



The Stivichall Tree

The children of our school shared their thoughts and ideas to create The Stivichall Tree - our code of conduct

STIVICHALL PRIMARY SCHOOL

COAT OF ARMS BRIDGE ROAD

COVENTRY CV3 6PY

Tel: 024 7641 9555

*Email: adminstaff@stivichall.coventry.sch.uk**Website: www.stivichallprimary.org*

Head Teacher:	Mr C D ROSE
Chair of Governors:	Mrs P PARKES
Classification:	COMMUNITY SCHOOL
Age Range:	5 - 11 Years
Number on Roll:	530
Admission Limit:	75
School Hours:	Mornings: 08.55 - 11.55 Afternoons: 13.10 - 15.30 (Key Stage 1) 13.10 - 15.35 (Key Stage 2) except Friday: 13.10 - 15.15 (Key Stage 1) 13.10 - 15.20 (Key Stage 2)

This prospectus is available in a range of community languages upon request

Stivichall Primary School is situated in the south of the city, in a pleasant residential area, next to the War Memorial Park. There is extensive green space around the school, with well landscaped grounds, hard play areas and a playing field.

The school has high standards of achievement by children in their academic work and in sport, drama and music which form an integral part of the curriculum. The important relationship between educational achievement and wellbeing is acknowledged in all areas of school life. Children are taught within a secure learning environment, based upon mutual trust and respect, where they develop into responsible and active members of the school and wider community.

Our most recent OFSTED report in February 2007 said:

"We are very pleased with the high level of education our children receive at Stivichall ... both are keen and happy to go to school, enjoying the variety of activities on offer", was a typical response from a parent. This echoes the inspection team's view of this good school. Good care, guidance and support, including excellent pastoral care, result in pupils whose behaviour is outstanding and who really enjoy school. Good and effective leadership and management is enhancing teamwork between staff, governors, parents and pupils in the school. This is evident in the development of a more creative approach to the already good curriculum.

ADMISSION OF CHILDREN TO STIVICHALL PRIMARY SCHOOL

Any parent who is considering applying for a place at Stivichall is welcome to come and visit us. Please telephone to arrange a convenient time. There are also Open Days throughout the year which parents are welcome to attend in order to see the school in action.

Admission of pupils with disabilities

Stivichall is an inclusive school and every effort is made to provide for pupils with disabilities so that they have full access to the buildings and curricular and extra-curricular activities. We will endeavour to meet any particular or specific needs which pupils wishing to attend our school may have. We will consult with outside agencies where appropriate in order for pupils to be provided with the appropriate support so that they may participate fully in all school activities.

In school we have two disabled toilets with an electric, height-adjustable changing bed and a mobile hoist. There is a disabled parking space and vehicular access for disabled vehicles. All lesson planning has identified learning objectives for pupils' differing abilities, needs and levels of attainment. Resources support these learning objectives so that the curriculum in all subjects is accessible to all pupils.

Teaching assistants are employed by the school to support the needs of individual and groups of pupils.

SPECIAL NEEDS

The School Special Needs Policy includes the following initial statements:

This policy is informed by and is a requirement of:

- the 1996 Education Act
- the 2001 Special Educational Needs Code of Practice and Disability Discrimination Act
- the LEA Statement of Policy for the School Curriculum 'Entitlement and Achievement'
- Circular 6/94 : The Organisation of Special Educational Provision

and the LEA Statement of Policy for Children with Special Needs.

Framework

Philosophy

We the staff and governing body at Stivichall Primary School believe that all teachers are teachers of children with special educational needs and all children are entitled to a broad and balanced curriculum which develops the qualities and competencies needed for full and effective membership of their community.

Principles

Class teachers should plan the differentiation of work for children with special educational needs and retain the responsibility for monitoring and recording day-to-day progress across the curriculum.

The Special Needs Co-ordinator (SENCO) will maintain the Special Educational Needs files and organise the school's SEN resources.

Parents will be involved, and will be kept informed, if there is concern about their children's progress.

Procedures

Our SENCO is Mrs S Whitmore who co-ordinates across both Key Stages. Teaching assistant support is offered for a percentage of curriculum time, to be arranged each year. A timetable for such special needs work is kept by the SENCO. Teaching assistants funded by the school in response to Statements of Need for particular children are also timetabled by the SENCO, who provides guidance as to their expected roles.

Each class teacher is responsible for the upkeep of the special needs files for the targeted children in their class. The SENCO provides help and is responsible for the monitoring of these files. All SEN information is stored in these files and follows the child through the school. The files are checked every term.

Curriculum planning is completed each term by class teachers and includes planning for differentiation. This process is supported by the individual subject co-ordinators, phase leaders and senior management. Children on Individual Education Plans (IEPs) show evidence of individual work on weekly plans. A copy is collected and reviewed weekly by the SENCO to ensure work is relevant to the IEP. These IEPs are reviewed with parents on a termly basis. Where work from the IEP comes in the form of homework, the class teacher will also provide the SENCO with the relevant information each week.

