

Forward



Together

Little
Gaters
Prospectus

Revised April 2016.

A message from the Head Teacher

Dear Parents,

Hargate Primary School is a very special place and I am privileged to be Head Teacher.

The contents of this prospectus will give you the information about the organisation and structure of our school, together with the broad aims of the curriculum. However, the only way to really appreciate our school is by visiting and seeing the positive and warm culture we have here. This culture is a product of fantastic children, good personal relationships and the dedication and expertise of the staff team. At Hargate we are all lifelong learners and we are always improving and moving forward together.

We have the highest expectations of achievement, effort, attendance, behaviour, presentation and respect. Our role, in partnership with parents, is to instil these and other good habits for life.

Please visit our school and see for yourself the happy learners who are actively engaged with all the opportunities our curriculum provides.

I hope you will enjoy reading about the school and look forward to meeting you.

Yours sincerely

Andrew Orgill

Head Teacher

A message from the Chair of Governors

Dear Parents,

I am pleased that you are considering Hargate Primary School. As chair of the governing body of the school, I am part of a group of people dedicated to making Hargate better and better, so that children can learn and thrive in a place where they are happy, safe and are challenged to reach their full potential.

The governors include representatives of the parents, the staff, the local community and the local authority. In many ways we represent the teamwork which is necessary for the school to be the best that it can be. We all have a part to play. Education is not something that is just for the professionals. We can all work together to give our children the best start in life and the best prospects for the future.

The school has effective leadership in the head teacher and his colleagues, and I am confident that Hargate is set on course for a bright future. Come and have a look for yourself!

Yours sincerely

Andrew Sanders

Chair of Governors

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Little Gaters Nursery

Little Gaters is a two year old provision within the grounds of Hargate Primary School. We offer funded places for up to 15 hours a week, with both morning and afternoon sessions available.

Arrival

The nursery doors open at 8.40am/12:40pm and children may come straight into the nursery. The school cannot be responsible for children before nursery times.

End of Day

Collect your child from Little Gaters door. If you are unable to come please telephone or send a written note informing the nursery manager of the alternative arrangements you have made.

Parking

We ask that you take all reasonable care when bringing and collecting children by car. Parents should not bring their cars into the school grounds because of the obvious danger to children, and also because this is private property reserved for staff parking. When parking locally please avoid obstructing entrances, exits and driveways of local residents. This all needs patience, consideration and co-operation from everyone in the interests of safety. Parking is available on the Hargate Arms pub whilst you drop off or collect your child. Bernard Street now operates a one way system.

***Please do not bring dogs (except guide dogs) into the school grounds.
The Sandwell by-laws do not allow dogs on school premises and may result in a fine.***

About the School

Hargate Primary School **Tel:** 0121 553 4178

Hargate Lane **Fax:** 0121 553 3185

West Bromwich **Web:** www.hargate.sandwell.sch.uk

B71 1PG **Email:** headteacher@hargate.sandwell.sch.uk

Nursery Hours: Morning/ Afternoon

Nursery 8.40am -11.40am/12.40pm - 3.40pm

The Schools Directorate

The school is maintained by Sandwell Metropolitan Borough Council.

Children and Young People's Services

Sandwell MBC

Sandwell Council House

PO Box 16230

Freeth Street

Oldbury

B69 9EX

THE GOVERNING BODY

The governing body is an important group of people who are responsible for working with the Head Teacher and the school staff to ensure a high quality education at Hargate Primary School. They are responsible for staffing levels, school budget expenditure, curriculum policy and the school site. The governing body is made up from elected parents, members of staff, local authority appointments and members of the local community. Each governor usually serves for a term of four years.

Hargate Primary School governors are often in school, formally and informally keeping in touch with all aspects of school life. They are happy to discuss any queries you may have and welcome feedback from parents. Governors meetings are held at least twice a term and governor committees meet frequently to discuss Curriculum, finance, personnel and buildings matters.

PARENT PARTNERSHIP

We recognise the importance of parent partnership and welcome parental involvement and volunteers in many aspects of school life. There are many ways you can help your child's school either as a parent helper, by joining our Parents' Association or by becoming a school Governor.

REPORTING TO PARENTS

The sharing of information, concerns and successes between home and school is vital to ensure a child's progress. If you have any questions or anxieties about your child, queries about the curriculum or information that you think we should have, please talk to one of us. We are always willing to discuss any concerns parents may have and nursery staff are always willing to arrange talks after the nursery session. By contacting the school office appointments can be made with the Head Teacher or Special Educational Needs Co-ordinator. During your child's time at Little Gaters parents will be asked to arrange with working professionals an appointment to discuss their child's progress and have the opportunity to view their child's work.

The Curriculum

At Little Gaters our curriculum is designed not only to fulfil statutory requirements but also to enthuse our children in the love of learning. The curriculum will help children develop enquiring minds. We follow the Early Years Foundation Stage (EYFS) curriculum in Nursery:

The EYFS is split into 7 areas of learning:

Personal, Social and Emotional Development

- Making relationships
- Self-confidence and self-awareness
- Managing feelings and behaviour

Physical Development

- Moving and handling
- Health and self-care

Communication and Language

- Listening and attention
 - Understanding
 - Speaking

Literacy

- Reading
- Writing

Mathematics

- Numbers
- Shape, space and measure

Understanding the World

- People and communities
 - The world
 - Technology

Expressive Arts and Design

- Exploring and using media and materials
 - Being imaginative

For more information please see or ask for a copy of the parents guide to the Early Years Foundation Stage Framework on the parents notice board.

SAFEGUARDING

Hargate Primary School believes that every child has the right to a safe, secure, educational environment where they will learn, grow and flourish into mature and well balanced adults.

