Old Park Primary School and Nursery



PROSPECTUS
September 2026 to July 2027

Old Park Primary and Nursery School
Brunel Road
Malinslee
Telford
TF3 2BF

Telephone: (01952) 387250
E-mail: oldparkprimary@telford.gov.uk
Website: https://oldparkprimary.co.uk
X: @OldParkPrimary

Headteacher: Mr J Foster

Headteachers welcome

As headteacher I am extremely passionate about education and ensuring that all students achieve their best. I believe education is about more than simply learning, it is about creating well-rounded individuals who develop a thirst for knowledge that will grow into life-long learning.

Our **vision of 'reaching for success',** is one that I want everyone in the school community to fully embrace, and we promote our core values of belonging, respect and responsibility in everything that we do across the school.

We are all committed to putting the children's wellbeing first and striving to make sure all their needs are met. We were delighted that Ofsted recognised this in March 2023, highlighting that "*creativity and community are the heart of Old Park. It is a happy and friendly school, where everyone is welcome and valued as individuals*." We see every student as an individual and want to help them discover and nurture their talents and interests.

We want to deliver a broad, balanced, and rich curriculum which is enhanced by a range of great projects, external visitors, and extra-curricular activities. Through our curriculum we expect all students to make a positive contribution to the school, the local community and wider society.

We are so proud of our staff who go the extra mile to inspire children, creating lifelong memories through offering creative and exciting opportunities where children can work together, support and learn together. Music is central to life at Old Park, and our In Harmony programme provides specialist music lessons for all children. Children from year 2 to year 6 will learn an instrument and play in one of our 5 orchestras. This programme is fully funded, all lessons and instruments are provided free of charge.

We are happy that the hard work of the school community is recognised in a range of ways including being TES Outstanding Primary School of the Year in 2011; Pearson National Teaching Awards Bronze winner in the category; Making a Difference – Primary School of the Year 2021 and 2022, The Music Partnership Platinum Award, Anti-Bullying Alliance Gold Award and School Games Gold Award.

We extend a warm invitation to anyone who would like to learn more about our school. Please contact the office if you would like to visit or talk to a member of the team.



Mr J Foster
Headteacher

Our vision and values

Old Park Primary School

Mission statement

Reaching for success

Vision

At Old Park Primary we aim to foster a nurturing and inclusive environment where every child is empowered to **dream**, encouraged to **believe** in themselves, and supported to **achieve** their full potential. Through our rich and creative curriculum, we inspire curiosity, confidence and a love of learning, equipping our pupils with the skills to grow into independent, responsible and successful individuals. Together, we aim to create a safe and caring community where all children feel valued and motivated to contribute positively to society.

Old Park Primary School

VALUES

Belonging

1. I am proud to be part of the Old Park family.
2. I am a special and important part of our school.
3. I feel happy and valued.
4. I feel safe in school.
5. I help other's through my support and friendship.

Respect

1. I treat everyone the same.
2. 'Everyone is awesome'.
3. We are all allowed different views and opinions.
4. I do not disturb the learning of others, and I help others to learn the best they can.
5. I care for myself, the school, the community and the wider world.

Responsibility

1. I always try my best with my learning.
2. I make good choices.
3. I am honest.
4. I know that my actions will have consequences.
5. I am a good role model to others.

Old Park Primary School leadership team



Mr J Foster
Headteacher



Mr S Clarke
Deputy headteacher



Mr A Parton
Assistant headteacher



Mrs R Hughes
Assistant Headteacher



Ms R Harris
KS1 Phase Leader



Mrs H Walker
KS2 Phase Leader



Miss H Wright
ITT/ECT lead

School Admission Policy

Telford and Wrekin Council, as LA, is the admissions authority for the school. All parents are advised that it is essential to complete the LA online application form with what their preference for a school place is, regardless of whether they opt for their nearest school, or one further away. Applications should be completed online at **www.telford.gov.uk/admissions** by the 15th January in the academic year prior to starting school. The LA administer the allocations process. When the school is oversubscribed, after the admission of pupils with an education health and care plan (EHCP), and a school is named on the plan, admission will be given to those children who meet the criteria set out below, in priority order:

1. Looked after children: Those children that are currently looked after or were previously looked after.
2. Children who live in the school's defined catchment area.

a) Those children who have an exceptional health reason

b) Children who on the day of admission have a sibling or stepsibling living at the same address who attends the school

c) Pupils in receipt of early years pupil premium or pupil premium

d) Other children living in the school's catchment area.