The SENCO will update the progress of children on the SEN file by liaising each term with class teachers. (This time to be negotiated with the head teacher.) The SENCO will then report back to the head teacher.

SEN resources will be ordered and organised by the SENCO so that class teachers have access to them and a list of resources will be updated each year.

Our criteria for the identification of children with Special Educational Needs are as follows :

- a. a shared concern between the class teacher, parents, SENCO and, possibly, concern from outside agencies, e.g. doctor, English as an additional language teachers, pre-school teachers;
- b. academic achievement significantly below or greater than average within the class or year group (the results of standardised tests in reading and spelling, National Curriculum levels as assessed by school moderation, and other class records will be taken into account);
- c. behaviour that is inappropriate and/or unacceptable - pupil/adult or pupil/peer;
- d. emotional difficulties;
- e. attitudes to work - poor concentration, memory span, retention;
- f. specific learning difficulties in one or more areas of the curriculum.

Additional assistance is also available from visiting language and special needs tutors and an educational psychologist.

ADMISSION PROCEDURES FOR STIVICHALL PRIMARY SCHOOL

When children are starting school for the first time the following procedure is followed:

Each September, Coventry schools accept children who will be five years old by 31st August of the next year.

The school begins to establish the admission list of catchment area pupils in the Autumn Term prior to the September of admission.

Parents who wish to apply for a place need to complete an application form enclosed with the booklet "Primary Education in Coventry". This form should be returned to the school office.

During May, parents of new children receive a letter inviting them to a meeting, usually held one evening in June. The Head Teacher and teachers of the new Reception classes will talk about school routines and objectives and will answer any queries. There will be some books and equipment on display and parents will be taken to see the classrooms.

Further information, including a Starting School booklet for children, will be distributed and there will be a name label ready for each child which will show the exact style of lettering that will be used when teaching the child to write his/her name.

Parents are invited to bring their children, once they have been offered a place in the school, to pre-school sessions during the summer term. Another visit can be made in September, just before the children's first proper day at school.

In September, the Reception classes start school a few days later than the older children. We have found that children make a better start if they attend school part-time at first. The older Reception children become full-time after two weeks and the younger children gradually become full-time, as arranged between the class teacher and the parents.

ADMISSIONS POLICY FOR LOCAL AUTHORITY COMMUNITY AND CHURCH OF ENGLAND (VOLUNTARY CONTROLLED) PRIMARY SCHOOLS

The School Standards and Framework Act 1998 requires all infant (Years R, 1 & 2) class sizes to be limited to a maximum number of 30. Admission Numbers are therefore based on multiples of 15 and 30, which helps schools to organise infant classes of 30 or fewer.

1. Admission Number

The school's admission number for Year R is : **75**

2. Admissions Criteria

The admission arrangements for the school are controlled by the Children, Learning and Young People's Directorate of Coventry City Council. To apply for a primary school place parents should complete the application form contained in the booklet "Primary Education in Coventry 2010" or you can complete an on-line form at the following web site address: www.coventry.gov.uk/admissions

The local authority operates a policy of "equal preference".

Parents will be able to apply for up to three schools. All three schools listed will be looked at as equal choices. However, parents should ensure they list the school they most want their child to attend as their first choice, followed by their second choice and then their third choice. All three schools will be considered against the respective over-subscription criteria for the schools chosen. Should the Authority be able to offer a place at more than one of the schools listed it will decide which single place to offer in accordance with the order in which the choices are listed.

For example:

- If a place can be offered at all three schools listed then a place will be offered at the school listed as first choice.
- If a place can only be offered at the schools listed as choices 2 and 3, a place will be offered at the school listed as choice number 2.

In all instances the Authority will endeavour to offer a place at the school listed first but parents are advised to read the admissions policies of all the schools requested so they can judge the likelihood, or not, of being offered a place at the school they most prefer.

If there are more requests for a school than there are places available within the school's admission number, places will be allocated in Local Authority Community and Church of England (Voluntary Controlled) Schools in accordance with the following criteria and in the priority order shown below:

- to children who at the time of admission are in public care (looked after children);
- to children who live in the catchment area served by the school, with a brother or sister at the school or corresponding Junior School in the case of separate Infant and Junior Schools, **provided that the brother or sister will continue to attend that school the following year;**
- to other children who live in the catchment area served by the school;
- to children with a brother or sister at the school or corresponding Junior School in the case of separate Infant and Junior Schools **provided that the brother or sister will continue to attend that school the following year;**
- to children by reference to the distance to the preferred school. A straight-line measurement will be made from the child's home address to the centre of the preferred school site. The address used must be the child's permanent home address. The shortest measurement will have the highest priority.

Special Educational Needs

If a child has a Statement of Special Educational Needs which names a school, they must be admitted to that school.

Looked after Children

Priority will be given to children who are in the care of the local authority or provided with accommodation by the authority. A looked after child is defined in Section 22 of the Children Act 1989.

