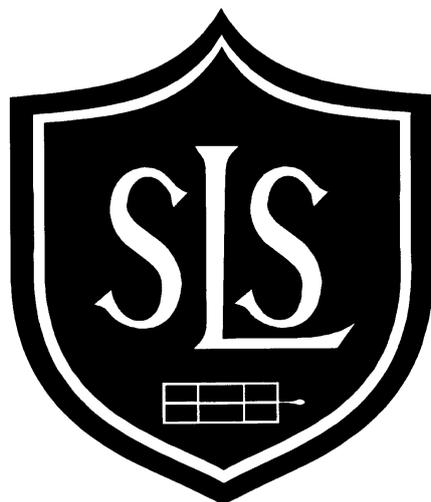


**St Laurence
Church Infant
School**



Prospectus

2018-2019

St Laurence Church Schools

The schools were founded in 1714 by Dr William Worth, Rector of Northfield. They are thought to be the oldest church schools in Birmingham. Since that time the schools have provided a Christian education for the people of Northfield and surrounding parishes. In many local families, several generations have attended the schools.

Over the years the schools have expanded to their present three forms of entry, giving a school roll of 270 in the Infant School and 360 in the Junior School. The Junior School moved to its present spacious site in 1964 and the Infant School in 1972.

The schools are Voluntary Aided and have a close relationship with the lovely old St Laurence Church. They have a strong sense of Christian purpose, which is reflected in relationships, worship and general school ethos.

The majority of the Governors are representatives of the Church of England, and traditionally have had greater responsibility for the management of the schools than other Governing Bodies. They are responsible for admissions to the schools, determine the nature of the religious teaching and worship, and decide the general curriculum policy for the schools. The schools are owned by the Diocese, and the Governors, unlike those in most schools, are responsible for finding a proportion of the money for repairs and improvements. Parents are asked to contribute to the Governors' Fund once a year to help meet these financial commitments.

Our Vision

Every child to learn and grow with God.

Our Aims

We aim to provide a broad and balanced curriculum which develops each child spiritually, morally, intellectually, socially and physically within a Christian environment.

We aim to see each child as an individual, made in the image of God, and to address individual needs in order to help explore talents and fulfil potential.

We aim to develop a partnership between home and school and involve parents as actively as possible in the education and welfare of their children.

We intend this education to take place in a secure and happy environment, one which will provide the children with the self-esteem and skills necessary for them to take their place successfully as confident, responsible, tolerant and caring members of society.

Our Distinctive Values

Zest for learning and a love of life

Embracing the future with hope and confidence

Seeing heaven in the moment

Imagining the journey in another's footsteps; nurturing understanding, respecting all

Everyone knowing that they are treasured and loved as a unique child of God

St Laurence Church Infant School

Governing Body

St Laurence Church Infant School Governing Body consists of twelve members (three Diocese, three St Laurence Parochial Church Council, the Rector of St Laurence Church is an Ex Officio Governor.):

- 7 Foundation Governors
- 2 Parent Governors
- 1 LA Governor
- 1 Staff Governor
- Headteacher

Mrs Sarah Brown	Chair of Governors, Foundation - Parochial Church Council
Mr Simon Wootton	Vice Chair, Parent
Mr Jonathan Aitken	Foundation - Diocese
Canon Janet Chapman	Foundation - Ex-Officio
Mrs Kathy Hadley	Foundation - Parochial Church Council
Vacancy	Foundation - Parochial Church Council
Mr Damon Hewson	Foundation - Diocese
Mr Stephen Harris	Parent
Mr Ian Skidmore	Foundation - Diocese
Mrs Caroline Proctor	Headteacher
Mrs Jane McFall	Staff
Mr Mark Tyler	Clerk to the Governors

Governors have responsibility for the efficient management of the school, acting within the framework set out by national legislation and by the policies of the Diocese and the Local Authority. They are not expected to take detailed decisions about the day-to-day running of the school; that is the role of the Headteacher.

