

Welcome to



Roberts Primary School School Prospectus

'Lighting the Way to Success'

At Roberts Primary School we want every child to achieve their full potential, to be happy and to develop a wide range of skills to equip them for their future lives.

We offer every child the chance to learn in an exciting and creative environment and to experience a caring, personalised education.

When allowed, we extend to each child a wide range of out of school active learning opportunities which may enrich their school days and help them to develop tolerance and self-discipline. In order for them to be successful learners, children also need to be able to follow the broad aims of our **Roberts Charter**:

- To work in partnership with others.
- To solve problems.
- To be a good role model in society.
- To think for themselves and make their own decisions.

In order to be able to do these things successfully, children at Roberts need to live and learn 7 learning behaviours:

- **Respect**; looking out for each other and our environment.
- **Cooperation**; working together.
- **Reasoning**; being able to work things out.
- **Communication**; explain their thinking to others.
- **Resilience**; not giving up when the going gets tough.
- **Curious**; asking questions and investigating further.
- **Reflect**; thinking about and learning from successes and failures.

We provide parents and carers a full range of family support services and guidance through **North Dudley Family Services**.

Further details may be found on our website:

www.robertsprimary.org.uk

We look forward to meeting you soon.

Mr C Watkins
Headteacher



'Lighting the Way to Success'



ROBERTS PRIMARY SCHOOL

ROBERT STREET, LOWER GORNAL, DUDLEY, DY3 2AZ

Telephone Number: 01384 818275

Email: info@roberts.dudley.sch.uk

HEADTEACHER: MR C WATKINS BA (HONS)
DEPUTY HEADTEACHER: MR K HUGHES BED. (HONS)
DEPUTY HEADTEACHER: MISS R BEDDOES
CHAIR OF GOVERNORS: MRS S SMITH

**HEAD OF EDUCATION OUTCOMES
AND INCLUSION:**

Martin Palfreyman
Education Outcomes
Children's Services
Dudley Council
3-5 St James's Road
Dudley
DY1 1HZ

tel: 01384 816276

SCHOOL GOVERNORS

The governing body meets regularly to oversee all aspects of the school and its development. The governing body is made co-opted members, Local Authority members, parents and staff of the school.

Chair of Governors is Mrs S Smith (Co-Opted Governor)

The Governing body are:

Mr T Fletcher (Co-Opted Governor)

Mrs H Jewkes (Parent Governor)

Mr S Marsh (Co-Opted Governor)

Mrs J O'Shaughnessy (Co-Opted Governor)

Mrs J Parker-Kinnaird (Teaching & Staff Governor)

Mr D Stanley (Co-Opted Governor)

Mr P Wright (Parent Governor)

Mr S Wright (Co-Opted Governor)

To be appointed (Local Authority Governor)

GENERAL INFORMATION

Roberts Primary is a Dudley community school and was formed in April 1984 following the amalgamation of Roberts First and Middle Schools, although its history goes back over 125 years.

It has a long tradition of serving the needs of the Gornal community.



The current building (2000) took three years to complete at a cost of £5.4 million and includes a number of innovative and specialist features:

- A purpose built environmental education centre creating a unique opportunity for children to learn about the local and global environment.
- 39 place Nursery.
- Purpose built computing facilities.

We take children from the ages of 3 – 11 years.

A 39 place nursery (78 FTE) offers places to three and four year old children.

Children are admitted into Reception class during the first week of September after their fourth birthday

Parents considering applying for a place are welcome to visit the school to see it at work. It is advisable to make a telephone appointment first so that a tour can be arranged.



SCHOOL UNIFORM

The school has a uniform of which we are very proud and which we expect all children to wear. Details are given below:

Please mark all clothes and PE kit with your child's name.