Brothers and Sisters

The City Council sees the benefits of children from the same family attending the same school and gives priority to brother and/or sister* connections in its policy for allocating places. However, where schools are over-subscribed no guarantee can be given that places will be available.

*This also applies to stepbrothers, stepsisters, half brothers, half sisters and adopted brothers and sisters living at the same address.

Exceptional Grounds

Exceptional Grounds are circumstances that can only be catered for by one particular school. All Coventry schools are resourced in the same way and have similar facilities, and therefore there are very few exceptional grounds that mean a child can only attend one particular school. For example, all schools are able to cope with common childhood illnesses such as asthma. Although childminding and childcare arrangements are very important to a working parent, it is not possible to take account of such arrangements when allocating school places. They will not be accepted as exceptional grounds.

Applications on exceptional grounds will initially be considered by the Business & Performance Manager and Admissions Manager and referred to relevant professionals where considered appropriate. All applications on exceptional grounds must be supported by independent professional evidence, e.g. report from consultant psychologist. Head Teachers, Class Teachers, Elected Members and other Council employees are NOT permitted to support applications; any information submitted from such sources will be disregarded. Where it is decided that the grounds are not sufficient, or no additional information is submitted, the application will then be considered against the remaining admission criteria.

Distance

If it is not possible to meet all of the requests in any one of the categories described above, the City Council will prioritise the requests within that category by reference to distance. A straight-line measurement will be made, using a computerised mapping system, from the child's home address to the centre of the preferred school site. The address used must be the child's permanent home address. The shortest measurement will have the highest priority.

Deferred entry into Primary School

Legally a child does not have to be educated until the term after their fifth birthday. Parents may feel their child is young for their age, or there may be other reasons for wanting to delay their entry to school. This is called deferred entry.

In this situation applications for a place should be made in the normal way. The authority recommend that the parent/carer contacts the head teacher of the preferred school to discuss the matter in more detail prior to submitting the application form. If the parent/carer then decides to apply, a place will be reserved until the child starts – the Authority cannot allocate it to another child.

Parents/carers cannot assume however that an application for a deferred entry place will be successful. It will be considered alongside all other applications in accordance with the general City Council admissions policy.

Children currently attending Local Authority Maintained Nursery Classes

Parents of children already attending Nursery Classes will also need to complete an application form in order to request a place at their preferred Primary School. The policy of the City Council is not to provide nursery classes at every school, but to provide classes which serve a wider area than the school's catchment area. The number of part-time places available in a nursery class therefore often exceeds the number of places available in the Reception Class in the same school. **The City Council cannot therefore guarantee that a pupil who is admitted to a school's nursery class will be admitted to the same school.**

Late Applications

The closing date for the receipt of applications is 15 January 2010.

- All applications received after 15 January 2010 will be late and **will not** be considered in the first allocation
- Parents who have returned their applications on time will be informed of the outcome of their request on 19 April 2010 by second class post.

This means a late application is less likely to be allocated a place in a popular school as applications received on time may already have been allocated all of the available places.

Waiting List

The Authority cannot always offer places at a preferred school. If this is the case the child's name will be automatically placed on the Waiting List for community and voluntary controlled schools. If places become available, the Authority will allocate the places to those who best meet the admissions criteria. Applicants may therefore move both up and down the list depending on whether others joining the list better meet the admissions criteria. Voluntary Aided schools will operate their own lists in conjunction with the Local Authority.

Waiting Lists will remain in operation until the start of the 2010 Autumn Term. Thereafter, parents will be required to register their interest in the preferred school every 21 days, otherwise they will be deemed to have withdrawn their interest.

Parents whose preference is not met by the Children, Learning and Young people's Directorate can appeal to an independent appeal panel.

If a school place is offered on the basis of an address, which is subsequently found not to be the child's normal home address, the place will be withdrawn.

Full details of the admissions policy are given in the Children, Learning and Young People's Directorates annual publication "Primary Education in Coventry". From 07 September 2009 copies of this booklet are available from Primary Schools or the Children, Learning and Young People's Directorate in Civic Centre 1, Little Park Street, Coventry CV1 5RS or by telephoning (024) 7683 1622 or 7683 2499.

PRE-SCHOOL GROUPS

Pre-school groups are held during the summer term before admission as an introduction to the life of our school.

STIVICHALL FUN CLUB

This offers 'wrap around' child care for children at the school. The hours are 7.55 - 8.55am and 3.30 - 6.00pm, and the children are offered a range of recreational activities in a secure environment. The cost is currently £4.00 for the morning session, £4.00 for the first hour in the afternoon and £1.50 per half hour thereafter. Discounts are available for the second and subsequent child in a family. Holiday care is also available at certain times during the year.

There is always a waiting list for places in the Fun Club as it is so popular. Parents need to be aware of this before contacting the co-ordinator.

PARENTAL INVOLVEMENT

Contact between home and school is essential to the child's progress and parents are welcome to arrange meetings with the Head Teacher or the teachers at any time, but should telephone to make appointments to ensure that meetings are mutually convenient.