3. Children from outside the school's defined catchment area.

Where necessary, to determine the allocation of places in schools which may be oversubscribed, the distance between the parents' normal home address and school will be employed to determine the allocation of places up to the admissions numbers, with those parents living nearest the school being offered places first.

No priority or guarantee of a place at a primary school will be given related to attendance at our nursery.

Admission limits will not be breached by the LA where to do so would necessitate class sizes in Key Stage One of more than 30 pupils.

Entry to school may be deferred by a maximum of two terms within the same academic year. Children are of compulsory school age at the term after their fifth birthday.

The school also has a nursery which caters for children from 2 years offering both nursery education and childcare. Admission forms are available from the nursery office. Places are offered according to the LA admissions criteria.

Parents/carers considering sending their children to the school are invited to make an appointment to meet the Headteacher and visit the school.

The school's standard number for Reception to Y6 is 80.

Further information regarding applying for a school place can be found on the Telford and Wrekin website:

School admissions - Telford & Wrekin Council

Introduction - Applying for a school place - Telford & Wrekin Council

School Nursery Admission Criteria

Parents may apply at any time for a nursery place for their child. All parents applying will be asked to complete an application form containing the advised standard information.

Where there are more applications than places, all applications received will be considered using the oversubscription criteria only. **The date of application will not be considered when allocating places.**

If there are more applications than there are places, the places will be offered in accordance with the following criteria in order until the nursery is full.

1. Looked after children: Those children that are currently looked after or were previously looked after.
2. Children who live in the school's defined catchment area.

a) Those children who have an exceptional health reason

b) Children who on the day of admission have a sibling or stepsibling living at the same address who attends the school

c) Pupils in receipt of early years pupil premium or pupil premium

d) Other children living in the school's catchment area.

3. Children from outside the school's defined catchment area.

In any case where two or more children rank equally under any of the criteria and there is only one place available, preference should be given to the child nearest to the provision measured by a straight line on the GIS system supplied by Telford & Wrekin Council.

When the provision is full a waiting list will be established in the oversubscription priority order. Children will be entered on the waiting list in the above order of priority. When places become available, children will be allocated from the waiting list. New applications will be added to the waiting list in accordance with the priority order.

Please note that Parents with children on a waiting list can take their free entitlement with another provider and this does not affect their status on the waiting list.

The School Day

The school day begins at 8.40am when the doors open. Please do not leave children unattended in the school grounds before this time as we cannot accept responsibility for them.

Class doors are closed at 8:55am. Children arriving after this time will need to register at the main school office. Children are supervised by members of staff during morning break, which lasts for 15 minutes. The lunch break is overseen by a team of lunchtime supervisors. The timings are:

- Reception: 11:45am – 12:45pm
- Key Stage 1: 12.15 pm- 1.15 pm
- Y3 and Y4: 12.30 pm -1.30 pm
- Y5 and Y6: 12.00 pm – 1.00 pm

The school day ends at 3.15 pm.

Nursery hours

- Morning session 8.30am to 11.30am
- Afternoon session 12.30pm to 3.30pm



Starting School

First days at school produce a mixture of all kinds of emotions in very young children. The school day and its demands can be quite daunting, and often tiring, for many during their first few weeks. Some children may have attended the nursery, a nursery school or a playgroup, while others will be coming straight from home. It is important to stress that for every child the experience of starting school will be different.

The school and nursery work closely to ensure as smooth a transition as possible into school. Children are invited to an induction visit before starting school. School nursery children will have free flow across nursery and Foundation in the summer term to meet their Foundation teachers who also liaise with other local pre-school providers and become familiar with the Foundation setting.

Home/School Partnership

Just as you have high expectations of your child's school and its staff, we have high expectations of you, the parents. The fact that you choose to send your child to us indicates, in our view that you expect to work in partnership with us to provide an all-round education for your child.

Keeping you informed

Parent interviews are held in the autumn and spring term and an open afternoon is held towards the end of the summer term. The dates for these are sent out in advance. If parents are unable to attend an appointment at school, teachers are happy to arrange telephone appointments. In addition, a short, written learning review is sent out in November and March; these are designed to keep parents informed about their child's progress between parent interviews. A full written report is sent out annually towards the end of the summer term.

Each class organises parents' events during the year. These help to give parents more information about their child's learning in the classroom. Every Monday you will receive a copy of the school's newsletter via ParentPay, and it is posted on our website. Wherever possible we like to celebrate children's achievements both in and outside school, particularly winners of awards. We also use X (Twitter) as a way of sharing activities and there are new posts most days. Our twitter feed is on the home page of our website or you can follow us on @OldParkPrimary.