The Governing Body meets at least once each term, and the three committees (Finance, Site & Buildings, Curriculum and Assessment, and Staffing, Admissions, Safeguarding and Pupil Welfare) meet termly or as necessary.

The Governors are required to fund 10% of all exterior building works and rely on the parents' annual voluntary contributions for this.

When a Parent Governor vacancy occurs all parents are notified and invited to stand for election.

St Laurence Church Infant School

Staffing (LT Leadership Team)

Headteacher

Caroline Proctor (LT)

Deputy Headteacher

Catherine Smith (LT)

Teaching Staff

Chinyeli Anyanegbu (.8)

Jennifer Cole (LT) (.6)

Jo Griffin (LT)

Sarah Hegarty

Rebecca Lawler

Jane McFall (LT)

Penny Meara (.4)

Vicky Stephens (.4)

Louise Tellam (.6)

Sarah Wallach

Jayne Whitehouse (LT)

Teaching Assistants

Erica Bishop (.8)

Liz Boraston (.4)

Hannah Egginton (.4)

Caroline Hall (10 hrs)

Rachel Hankin (.8)

Vikki May (.8)

Diana Pell

Jayne Perry

Michelle Smart

Jo Wells

Gaynor Williams

School Business Manager

Barbara Jackson

Clerical/Finance Assistants

Jo Oughton

Melanie Edensor

Bursar (DRB)

Nikki Foster

Building Services Manager

Stephen Farrell

PE Coaches

Chris Coley (W,Th)

Charlotte Brain (T)

Lunchtime Supervisors

Caroline Hall (Senior Lunchtime Supervisor)

Debbie Baxter

Kate Cross

Andrea Harfield (M,W,Th)

Nadine Ilba

Lesley Jones

Jade Landucci

Amy Oliver (M, F)

Renee Peregrine-Young

Rachel Roberts

Sarah Westwood

Carol Woodward (T, F)

Breakfast Club

Rachel Roberts (Manager)

Debbie Baxter

Sekina Lewis

After School Club

Rachel Roberts (Manager)

Stuart Sumner

Emma Cox

Sarah Westwood

Caroline Hall

Cleaning Staff

Jade Landucci

Andrea Harfield

Catering Staff

Sharon Slater (Catering Supervisor)

Sekina Lewis

Jane Ingram

Missie Sheridan (maternity leave)

Rebecca Jones

Kerry Smyth

Admissions Policy

September 2019

Our admissions process is part of the Local Authority co-ordinated scheme. Application forms are available from the Local Authority in the Autumn before admission.

The school's admission number is 90. Where the number of applications is lower than the school's admission number, all applicants will be admitted. If there are more applications than places available, then all applications will be considered, together and at one time, by a committee of the Governing Body.

Oversubscription criteria

If the number of applications for a particular year group exceeds the number of places available the following criteria will be used:

- 1 Looked after or previously looked after children.
- 2 Children who have a brother or sister who will still be attending either the Infant or Junior School at the date of admission.
- 3 Children who attend St Laurence Church, Northfield with their parent(s) for Sunday Worship.
- 4 Children who attend another Trinitarian Church with their parent(s) for Sunday Worship, and who normally live with a parent(s) whose home is within the Parish of St Laurence Church, Northfield.
- 5 Children who normally live with a parent(s) whose home is within the Parish of St Laurence Church, Northfield. Details of parish boundaries are available from the School Office.
- 6 Other children.

Notes

- 1 Children with a Statement of Special Educational Needs that names St Laurence Church Infant School will be offered a place first. This will reduce the number of places available to other applicants. This is not an oversubscription criterion.
- 2 **Criterion 1** - A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangement, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989). In the case of previously looked after children, admission authorities may request a copy of the adoption order, child arrangement order or special guardianship order and a letter from the local authority that last looked after the child confirming that he or she was looked after immediately prior to that order being made.