Three parental consultation evenings are held, one in September or October and one in the spring term so that teachers and parents can meet and discuss their child's performance. Regular attendance at school is vital if the child is to make consistent progress, and we would ask parents to bear this in mind when arranging holidays. Assessment is completed during the final term and parents are sent a report towards the end of the school year. An opportunity to discuss this report is provided during the summer term at a third consultation evening.

There is an active Parent Teachers Association, the Annual General Meeting of which is in the autumn term, and all parents are welcome to attend. At this meeting a committee is formed to organise a varied programme of activities throughout the year. The funds raised by the PTA have been very valuable to the school during periods of financial restraint, and much benefit has been gained by social contact between members of staff and parents.

There are bound to be occasions when you require information or reassurance from the school. Please telephone or call in at school and we will do our best to clarify the matter. Most queries can be resolved immediately, but if you have a more serious problem an appointment can be made.

We welcome your help in school usually to assist with reading, art, games, school visits and the preparation of materials and resources. Please contact teachers if you are able to help, either occasionally or on a regular basis.

If a child becomes unwell during the day we telephone the parent and usually the child is collected or taken home early. In view of this we ask that parents keep us informed of changes of address or telephone number.

ORGANISATION

There are three classes in Reception and two or three classes in all other year groups. In order to effectively manage the large numbers of children in the school there is one mixed Year 1 and 2 class which is drawn on a five week cycle from the two other Year 1 and 2 classes. The children therefore spend one week in five in the mixed class. In addition there is one permanent mixed Year 3 and 4 class which is mainly composed of the children who perform best in their National Tests in Year 2. This gives the teacher of that class a relatively narrow band of ability to work with. In Year 5 and 6 a fifth member of staff is employed to reduce teaching group sizes. In order to achieve a social and academic balance and give children a variety of experiences, pupils will not remain in the same class

groupings every year, and teachers will use their professional judgement to reorganise classes. This happens at the end of the Reception year and at the end of Year 2 and Year 4.

English As An Additional Language

The school employs a part-time teacher whose role is to support children whose home language is not English. This teacher identifies needs and works alongside class teachers to reinforce the learning of English.

CURRICULUM AIMS

The school's policy for the curriculum and its ensuing aims are clearly defined in the Authority's policy for the curriculum as set out in the 'Entitlement and Achievement'.

In addition, at Stivichall we pursue the following aims both through our curriculum and in all other aspects of school life:

- to encourage the pursuit of academic and personal achievement;
- to provide every opportunity for all children to reach their full potential;
- to create a secure learning environment based upon mutual trust and tolerance between children and adults;
- to develop a curriculum which will be challenging and responsive to the diversity of children's needs;
- to produce a readiness for learning and an eagerness for involvement in study;
- to promote initiative, perseverance and self-discipline;
- to provide a sense of achievement for all;
- to foster respect for every individual;
- to create a system of assessment which will not only support and inform the curriculum but will also provide essential information for teachers, pupils and parents;
- to develop a desire to make constructive use of leisure, and an understanding of the need to maintain physical health;
- to encourage children to pursue high standards and develop individual talents in P.E., Music, Art and Drama;
- to provide equal opportunities for all;
- to promote an understanding of spiritual values;
- to enhance personal and social development by providing residential education opportunities and a variety of extra-curricular activities;
- to develop an understanding of the world, its cultural diversity and each individual's value within a pluralistic society;
- to promote aesthetic appreciation.

Able, Gifted and Talented Children

A teacher is responsible for the co-ordination of work for children with above average levels of ability. The school identifies these children at an early stage and seeks to provide appropriate extension work and challenging activities.

Our membership of a Coventry Primary Learning Network allows gifted mathematicians in Years 5 and 6 the opportunity to work with similar children from other schools on very advanced work.

CURRICULUM INFORMATION

The time spent on teaching during the normal school week is twenty two and a half hours for Key Stage 2 children and twenty two hours for Key Stage 1, excluding registration and assemblies.

The curriculum is constantly under review particularly as the National Curriculum is subject to frequent changes, and each year group follows a timetable which is broadly similar in content. The National Literacy and Numeracy Strategies are fully integrated throughout the school.

A large proportion of the timetable is given over to the core subjects of Maths, English, ICT and Science, and it is a school aim to ensure that children achieve the highest standard in these areas. A wider range of work including the foundation subjects of Music, Art, Technology, Physical Education, History, Geography, Modern Foreign Languages and Religious Education is also undertaken.

A wide range of topics are covered by the school, examples of which are as follows :

Maths	Computation, algebra, mental arithmetic
English	Reading, writing, speaking and listening
Science	Earth In Space, Life and Living Processes, Electricity
History	Egyptians, Greeks, Britain since 1930
Geography	Rivers, local studies, map work
Music	Composing, singing, performing
Art	Painting, collage, modelling
Design Technology	Design, construction, evaluation
Modern Foreign Languages	French
Physical Education	Dance, gymnastics, games, swimming
Religious Education	Christianity, other major faiths, celebration and worship
Information and Communication Technology	Word processing, control technology, databases

Details of work being studied by individual year groups are sent to parents on a regular basis, including Target Booklets giving information about learning goals for each term.

