



# Prospectus

## Dunstall Hill Primary School

2018-2019

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# Welcome



## From the Headteacher....

At Dunstall Hill Primary School, our aim is to provide all of our children with a positive, safe and caring environment in which they can flourish and learn in order to prepare them for the journey of life ahead.

Every staff member shares a mutual desire for all pupils achieve, be happy and succeed in everything they do.

At Dunstall Hill, we deliver the curriculum through an imaginative range of activities, giving our children extensive experience, along with the confidence and independence to apply their skills in real life.

We actively encourage all parents to work alongside staff, children governors and the wider community to ensure our pupils are provided with best possible opportunities throughout their time at Dunstall Hill Primary School.

I am extremely proud to be part of the leadership here and very much look forward to working with you in ensuring your child benefits from all that we can offer at Dunstall Hill Primary School.

**Mr Darryl Asbury**  
**Headteacher**



## From the Chief Executive Officer....

I am privileged to be involved in leading such a motivated and committed team of staff who work hard to ensure that our pupils are provided with not only a consistently high standard of education, but with the best possible opportunities for the duration of their time in our schools.

At Perry Hall Multi-Academy Trust we aim to provide a secure, friendly and stimulating environment where everyone is valued. Each child is encouraged to develop a love of learning inspired by creative teaching which is imaginative, challenging and inclusive. We aim to provide this through a range of enjoyable, unique experiences in and out of the classroom.

My ultimate objective is for all children within the Perry Hall Multi-Academy Trust to go forward as happy, confident and respectful citizens of their future society, having formed lasting friendships during their time in our schools.

**Mrs AK Cheema**  
**CEO – National Leader of Education**

# Our Core Values



# Multi-Academy Trust



Dunstall Hill Primary is part of Perry Hall Multi-Academy Trust.

Perry Hall Multi-Academy Trust is a growing Trust which currently comprises of 3 schools.

The management of Perry Hall MAT is the responsibility of the trustees who are elected and co-opted under the terms of the Articles of Association.

Each school within the Trust has their own local governing body (which is a mix of parents, staff and co-opted governors) who is responsible for implementing the policies laid down by the Trustees and reporting back to them.

## **Perry Hall Multi-Academy Trust - Our Purpose:**

*We aim to improve the outcomes for all children across our Multi-Academy Trust regardless of their starting points.*

**This is achieved for all our children by:**

- A world class educational experience that will deliver better life chances;
- Ensuring that all children regardless of their starting points achieve above national expectations, and the proportion of pupils making better than expected progress is in line with national expectations;
- Ensuring that children in our schools have the added value and opportunities in curriculum design through partnership with commerce and business;
- Making sure the families surrounding our children have access to the best possible education opportunities for their children;
- Inspiration from excellent role models who are leaders in their academies;
- Celebrating success of all adults and children.