- 3 **Criterion 2** - A brother or sister must live at the same address and could be:
- a brother or sister sharing the same parents;
 - a half-brother or half-sister, where two children share one parent; a stepbrother or stepsister, where two children are related by a parent's marriage or civil partnership (a formal arrangement that gives same-sex couples the same legal status as married couples);
 - the separate children of a couple who live together; or
 - an adopted or fostered brother or sister.
- 4 **Criterion 3** - At least 50% attendance is required for the twelve months prior to the child's admission. For admission to Reception at the start of the academic year, 50% attendance is required between 1 January and 31 December during the year before the September start date. A register, which is held in Church, must be signed. A Supplementary Information Form is required under this category.
- 5 **Criterion 4** - At least 50% attendance is required for the twelve months prior to the child's admission. For admission to Reception at the start of the academic year, 50% attendance is required between 1 January and 31 December during the year before the September start date. A letter confirming 50% attendance will be required. A Supplementary Information Form is required under this category.
- 6 If offering places within any one of the criteria would cause the admission number for the school to be exceeded, then children living nearest to the **porch door of St Laurence Church** will be offered a place first. Distances are measured by the Local Authority admissions system using ADDRESS-POINT®. ADDRESS-POINT provides a national grid co-ordinate and a unique reference for each postal address in Great Britain. The grid reference is provided to a resolution of 0.1 metre (10cm). The accuracy of each ADDRESS-POINT is such that each point will fall within the addressed building. If two or more applicants share the same distance to a school and a place is available the applicant to whom the place will be offered will be determined by the Local Authority by random selection.
- 7 Waiting lists are produced, in strict order of priority, against the oversubscription criteria. Waiting lists are kept until the end of the Autumn Term in the year of admission.
- 8 Applications, or changes to your application, received after the closing date and before the Governors' admissions meeting will be deemed to have been made late, but will be considered if possible. Applications received after the Governors' decision meeting will also be deemed to have been made late and will be considered after applications with the same priority that were received on time (unless there are particular circumstances which, in the opinion of the Governors, prevented you from applying earlier).
- 9 The home address is the place where the child is permanently resident with his or her parents. When a child lives between two addresses, the address used for offering a school place will be where the child lives for most of the school week (Monday to Friday). Documentary evidence may be required. If care is split equally, parents can choose which address will be used.
- 10 Applications made outside the normal admissions round (in-year admissions) should be made directly to the school. Parents/carers can apply for a place for their child at any time and to any school. On receipt of an in-year application, the school will notify the local authority of both the application and its outcome, to allow the local authority to keep up to date with figures on the availability of school places in its area.
- 11 The Governing Body recognises its duty to comply with the Local Authority Fair Access Protocol to provide fair access to school for pupils who need a school place because they have missed, or are at risk of missing, education.
- 12 Parents who wish to appeal against the decision of the Governors to refuse their child a place in the school may appeal in writing to the Chair of Governors. Appeals will be heard by an independent panel.
- 13 Parents can request that the date their child is admitted to school is deferred until later in the academic year or until the term in which the child reaches compulsory school age. Parents can also request that their child takes up the place part-time until the child reaches compulsory school age.

Supplementary Information Forms are available from the School Office or the Local Authority. Details of the Parish of St Laurence Church, Northfield are available from the School Office.

Enquiries Regarding Admission

Informal enquiries are welcome and prospective parents may visit the school by appointment with the Headteacher. Please contact the School Office to arrange this.

Pre-School Visits

After being offered a place in one of our Reception classes, children and parents are invited to a Workshop in the Summer Term prior to admission. Entry in September is planned to enable children to settle with confidence into the routines of school.

All children have the opportunity of transferring to the Junior School at the end of Year Two. During the Summer Term, prior to this move, there are several events arranged when both children and parents visit the Junior School.

Special Educational Needs

We are committed to providing quality provision and support for children who have special educational needs of any kind. This may include children who have physical, emotional, behavioural or learning difficulties and those who are particularly able. Special needs should be brought to the *Governors'* attention in writing at the time of application. Any child with a Statement of Special Educational Needs is required to be admitted to the school that is named in the statement.

