

LILLES HALL SCHOOL

Working
together for
excellence and
enjoyment



LILLES
HALL
SCHOOL

Welcome to Lilleshall School

A COMMUNITY SCHOOL

We hope that this booklet will be helpful in explaining our school to you in a general way. If you want to know in more detail what we can offer, please do not hesitate to contact the Headteacher to arrange an appointment or to look round the school.

Headteacher:

Mrs C Cousins

Chair of Governors:

Chris Raper

The information in this booklet is correct at the time of printing but it is possible that changes may be made before or after the school year starts. If you have any further queries please contact the Headteacher in the first instance.

Admissions School Year - 2025/2026

Publication School Year - 2025/2026



LILLESHELL PRIMARY SCHOOL

Limekiln Lane, Lilleshall, Newport,
Shropshire, TF10 9EY

Telephone: (01952) 388430

Web: <http://lilleshallschool.taw.org.uk>

Working together for excellence and enjoyment

Lilleshall Primary School
Limekiln Lane
Lilleshall
Newport
Shropshire
TF10 9EY

Dear Parents/Carers

We are delighted to welcome you to Lilleshall Primary School.

Every child brings valuable experiences and strengths to our school. We aim to build on these by offering a curriculum that is stimulating, appropriate, challenging and adapted to meet the needs of the child and we ensure that all children receive the same opportunity to make progress in all areas of the curriculum.

There are many and varied opportunities to develop their skills in the arts, sports and socially. Some of these activities may be run as after school clubs that the children can join. We aim to make school a happy, secure and enjoyable experience where children can learn effectively.

The whole school community is committed to the principle that every child's education is based on a partnership between home and school. We will keep you informed of your child's progress and will contact you if necessary. Equally, if you have any worries or concerns about your child, our staff will be happy to talk to you. This is best done at a mutually convenient time, usually after school, and can be arranged through the school administrators, Mrs Ball or Miss Roberts.

We look forward to working with you in the future in order to make your child's time at Lilleshall Primary School as enjoyable, memorable and successful as possible.

Yours sincerely

Mrs C Cousins,
Headteacher

Chris Raper,
Chair of Governors



Members of Staff

Headteacher

Mrs C Cousins

Deputy

Headteachers

Mrs V Savill

Miss L Field

Assistant Headteacher

Mr S Firmstone-Hill

Teachers

Mrs R Lee

Mrs R McCormick

Mrs C Giles

Mrs R Bullen

Miss M Evans

Mrs Giles

Teaching Assistants

Mrs P Ojeda Patino

Mrs E Wright

Miss C Kirkpatrick

Mr M Brassington

Mrs C Brannen

Miss J Savage

Miss A Tyson

Mrs N Gadsby-

Musu

Mrs Hogan

Administrators

Mrs D Ball

Miss R Roberts

Assistant Caretakers

Mrs D Ward

Cook

Mrs L Davies-Holloway

Kitchen Assistants

Mrs D Ozcan

Mrs N Brown

Supervisory Assistants

Mrs V Lovatt

Mrs D Davies

Sports Coach

Mr M Brassington

Site Maintenance

Mr M Brassington

The School Governors

The school has a Governing Body which consists of parent governors who are elected by other parents, staff governors who are elected by the staff, governors representing Local Authority both major and minor, and governors co-opted from the local community.

Headteacher Governor

Mrs C Cousins

Chair of Governors

Ms C Raper - *Online Safety and EYFS*

Staff Governor

Mrs V Savill

Local Authority Governors

Sian Skelton

Associate Governor

Mrs C Grass

Parent Governors

Mr B Talbot

Mr N Reeve - *Prevent*

Mrs H Wroe - *Children in Care*

Co-Opted Governors

Mrs K Platford - *SEND/Disadvantaged Pupils and Safeguarding/Child Protection*

Mrs C Giles

Mrs V Tait

In matters relating to the School, the Headteacher should always be contacted in the first instance.

The Aims of Lilleshall School

Vision Statement

"Making Our Learning Fly"

Aims for pupils

Our aims at Lilleshall are to help each child to:

- reach their full potential
- develop lively, enquiring minds and a spirit of curiosity
- become highly motivated life long learners, finding satisfaction and a sense of achievement
- achieve high standards across the curriculum
- develop their self esteem, respecting other people and the environment
- develop the skills needed to participate and contribute to a technological and changing world
- become creative, imaginative and independent learners
- achieve expected or greater progress
- reach high levels of attainment and achievement

Our Mission

We believe each child will succeed in these aims if we provide:

- a broad, balanced and challenging curriculum
- an environment which gives equal opportunities to all children without regard to their background, gender, physical or intellectual abilities
- quality resources to create a stimulating learning environment
- innovative and investigative approaches to learning with a programme of visits and extra curricular activities
- an ethos where opinions and views are valued and children are encouraged, supported and challenged to succeed
- a partnership between the school the home and the community

We will demonstrate our commitment to these aims by working together, striving for continuous improvement, ensuring the best for all our children.



The School Day

Yr R & KS1
8.45am

KS2
9.00am

The start of the school day when children are admitted into their classrooms. There is a staggered start system in place. Yr R and KS1 need to be in their classroom at 8.45am. KS2 need to be in their classroom at 9.00am. Your child will benefit from being punctual as there are early morning activities prepared for the day. We ask parents not to accompany their child/children into school as this often delays the start of the school lessons, and it also creates a safety issue.