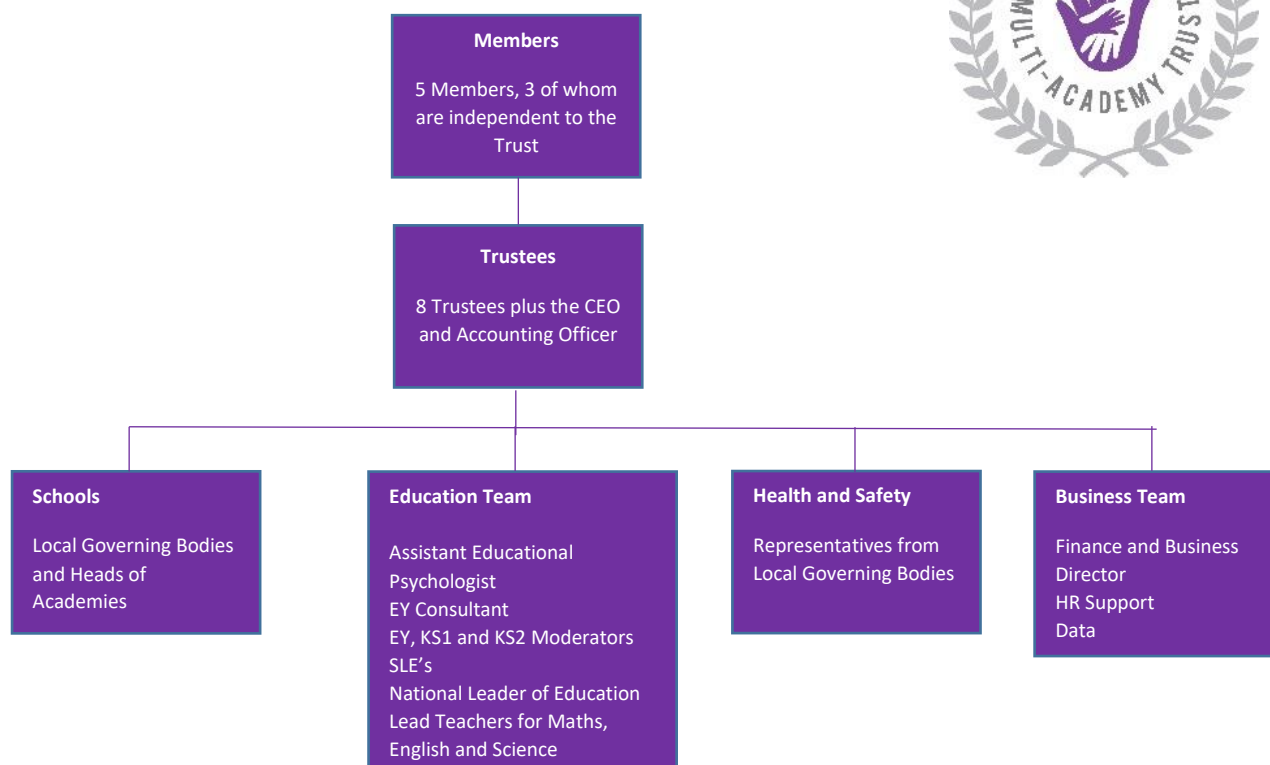
## **The MAT Business Team**

There are currently a team of people employed by the multi-academy trust including the CEO, a Finance and Administration Manager, Facilities and Estates Manager, Assistant Education Psychologist and the Business Team.

The Business Team are responsible for the preparation of all financial information including annual budgets, monthly management accounts. They also deal with HR issues, payroll, data analysis, weekly bank reconciliations, communications, marketing and the Trust's statutory audit.

Promotion of robust financial control and safeguarding of assets are priority objectives for the Business Team.

# Our Trust Structure



## The Role of our Members

Our Members are responsible for holding Trustees to account. They have ultimate control over the Trust, with the ability to appoint some of the Trustees and the right to amend the articles of association.

When appointing new Members, the Board will give consideration to the skills and experience mix of the existing Members in order to ensure that the Board has the necessary skills to contribute fully to the academy's development. All Members meet annually.

## The Role of our Trustees

Our Trust Board establish an overall framework for the governance of the academy and is responsible for setting general policies, adopting an annual plan, monitoring the Trust by the use of budgets, making major decisions about the strategic direction of the company and senior staff appointments.

The Trustees are also responsible for monitoring the performance of the CEO on a regular basis.

They are responsible for assessing the major risks to which the trust is exposed, in particular those related to the operations and finances of the trust and mitigating exposure to those major risks identified. All Trustees meet termly.

# Organisation of the School

Dunstall Hill Primary School is an Academy Primary School with approximately 369 children.