The Special Educational Needs Policy follows the *Government's Code of Practice*. Children are continually assessed as part of normal classroom practice and when additional support is required, a referral is made to the school's Special Educational Needs Co-ordinator (SENCO). Children then work with specific targets and support which is recorded in a variety of ways depending on their needs. Provision may also include support from outside agencies. Parental involvement is essential and parents will be consulted and informed about what is happening at every stage.

The School Day

Early Years Foundation Stage (YR)	Morning Session	8.55 am to 12.15 pm
	Afternoon Session	1.05 pm to 3.05 pm
Key Stage One (Y1 and Y2)	Morning Session	8.55 am to 12.30 pm
	Afternoon Session	1.20 pm to 3.10 pm

At the beginning of the day the doors open at 8.45am and the children can come straight into school. At the end of the day staff hand over the children to their parents in the playground. Children are not allowed to leave the site unless a parent or other known adult (18 years or over) is there to collect them.

Attendance and Punctuality

Many of our children have an excellent record of attendance and punctuality, which we aim to maintain and, if possible, improve upon.

Please inform school as soon as possible regarding the reason for any unavoidable absence, as attendance is carefully monitored. We are happy to help with any problems you may have regarding attendance and will, of course, contact you if we have any concerns. In the rare cases of frequent or unauthorised absences, and persistent lateness, the Education Welfare Service will be involved.

Please report to the School Office if you bring your child to school late or need to collect your child early. It is important for us to have an accurate record of all children who are in school for Health & Safety reasons.

Holidays will not be authorised during term time. In exceptional circumstances, permission to withdraw a child from school must be applied for in advance. Please make an appointment with the Headteacher.

Attendance Figures

2017/2018

Attendance 96%

Absence figures based on the % half days missed per academic year.

Illness and Infection

If your child is absent from school, please telephone the School Office before 9.00 am on the same day. If you know in advance that your child will be absent, perhaps for an appointment, please inform the class teacher.

If your child has been absent please make sure that they are well before returning, especially if the illness is infectious. **In the case of sickness or diarrhoea** please keep your child at home until they have been free of symptoms for at least **48 hours**. If your child is unwell whilst they are at school we will contact you and ask you to collect them.

Medicines and Accidents

We will administer prescription and over the counter medication as required with full parental consent. We will also administer long-term medication prescribed by a doctor for conditions such as asthma, diabetes and acute allergies.

Accidents at school are treated, details recorded and a note will be given to the child to take home. In the event of a serious accident, you will be contacted immediately. Please ensure that **contact numbers are accurate** in case of emergencies.

School Meals and Drinks

School meals are cooked on site in our newly refurbished kitchen. All Infant School children are entitled to a meal paid for by the Government.

Children may bring a packed lunch, in a named lunchbox, as an alternative to a cooked meal. Water is provided for all children.

All food ingredients and products in school are nut free and we ask parents who give their children a packed lunch to only include food which does not contain nuts. Children are only provided with healthy food and drinks in school.

Each morning children may have a drink of fruit juice or milk, which can be paid for at school, or they may bring a small carton of fruit juice from home. Fresh fruit is provided free of charge for all children and water is available throughout the day as part of our Water is Cool in School initiative.

Uniform

Our school uniform is royal blue, white and grey:

- blue sweatshirt/cardigan
- grey trousers/shorts/skirt/pinafore
- white polo-shirt/shirt
- blue and white or yellow and white checked dress in summer
- white or grey socks
- shoes suitable for school (not trainers)

For **PE lessons** your child will need:

- blue shorts
- yellow round-necked T-shirt
- black pumps

PE Kit will be kept in a pump bag. **Please name all items of clothing and pump bags.**

On sunny days the children may bring a named **cap/sunhat** and named **sunglasses** to wear outside.

Our uniform is available to purchase from the School Office or from local retailers.

Jewellery and Valuable Items

The only jewellery to be worn in school is studs in the ears. Other jewellery must not be worn in school due to the danger of accident or loss. Children should always carry money in a named purse or envelope. No other valuable items should be brought into school.