We communicate via ParentPay. Year group contact emails are used for direct contact with teachers.

Oldpark.nursery@taw.org.uk

F2.oldpark@taw.org.uk

Y1.oldpark@taw.org.uk

Y2.oldpark@taw.org.uk

Y3.oldpark@taw.org.uk

Y4.oldpark@taw.org.uk

Y5.oldpark@taw.org.uk

Y6.oldpark@taw.org.uk

There are always ways that you, as parents or carers, can help in school. The most important is establishing a link with the school so that your child feels that school is an extension of the home. Your child will learn and work well in the secure and happy environment that such a link provides.

Close contact between home and school makes our understanding of your child much easier and helps us to provide a programme of work suited to the needs of your child. Any problem that may arise in the child's learning can be solved much more easily if the school and the home are able to deal with it in partnership. If you are aware of anything causing your child concern, please inform us.

You can always help with the activities which take place in Old Park Primary School e.g., Art and craft work, cookery, sharing a story, language activities or joining us on an educational visit. All adults who help in school are police checked to ensure the safety of our children.
If you have any special skill, you can offer when helping in school, please let us know about it.

Healthy Eating

The school is part of the 'Healthy Schools' initiative. The National Fruit Scheme is in operation in our school which provides all KS1 pupils (nursery, reception, Year 1 and Year 2) with a free piece of fruit each day, which they have for their snack.

Pupils can bring non-spill, sports top water bottles for use during lesson time. These can only contain water. The school has 3 water dispensers where children can fill their bottles with chilled water.

No sweets, other than an occasional small piece of chocolate or a biscuit, are used as rewards in school. If parents send sweets in for children's birthdays these are given out at the end of the school day as children leave the classroom.

Wrap around care

Government Initiative Breakfast Club

In September 2026 Old Park have opened our doors at 8.10am for a free breakfast club to all student at the school. This is a government back initiative. Children arrive at school between 8.10am and 8.40am. Child arriving after this will need to wait until the main school gates open.

Breakfast Club

The school has a breakfast club open to all pupils including those who attend nursery. It opens every day at 7:40am for breakfast.

The breakfast club costs £2.00 per session for all pupils. We operate booking system for our breakfast club where bookings are made and paid for via our ParentPay system.

All children will then be escorted to their classrooms ready for the start of the school day.

Please do not leave children unattended before 7:45am as we cannot take responsibility for them before this time.

Afterschool Club (Wraparound Care)

Afterschool wrap around care is run from 3:15pm until 6pm in our school. Children from Reception to Year 6 can attend, however spaces are limited. Places are booked via ParentPay. Collection by 4:30pm is charged @ £5.50 per day, collection by 6pm is charged @ £9.00 per day (includes a light meal). Fees must be paid at the time of booking.

The Curriculum

Aims of the Curriculum

We aim to help all pupils to: -

- enjoy learning and perceive education as a life-long process.
- develop the attitude, understanding and skills necessary, now and in the future, to exercise independence and initiative and to work, participate and thrive in a democratic society.
- develop lively, enquiring minds and the ability to -
  - find and use information.
  - question and debate rationally.
  - apply understanding and skills to address issues, solve problems and carry out practical tasks.
- develop worthwhile personal values and attitudes and gain a clear understanding of the ways of life of other people and other cultures.
- understand the world in which they live and the interdependence of individuals, groups, and nations.
- develop appreciation and concern for the environment.
- work co-operatively with others.

These aims are achieved using a range of approaches to teaching and learning, supported by the requirements of the core and foundation subjects of the National Curriculum. Children learn within whole class, group and individual situations. Children are always well supported in their learning with access to a variety of resources. Children are expected to be able to learn directly from instruction and be independent in their own search for knowledge.

The National Curriculum core subjects are English, mathematics, science and information and communication technology (ICT). The foundation subjects are technology, history, geography, music, art, design technology, physical education and PSHE & C (personal, social and health education & citizenship). Great emphasis is placed upon a broadly based curriculum in which it is possible for subjects to complement and reinforce one another.





Organisation of the Curriculum

Pupils in the nursery and reception classes follow the Early Years Foundation Stage curriculum which progresses through developmental ages and stages. There are seven areas of learning and development; personal, social and emotional development; physical development; Communication and Language; Literacy; Mathematics; Understanding the World and Expressive Arts and Design.