Winter Uniform

Red Sweatshirt/Cardigan
Yellow polo shirt
Red fleece (optional - for outdoors wear only)
Light grey trousers
Light grey knee length skirt/pinafore dress
Black shoes with low heel (no boots)
Plain white, red or grey socks/tights

Summer Uniform

Yellow and white small check gingham dress (no variation)
Red and white small check gingham dress (no variation)
Red Sweatshirt/Cardigan
Red fleece (for outdoors wear only)
Yellow polo shirt
Light grey trousers or shorts
Light grey knee length skirt/pinafore dress
Red Baseball Cap (optional)
Black shoes with low heel (no boots)
Plain white, red or grey socks

Uniform without the Roberts Primary School logo can be purchased in many places. Sweatshirt, polo shirts, P.E. t-shirts and baseball cap with the school logo can be obtained from My Clothing online.

PE kit

Yellow T-shirt
Red shorts
Black plimsolls

Winter kit

Plain black tracksuit bottoms or jogging trousers (no logos) (optional)

Trainers are not allowed for indoor PE.

Bags

Children should only need to bring a lunchbox and reading book to school. Please do not send children with bags or rucksacks.

Swimming kit

Boys should wear swimming trunks or standard swimming shorts designed specifically for swimming. Girls should wear a one-piece swimming costume. Goggles should only be worn in exceptional circumstances. Please kit in a plastic bag or small drawstring bag.

Jewellery

The wearing of jewellery, except watches, is **not** allowed for reasons of safety, security and hygiene. Children may not wear make-up (including nail varnish). Children whose ears have been pierced should wear one set of studs which **must be removed** for games, PE and swimming. **Other body piercing is strictly prohibited.**



SCHOOL STAFF

Headteacher: Mr C Watkins

Deputy Headteachers: Mr K Hughes (Years 4 to 6)
Miss R Beddoes (Years 1 to 3)

Assistant Headteacher: Miss C Gregory (Foundation Stage)

Teaching Staff

Foundation Stage: Miss C Gregory (EYFS)
Mrs S Hingley (DT)
Mrs R Taylor (EYFS)
Mr L Jones (EYFS)

Key Stage 1: Mrs R Bourne (Art)
Mr S Charlton (Music and Maths)
Miss C Southall (Music)
Miss S Lock (Computing)
Miss R Beddoes/Mr J Stone

Key Stage 2: Mr M Carter (Most Able and ECTs)
Miss R Hadlington (RE/English)
Miss S Davies (PE)
Mrs C Jones (Geography/Eco)
Miss G Lucas (MFL)
Mr D Roberts (Science)
Mrs J Rich (Well Being)
Miss C Southall (Music)
Mr J Stone (SENCo)
Mr T Kersey (PE)
Mr E Wilde (Art)
Mrs A Willmott (Maths)
Mrs J Parker-Kinnaird (R.S.H.E)



THE SCHOOL DAY

School begins at 8.45am for Red classes, 9.00am for Blue classes and 9.15am for Yellow classes. The end of the school day is 3.00pm for Red classes, 3.15pm for Blue classes and 3.30pm for Yellow classes with doors being open 5 minutes either side of these times.

Children should not be on site more than 5 minutes before their start time unless requested to do so by a teacher.

Registration in the morning and afternoon lasts about five minutes.

It is important that children arrive promptly in the morning. Children arriving after their doors are closed will receive a late mark.

There is at least a fifteen minute assembly/act of worship for all pupils each day and whole school assemblies are held on Mondays and Fridays.

Home time arrangements:

Please make sure that your child knows who is collecting them from school and where you will be waiting if you are not collecting from the classroom door. If for any reason you are likely to be late picking your child up, please ring the school to notify us as soon as possible. If you will be very late children may be asked to join our after school club for which a charge may be made.

Healthy playtime snacks:

If necessary, children may bring a healthy snack (fruit or cereal bar) to school. The school provides free fruit each day for children up to Year 2 as part of the National School Fruit Scheme. **Sweets, crisps and chocolate bars are not allowed at break time.**

At school lunchtimes your child may:

Stay in school

Reception, Year 1 and Year 2 will receive a FREE meal (a hot dinner or sandwich) under the 2014 government scheme. Key Stage 2 pupils may have a cooked lunch at our cafeteria costing £2.40 per day (paid in advance using ParentPay on Mondays for the whole week, or part thereof). Meals are provided by Atalian Servest. A menu is available on our website.

Bring a packed lunch

Bring your own packed lunch. Packed lunches should include a drink (not a fizzy drink or an energy drink) and should be healthy (no more than 1 item of chocolate or crisps, please).