Partnership with Parents

We see education in its widest sense as a partnership between the child, the parents and the school. The school seeks to establish the strongest possible links with parents and involve them in their children's learning. It is widely accepted that this enhances children's happiness, confidence and achievements.

We have a Home-School Agreement, which we ask you to sign when your child starts school. You will receive regular Newsletters giving general information and dates. Year Group Newsletters are distributed half termly. Other letters giving information are sent home as necessary.

Parents' Evenings are held each term when you can discuss your child's progress with their teacher. Parents receive an Annual Report at the end of the school year, which provides information about their child's progress and identifies next steps.

Workshops for all Year Groups are held each term when parents are invited to come into school and work with their child. We are always grateful for additional support and have a number of Volunteer Helpers. If you would like to come into school to help you will be most welcome - please enquire at the School Office (DBS disclosure essential).

The school is strongly supported by our PTA, who hold regular fundraising events, which enable us to provide additional opportunities and resources for your children.

Child Protection

Our first priority is your child's welfare and, therefore, there may be occasions when our concern about your child means that we have to consult other agencies even before we contact you. The procedures we follow have been laid down by the Birmingham Safeguarding Children Board. If you would like to discuss this further, please speak to the Deputy Headteacher, who is also the Designated Safeguarding Lead for Child Protection or the Headteacher.

Security and Safety

Children enter school from the playground in the mornings, and are handed over to parents or other known adults (18 year or over) at the end of the school day.

The gates to the Infant School playground are locked between 9.40 am and 3.00 pm. If you need to come onto the school site between these times, perhaps because you are collecting your child early for an appointment, you will need to go to the Bunbury Road Entrance and ring the bell to speak to a member of the administrative team.

Curriculum

The curriculum comprises all learning and other experiences that the school plans for the children. It provides opportunities for all children to learn and to achieve, and promotes children's spiritual, moral, social and cultural development.

We hope that all of our children will find the curriculum and their school experience interesting and enjoyable, and that they will develop a love of learning that will stay with them throughout their education and into adult life.

Our values are firmly rooted in Christian faith and belief. We value all of our children, whatever their background or ability. We expect them to show compassion, consideration and respect for others in the hope that they will develop into caring and responsible citizens. We encourage truth, honesty, fairness, loyalty and perseverance.

Personal faith and belief is a very individual matter and cannot be taught. However, we do aim to give children a sound understanding of what it is to be a Christian, and provide opportunities from which belief and faith may stem. We also provide the opportunity to study other faiths and the ways in which those faith communities conduct their religious and spiritual lives.

We know that children will enter our school with differing levels of academic, physical and social development. We aim to cater for different needs, and for each child to achieve success and make progress. That success will be valued whatever the level of achievement.

There are two **Key Stages**:

Early Years Foundation Stage

Reception	(aged 4/5 years)	three classes of 30 children
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Key Stage One

Year One	(aged 5/6 years)	three classes of 30 children
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Year Two	(aged 6/7 years)	three classes of 30 children
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The curriculum time for each Key Stage is 22 hours and 5 minutes per week. This time excludes registration, Collective Worship, break and lunch.

Curriculum

Children in Reception are in the Early Years Foundation Stage. There are seven areas of learning and development that must shape educational programmes in early years settings. All areas are important and inter-connected. Three areas are particularly crucial for igniting children's curiosity and enthusiasm for learning, and for building their capacity to learn, form relationships and thrive. These prime areas are:

- Communication and Language
- Physical Development
- Personal, Social and Emotional Development

Providers must also support children in four specific areas, through which the three prime areas are strengthened and applied. The specific areas are:

- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design

Children in Year One and Year Two are in Key Stage One (KS1) and are taught twelve curriculum subjects:

- English
- Mathematics
- Science
- Computing
- History
- Geography
- Design & Technology (DT)
- Art and Design
- Music
- Physical Education (PE)
- Religious Education (RE)
- Personal, Social, Health and Economic Education (PSHE)

The curriculum is enhanced by educational visits and visitors into school. The extended curriculum also features workshops and whole school activity weeks.