At both Key Stage 1 and Key Stage 2 the programmes of study for all National Curriculum subjects are built into programmes of work ensuring continuity and progression throughout the primary years. The programmes are divided into termly units of work which form the basis of the teachers' planning. This has been carefully devised to promote appropriate and meaningful curricular links and also to identify elements that are best suited to discrete teaching.

The curricular framework describes each term's unit of work for teachers. They then write their plans which outline how they intend to combine subjects and which aspects of the curriculum will be taught separately. Teacher's weekly and daily plans show the aims of lessons, how the curriculum will be delivered, how activities are matched to pupil's abilities and how assessments will be made.

Core Subjects

There is an emphasis placed on the three core areas of the curriculum, English, mathematics, and science.

Read Write Inc is a phonic scheme that we use throughout the school. Children in Foundation and KS1 have a daily phonics lesson. The spelling programme from the scheme is used in KS2, as well as the Fresh Start programme for children who need some additional support.

English and maths are taught separately during daily literacy and numeracy lessons. Each lesson, lasting approximately 1 hour, begins with a whole class introduction and is followed by group work. The school follows the National Literacy Strategy programme for English and the National Numeracy Strategy for maths.

All classes undertake science for 2 hours each week. Through an investigative approach children study life process (plants and animals), materials and physical processes (electricity, forces, light and sound).

The school has considerable ICT facilities. There are many laptops, computers and iPads and a computer suite. In addition, each class has an interactive whiteboard. A wide range of software is used to deliver the National Curriculum and pupils have supervised access to the Internet when appropriate. Our own filtering and monitoring software also allows us to monitor pupil access to websites.

Foundation Subjects

The foundation subjects are history, geography, French, computing, music, design technology, PE and art.

Religious Education

Religious education, moral and spiritual education are planned as part of the curriculum, based on the Shropshire Agreed Syllabus.

Parents/carers who wish to withdraw their children from the daily act of worship and/or religious education should let the school know of their intention in writing. Children who are withdrawn will be provided with alternative work from another area of the curriculum. This will be carried out in an area of the school where the child can be supervised by another adult.

Sex Education

The school's Personal, Social and Health Education and Citizenship Policy (PSHE), which includes both health and sex education, has been considered and agreed by the Governing Body. The subject is approached and taught in the classroom, through both PSHE and science, by the class teacher. The scheme of work is mapped out across all year groups. Some aspects are taught as a whole class whilst others are covered with girls and boys separately. The school nurse supports sessions with Y6. Parents/carers who wish to withdraw their children from sex education should inform the school of their intentions in writing. Please note that parents cannot withdraw their children from any aspects included in the science curriculum.

Forest School

We have qualified level 3 Forest School practitioners at Old Park Primary and are fortunate to have an allocated area specifically for our use with some well-established trees and lots of newly planted saplings. Forest School acknowledges individual learning processes and helps support the children at their own pace to follow their ideas as they explore the stimulating environment regardless of the season.

It strives to set the learning needed in life in different and interesting contexts using the outdoors; it is an effective method of developing a nature connection and respect for the outdoors within the children. We engage in a variety of activities ranging from bug hunts to 3D sculptures with a spot of mud painting and potion making regularly thrown in.

Throughout the sessions we encourage the children to take calculated risks and enable them to learn different skills that we can use to enhance classroom learning such as collaboration and perseverance.

Even the least confident children have discovered some area of the Forest School experience that they have enjoyed and want to come back and do again. Hopefully, the experience will encourage more children to explore and engage with their learning as they 'play' in the woods, to the benefit of all.

In Harmony

The whole school is involved in 'In Harmony' which promotes community change through music and the orchestra. Children in nursery, reception and Y1 have a weekly music lesson to develop their musical skills and understanding. From Y2 onwards, all children are provided with an orchestral instrument and given a weekly lesson. They also have weekly sessions in singing and orchestra. Children are allowed to take their instruments home over the weekend to practise. Parents/carers are invited to termly concerts.

Homework

In Key Stage 1 children are expected to read each day and learn spellings when appropriate. In Key Stage 2 daily reading, spelling and mental maths is expected. An additional piece of homework is also set each week. This can be Maths, English or linked to other subjects being studied. The amount of homework set increases as children get older. Many classes use learning logs which allow children to be creative in response to a given title.