Go home for lunch

By arrangement with your child's teacher (returning to school 5 minutes before lessons restart).

Starting school for the first time: Nursery with 39 places (am/pm)



Nursery initially takes children into school in the September and January after they are 3 years of age. If there is availability, additional places may be offered later in the year. Part time places are offered to three year olds. These children are admitted each September with the situation being reviewed at the end of each term. In the Autumn term, prior to the start date of a child into Nursery, there is an induction programme. In the term prior to entry, an open evening is set aside for parents/carers.

At this meeting Nursery education is explained and a brief insight is given into the seven areas of learning. Parents/carers are able to talk to staff about their child and to look around the Nursery unit.

Closer to the time a child is due to start; both parents/carers and children are invited (during the nursery day) to see at first hand the organisation and workings of the Nursery. Children are encouraged to work and play together in planned activities and become familiar with the staff, other children and the general environment.

Doors will be open from 8.55am until 9.05am every morning. At the end of the session, children can be collected from 11.50am until 12.00pm at the latest. For the afternoon session, doors will be open at 12.30pm and run until 3.30pm. Doors will be open for collection from 3.20pm.

Under new legislation nursery children are entitled to between 15 to 30 hours a week of free nursery education which may be at more than one setting. Parents are required to complete a 'contract' with the school each term for the number of hours the child will attend. This ensures that the school receives funding for the child to attend. Forms will be issued when your child starts and at the beginning of each term.

Reception Induction

Reception takes children into school in the September after their fourth birthday. In the term prior to entry, an open evening is set aside for parents/carers. At this meeting the Reception year is explained and a brief insight is given into the areas of learning. Parents/carers are able to talk to staff about their child and to look around the Reception classes. Closer to the time a child is to start; children and parents are invited into school during the school day to experience at first-hand what it is like to be in a Reception class. We operate a short staggered start to Reception with children becoming full time very quickly as we find children settle quicker this way.



All classes at Roberts Primary School are of mixed ability. Teachers use a mixture of whole class teaching, group and individual work.

Classes are arranged into two phases each under a phase leader:

Foundation Stage & Early Years
(Nursery to Reception) Miss C Gregory

Lower Years Phase
(Year 1 to Year 3) Miss R Beddoes

Upper Years Phase
(Year 4 to Year 6) Mr K Hughes

Year groups are further split into teams as an aid to ensure continuity and progression in the children's work.

Year group team coordinators:

Foundation Stage	Miss C Gregory
Year 1	Mrs R Bourne
Year 2	Miss R Beddoes
Year 3	Miss R Hadlington
Year 4	Mrs A Willmott
Year 5	Miss G Lucas
Year 6	Mr K Hughes

We hope that the variety and breadth in our curriculum enables us to meet the needs of every child.

We further hope that by providing a happy and stimulating atmosphere within the school, each child will be encouraged to reach his/her full potential.

Curriculum Support Staff

The school employs a number of classroom based support staff (Teaching Assistants and Higher Level Teaching Assistants). Their role is to support the teacher by enabling in-class support for pupils, differentiation and raising standards. Support staff may work with individual children, small groups of children or whole classes under the direction of a teacher. Support staff are encouraged to attend training courses to help them to develop a range of skills to support pupils in lessons.



KEEPING PARENTS INFORMED

We want all our children to be happy to come to school and this is best achieved by working closely with parents in a true partnership. Good communication between home and school will help us to provide the very best for your child and about the wide range of events and opportunities we provide:

Parent meetings:

Parent consultation meetings are held in the Autumn Term and Spring Term. Parents are given an opportunity to see their child's work as well as an appointment to meet your child's class teacher to discuss settling in issues, to set targets and priorities and to review progress. Children are asked to attend these meetings with their parents/carers.

End of year report:

A written report is sent home at the end of the Summer Term. Following this, teachers are available to discuss concerns arising from reports. Reports detail children's attainments in particular subjects as well as their social and emotional development.

Information evenings:

These evening sessions are held at key points in your child's education to help parents understand our curriculum and its delivery. New developments in education which will affect your child are discussed as well as ways in which you can help your child do better at school.