The school has policies which encompass all subjects in the curriculum, cross-curricular themes such as Personal, Social and Health Education, Behaviour, Equal Opportunities and Race Equality. These detail our commitment to an ethos which promotes equality of opportunity for all regardless of disability, gender, race or ethnicity.

The school has achieved the Read On award through Reading Connects. This award recognises good standards in reading, and reading for pleasure.

We realise that it is the privilege and duty of parents to give their children a knowledge of the facts of life. We offer a short course based on the BBC Sex Education Programme in Year 5. Parents will be informed prior to the programme and will be invited to attend a preview.

RELIGIOUS EDUCATION, ASSEMBLIES AND COLLECTIVE WORSHIP

School assemblies, including collective worship, are held daily and from time to time local church leaders join us for these occasions. Some assemblies are taken on a rota basis by all classes within the school and parents are sometimes invited to attend. Non-denominational religious education lessons are part of the children's main course and are taught in class groups.

Guidelines from the local Standing Advisory Council on Religious Education have been established and the school tries to reflect the ideas within the guidelines.

Normally all children take part in these activities, but if parents wish their children to be withdrawn they should contact the Head Teacher who will discuss acceptable alternative arrangements.

SPORT, EXTRA CURRICULAR ACTIVITIES AND THE ARTS

The school has been awarded a Football Association Chartermark and Sport England Active Mark Gold. This success arises from the fact that the school aims to provide children with the opportunity to take part in a wide range of clubs and teams in addition to maintaining a high standard of physical education teaching.

In sport there are school teams for football, rugby, netball, basketball, cross-country, gymnastics, cricket, rounders and athletics. In addition links have been forged with the local football, cricket, rugby, tennis, dance and basketball clubs, which provide expert coaching. Children are invited to take an increasing part in these activities as they grow older.

During the last two years school teams have won local trophies for cross-country, cricket, rugby, football, netball and basketball.

All children are given the opportunity to work in games, gymnastics, swimming, athletics, dance and outdoor pursuits whilst at Stivichall. Physical education lessons are an integral part of each child's experience, with at least two hours per week of curriculum time allocated to them. Clubs and teams usually meet at lunchtimes, after school and on Saturday mornings.

Physical education facilities on site include two halls for gymnastics and dance, games field, playgrounds for netball and basketball and, in the Memorial Park, a football pitch, cricket square, rounders pitches and a cross-country course.

A number of staff hold coaching qualifications including awards for swimming, football, gymnastics, rugby, tennis, orienteering and badminton. Visiting coaches from local clubs currently include those from Coventry Crusaders Basketball, Coventry City Football Club, Coventry Rugby Club, Warwickshire County Cricket Club and Michelle Leivers Dance Club.

Stivichall holds a gold award for being a Health Promoting School and we ask parents to support the principles of a sensible diet and exercise. We have joined the National School Fruit Scheme which provides children in Key Stage 1 with fruit each day. There is also a milk bar and healthy tuck shop for junior children, and it is important that children who do not take advantage of these opportunities bring their own fruit or healthy snack for breaktimes.

The Arts are an important part of school life, with music, drama and languages being valued by the children, parents, staff and governors. The school has been awarded a Gold Artsmark in recognition of the excellent range of artistic provision it provides. There are a range of clubs catering for different areas of the Arts: drama, crafts, orchestra, choir and percussion group. A number of visiting tutors teach small groups of children instruments such as flute, clarinet, violin and trumpet, recorder and guitar.

There are opportunities to study French, German and Punjabi as extra curricular activities at lunchtime or after school. There is also a Maths Club which gives children the opportunity to investigate logic and mathematical puzzles.

The school is visited by the Young Shakespeare Company on a regular basis.

Residential Education:

Children in Year 6 will be given the opportunity to take part in a week's outdoor pursuits at Dol-y-Moch or at a similar centre. Younger children are often involved in overnight activities of a shorter duration, such as a Year 3 camp on the school field, a Year 4 camp in Coventry, and a Year 5 trip to a centre specialising in ICT and outdoor pursuits.

PASTORAL CARE AND DISCIPLINE

The following statement is the school's Code of Conduct as agreed by the Governing Body.

"The pastoral care of the children is normally the responsibility of the class teacher. Members of staff make every attempt to encourage and support good, responsible behaviour with the intent of developing in the children an awareness and consideration for others and a respect for property. To assist in this development the children may be given the opportunity to take on responsibilities either within their class or within the school.

In most cases where children misbehave, the class teacher will decide upon a suitable way of dealing with the incident. In more serious cases other members of staff, particularly the Head Teacher or Deputy, may be involved. A number of sanctions are available to be used including the loss of break times when work, if possible relevant to the misdemeanour, would be completed. Such sanctions should usually last no longer than a week.

