight. During the autumn term children in Reception-Year 6 receive flu immunisation. Hearing tests are carried out by an Audiometrist during Reception year. The dental clinic monitors oral health occasionally.

- **Medicines**

Please do not send medicines in to school with your child. If it is necessary for your child to take **prescription** medication during school hours please complete an 'Authority to Administer Medicine' form (available from the main school office) and hand this in, together with the medication, for approval by the Principal. All medicine should be provided in the original container showing the prescribing information.

- **Emergency Medication/Chronic Conditions**

A Care Plan for children with specific medical needs or chronic conditions will be drawn up in conjunction with parents and the school nurse for any child who may require emergency treatment or medication. All members of staff who volunteer to administer emergency medication will have received appropriate training.

- **First Aid**

If your child requires first aid at school a member of staff will fill in a 'first aid' form and this will be sent home with your child. If an injury is more serious we will contact you by telephone.

- **Asthma**

Children are allowed to have inhalers in school. These should be in their original container that clearly shows the prescribing information. An Asthma Consent Form should be completed for all children who use an inhaler in school, even if they administer it themselves. Some older children keep their inhalers in their school bag and we advise parents to provide a spare inhaler which can be kept by the class teacher in case the child forgets or loses theirs. The school also has access to an emergency salbutamol inhaler and a separate consent form should be signed by parents who wish their child to have access to this in an emergency.

- **Sun Screen**

During sunny weather you may wish to apply a high factor sun cream on your child before he/she comes to school. Children are encouraged to wear a sun hat and sit in the shade. School staff are unable to apply sun creams, however, if your child is vulnerable you may come into school to apply sun cream during the lunch break.

Parents' Association

Knowle Primary Academy has a thriving Parents' Association, which currently raise around in excess of £20, 000 each year for the school. They aim to hold events, which not only raise money but are also enjoyable in their own right. They run school discos for the children, and family events such as the popular Christmas and Summer Fairs and Firework Display. There are also events just for the adults such as the Quiz Night.

Parents are able to get involved with the PA in several different ways:

- by joining the committee which meets monthly to plan and organise the events. New members and fresh ideas are always welcome;
- by helping out at events such as the Fairs;
- by attending and supporting the PA events.

School Meals

Healthy school meals are cooked on the premises. We follow strict nutritional guidelines. Special diets are catered for as far as possible (parents must discuss with us if their child needs a special diet for medical or religious reasons). Children can choose to bring a packed lunch or have a school dinner; half a terms' notice is required if a change to this arrangement is made.

Water is provided with school meals. Drinking fountains are situated around the school buildings for all children to use. Children are encouraged to bring a fresh bottle of water into school to rehydrate regularly throughout the day.

We are very proud of our Healthy School status and ask that parents please support us by making sure that lunchboxes and snacks brought into school are healthy.

Supervisors care for children during lunchtime. Children are expected to behave reasonably and respect the lunchtime staff.

All infant aged children are entitled to a Free School Meal. Details of entitlement to Free School Meals for children in Key Stage 2 are available from the main school office, or the Local Authority.

Infant Lunchtimes: 12.00 – 1.15pm for Reception and Year One
 12.15 – 1.30pm for Year 2

Junior Lunchtimes: 12.00 – 1.00pm for Years 3 and 4
 12.15 – 1.15pm for Years 5 and 6

- **Mid-morning break**

Infant children can pre-order a carton of semi-skimmed milk, and a free piece of fruit or vegetable is available at morning break. In the junior department children are asked to bring in a healthy snack such as fruit or healthy cereal bar. Alternatively, children can purchase tuck from the school kitchen.

- **Food Allergies**

It is very important that you let us know if your child has any food allergies and to let us know what action you require us to take.

Lateness

Please ensure that your child is punctual. It is unsettling and upsetting for them to be late and can also be disruptive for other pupils. Children arriving after the doors have closed at 8.55am must be signed in by their parent/carer in the late book in the main office. If your child arrives after the register has closed they will be marked with an absent code. If your child is late on a regular basis we will seek an explanation and ask for an improvement to be made. If no improvement is made you may be invited into school to meet with the Principal/Vice Principal to discuss ways in which we may be able to help you. Within school we actively encourage pupils themselves to be punctual.

Late Collections

We ask parents to be punctual when collecting children from school. We appreciate that sometimes a delay in collecting your child is unavoidable and we are always happy to help out in an emergency, however we are not able to do this on a regular basis. If you are aware you may be late collecting your child we would appreciate as much notice as possible so that we are able to notify the Class Teacher before they release the children from school. We keep a record of all pupils who are regularly collected late with a view to making an appointment with the Principal to discuss how we may be able to support improvements in this area.