Newsletters and other information:

A regular school newsletter will be sent to you (via your child) to keep you informed of school events, pupils' achievements and other school developments. Important dates for your diary will also be included. Larger print copies can be requested. Also visit our website for news and information: **www.robertsprimary.org.uk**

Details of special events, trips, activities or changes to school routine will be sent by teachers. Some letters may require a response from parents or consent for your child to take part in specific activities. The school will also use your mobile phone/email address number for messaging to keep you informed and for emergency closures.

Parental concerns and questions:

If you have any concern about your child's education you should get in touch with the school immediately. In most cases the first point of contact will be your child's class teacher. The Headteacher and Deputy Headteacher are also available to deal with concerns. Do not wait until parents evening - early intervention in a problem can often solve it quickly! Please make an appointment at the school office to see teachers so they can give you their full attention.

Early Years Foundation Stage Curriculum

Children in the Foundation Stage have their own Curriculum that they follow from entry into Nursery at the age of 3, through to the end of Reception Class at the age of 5. The children are involved in progressive topics and planned play and are guided towards Early Learning Goals. These establish expectations that children can work towards by the end of the Foundation Stage (age 5), through the main learning areas.

These learning areas are divided into areas and characteristics of learning:

3 PRIME AREAS OF LEARNING	4 SPECIFIC AREAS OF LEARNING
Communication & Language (CL)	Literacy (L)
Listening, Attention and Understanding Speaking	Comprehension Word Reading Writing
Physical Development (PD)	Mathematics (M)
Gross Motor Skills Fine Motor Skills	Number Numerical Patterns
Personal, Social and Emotional Development (PSED)	Understanding the World (UW)
Self-Regulation Managing Self Building Relationships	Past and Present People, Culture and Communities The Natural World
	Expressive Arts & Design (EAD)
	Creating with materials Being Imaginative and Expressive
3 CHARACTERISTICS OF LEARNING	
Playing & Exploring Active learning Creating and thinking critically	

Children are assessed through their work and play on a regular basis by the staff. Children's ongoing achievements are reported into the children's own individual learning journeys that link to the Foundation Stage Guidance. These can be used as a starting point for discussion at open evenings and are passed on to the child's teacher once they enter Year One.



CURRICULUM

Key Stage 1: ages 5 - 7

Key Stage 2: ages 7 - 11

We believe that everyone can be successful in some way. We aim to provide a happy, caring and stimulating curriculum and learning environment where children and adults feel safe and valued, and are encouraged and supported to achieve the very best that they can. We are committed to working in partnership with parents and other agencies to enable everyone to live a full and healthy life and to make a positive contribution to our community and to the lives of our children.

Through the National Curriculum and work of the school we aim to:

- Encourage the children to develop positive attitudes to learning and to achieve high standards.
- Provide equality of opportunity for all children and staff.
- Foster close co-operation between the school, home and wider community.
- Help children to acquire a set of moral and spiritual values and develop habits of self-discipline and acceptable behaviour.
- Help children to understand the world in which they live and so become caring, reliable and responsible members of society.

Policies have been written for each area of the curriculum and reflect these broad aims.

The curriculum is balanced and broadly based and designed to meet the needs of individual children. National Curriculum requirements in the core subjects of English, Mathematics and Science have been implemented along with the foundation subjects of Art and Design Technology, Computing, Design and Technology, Geography, History, Music and Physical Education. French is also taught in KS2 at Roberts. We regard language and number work to be of prime importance and so special emphasis is placed on them.

Subjects are grouped together so that a particular theme or topic is followed for a term or half-term. In this way we hope to make children's learning more relevant and enjoyable.

A programme of study for each year group is available for parents at the start of the school year (see our website for this year's programmes).

Specialist music tuition is also available through Dudley Performing Arts (DPA) at an extra charge. School can support parents with the cost of this in certain circumstances. Please contact the school office for more details.

Religious Education is taught in accordance with the Dudley Agreed Syllabus. This reflects the fact that religious traditions in this country are in the main Christian, whilst taking account of other principal world religions. An act of worship is held each day. Parents have the right to withdraw their children from R.E and/or the act of worship and in such cases alternative work will be provided appropriate to the age and ability of the child.