## Classes

These are grouped by age and compromise:



### Early Years

Two Nursery Classes (AM/PM) : 3-4 Year Olds

Two Reception Classes : 4-5 Year Olds

### Key Stage One

Two Year 1 Classes : 5-6 Year Olds

Two Year 2 Classes : 6-7 Year Olds

### Key Stage Two

Two Year 3 Classes : 7-8 Year Olds

Two Year 4 Classes : 8-9 Year Olds

One Year 5 Classes : 9-10 Year Olds

One Year 6 Classes : 10-11 Year Olds



# The School Day



## Nursery

Morning Session: 8.30am – 11.30am

Afternoon Session: 12.15pm – 3.15pm

## Rest of School

Starts: **8.50 am**

Lunch: **Staggered between Midday and 1.00pm**

Ends: **3.15pm** (1.15pm every Friday)

There are staff at the gate and in the playground before the start of the school day, from 8:35 am. Staff are also on duty during playtimes and at the end of the school day.

## Emergency Contact Details

It is important that children know the arrangements for their collection each day and that they are collected on time. It is imperative that emergency contact details for each child are kept up to date at all times.

We require permission from parents/carers prior to any alternative collection arrangements.

**\*Any information you provide is treated with upmost confidentiality and is bound by the Data Protection Act.**



# Admissions

All admissions are decided upon by the Local Authority except for our Nursery class.

## Nursery

Application Forms can be obtained from the school office and places are allocated by the school. There are 40 Nursery places. 20 places are allocated in the morning session and the remaining 20 places are allocated in the afternoon session, meaning a child will be granted either a morning or afternoon place on application.

## Reception Places

**\*Please note that even if your child already has a place in the school nursery, you are still required to apply for a place in Reception.**

Information with regards to admissions for Reception and the rest of the school can be found on the Wolverhampton Local Authority website on the page for school admissions.

## School places required throughout the year

School places required throughout the school year need to be applied for on the school admissions page on the Wolverhampton Local Authority website.

***“I like lunchtime because you can sit by your friends. I also like story time because I like how the teacher reads to us” – Dema***



# The Curriculum

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*We promote an inclusive curriculum where every child has the right to achieve their full potential. Children remain at the centre of the curriculum and play a key part with their contribution to the planning stage, whether in Early Years where our practitioners observe the children's interests and enhance the environment accordingly; or in upper school where pupils contribute their questions to a planning session.*

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## Early Years

The Early Years Foundation Stage (EYFS) is a comprehensive framework which sets the standards for learning, development and care of children from birth to five. For each area, the practice guidance sets out the Early Learning Goals. These goals state what is expected that children will know and be able to do at the end of their Reception year of their education. The practice guidance also sets out the likely stages of progress a child makes along their learning journey towards the early learning goals. We ensure that this is used when assessing children and planning their 'next steps' of learning.

A PDF version of the Early Years curriculum framework can be obtained from our website.



# Key Stage One and Two

The National Curriculum highlights English, Mathematics, Science and Computing as the core subjects. These are taught alongside the foundation subjects (History, Geography, Music, Art, Physical Education and Religious Education). Children's work is planned to meet their particular needs. It is differentiated to meet the needs of their differing abilities, and children are grouped by ability from Year 1 upwards to facilitate this within Mathematics and English.

Alongside the academic curriculum, we ensure that we develop the 'whole child'. We have a structured learning environment where we work to cultivate the aesthetic, creative, physical, spiritual, moral and social areas of experience for the benefit of all our pupils. The School is fully committed to Equal Opportunities Multi-cultural Education and promoting Modern British Values.

A PDF version of the full National Curriculum can be obtained from our school website.



***“Dunstall Hill is a helpful and positive school to learn and grow”***  
**– Bakshen**

# Subjects

## English

Our English sessions include writing, reading, spelling and/or phonics, handwriting and comprehension. These skills are taught during our daily English session, which is 1 hour and 30 minutes long, but will also be taught or revisited during other areas of the curriculum and sessions on the timetable.

A wide range of genres are covered, including fiction and non-fiction. Teachers aim for children to complete one piece of extended writing a week, the definition of extended writing will vary depending on the ability and age of the children but it always provides children with an opportunity to embed any skills taught previously. Every half term the children plan and write independently, this piece of work is then levelled using our school writing targets and used to inform our teacher assessments.