Hargate Primary School fully recognises its responsibilities for safeguarding children and operates a policy which applies to all the staff, governors and volunteers working in the school.

The designated teacher for Child Protection is **Mr Andrew Orgill, Head Teacher**, or in his absence **Mr Richard Hipkiss, Deputy Head Teacher**. The nominated Governor for Child Protection is **Mr Andrew Sanders**. If you wish to read the Safeguarding policy please speak to the Nursery Manager.

Special Educational Needs

The Governors and staff are committed to developing each child's potential in all areas of the curriculum having due regard for the Special Educational Needs (SEN) Code of Practice. Additional support will be given where required to enable each child to reach their full potential. This school is fully committed to the Disability

Discrimination Act (1999) and will make reasonable adjustments to provide inclusive education. The school believes that as parents you have a key role to play in the partnership between home and school. If your child requires additional support all programmes and targets will be discussed with you and your child.

The nursery/school has a comprehensive policy relating to special educational needs. As with all our policies parents may have a copy on request.

Children who demonstrate exceptional abilities are catered for through enrichment and extension activities prepared by the class teacher. The Head Teacher is the co-ordinator for Gifted and Talented Provision.

Provision for children with Hearing Impairment

In addition to mainstream inclusive curriculum Hargate Primary School can offer children who have hearing impairment:

- Intensive language and communication input including using the principles of Audio Visual Training.
 - Regular Access to a Teacher of the Deaf.
- School staff who are trained in the use and management of assistive technology including
 1. Personal FM systems
 2. Sound Field systems
 3. Cochlear Implants
 4. Hearing Aids

□ Close contact with support agencies including: Speech and Language therapists, the cochlear implant team and Sandwell Health Trust Audiology department.

MEDICINES

Children with long term illnesses such as asthma may keep their medication in the nursery to be administered when required. Medicines are stored in the nursery office (and refrigerated if required). No medicine may be given that has not been prescribed by a doctor. We will not administer ear or eye drops, sun creams or lotions. If medicines are to be administered by nursery staff then parents are required to fill in and sign a form giving dosage, timing and other instructions.

Children who have allergies that require special attention have individual care plans drawn up by the school nurse. Staff are trained in the use of the EpiPen and are made aware of the individual requirements of the care plan.

ILLNESS AND INJURY

We take good care of your child at all times, nevertheless children can become unwell or sustain minor injuries. We administer sympathy in the first place, first aid through a trained person when necessary and deal with the very rare more serious injury by informing the parent so that you may arrange for your child to be taken to the doctor. In extreme cases we would call the ambulance service. We follow very precise policy guidelines about what to do and always act in the best interest of your child. Where possible, you will always be consulted before medical attention is sought. A number of staff are trained in first aid procedures and we have several named first aiders within the nursery/school. If your child is unwell during the nursery day arrangements will be made for them to go home. It is imperative that the **nursery managers have up to date contact numbers for you and your partner** and any other person who may be contacted in an emergency.

Please let us know if numbers change. The nursery/school has information on contagious diseases and the length of exclusion from nursery.

HEAD BUMPS

All bumps to the head are treated as potentially serious and all children who report a head bump are sent to the office where they will be seen by a first aider. If your child receives a bump to the head they will be treated with a cold compress and given a note that gives the date and time of the bump. If the bump is minor they are returned to their classroom where they are kept under observation. If there is any cause for concern we contact parents who will decide whether to have the child checked by a medical practitioner or to take them home to keep under observation.

Snack

Drink and snacks are regarded as an important part of the nursery session/day. It is fundamental that they are represented as a social time for both children and adults and offer opportunities for choice, developing independence and promoting healthy eating.

Nutritious food and drink is to be provided to all children during the nursery session, meeting individual dietary needs.

If your child has any dietary requirements it is essential that you tell nursery management.

Behaviour

Little Gaters believes in an approach that positively promotes acceptable behaviour in all circumstances. Children's behaviour will be managed in an appropriate manner in regards to children's stage of development and particular individual needs. The nursery team will praise and encourage children for their positive actions and attitudes to ensure the children see that we value and respect them as individuals. Staff always treat children with respect. Children will **NEVER** receive physical punishment. There are no circumstances in which this form of punishment will ever be acceptable or justified. Any person that fails to comply with this commits an offence.

Compliments and Complaints

Little Gaters nursery aims to provide the best care and provision for all children. We would love to hear any compliments you may have about the provision or staff verbally or written. However in the event that a parent/carer is not happy with the service provided we always encourage verbal communication in order to resolve any concerns at an early stage. If you are not happy with the service there is a written complaints policy, please ask the nursery manager if you wish to have a copy of this policy. Contact number for Ofsted can be found on the parent's notice board.

Smoking

In line with Sandwell Council the site is a non-smoking area. We ask you all to adhere to this and only smoke off school premises.

The above are a small overview of our policies if you would like any more information or to see our written policies in full please see the nursery manager.

Organisation

Nursery Sessions are structured in compliance with the Early Years Foundation Stage Curriculum.

We have a single storey building complete with kitchen, office, children's toilets and nappy changing facilities. We offer an active play space which encourages children to begin their journey to education.

Visits By Prospective Parents

Prospective parents are welcome to visit the nursery at any time during the day. You are invited to make an appointment through the school office if you wish to meet the Head Teacher. If normal nursery hours are difficult other times would be available by arrangement. It is, however, preferable to see the nursery when it is full of children. The working atmosphere and ethos can then be experienced at first hand.

Administration

To apply for a funded place parents are asked to obtain an application form from the school office, or ask a member of the Little Gaters team, who will provide more information on the application process.