Sex and Relationship Education (SRE) is included in the curriculum for PSHE, Science and RE. Parents have the right to withdraw their child from all or part of the SRE provided. The Headteacher must be informed if parents wish to exercise this right.

Religious Education and Collective Worship

We aim to promote the spiritual growth of the children and hope to lay the foundations for a mature adult faith in Christ. Religious Education is mainly Christian and linked to the Church Year. We also teach the children to be aware of and respect other religions.

An Act of Collective Worship takes place each day. Parents are invited to join us on Mondays for our Star Award Assembly when children's special achievements during the previous week are celebrated, on Wednesdays when Canon Janet from St Laurence church leads the worship and on Fridays for our Birthday Celebration Assembly. We attend St Laurence Church to celebrate some of the main Christian festivals.

Parents have the right to withdraw their child from all or part of the Religious Education and Collective Worship provided. The Headteacher must be informed if parents wish to exercise this right. Alternative provision can be arranged for children at these times.

Assessment

Assessment for Learning tells us what the children know and, therefore, helps us to plan the next stage of their learning. In Reception ongoing assessment is recorded throughout the year in an Early Years Foundation Stage Profile for each child.

The Phonics Screening Check is a statutory assessment for all children at the end of Year One. It is designed to confirm whether individual children have learnt phonic decoding to an appropriate standard.

End of Key Stage One Assessment for children in Year Two takes place in the Summer Term to measure progress in English, Mathematics and Science. Teacher assessments are supported by written tests, which are also known as SATs (Standard Assessment Tasks and Tests). These are designed to help inform the final teacher assessment judgement reported for each child at the end of Key Stage One.

Home Learning

The time and encouragement you give to support your child's learning at home will benefit them greatly as they enjoy sharing their experiences with you.

We particularly encourage the children to listen to stories, share and talk about books, and read at home. We hope that sharing books will be a pleasurable experience and foster a life-long interest in reading.

Behaviour

One of the principal aims of a Christian School is to enable each child to mature into a person who will take responsibility for their life. The school community is a place where young citizens learn self-control, motivation, tolerance and co-operation with others. We look to the example and teachings of Jesus Christ as our guide for living.

We aim to work together to make our school a safe and happy place where learning is enjoyable and respect is shown for each person's qualities, abilities and way of life. This helps to develop an environment in which children feel safe and secure and one in which they can make the most of their educational opportunities.

If your child is at all worried, please contact the school and we will do our very best to help. Likewise, if we discover that your child is having difficulty coping with the routines of school life, we will contact you to discuss this.

We have the following **School Rules**:

We try our best.

We learn through play.

We are safe and happy every day.

Helpful, polite, we listen too.

We care for our school and for you.

We have rewards for good behaviour including: verbal praise, stickers, visiting a Year Group Leader and participation in our Star Award Assembly where the Headteacher presents Star Award certificates to celebrate children's achievements.

Our sanctions for those children who choose to break the rules include a verbal caution, time out and visiting a Year Group Leader. Parents will be informed of persistent or serious misbehaviour and will be asked to discuss this with the Year Group Leader and class teacher. It may also be necessary to involve the SENCO (Special Educational Needs Co-ordinator) and the Headteacher.

Physical violence, bullying and racism are not tolerated at our school. We have a commitment to taking such incidents seriously in all circumstances. Children are taught to follow our rules and to tell an adult if they need help to resolve a problem. Our school has clear policies on Behaviour, Anti-Bullying & Harassment and Race Equality.

Playground

We want the children to enjoy their playtimes and we have the following Playground Rules:

We play together and look after one another.

We allow other children to play their own games.

We respect the grown ups who look after us.

When the bell rings we stand still.

We walk sensibly to our lines and quietly to our classroom.

We always tell an adult if we feel frightened or sad.