We have a 'Reading Around the World' program which encourages children to read set numbers of books to transport them further across the globe.



*"I learn lots of new things. I keep on learning and I try my best"*  
– **Malaika**



# Maths

We follow our school's 'Written Calculation Policy' when teaching calculation (addition, subtraction, multiplication and division). To support us with this, when completing any homework with your child please follow the same methods as we are teaching in school to avoid any confusion- a 'Parents Guide to Written Calculation Methods' is available from the school office.

We provide regular opportunities to our pupils to help strengthen their mental maths skills, we also have the '99 Club' in place from Year 3 onwards to assist with the development Maths skills and pace.



***“I like Maths because my teacher gives me hard questions which helps me to learn more” – Sahil***

## Science

Teaching Science at Dunstall Hill Primary School involves the encouragement, promotion and development of children's interest and knowledge of materials, objects and phenomena which surround them at home, at school and everywhere else. Science has changed our lives and is vital to the world's future. All pupils are taught essential aspects of the knowledge, methods, processes and uses of science. Through building up a body of key foundational knowledge and concepts, pupils are encouraged to recognise the power of rational explanation and develop a sense of excitement and curiosity about natural phenomena.



## Physical Education



Our PE curriculum aims to ensure that all pupils develop the fundamental skills and competence to excel in a wide range of physical activities by providing a broad & balanced curriculum with opportunities for all to be enjoyed. Our mission is to improve and increase the quality and quantity of high quality PE for pupils, to show how PE can enhance pupils' attainment and achievement and to create pathways for them to continue to be active beyond school. We are striving towards improving the delivery of the teaching & learning of PE in order to promote participation, progress and performance.

At Dunstall Hill Primary School, we have our very own PE Specialist who provides support across the whole school.

We also offer a range of sporting activities opportunities in our after school clubs.



# Religious Education

The school bases its teaching of R.E. on the Wolverhampton Agreed Syllabus, which aims to develop the spiritual and moral needs of its pupils. The lessons provide a balanced, coherent and comprehensive programme of work while ensuring that the integrity of individual pupils or religions is in no way compromised. Parents have the right to withdraw pupils from collective worship and Religious Education, but should discuss the matter with the Headteacher or CEO before a final decision is made.



## Music

Children in KS2 have the opportunity to learn to play a musical instrument, taught by the Wolverhampton Music School. We also run a number of regular music lessons across the school.

# Extra-Curricular Activities

## Day Trips

Children within all year groups are given the opportunity to attend educational day trips, which go hand-in-hand with their learning journey.

A full risk assessment is carried out prior to each trips which is authorised by the Wolverhampton Council's Health and Safety Officer. In addition to this, correspondence is provided to parents via letters and our website so that they are fully aware of the activities to be undertaken each week.

## Residential Trips

We believe the experience gained from topic related, or curriculum based, educational visits is extremely valuable. In Year 2 and Year 6, pupils are presented with the opportunity to go on a residential school journey. The trip which takes place in Year 6 is usually a joint trip with other schools within the Trust.

## After School Clubs and Activities

We offer the pupils a range of activities after school and to ensure our children can experience a wide assortment of options, we offer a different variety of clubs every term. These may include:

- Table Tennis
- Sewing
- Construction
- Brass
- Dance
- Football
- Netball
- Boxing



***“We have good teachers. I have lots of friends and even when we fall out, we go back to being friends again” – Sahil, Year 4***

# Inclusion

## Special Educational Needs (SEN) and Disability

We believe that meeting every pupil's needs is a shared responsibility, therefore we are all committed to offering an inclusive curriculum to ensure the best possible progress for all of our pupils, whatever their needs or abilities.

Not all pupils with disabilities have special educational needs and not all pupils with SEN meet the definition of disability, but our SEN Policy covers the needs all of these pupils. A full version of this document can be found on our website.

Children with special educational needs may need extra help because of a range of needs, such as in thinking and understanding, physical or sensory difficulties, emotional and behavioural difficulties, or difficulties with speech and language or how they relate to and behave with other people.