Where staff concern is shown over either continuing behaviour problems or a serious incident, contact would be made with parents and, if required, consultation with outside agencies, including the School Psychological Service, would be initiated. The parental contact could be established on a regular basis either by written report or personal contact. If the particular situation continues to worsen and if it is felt to be in the children's best interests, exclusion could be considered.

Breakages: If unfortunately there is breakage or damage to equipment the school reserves the right to ask for a significant contribution towards the cost of replacement."

CITIZENSHIP

The school is very active in this area of the curriculum. There is a school council with representatives of every class from Year 1 to Year 6 elected by their peers. The Council brings forward proposals to Staff, Governors and the PTA. In addition, we have a peer support system, "Playground Pals", which involves specially trained children who help others who experience difficulties with friendships, etc.

HOMEWORK

The school has a homework policy and details of each year group's work are sent home regularly. All years will read, and most will have maths and research homework.

The frequency that these tasks are given will increase in Years 5 and 6. This is designed to encourage children to work unsupervised and to prepare them for the regular homework timetable they will receive at their secondary school.

LUNCHTIME ARRANGEMENTS

School meals are served each day. The school is part of Coventry's Healthy School Meals initiative and operates a system which allows the children to select their meal from two hot dishes or a cold packed lunch, with open access to a salad bar. Dinner money is brought each Monday morning for the five days of the following week. Children may bring sandwiches and eat them on school premises if their parents wish. Drinks may be brought provided they are in plastic containers. We encourage parents to provide their children with a healthy packed lunch.

If you wish your child to change from sandwiches to school meals or vice versa then written notice of one week is required. For families receiving certain benefits the cost of a meal will be met by the local authority.

ABSENCES AND ARRIVAL AT SCHOOL

Children are not allowed to cycle unaccompanied to school unless they have passed a Cycling Proficiency Test and have written permission from their parents and the Head Teacher's consent.

The school has a sustainable travel plan and encourages pupils to walk or cycle to school where possible.

Children should not arrive at school more than 15 minutes before the commencement of the school session.

Any child being taken out of school must be collected on the premises.

A telephone call or letter is required whenever a child is absent in order that staff are aware of where the child is during the school day.

Holiday forms are obtainable from the school office if parents' holiday dates fall during school terms. **Parents should note that absence during school time may have a detrimental effect on their child's education.**

SCHOOL DRESS

The wearing of school uniform started in September 1989 and is established. Children should always wear clothes which are suitable for school. Training shoes, jeans and football shirts are not permitted.

The school colours are green and red; any combination of green, red, white and grey can be chosen.

GIRLS

white blouse
green or red or grey jumper/cardigan
black or grey skirt/pinafore dress/trousers
white, green or red polo shirt
green or red sweatshirt
green and white or red and white summer dress (check or stripe)
black, white or grey socks
black shoes (summer sandals)

BOYS

white shirt
green, red or grey jumper
white, green or red polo shirt
green or red sweatshirt
black or grey trousers
black or grey socks
black shoes (summer sandals)

Boys may wear plain trousers (not jeans, casual trousers or sports wear), shirt, jumper or jacket.

Girls may wear a skirt, top, cardigan or jumper, a suitable dress or plain trousers (not jeans, casual trousers or sports wear).

Sensible footwear is requested at all times.

For reasons of safety **NO** jewellery whatever, **INCLUDING STUDS**, may be worn during physical activities. Earrings other than studs are not suitable for school.

P.E. Kit

The children require shorts, tee shirt and pumps for indoor P.E. work and summer games. It is preferable that they have an alternative kit for outdoor games. School games kit consists of plain black shorts, black socks and a warm shirt or tracksuit. For their own safety and the protection of their feet, it is recommended that the children in years 3, 4, 5 and 6 have football boots or strong training shoes for the Autumn and Spring terms.

You are asked to label your child's clothing clearly to minimise the amount of time spent in searching for and returning "lost" items.

TRANSFER TO SECONDARY EDUCATION

Parents/carers will receive a booklet explaining the process for the transfer of children from primary to secondary education at the start of the autumn term, when their child is in Year 6.

The Government requires every Local Authority to draw up a scheme for admissions to secondary schools. Coventry's scheme covers every maintained school in the Coventry area (Local Authority, Catholic and Church of England schools). The regulations also require Local Authorities to exchange information with their neighbouring authorities, in our case, Warwickshire and Solihull. Coventry therefore consults with other Local Authorities, Catholic and Church of England admission authorities within its area and annually agrees a scheme for the co-ordination of admissions to secondary schools. The main aim of the scheme is to ensure each child receives the **best possible single offer of a place** at a secondary school based on the choices made by parents/carers.

Parents/carers of children living in Coventry will be able to apply for schools in Coventry and outside of Coventry on the application form supplied by Coventry Local Authority.

Parents/carers of children who live outside Coventry may apply for a place at a Coventry Secondary School on the application form supplied by their "home authority" (the authority in which they reside). Their application will be considered alongside those from Coventry residents.

The scheme does not cover Independent Schools.