Sport

In this school sport is seen as the progressive development of the children's skills and is taught through games, gymnastics, dance, athletics, swimming and outdoor and adventurous activities. In line with the national curriculum guidelines, we seek to develop children's:

- true potential in a range of sporting activities.
- mobility, flexibility, strength, and stamina.
- spatial, locomotive, and manipulative skills.
- understanding of the benefits of general health and well-being.
- concepts of teamwork, co-operation, competition, and sportsmanship.
- individual talents and skills.
- sense of achievement, satisfaction, and pleasure from physical activity.

All classes are timetabled for a PE lesson with a qualified coach lasting about an hour. The areas of PE are balanced across the year.

Year 5 children take part in swimming in the summer term at the Shortwood Swimming Centre.

The school facilities include

A fully equipped sports Hall.
Football pitch & running track.
5-a-side football facilities, Volleyball net
Hockey equipment, Netball posts
Rounder's pitch, Cricket facilities.
Basketball rings, Tennis rackets

Whenever possible the school enters local competitions which include football tournaments, badminton, basketball, athletics, and cricket.





Sports Day

An annual sports day is held during the summer term which combines competitiveness and the enjoyment of taking part.

Children who have a special education need or a disability (SEND)

The role of the Special Educational Needs Disability Coordinators (SENDCOs) is to work with children, staff and parents/carers to support and meet the needs of children experiencing difficulties in school. The earlier a difficulty is identified the better, as we can work together to find solutions to help, usually by setting achievable targets that move the child on and finding the right support and strategies that help the individual child to make progress.

The more information we can gather about any difficulty, the more we will be able to get the right support in place. Parents/carers are of key importance in giving a full picture of their child and at every stage we will need your input and support. You may be the first person to raise a concern with your child's class teacher or the class teacher may have a concern. Together we will discuss the possible steps that can be taken and work with you and your child to put in the right support in order for your child.

Children can experience difficulties in school for a variety of reasons and sometimes it is useful to have advice from support services or agencies from outside school, such as Speech and Language Therapists, Occupational Therapists, The Educational Psychologist, the Learning Support Advisory Teacher, The Mental Health Support Team. Within school we also a have a team of adults who can support our young people such as our Emotional Literacy Support Assistant (ELSA) and our Pupil Welfare Manager. In addition, we have Teaching Assistants who have received specific training such as Makaton, TalkBoost and can deliver interventions such as the Literacy Pathway.

If you would like more information about any aspect of Special Educational Needs, please first speak with the class teacher and the SENDCO. We follow the Code of Practice for SEN closely and you can download our policy and access further information through our website.

Behaviour and Discipline

At Old Park Primary School our main aim is to make classrooms happy and successful places, allowing teachers to teach and children to learn. Our approach is based on rules, rewards and consequences. Our behaviour policy is based upon the principle that children and adults make choices about their behaviour. We encourage children to make the right choices, accepting the consequences of their own actions. Children are taught the importance of honesty, responsibility, respect and consideration to all.



Rewards

At our school, positive behaviour is recognised and rewarded in a variety of ways e.g., certificates, Star of the Week, stickers, headteacher awards, verbal praise and end of year rewards linked to our core values of belonging, respect and responsibility.

Consequences

We help and encourage children to make the right choices throughout their time at our school. It is important that children accept that there are consequences for the choices they make.

Each class has a "time out" area where children can calm down and think about their behaviour. In years five and six, this can take the form of an independent workstation.

Individual consequences YR-Y4

- Verbal warnings
- Time out
- Reflective diary
- Headteacher or Inclusion manager talks to child out of class
- Individual behaviour plan
- In school exclusion
- Fixed term or permanent exclusion-sanctioned by the Head teacher

Individual consequences Y5-Y6

- Verbal warnings

- Reflective diary
- 10-minute detention after school
- In school exclusion
- Fixed term or permanent exclusion-sanctioned by the Head teacher

Discrimination

As part of our equal opportunities policy, all staff work very hard to promote and reinforce the message that any type of discrimination focused on the protected characteristics is totally unacceptable and will not be tolerated in our school.

At Old Park Primary we have procedures for dealing with, recording, and reporting incidents of discrimination and bullying that are consistent with LA polices and guidance. This will ensure that incidents involving pupils will be dealt with promptly, firmly and consistently and in accordance with our disciplinary procedures for pupils. Appropriate strategies will be put in place to support victims.

Uniform

Our school uniform is stocked at Baker & Son School Wear, 29 New Street, Wellington. This gives parents/carers the flexibility to purchase our uniform all year round and pay by card. You can also purchase on-line with home delivery and the option for **free delivery to school on a Thursday using coupon code 'OLDPARK' during checkout.**

www.bakerandsonschoolwear.co.uk

The school uniform is a maroon sweatshirt or cardigan, white shirt and grey/black skirt or trousers. In the summer the girls may wear a red/pink and white check dress.