We accept the definitions of Special Educational Needs as well as the principles from the SEN Code of Practice, and our designated SEN Coordinator responsible for:

- Co-ordinating the provision and support for children with SEN.
- Day to day operation of the schools' SEN policy.
- Liaising with and advising fellow teachers/teaching assistants.
- Monitoring and supporting the writing and reviewing of IEP's.
- Liaising with parents and external agencies.
- Contributing and arranging training for staff.
- Managing the statementing procedure and provision for statemented children.
- Co-ordinating the support for children with SEN.

## Partnerships



Working closely with....

**Local high schools** - for the smooth transition of pupils.

**Schools previously attended by joiners** - so that we can be immediately be aware of any special educational needs and quickly put a suitable programme of support in place.

**Inclusion Support Service** (multi agency support teams) - help to identify, assess and make provision for SEN pupils.

**Attendance Support Team** – Behaviour and Attendance Officers.

**The nominated Education and Family Engagement Officer** – regular visits.

**Specialist advisory teaching services** – to advise on children with sensory impairment or physical difficulties.

**Speech and language therapist** - contributes to the statement reviews of children with speech and language difficulties.

# Homework

We have a home school agreement which parents and children are asked to sign at the beginning of the academic year. We expect parents to support their children in completing their homework.

Homework is designed to reinforce, consolidate and extend learning which has been undertaken in school, as well as develop independent study skills.

All children take books home regularly to read with their parents. We know that children of all ages benefit greatly from someone showing an interest in their reading by asking questions, discussing storylines or simply sharing a book with them.



# Taking holidays During Term Time



Parents do not have the legal right to take children out of school for holidays.

If exceptional circumstances arise where parents decide that time away from school cannot be avoided, then permission must be sought in writing from the Headteacher and Governors before any bookings take place.

Please note that any exceptional circumstances will be investigated individually, however any unauthorised absences may incur a fine from the Education Welfare Office.

Leave of absence forms can be obtained from the school office.

# Attendance and Lateness



On time, every day.....

It is important that every child comes to school on time every day, as we know that good attendance leads to good progress.

We believe high levels of attendance and a punctual start to the school day are vital to all children. Our aim is to ensure that every pupil has access to the full time education to which they are entitled and as a result succeed and thrive. We endeavour for children to take responsibility for their own attendance, recognising the link between attendance and good learning.

School begins at 8.35am and registration takes place at 8:45am. Children arriving after this time will be recorded as late. Children arriving after 9.45am will be marked as absent and this will be recorded as unauthorised.

To find out more about our attendance policy, please refer to our school website.

## Absence

Parents/carers should notify the school before 9.00 am on the first school day of his/her child's absence from school. If the reason for absence is sickness and it continues - or is likely to continue - for more than a week, medical evidence should be obtained and submitted to the school. If any child is absent and the school has not been notified, the school office will ring the child's parent/carer.

If contact cannot be made, the office will try and contact the parent by another means such as text or email. Telephone calls will continue on subsequent days until contact is made. If contact cannot be made after a number of days, or if there are concerns about a child, the Education and Family Engagement Officer will be asked to make an education welfare visit, where they may then begin legal proceedings by issuing a fixed penalty notice if deemed necessary.



Wherever possible, we ask parents to try to make doctors and dentist appointments before or after school. Where this is impossible, parents should inform their child's class teachers, or the school office and it will be noted in the register.



# School Uniform

## Boys

- White shirt (long and short-sleeved)
- White polo shirt
- Red jumper
- Grey trousers
- Black socks



## Girls

- White shirt (long and short-sleeved)
- White polo shirt
- Red jumper/cardigan
- Grey Skirt
- Grey Trousers
- Black/White/Red Leggings (under skirts)
- Black/Grey/White/Red Tights

## Summer Options

### Girls

- Red and white checked summer dress
- White or red sandals

### Boys

- Grey shorts

**Footwear** - It is essential that children wear suitable footwear for school that allows their feet adequate room and gives proper support and ventilation. For this reason, please do not send children to school wearing fashion shoes or trainers.