Detailed information will be forwarded to parents/carers at the relevant time. In the meantime if you have enquiries regarding admissions to Secondary Schools, please contact the Children, Learning and Young People's Directorate, Admissions Team, New Council Offices, Earl Street, Coventry CV1 5RS, telephone no. 024 7683 1613.

COMPLAINTS PROCEDURE

Your child is entitled to receive a broad and balanced curriculum at school, including all the subjects of the National Curriculum and Religious Education. Schools must also make arrangements for a daily act of collective worship (assembly).

In addition each school must have a charging policy, which explains which school activities will be subject to a charge.

If you feel any matters are not being properly handled as far as your child is concerned, then you may make a complaint.

It is hoped that most complaints can be solved by talking to your child's teacher or Headteacher and making sure there are no misunderstandings. However, parents or guardians have a right to make a formal complaint. A copy of the complaints procedure can be obtained from each school and the City Council's website contains some information and advice. The address is:

www.coventry.gov.uk/ccm/navigation/education-and-learning/schools-and-colleges/complaints-about-schools

CHARGING AND REMISSION OF CHARGES POLICY

Trips in school time cannot be charged for. Events will be proposed by the school and voluntary contributions will be invited. The school will proceed with the planning if sufficient funding can be found.

Trips which are held on non-school days or which substantially exceed school hours may be charged for.

Board and lodging on residential trips will be charged for.

Materials used in school for such activities as craft and cooking. The school will provide materials and equipment (but not clothing) required for purposes of the curriculum. However, in the case of craft and cookery a charge may be made for the materials used if parents wish their child to take the product home.

Individual tuition in the playing of a musical instrument will be charged for.

REMISSION OF CHARGES

Charges may be remitted by the Governing Body to parents who are in receipt of Income Support, Income Based Job Seekers' Allowance, Working Families Tax Credit or Disabled Persons Tax Credit.

CHILD PROTECTION

In the interest of safeguarding children there may be occasions when the school has to consult other agencies without a parent's prior knowledge. The school's first concern is the child's welfare and the school has a duty to act to protect the child at all times. We follow the procedures laid down by the Coventry Safeguarding Children Board and a copy of these procedures is available in the school.

ATTENDANCE DATA 2008 – 2009

This information relates to the period up to Thursday 21 July 2009.

Number on Roll	524
Attendance	95.9%
Authorised absence	3.9%
Unauthorised absence	0.1%

DISCLAIMER

Whilst all the information contained within this prospectus was correct at the time of writing, it should be noted that it relates to the Academic Year 2010/2011 and that it should not be assumed that there will be no change before the school year in question or in relation to subsequent years.

STIVICHALL PRIMARY SCHOOL
GOVERNING BODY

Appointment expires

Community Governor

Michael Ballinger	09.11.2009
Philippe Delmarre	05.06.2010
Anne-Marie McFeely	05.10.2010
Pauline Parkes (Chair)	09.11.2009

LEA Governors (council appointees)

Ronald Beech	31.08.2010
John Beesley	01.04.2010
Charles Holbrook	01.04.2010
Joe Ijoma	31.08.2010

Observer

Lynnette Jeffs	05.04.2010
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Parent Governor

Jayne Armitage	27.04.2010
Anita Bassi	27.04.2010
Anita Cooke	14.06.2011
Sarah Harris	09.01.2011
Milan Jagatia	06.07.2010
Jaz Somal	27.10.2009

Staff

Christopher Rose	31.08.2009
Christine Oddy	04.11.2009
Ann Wheatley	04.11.2009
Jennifer Wood	04.11.2009

Total Appointments 17

If you wish to contact any member of the governing body, please telephone the school on 024 7641 9555, or write to Stivichall Primary School, Coat of Arms Bridge Road, Coventry, CV3 6PY (email: adminstaff@stivichall.coventry.sch.uk) in the first instance and your communication will be passed on to the relevant person.

School Terms and Holidays 2010/2011

August/September 2010

Mon	Tue	Wed	Thu	Fri	Sat	Sun
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October

Mon	Tue	Wed	Thu	Fri	Sat	Sun
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November

Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December

Mon	Tue	Wed	Thu	Fri	Sat	Sun
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2011

Mon	Tue	Wed	Thu	Fri	Sat	Sun
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February

Mon	Tue	Wed	Thu	Fri	Sat	Sun
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March

Mon	Tue	Wed	Thu	Fri	Sat	Sun
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April

Mon	Tue	Wed	Thu	Fri	Sat	Sun
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May

Mon	Tue	Wed	Thu	Fri	Sat	Sun
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June

Mon	Tue	Wed	Thu	Fri	Sat	Sun
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July

Mon	Tue	Wed	Thu	Fri	Sat	Sun
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August/September 2011

Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6					

Please note:

AA total of 194 days are defined as 'school days.' Pupils must attend for 190 days meaning 4 are reserved for professional training of school staff during the 2010/11 academic year. These are set at each school's discretion so contact your school to find out when these dates are.