Sweatshirts, cardigans, book bags and PE bags are available to purchase from the supplier.
All items feature the Old Park logo except for our water bottles.

Water Bottles are available from the school office for £1.30 pre-paid on ParentPay.

Flat shoes are more appropriate for school activities than those with raised heels. The wearing of jewellery is not allowed. This includes earrings, except for studs. Make-up and nail varnish are also not permitted.

For PE all children require a pair of pumps or trainers, navy/black shorts and a white T-shirt in a small bag. Although each class has a timetabled PE session each week it is important that children's PE kit remains in school all week in case of any changes.

General dress	• Grey or black trousers, skirts (no miniskirts) or pinafore dress. • Pink/red checked dresses or smart charcoal grey/black shorts may be worn in warmer weather. • Burgundy or red sweatshirt, cardigan or fleece. These can be plain or with the school logo. • White or red polo shirt or white school shirt with a collar. • Black, brown or navy shoes or plain black trainers

Jewellery	• Stud earrings only (unless for religious or medical purposes)
PE	• Sports shorts or tracksuit bottoms (black or navy) • Short sleeved plain white or red t-shirt (no football tops/logos) • School sweatshirt or cardigan for outdoor PE • Trainers
Make-up	• No make up should be worn including nail varnish.
Hair	• No extreme hairstyles • No brightly coloured hair
Belts	• Fashion belts are not permitted.

PLEASE ENSURE THAT ALL CLOTHING IS CLEARLY MARKED WITH YOUR CHILD'S NAME

ParentPay

We use ParentPay as a convenient way to pay for school meals, Breakfast Club, trips, after school clubs and for communication. It is important that you are registered for this service, as we can no longer accept cash and cheque payments, making the school a cash-free environment. ParentPay offers you the freedom to make payments whenever and wherever you like, 24 hours a day.

You will have a secure online account, activated using a unique username and password. If you have more than one child at our school or children at other ParentPay schools, you can create a single account login for all your children. New pupils should receive their log in details a few days after starting school. Please speak to the school office if you are not yet registered or haven`t yet received a login for the service.

School Meals

The school operates a cafeteria system that provides a good choice of meals to suit all tastes. We operate a rotating 3-week menu which is available to view on our website. The cost of a school meal is updated on ParentPay and needs to be paid for in advance. Please ensure that there is enough money on your child's ParentPay account prior to the meal being purchased.

Children in Foundation, Y1 and Y2 currently receive Universal Infant Free School Meals however, if think you are entitled to Pupil Premium/Free School Meals due to your circumstances (i.e., income support) please complete an online application on the T&W Council Website.

https://webforms.telford.gov.uk/form/118

Packed lunches can be brought to school but because of problems with breakages and spillage, drinks should be in cartons or sports bottles, fizzy drinks are not permitted. Children bring home any leftovers or packaging so that parents can see what children have eaten.

Play team/lunchtime team

We have a dedicated team of play team supervisors who aim to make lunchtime enjoyable for everyone.

If a child has a problem at lunchtime, the supervisor will help him/her to find a solution. Children's positive behaviour at lunchtimes is recognized through praise, raffle tickets and certificates.

Safeguarding and Child Protection

The school aims to help parents understand that the school staff, like all others, has a responsibility for the welfare of the pupils and a duty to refer cases to social services in the interest of the child.

The school has four designated safeguarding leads and a pupil welfare manager who support the pastoral care of all children.

Charging Policy

From time-to-time children are involved in both study and sporting activities that take place beyond the school premises. These can make a significant contribution to your child's understanding and development, but they can also incur an expense. The governors have accepted the LA's recommended charging policy, a copy of which is available on our website.

Out of School Activities

Old Park Primary School arranges a variety of out of school activities. Some of these are very much an integral part of the school routine whilst others take place less frequently, generally to places farther afield.

Those forming part of the regular routine of the school are as follows:

- Field studies in the immediate locality
- Residential visit to Arthog for Y6
- Arthog outreach adventurous activities
- Swimming lessons at Shortwood Swimming Centre

Transport for swimming will be by hired coach. Transport for sports matches and tournaments will also be by hired coach/or the schools private minibus.