**Jewellery** - In order to ensure adequate safety standards, particularly in organised games and physical education, children should not wear jewellery, especially earrings while at school. Studs are allowed, but must be removed or covered over for PE and games.

**Hair** – We do not allow children in school to dye their hair.

## Where to buy

Parents can purchase our school uniform from Kids Corner, Wolverhampton WV10 9BA

### **Help us to avoid lost items....**

It would be very helpful if each item of clothing is marked with the child's name. This makes it easier to return any lost items to their owners.



# School Meals

Healthy and well-balanced meals are cooked within school and provision is made for children who are vegetarian, have allergies or are unable to eat certain foods on religious grounds. Alternatively children are allowed to bring a packed lunch into school if they prefer and this should include a healthy balanced lunch which includes no chocolate or fizzy drinks. Children can opt to change from a school lunch to a packed lunch and vice versa.



## Payment

We are a cashless school meaning payment for school meals are to be made in advance on our online Parent

Pay system to pay for school meals. Parent Pay is an online payment system which allows parents to pay quickly and securely for school meals, trips and activities. To find out more about Parent Pay, please go online [www.parentpay.com](http://www.parentpay.com) or speak to our school office.

Weekly menus for school dinners are displayed on our website.



## Free School Meals

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*If you think your child may be entitled to free school meals, please contact the school office or Wolverhampton City Council for further details. Although all KS1 children are now entitled to free school meals it is important that you continue to claim for free school meals. Further information can be obtained from the school office or online at <http://www.wolverhampton.gov.uk/freeschoolmeals>.*

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# Parents and the School

Our school aims to work closely with all parents and carers. A number of events are organised throughout the school year in order to provide opportunities to exchange information about a child's progress and development. This is also an excellent opportunity for parents/carers to learn more about school life.



## **Autumn Term: Meet the Teacher**

All parents are invited to an evening meeting about the curriculum. This enables parents to find out what their children will be learning about throughout the academic year.

## **Twice each year: Parents Evenings**

Parents are given an appointment with their child's class teacher to discuss the development of their child.

## **All year: Open afternoons**

Parents are invited into school to observe their children learning in the classroom environment.

## **All Year: Open Door Policy**

Teachers are always happy to discuss a child's overall progress with parents at a mutually convenient time. Members of the Senior Leadership Team try to be available between 8.15 a.m. and 8:45 a.m. If for any reason they are not available to speak to straight away, you will be able to make an appointment on request.

## **Every Term: Parent Forum**

Parent forums are organised to allow parents and carers to learn about how the curriculum is taught. These are run by members of the Senior Leadership Team and are quite informal. It is a great opportunity for parents and carers to ask questions and share ideas.

## **PFA**

We have a small group of parents who offer their time to raise funds for our school. They organise discos, Christmas and Summer Fayres and other events for the children. These events are enjoyed by the children, parents and teachers. Due to successful fundraising over the last academic year alone they have purchased indoor and outdoor play equipment, musical instruments and many other fun resources which are now being used and enjoyed by the children. Every parent/carers is very welcome to attend our PFA. Please ask at the office for further details.

# Behaviour in School

## A positive approach...



We want every member of the school community to feel valued and respected and for everyone to be treated fairly.

We are a caring community whose values are built on mutual trust and respect. The school's Behaviour Policy is designed to support the way in which the members of the school can live and work together in a supportive way.

We aim to:

- Teach children to think about their behaviour and to learn self-control.
- Give children the chance to make decisions about their work and play so they can learn about responsibility and independence.
- Teach children to be polite and fair.
- Teach children to respect other people, their property, beliefs and feelings, essentially, to respect difference.
- Praise and reward good work, behaviour and attitudes.
- Involve parents in all aspects of school life, including their children's behaviour.