As part of our PSHE curriculum we give every child in Year Two the opportunity to be a Playground Leader. These children are given a responsibility, which may include looking after a specific playtime activity or helping the lunchtime supervisors take care of the younger children. We encourage the Playground Leaders to be positive role models, who are rewarded for their actions by a reward in our Star Award Assembly.

School Council

Our School Council consists of 18 members: 2 children from each class in school. During the Autumn Term, all children are invited to take part in our School Council elections. Children who would like to stand present an electoral speech to their class, who then vote for a girl and a boy to be on the School Council. These children represent their class at School Council Meetings where areas for development and new projects are discussed.

St Laurence Church Infant School Breakfast Club

Our Breakfast Club operates each morning between 7.30 am and 8.45 am in the Rainbow Room. The Club is run under the direction of the Governors of St Laurence Church Infant School. Breakfast is provided. The children are delivered to their class lines by Breakfast Club staff and handed safely over to the classroom staff.

Session times and fees are as follows:

7.30 am - 8.45 am £4.50 per full or part session

7.45 am - 8.45 am £3.50 per full or part session

The Club is open to children who attend St Laurence Church Infant School. Application forms are available from the School Office.

St Laurence Church Infant School After School Club

Our After School Club operates each evening between 3.15 pm and 5.45 pm in the Rainbow Room. The Club is run under the direction of the Governors of St Laurence Church Infant School. Light refreshments are provided.

Session times and fees are as follows:

Session 1	3.15 pm to 4.45 pm	£6.00 per full or part session
Session 2	4.45 pm to 5.45 pm	£4.00 per full or part session

The Club is open to children who attend St Laurence Church Infant School. Application Forms are available from the School Office.

Charging Policy

- Charges cannot be made for activities which are part of the curriculum entitlement for all children and which take place wholly or mainly in the school day eg educational visits. Voluntary contributions may be requested to offset costs. No child will be refused a place on these activities because of an inability to pay. However, it may be necessary to have substantial voluntary contributions in order for an activity to go ahead.
- No charges are made for extra-curricular activities that take place wholly or mainly outside the school day.
- Notification of voluntary contributions will be made in advance and payment may be in instalments.
- The Governors allow the school to use their school budget and other funds to subsidise activities. Any request for a reduction in voluntary contributions will be considered sympathetically.

St Laurence Church Infant School

Complaints Procedure

The staff and Governors are committed to resolving complaints as quickly as possible. If at all possible, concerns and complaints will be handled and resolved informally without the need to invoke a formal referral and process. It is expected that the class teacher will be able to resolve most concerns without the need to go any further.

The formal Complaints Procedure will need to be invoked when initial or informal attempts to resolve the issue are unsuccessful and the person raising the concern or complaint remains dissatisfied and wishes to take the matter further. There are four stages to the Complaints Procedure:

Stage One	receiving a complaint
Stage Two	complaint heard by staff member (though not the subject of the complaint)
Stage Three	complaint heard by Headteacher
Stage Four	complaint heard by the Governing Body's complaints panel

The Complaints Procedure approved by the Governing Body follows the Birmingham City Council Model Procedure and Guidance notes for Schools. Further information can be obtained from the Headteacher or the School Office.

School Term Dates

2018 - 2019

Children should attend on the following days:

Autumn Term 2018

Wednesday 5 September 2018 to	Thursday 25 October 2018
Monday 5 November 2018	Thursday 20 December 2018

Spring Term 2019

Monday 7 January 2019	to	Friday 15 February 2019
Monday 25 February 2019	to	Friday 12 April 2019

Summer Term 2019

Monday 29 April 2019	to	Friday 24 May 2019
Monday 3 June 2019	to	Friday 19 July 2019

There are 5 Teacher Days for the academic year when children do not attend:

Monday 3 September 2018
Tuesday 4 September 2018
Friday 26 October 2018

Friday 21 December 2018

Monday 22 July 2019

Monday 6 May 2019 (May Day) is a Public Holiday - school will be closed.

Disclaimer The information in this Prospectus was valid at the time of printing. It should not be assumed that there will not be any changes affecting arrangements before the start of the school year or in subsequent years.