Supervision will be provided by use of teaching and support staff, parent helpers and other adults, and will be determined for each outing by considering what the children are doing, where they are going and how they are getting there. Whatever other help is used at least one member of the school's staff will be in charge. Supervision will also comply with the relevant standards set down by Telford and Wrekin Council.

As these visits are all local school journeys, personal accident insurance cover will not be taken out for these occasions (see below).

Parents who want more detailed information about these activities should see the Headteacher. Parents are asked each year to signify, on a form provided for the purpose, their consent to their children taking part in these regular activities. For other visits not listed above, detailed information and consent forms will be sent to the parents concerned at the planning stage of each visit.

A residential visit is organised each year for children in Year 6. Details of location and costs are sent to parents well in advance to allow time for parents to pay in instalments.

Insurance

Telford and Wrekin Council provides insurance cover to protect your children should they suffer injury, damage, or loss through negligent acts by staff or others engaged on Council business.

Telford and Wrekin Council does not provide any personal accident insurance or cover for personal effects. For local visits we do not take out insurance. For longer visits we shall judge each visit separately. Where we think it is wise to take out personal accident cover or any other insurance the cost will be included in the overall costs of the visit. If we do not think special insurance is necessary, we will make this clear to you so that you can make your own arrangements if you wish.

Medical Information

The staff deal with minor cuts and bruises. If a more serious problem should arise every endeavour will be made to contact parents, but there may be an occasion when they cannot be contacted. To cover this eventuality we ask that you sign the medical indemnity form issued by the school and return it to us as soon as your child starts school. This consent is updated annually.

It is the parents' responsibility to check children's hair regularly for the presence of head lice and to take appropriate action if they discover an infestation.

If your child is suffering from an upset tummy, is feeling sick, or has actually been sick, please do not send them to school. We realise that children sometimes use these things as excuses to stay at home, but we have had instances of children being sent to school when they have been ill that morning. Such action only spreads the infection to others. If a child has been sick more than once or has diarrhoea, they should not return to school until 48 hours after the symptoms have subsided. If your child has been sick once with no other symptoms, they can return after 24 hrs. Any infectious diseases should be notified to the school promptly because we in turn have to inform the local authority.

In the interest of safety, all prescribed medications must be handed in at the office at the beginning of each day. These should be clearly labelled with the child's name and the appropriate dosage. Any medication that is not prescribed will need to be labelled and a consent form detailing dosage will need to be completed. School will keep a log of all medication administered.

Children with inhalers are encouraged to take responsibility for them themselves in class. All inhalers should be named, and parents complete our asthma care plan paperwork.

The school dentist inspects teeth from time to time. If any decay is found, a letter is sent to parents informing them that dental treatment is necessary. Normally this work is then carried out by your own dentist.

School Health Service

Old Park Primary School is supported by a School Nursing Team who are contactable via the Telford Public Health Nursing Service on 0333 358 3328. There is also a texting facility on 07520619051.

During your child's first term at school, they will be offered a general health check, including a measurement of height and weight.

The School Health Service now operates a system of selective medicals. During their first year, and preferably their second term at school, children are considered for such medicals if concerns are expressed by the School Nurse, or parents. In all cases full discussion will take place with parents and parental consent obtained before any examination takes place.

If you have any concerns about your child's health in school, including bedwetting, soiling and behaviour at home, you can contact the school Nurse who will be pleased to discuss those concerns with you.

Absences

We ask that parent's telephone or email about any unplanned occasions when a child is absent from school. If we do not know the reason for absence the law requires us to record such an absence as unauthorised. If a child is ill, we ask that parents **telephone school before 8:30am**. That way we can be sure of all children's whereabouts and safety.

It is very important that children attend school regularly. Any absences affect their learning and, whilst teachers endeavour to help children catch up with work they have missed, lessons are planned progressively so missing an important stage can be very unsettling both for individual children and the rest of the class. Attendance is monitored regularly both by the school and the area Education Welfare Officer.

Holidays in Term Time

Old Park Primary School's policy is that we do **not** authorise any holidays in term time unless it can be shown that the request is for special or exceptional circumstances, the is in line with the Guidance from the Department for Education (DfE). All requests are at the discretion of the head teacher.

To request to take your child out of school you must complete a **leave of absence** form which can be obtained from the main school office and returned to us **well before** the date of the absence, stating why you are making this request. We will then notify you in writing if permission has or has not been granted. Please note that DfE guidance states schools should not authorise leave retrospectively.