Sex Education is not compulsory in primary schools. However, it is a requirement for children in Year 5 and Year 6 to be taught through Science and RSHE about external body parts, the human body as it grows from birth to old age (including puberty) and reproduction in some plants and animals.

We seek to provide a sound background in sport through National Curriculum Physical Education and a range of extra-curricular activities. We are concerned with developing good quality performance, an understanding of games principles, enjoyment, teamwork, cooperation and knowing how to improve. The school has use of two halls, two playgrounds, a Multi Use Games Area (MUGA), a playing field and an outdoor gym on site.

All pupils follow the National Curriculum Programmes of Study for Physical Education. Everyone receives at least two hours per week of Physical Education. Weekly swimming lessons are available for certain year groups.

For a number of years the school has also provided a range of after school sports clubs with specialist coaches to work in school.

Special Educational Needs and Disability (SEND)

We believe that all children should have equal access to a broad and balanced education and be provided with opportunities which will encourage them to develop to their full potential. All staff are involved in the early identification of children who are experiencing particular difficulties and a register of such children is maintained by the Special Needs Co-ordinator (SENDCO). Individual or group support or additional resources and strategies are available for identified children and specialist advice from outside agencies is sought if required.

Parents are encouraged to discuss any worries regarding their child's progress with the child's teacher and are kept informed of any special help that is being offered. You are also encouraged to support any programmes of work followed by your child and to contribute to any reviews about his or her progress. A full copy of our Special Needs Policy is available in school.

Pupils with Disabilities

The school endeavours to ensure that pupils with disabilities receive appropriate support and access to the school curriculum and are enabled to play an active part in the life of the school. This is provided by classroom and learning support assistants and by specialist support staff for pupils with sensory or physical needs and learning difficulties.

Accessible toilet facilities are available. A lift is available to enable access to the upstairs. Additional services (e.g. physiotherapy, occupational therapy, and speech and language therapy) may also be arranged. A significant proportion of disabled pupils will have a Statement of Educational Need.

Children with Speech and Language difficulties are supported by our specialist speech and language support therapist

Educational Visits

Visits may be arranged as an extension of work being followed in class and form a valuable aid to normal classroom activities. Parents are informed well in advance of such visits and are requested to make a voluntary contribution to cover the costs.

Without this contribution, visits cannot take place!

Paying for Educational Visits and Special Events

The school requests that all payments for trips, music lessons and other special events are made using **ParentPay**, our secure on-line payment system. New parents will be sent a password and log-in to access this system. Please contact the school office if you need any help or advice with this at any point.



The Governors have adopted the Local Education Authority's Charging and Remissions Policy, a copy of which is available from the Headteacher.

At some point in their KS2 career, children will have the opportunity to take part in a residential adventure experience.

Extra-Curricular Activities

We encourage children to make the most of learning and social opportunities at school, both during the day and out of school (lunch times and after school). A wide range of extra-curricular activities will then take place at school. There is something here to interest everyone.

Sports may include:

Football	Multi-sports	Tennis	Cricket	Netball
Rugby	Athletics	Running	Dance	Dodgeball

The school has also run a number of teams which compete successfully with other local primary schools in local leagues.

Social and Creative:

Choir	Orchestra	Commando Joes
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'Brightsparks' is our own breakfast and after school childcare club and places can be booked by contacting the main school office. Alternatively, telephone **07825 194150** to speak to Sarah, our manager, about availability of places and costs.

Homework & Projects

All children are expected to do some work at home, including reading and Maths.

Roberts School Council

The School Council has been operating since 2000. Each of the 12 classes in Key Stage 2 annually elect one person to act as a class representative that can voice their own class ideas. Their brief is to be a link between pupils and teachers. It is a fully operational council that meet every half term and is chaired by Year Six pupils and overseen by a member of staff. In the past they have initiated ideas that include:

- Extra playground games for play and lunchtimes
- Changes in eating requirements at lunchtimes
- They were even involved in interviewing the Headteacher and Deputy Headteacher on behalf of the pupils.