Term Time

Holiday

Bank Holiday

Summer Bank Holiday - 30 August 2010

New Year Bank Holiday - 3 January 2011

Good Friday - 22 April 2011

Easter Monday - 25 April 2011

May Day Holiday - 2 May 2011

Spring Bank Holiday - 30 May 2011

Summer Bank Holiday - 29 August 2011



Coventry City Council

www.coventry.gov.uk/termdates

**STIVICHALL PRIMARY SCHOOL
COMPARATIVE REPORT
End of Key Stage 1 Assessment**

This table shows a summary of the National Curriculum assessment results of pupils in the school (2009) and nationally (2008) at the end of Key Stage 1, as a percentage of those eligible for assessment.

The number of eligible children is: 76

Figures may not total 100 per cent because of rounding.

RESULTS OF TEACHER ASSESSMENT										
Percentage at each level										
		W	1	2	2C	2B	2A	3 or above	Disapplied Children	Absent Children
Speaking and listening	Boys	0	0	79				21	0	0
	Girls	0	2	36				62	0	0
	Whole School	0	1	55				43	0	0
	National	2	11	65				21	0	0
Reading	Boys	0	0		12	38	24	26	0	0
	Girls	0	2		5	14	33	45	0	0
	Whole School	0	1		8	25	29	37	0	0
	National	3	13		13	22	24	25	0	0
Writing	Boys	0	0		38	24	18	21	0	0
	Girls	0	2		14	19	26	38	0	0
	Whole School	0	1		25	21	22	30	0	0
	National	5	15		22	27	19	12	0	0
Mathematics	Boys	0	0		21	21	26	32	0	0
	Girls	0	2		14	19	26	38	0	0
	Whole School	0	1		17	20	26	36	0	0
	National	2	8		16	25	27	21	0	0
		W	1	2	2C	2B	2A	3 or above	U	
Science	Boys	0	0	59				41	0	
	Girls	0	2	60				38	0	
	Whole School	0	1	59				39	0	
	National	2	9	67				22		

W represents children who are working towards level 1, but have not yet achieved the standards needed for level 1.
U represents children for whom it is not possible to determine a level.

**STIVICHALL PRIMARY SCHOOL
COMPARATIVE REPORT
End of Key Stage 2 Assessment**

These tables show a summary of the National Curriculum results of pupils in the school (2009) and nationally (2008) as a percentage of those eligible for assessment.

The number of eligible children is: 76

Figures may not total 100 per cent because of rounding.

RESULTS OF TEACHER ASSESSMENT 2009 and NATIONAL 2008										
		Percentage at each level								
		W	1	2	3	4	5	6	Pupils disappplied	Pupils absent
English	School	0	1	3	4	45	47	0	0	0
	National	0	1	4	16	49	30	0	0	0
Mathematics	School	0	1	3	8	47	41	0	0	0
	National	0	1	4	16	46	33	0	0	0
Science	School	0	0	4	0	38	58	0	0	0
	National	0	0	2	12	47	38	0	0	0

TEST RESULTS 2009 and NATIONAL 2008							
		Percentage at each level					
		Below level 3*	3	4	5	Pupils not entered#	Pupils absent
English	School	4	7	49	41	0	0
	National	6	13	51	30	0	1
Reading	School	4	1	29	66	0	0
	National	6	6	38	49	0	1
Writing	School	4	21	49	26	0	0
	National	6	26	48	20	0	1
Mathematics	School	4	17	38	41	0	0
	National	5	15	47	31	0	1
Science	School	4	0	37	59	0	0
	National	2	8	44	44	0	1

W represents pupils who are working towards level 1, but have not yet achieved the standards needed for level 1.

***** represents pupils who were not entered for the tests because they were working below level 3 in English, mathematics or science; pupils awarded a compensatory level from the tests; and pupils entered for but not achieving a level from the tests.

represents pupils working at the levels of the tests, but unable to access them, formally referred to as disappplied.

FURTHER INFORMATION

About the curriculum and related matters

1. The following documents are available for inspection either at school or at the Children, Learning and Young People's Directorate, as listed :

Document	Available at
• "Entitlement & Achievement", the Curriculum Policy Statement of Coventry City Council	School or Children, Learning and Young People's Directorate, Civic Centre 1, Coventry City Council, Little Park Street. Coventry CV1 5RS
• Curriculum Policy Statement of the Governors of the school.	School

2. The following documents are available for inspection at school :

- Circulars and Statutory Instruments sent by the Department for Children, Families and Schools to the school, referring to the powers and duties of the Governing Body and the Headteacher under Acts of Parliament in relation to the curriculum;
- any published OFSTED reports on the school;
- the schools' policy for making provision for children with special educational needs;
- the schools' charging and remissions policy;
- schemes of work and syllabuses;
- the procedure for dealing with complaints about the curriculum;
- statement of procedures on school records;
- The School Profile;
- the agreed syllabus for religious education adopted by Coventry City Council and the school.

Copies of some of these documents can be supplied to parents. Please ask at school, a charge may be made.

[This list is produced to conform to Education legislation and associated regulations].