If permission is not given and you decide to take your child out of school you need to be aware that the absence will be unauthorised. As a school we are asked to inform you that, in line with Telford and Wrekin Council Policy, unauthorised absence may be subject to a penalty notice fine of £80 payable per child, per parent, increasing to £160 each if not paid within 21 days. If this fine is not paid within 28 days this may lead to court proceedings. Term dates can be found on our school website, alternatively term dates can be obtained from the main school office.

Secondary School

At the end of your child's final year, he or she will transfer to one of the local secondary schools. Towards the end of September in year 6, you will be sent details of the transfer scheme. This enables you to see the local secondary schools during the day or in the evening and then gives you the opportunity to select the school you feel will offer the education you require for your child. The secondary application is completed on-line directly to the LA by the 31st of October.

The great majority of pupils are offered their first choice of secondary school. However, an appeals procedure exists if the first choice is not offered, and parents are not happy with the offer made.

Pupils visit their new secondary school for transition days in early July.

Information Publication Scheme

Parents are permitted access to any of the documents already mentioned in this prospectus. Many of these will be available on the school website at www.oldparkprimary.org

In addition, they may have access to: -

- the LA's curriculum policy statement 5 - 16.
- any published HMI report which refers expressly to the school.
- curriculum information sent to the school by the Department for Education and Employment.
- any policy, scheme of work or syllabus which the school follows.
- minutes of the Governing Body's meetings.

Apart from the Governing Body's meetings, please note that a charge of £2 will be made for the copying of any documents. Please contact the school office if you would like access to any documents.

☎ 01952 387250
✉ oldparkprimary@telford.gov.uk

Under the Freedom of Information Act all records concerning your child which are kept in school are available for your inspection. This request must be made in writing giving 30 days' notice.

Privacy Notice

Old Park Primary School and Nursery collects your personal data to meet our legal statutory requirements and perform our official duties. This information is being processed under the Education Act 2011, Data Protection Act 2018 and from Articles 6 and 9 where data processed is special category data from the General Data Protection Regulations 2018.

We will not share any of your personal data collected with external organisations unless required to do so by law. However, this information may be shared within Telford & Wrekin Council and partners agencies (Department of Education, NHS, Schools, and Early Years providers) solely for the purpose of providing you with educational support.

If any of your personal data changes, please inform the school office immediately.

Whilst the education of your child is not dependant on your consent being given, we do also ask for consent to certain activities. Whilst this does not fall under the scope of the DPA, the refusal to give consent to certain requests (i.e., trips and visits, watching a video) could have an impact on your child being included in certain educational activities.

Consent can be withdrawn by the parent, at any time, by contacting the school office.

For further details on the school's privacy arrangements, please view the full privacy notice on our website.

https://www.oldparkprimary.co.uk/media/9193/privacy-notice-old-park-primary-school.pdf

School Staff

Headteacher	Mr J Foster
Deputy Headteacher	Mr S Clarke
Assistant Headteacher	Mr A Parton
Assistant Headteacher	Mrs R Hughes

Teachers	**Governors**
Mrs L Ashton Miss D Bagnall Mrs R Briggs Mrs A Clifford-Harris Miss C Cook Mrs S Davies Mrs H Gaunt Miss R Harris Mrs A Hewitt Mrs R Hughes Mrs R Fox Miss C Fuller Mrs E Fynn Miss C Johnson Mrs N Lucas Mrs N Parton Miss G Smith Mrs C Urey-Taylor Mrs A Voros Mrs H Walker Miss E Whiston Mr G Williams Miss H Woodhall Ms H Wright	Mrs J Ellis (Chair) Mrs S Lill (Vice Chair) Mr J Foster (Headteacher) Mr S Clarke (Associate Governor) Ms L Galbraith (LA appointed) Mrs J Tennant (Parent governor) Mrs T Ledger (Parent governor) Mrs E Fynn (Staff governor) Mrs Corrine Chikandamina (Co-opted governor) Mrs N Cooper (Co-opted governor) Mrs K Ahrbaab (Associate governor)

Pupil welfare team

Mrs K Ryder Pupil Welfare Manager

Mrs J Barnes Pupil Welfare Manager/ Emotional Literacy Support Assistant

Complaints about the Curriculum

If any parents wish to make a complaint about the curriculum, as they are entitled to do under Section 23 of the Education Reform Act, they should contact the main office, they will then forward your complaint to the Deputy Headteacher.

For all other complaints or concerns, parents (and others) are encouraged to raise them with the Headteacher. Please refer to the complaints policy on the school website.

A full Statement of the School Complaints Policy is available on our website or from the School Office.