The School Council has also had the opportunity to visit the Houses of Parliament the past few years and get an idea of how a council works on a bigger scale.

Year 5 and 6 representatives are assigned to a lower school class and liaises with them to represent the needs of younger children and, in doing so, the whole school has a voice in the workings of the school.

School Eco-Council

Since 2004, the school has been involved in the Eco School's Programme and have been successful several times in gaining the 'Green Flag' Eco-School Award, confirming our commitment to sustainability and awareness of our environment. The programme has its own committee which can liaise with the School Council in projects that are related to the environment and that we, as a school, can work on to educate and promote environmentally friendly values and understanding.

The Eco-team from across the school are actively involved in looking at the 10 Eco-Schools topics:

- | | |
|---|---|
| <input type="checkbox"/> Biodiversity | <input type="checkbox"/> Waste |
| <input type="checkbox"/> Energy | <input type="checkbox"/> Water energy waste & saving energy |
| <input type="checkbox"/> Global Citizenship | <input type="checkbox"/> Recycling paper |
| <input type="checkbox"/> Healthy Living | <input type="checkbox"/> Gardening club |
| <input type="checkbox"/> Litter | <input type="checkbox"/> Developing the school and its environment. |
| <input type="checkbox"/> Marine | |
| <input type="checkbox"/> School Grounds | |
| <input type="checkbox"/> Transport | |



Robert's Wellbeing Ambassadors

Our Wellbeing Ambassadors are represented by children from Years 2 to 6. The Wellbeing Ambassadors are initially selected to fulfil the role as a result of them having shown a real interest in championing positive mental health and wellbeing. These children are keen to share their understanding around mental health and advertise the importance of self-care. The Ambassadors have a responsibility for leading and promoting wellbeing throughout school; they drive the message forward and release the stigma around talking about challenging feelings. Wellbeing Ambassadors provide feedback on what's working well and highlight any gaps in whole-school approaches to wellbeing. Previously, they have initiated ideas that have included writing a child friendly anti-bullying policy and planning the activities which took place in our most recent antibullying week.

Curriculum Council

The Curriculum Ambassador group was formed in 2021. Each class from Year 2 to Year 6 vote for a representative that can support the school in our curriculum development, develop an understanding of Roberts Primary School's progressive planning and evaluate the teaching in each subject area.

The group meet each term to share their views about the curriculum. The children then feedback to their class, gather any questions and viewpoints to share at the next meeting. Individual children have taken on responsibility for different curriculum areas and are keen to share our curriculum with visitors.

Digital Leaders

Children from Years 2 to 6 are selected to become the Digital Leaders within school. Digital Leaders are children with a passion for technology who want to share their knowledge with others and promote the use of all things digital throughout the school. Being a Digital Leader is a fantastic opportunity to take on responsibility, learn new skills, and develop and demonstrate leadership skills. Our Digital Leaders collaborate to think of new ideas for ways to improve the use of technology in our school, help to design the school's online safety policy, and also plan activities for the Online Safety week.

School SATs Test Results

SATs take place in Years 2 and 6. At the end of Year 2 and Year 6 children are expected to meet the year group expectations in English, Maths and Science. More able children will be seen as exceeding year group expectations and less able children may be classed as developing year group expectations.

Safeguarding in Education



All staff at Roberts Primary School, and Brightsparks (out of school club) are aware that: "Safeguarding is everyone's business". We all play a crucial role in protecting children and young people and keeping them safe or helping them feel safe. As of September 2009, OFSTED under section 175/157 of the Education Act 2002, make judgements in relation to the effectiveness of safeguarding. Our school has a clear Safeguarding Policy which takes into account the "Working Together to Safeguard Children (2018)" and "Keeping Children Safe in Education (2022)" and is reviewed annually. This ensures that all staff including Governors and volunteers have undertaken appropriate training with regard to safeguarding. Staff are aware of their responsibilities to inform the designated safeguarding officer and Local Authority of children who are persistently absent or missing (particularly those who are vulnerable) and any children and young people they intend to remove from school's roll.

Pupil Health and Welfare

Please let us know if your child has any medical needs which may affect them in school. Staff are always willing to listen and help. Please contact your child's teacher or the School Health Advisor (see below) for advice on health problems or if you have any concerns.