An effective discipline policy is one that seeks to lead children towards high self-esteem and self-discipline. Consequently, good discipline arises from good relationships and from setting expectations of good behaviour. We believe that self-esteem affects all thinking and behaviour and impacts on learning and performance. We aim to provide positive everyday experiences so that our children are more likely to reach their full potential.

***"I like schools because when you get upset, your friends ask you to come and play with them" – Fasila***

## Good to be Green

We have adopted the 'It's Good to be Green' behaviour system in school. This includes charts, stickers and rewards for good behaviour. Since introducing this system, we have seen a noticeable improvement on behaviour in and around school.



**Our full behaviour policy can be found on our school website.**

# Safeguarding



The welfare of the children is our priority...

We are committed to the highest standard in protecting and safeguarding the children entrusted to our care at all time. We recognise that some children may be the victims of neglect, physical, sexual or emotional abuse and that all of the staff are well placed to identify such abuse and offer support to children in need.

We aim to:

- Create an atmosphere where all our children can feel secure, valued and listened to.
- Recognise signs and symptoms of abuse.
- Respond quickly and effectively to cases of suspected abuse.

We will support all children by:

- Encouraging self-esteem and self-assertiveness, whilst not condoning aggression or bullying.
- Promoting a caring, safe and positive environment within school.

Our Safeguarding Lead is Darryl Asbury

Our Safeguarding Governor is Andrew Brocklehurst

**\*Our full safeguarding policy is available on our school website.**

***“I like the atmosphere here and I have made a lot of good friends” – Ravie***

# Governance

<b>Appeals Committee</b>	Any 3 Governors without a declaration of interest and not involved with the deliberations of the Staff Dismissal, Pupil Discipline and Pay Committees
<b>Complaints Committee</b>	Any 3 non-staff Governors
<b>Performance Management Committee (2) (Headteacher)</b>	Mrs A Cheema (CEO) Mrs L McCarthy  (Review Officer: Mr A Brocklehurst)
<b>Pupil Discipline Committee</b>	Any 3 non-staff Governors without a declaration of interest
<b>Staff Discipline Committee</b>	Any 3 non-staff Governors without a declaration of interest
<b>Standards Committee</b>	Mr D Asbury (HT) Mrs S Begum – Chair for 2017/18 Ms E Bianchi-Barry Mrs A Cheema (CEO) Mrs R Dosanjh Miss R Lay Ms K Tomlinson
<b>MAT Committee - Safety, Health &amp; Environment (SHE) Committee</b>	Mr D Asbury – HT Dunstall Hill Mrs S Beegum – Dunstall Hill Mrs A Cheema (CEO) Mr D Collinswood – Papers Only Miss E Pritchett – HoS Berrybrook Ms R Kohli – HT Perry Hall Mrs A O'Rourke – Perry Hall – Chair 2017/18 Mr J Parkes – Papers Only Vacant – Berrybrook

P.T.O.

**LINK GOVERNORS:**

<b>PHASE/AREA</b>	<b>LINK GOVERNOR</b>
EARLY YEARS FOUNDATION STAGE	Mrs L McCarthy
KEY STAGE 1	Miss Rebecca Lay & Mrs R Dosanjh
KEY STAGE 2	Mrs S Begum & Ms K Tomlinson
INCLUSION	Mrs Lorraine McCarthy
PUPIL PREMIUM	Ms K Tomlinson
SAFEGUARDING (including CP)	Mr Andrew Brocklehurst
P.E & SPORTS PREMIUM	Miss S Gill



# How to Contact Us

If you have a query about our school, you can contact us by any of the following methods:



**Write to us:** Dunstall Hill Primary School  
Dunstall Avenue  
Whitmore Reans  
Wolverhampton  
WV6 0NH



**Email us:** [dunstallhillprimaryschool@wolverhampton.gov.uk](mailto:dunstallhillprimaryschool@wolverhampton.gov.uk)



**Call us: 01902 556417**

Chief Executive Officer: **Amarjit Cheema**

Headteacher: **Darryl Asbury**