Children are only released to adults (over 16). We will not allow a child to go with an adult without parental consent. Please make sure you notify us of any changes.

Uniform

A list of uniform is provided overleaf. It is essential that all items of uniform are named as most items look the same. PE items should be kept in a named bag (not drawstring).

Uniform Suppliers: Items of uniform embroidered with the school logo can be purchased from Palmers, High Street, Knowle or Early Years, 407 Stratford Road, Solihull. All other items of uniform may be purchased from any retail/department store.

Hair Styling, Jewellery and Mobile Telephones

Long hair should be tied back. Hair bands and 'bobbles' should be in school colours, eg. maroon, black, white, pink/white check. Large claw style clips are not allowed. Extreme hairstyles eg tram lines, colour, gel, wax or mousse are not permitted.

Infant children may not wear watches. Junior children may wear a watch that does not 'beep'. Fitbits and Smart watches are not permitted. Plain 'stud' earrings are permitted.

Children are not permitted to bring mobile telephones to school. If circumstances are exceptional, please contact the Principal.

Reception / Key Stage 1

WINTER

Maroon cardigan or V-neck pullover*
Grey long or short trousers
White polo shirt* with school logo
Grey pinafore dress – with zip front
Socks or tights – grey or white
Flat school shoes

SUMMER

Maroon cardigan or V- neck pullover*
Grey long or short trousers
White polo shirt* with school logo
Pink and white check dress
Socks – grey or white
Flat school shoes

ALL YEAR

A coat with a hood

PE KIT

PE Pump Bag with two handles – not drawstring –
containing:

- Black elasticated pumps/Velcro trainers
- Gold polo shirt*
- Maroon shorts

Reading Book Bags, woolly hats and sun caps for Reception/Key Stage 1 are available from the Main School Office.

** Items with school logo - can be purchased from Palmers or Early Years.*

Key Stage 2

WINTER

Grey skirt - A line/pleated
Grey trousers or shorts – traditional style required
Maroon cardigan/V-necked pullover*
White shirt – to be worn with a school tie (*)
Thick tights – grey or black
Grey socks – ankle or knee length
Black school shoes with heels less than 3cms

SUMMER

Pink and white check dress
Grey skirt – A line/pleated
Grey trousers or shorts – traditional style required
White short sleeved open-necked blouse
White shirt to be worn with a school tie (*)
Maroon cardigan/V-necked pullover*
Socks – if wearing a dress or skirt then white ankle or knee high socks are to be worn.
Grey socks, ankle or knee high, can be worn with shorts or trousers
Black school shoes with heels less than 3 cm
A maroon baseball hat or sun hat in school colours

ALL YEAR

A coat with a hood

P E KIT

Maroon shorts or 'skorts'
Gold polo shirt*
Trainers – for outdoor games
Plain black (no logo) sweater/zip up & plain black track suit bottoms/leggings for outdoor games in winter

Board of Governors

Members		
*Sarah Covington	Chair of Governors Appointed 1/1/21	Foundation Governor (Birmingham Diocese) Re-appointed 26/2/19 Appointed Member 1/1/21
*Lynda Mackay	Vice Chair of Governors Re-appointed 6/12/21	Community Governor Re-appointed 2/7/21 Appointed Member 1/4/13
*Pam Sidwell	Vice Chair of Governors Re-appointed 6/12/21	Community Governor Re-appointed 9/7/20 Chair of Scrutiny and Standards Committee Appointed Member 1/4/13
*Hilary Morris		Foundation Governor (Knowle United Charities) Re-appointed 1/4/21 Chair of Curriculum and Collaborative Partnerships Committee Appointed Member 1/4/13
*Spence Rankin		Co-opted Governor Appointed 9/7/20 Chair of Resources and planning Committee Appointed Member 11/11/21
*Rev Geoff Lanham		Vicar (Ex-officio Church Governor) Appointed 9/9/19 Appointed Member 9/9/19
Gerald Breatnach		Appointed Member 4/6/18

*Members are also trustees/governors

Trustees / Governors

Jenny Godsall	Principal (Ex officio Staff Governor) Appointed 1/4/13
Nick Hillier	Community Governor Re-appointed 9/3/21
Charlotte Harris	Staff Governor Re-appointed 2/7/21
Cathryn Bartley	Co-opted Governor Appointed 12/3/20
Daniel Cox	Parent Governor Appointed 6/12/21
Anthony Gilham	Parent Governor Appointed 15/2/22
Bronwyn Hardie	Parent Governor Appointed 15/2/22
Sian Harris	Co-opted Governor Appointed 11/3/22