During a child's school career, the Dudley Health Authority arranges a programme of health assessment as follows:

School Health Advisor (School Nurse) Medical Screening (age 5)

These are carried out during Year 1. The school nurse will carry out a check of the child's height and weight along with a vision and hearing test. Parents will be informed of any problems detected and invited to a more in-depth assessment.

Drop in Clinics

The School Nurse visits the school every week on Tuesdays for a confidential drop-in session where parents can call in to discuss any health concerns they have about their child or themselves. You can make an appointment in advance from the school office or direct with the School Nurse. Telephone 01902 575949.

Dental Screening

This is carried out by dental officers during the child's time at school. No treatment or further inspections will be offered without the signed consent of a parent/guardian.

In addition to the above mentioned screening services; medical inspections, vaccinations and immunisation sessions in school will be offered to your child only with the written consent of a parent or guardian.



Asthma, Allergies and Medicines (including Inhalers)

Any medication given in school will need to be prescribed and required to be taken at least four times a day. Anything less than this and we ask that it be administered at home before and after school or the parent/carer comes in to school to administer it. A form will be need to be completed. A record of children's medical needs is maintained by the School Office. Please let us know any changes. Children themselves should not bring medicines into school under any circumstances.

Children who suffer from asthma are expected to be responsible for their own inhalers, which should be clearly named and in date. Emergency inhalers are always available if a child should need one. Roberts is an asthma-friendly school and will provide support for children requiring medical treatment for this common condition.

Good Attendance and Reducing Absence from School

We regard regular attendance as being extremely important in helping your child's achievement. Time missed can never be made up and children may fall behind if they do not attend school regularly. It is, therefore, vital that any absence is kept to a minimum.

If your child is ill your first action is to call the school as early as possible (before 9.30am) and let the School Office know your child will not be in school. This needs to be done every day of absence (unless your child is admitted to hospital, or has a long term illness-related absence for a period of time - in this instance you do not need to ring every day).

Children are in full time education. Under Local Authority regulations **holidays may not be taken during term time and will be authorised *only in exceptional circumstances*. Children taking holidays during school term will be marked as unauthorised and may be reported to the Education Investigation Service.** Please write to the Headteacher if you wish to request a leave of absence at least 20 days in advance of the planned absence.

If there is a reason why your child cannot take part in P.E. or swimming activities, then a letter should be sent into school.

Emergency Contacts: If your child is taken ill at school, we try to contact you or a friend/relative and for this reason, we ask you to complete an Emergency Contact Form. **Please tell us of any changes to contact numbers (new mobile phone, change of address, etc.)**

If your child has a medical or dental appointment, we will need to see their appointment card or letter. **Children must be collected from school by an adult.** We cannot allow children to leave the school premises unaccompanied for safety reasons.

The school may also contact parents using text messaging to keep you up to date with events or if your child is absent.



SCHOOL BEHAVIOUR & EXPECTATIONS

At Roberts we want every child to develop a positive attitude to learning and positive relationships with other pupils and members of staff. Everyone has a part to play in making our school happy, safe and successful.

Our GOLDEN RULE is:

'Treat other people as you want them to treat you'

We expect everyone to:

- Be polite and respect others and their belongings
- Listen when others are talking
- Work well with others and make the most of your time and your opportunities to learn everyday
- Take responsibility for your own actions
- Look after our environment and equipment
- Tell a teacher if someone is making you unhappy

We like children to do their best in whatever aspect of work they are engaged in and so develop pride in a job well done and confidence in their own ability to succeed.

We try to encourage such behaviour by example and by creating a happy, pleasant and caring environment in which everyone is valued. We strive for praise and reward rather than punishment.

Rewards and Incentives

Children are rewarded for good behaviour and attitudes through the use of Golden Time, Star of the Week, Handwriting Hero and Reading Champion certificates. Certificates are also awarded to children entered into the "Gold Book" by the Headteacher or Deputy Headteacher for special effort each half term.

Attendance certificates are awarded half termly to children with attendance above 90%. A weekly attendance trophy is awarded to the classes with the best attendance level.



Sanctions and Discipline

When necessary, corrective measures are applied. Usually these will be in the form relevant to the offence, e.g. repeated work where it is below the child's ability, withdrawal of certain privileges, etc. We welcome the involvement of parents to discuss any problems and the appropriate action to be taken.

In matters of pastoral care or discipline the class teacher should be the first person you contact. Following this the appropriate coordinator, Deputy Headteacher or Headteacher may be involved.

**PLEASE LET US KNOW HOW WE CAN HELP YOU
TO HELP YOUR CHILD.**

Complaints Procedure

From time to time parents, and others connected with Roberts Primary School, will become aware of matters which cause them concern. The Dudley Authority has drawn up a complaints procedure in connection with the curriculum and a copy of it is available on the school website or from the Headteacher.

If you have any concerns, please contact your child's teacher in the first instance to discuss the matter. Alternatively contact the Headteacher, Mrs Hunt, who will be happy to meet you.

The procedure is devised with the intention that it will:

- Usually be possible to resolve problems by informal means;
- Be simple to use and understand;
- Be non-adversarial;
- Provide confidentiality;
- Allow problems to be handled swiftly through the correct procedure;
- Address all the points at issue;
- Inform future practice so that the problem is unlikely to recur.



ROBERTS IN THE COMMUNITY

Come and help at your child's school!

Handy Helpers

All parents are automatically invited to become "Handy Helpers", our fundraising group, which has been formed to support the work of the school. This is a friendly group who arrange a variety of events throughout the year as fundraising or social activities and new parents are encouraged to offer their help to the committee. Regular meetings are held during term to which new members are very welcome – see the school website for details of forthcoming meetings or speak to Mrs Hunt or Mr Hughes.



DUDLEY NORTH FAMILY CENTRE

Dudley North Children's Centre began work in 2008 providing a range of services for families with young children 0-5. Staffed by Family Support workers and a Primary Health worker, a range of help and advice is available both on a formal and informal basis.

If you have any family problems that you feel you need to discuss confidentially you can simply drop in to see them or make a formal appointment.

The Children's Centre is also able to direct you to other agencies which provide help and advice on a wide range of issues. Leaflets are available and phone numbers can be provided in order for you to access a range of advice.

Dudley North Family Centre offer a range of information and activity sessions every week covering a wide range of subjects. To find out more about these sessions please contact them or visit their website.

Dudley North Family Centre,
Bayer Street,
Coseley, BILSTON,
West Midlands.
WV14 9DS

01384 813096

<https://www.dudley.gov.uk/residents/early-years-and-childcare/family-centres/>

CHILDREN LEARN WHAT THEY LIVE

If a child lives with criticism,
He learns to condemn.

If a child lives with hostility,
He learns to fight.

If a child lives with ridicule,
He learns to be shy.

If a child lives with shame,
He learns to feel guilty.

If a child lives with tolerance,
He learns to be patient.

If a child lives with encouragement,
He learns confidence.

If a child lives with praise,
He learns to appreciate.

If a child lives with fairness,
He learns justice.

If a child lives with security,
He learns to have faith.

If a child lives with approval,
He learns to like himself.

If a child lives with acceptance and friendship,
He learns to find love in the world





Roberts Primary School

Our School Year 2024-2025

Autumn Term 2024

Monday 2nd September

Teacher Training Day

Tuesday 3rd September

Teacher Training Day

Wednesday 4th September

Children return to school

Monday 28th October - Friday 1st November

School closed for Half Term

Monday 4th November

Teacher Training Day

Monday 5th November

Children return to school

Friday 20th December

Last day to attend this term

Spring Term 2025

Monday 6th January

Teacher Training Day

Tuesday 7th January

Children return to school

Monday 17th February - Friday 21st February

School closed for Half Term

Monday 24th February

Children return to school

Friday 11th April

Last day to attend this term

Summer Term 2025

Monday 28th April

Children return to school

Monday 5th May

May Day Bank Holiday

Monday 26th May - Friday 30th May

School closed for Half Term

Monday 2nd June

Children return to school

Friday 18th July

Last day to attend this term

Monday 21st July

Teacher Training Day