Please note that children should not arrive before this time as supervision is not provided.

Yr R & KS1 8.45am
KS2 9.00am

Any child arriving after that time is marked as late and should enter school by the main entrance only. KS1 children arriving after 9.00am and KS2 children arriving after 9.15am are marked as an unauthorised late absence.

Morning Break for KS1 and KS2 is flexible and lasts for 15 minutes.

12.00 - 12.45pm
12.30 - 1.15pm

Lunch Break for Yr R and KS1
Lunch Break for KS2

Yr R & KS1 3.15pm
KS2 3.30pm

The end of the school day. Parents and carers are requested to collect their children promptly. If an emergency arises, please let us know as soon as possible. Please inform us of the arrangements you are making for your child to be collected.

Assemblies

Each day an act of reflection is held for all children within the school, either in class or as a whole school in the school hall. Some assemblies/acts of reflection are Christian in nature. Parents have a right to withdraw their child from both collective worship and religious education (either in part or whole). If you are concerned about this area, you should speak to the Headteacher or the class teacher who will arrange alternative provision, such as working in the classroom.

Break Time

KS1 children are provided with fruit or vegetables free of charge. KS2 children may bring a piece of fruit or vegetables to eat at break time if they wish. Unhealthy crisps, sweets and chocolate bars are discouraged as our aim is to establish healthy attitudes to food. All pupils may bring water into school in a named bottle in order to encourage greater water intake throughout the day.

Lunch Time

Children can have school meals or bring a packed lunch. Salad and fresh fruit is available each day as well as a vegetarian option (this will need to be pre-ordered). All children have access to water at lunchtimes. Lunch money is payable in advance to the kitchen who will notify you when your credit is running low. This reduces the daily handling of money for children and staff. Teachers cannot take responsibility for any monies. Weekly or monthly amounts are preferred rather than payments for individual meals. Cheques for lunch payments should be made to the Borough of Telford & Wrekin Council. Lunch money/cheques should be placed in a sealed, named envelope and placed in the container in the classroom. This is then passed on to the kitchen.

We are advised by the Environmental Health Department to inform parents whose children bring their own lunch from home that packed lunches are stored in the classroom areas until lunchtime. The classroom environment can become very warm. The school has no facility to offer refrigerated storage for packed lunches. School cannot accept responsibility for food poisoning caused by homemade packed lunches.

Absences

If your child is away from school for any reason, please let us know as early as possible and by 9.30am on the morning of the first day's absence. This is particularly important if your child makes their own way to school. We operate a First Day of Absence Policy so if you do not ring us on the first day of absence we will ring you. Please let the school administrators know in advance of any medical appointments etc, which your child may have that will involve their absence from school.

Regular attendance is most important for all children. Parents are reminded of their legal obligation to ensure that their children attend school regularly.

As a result of Government legislation all pupil absences must be recorded and categorised as 'authorised' and 'unauthorised' and an annual report regarding attendance statistics has to be made by the Governors to parents and to the Department for Education.

An absence may be authorised when:

- pupil is prevented from attending by illness, a hospital appointment or any unavoidable cause in relation to the pupil, not any other person.
- A pupil is involved in school work off site, eg visits, musical events, sports events organised by the school.
- Any day is exclusively set apart for religious observance by the religious body to which the parents belong.



As a general rule, holidays taken during term time will not be authorised. Authorisation will only be granted in the most exceptional circumstances.

Your child will be considered a persistent absentee if their attendance falls below 90%. Should this happen you will be contacted by the Education Welfare Officer.

Admissions

Children who become five between the beginning of September and the end of August can be admitted full-time from the beginning of the Autumn term in September.

Children normally remain at the school until the end of the school year in which they reach their eleventh birthday.

The general policy for admissions is based on the available accommodation within the school. The Governors have set the school's standard number at 30 in KS1 and 31 in KS2.

Parents who wish to apply to the school should arrange to meet the Headteacher. We are always ready to offer a tour of the school for you and your child in order for you to make an informed decision.

Our current admissions policy is operated by the LA on behalf of the school, full details of which are set out in the LA's information booklet 'The Primary Years - A Parent's guide to primary education' for the area of the authority covering this school. Copies are available from Telford & Wrekin Council, Darby House or Addenbrook House, Telford, TF3 4JA.



Uniform and Dress Code

All uniform should be named. Any lost unnamed uniform will be taken to lost property. Lost property which is still unclaimed after a realistic period of time will be sold or donated.

The uniform consists of:

- Red jumpers / sweatshirts / cardigans
 - Grey / Black skirts /tailored trousers /shorts/ pinafores
 - Red gingham dresses
 - White/grey socks
 - White shirt / blouse / red or white polo shirt
 - Sensible black shoes - no trainers or high heels
 - Sandals must be worn with socks
 - PE Kit - red t-shirt, black shorts/joggers, pumps or trainers (no football kits)
-
- Children to come dressed in their PE kit on the two days they have PE.
 - Indoor PE activities in the hall are carried out in bare feet.
 - A range of second-hand uniform with the school emblem is available from the office.
 - All clothing should be labelled with the child's name.
 - Long hair should be tied back - hair decorations should be appropriate and in school colours.
 - Hair styles should be deemed to be appropriate by the school.
 - Jewellery should not be worn except for a watch and a single pair of plain stud earrings.
 - Jewellery must be removed for PE.
 - Nail varnish is not permitted.

School uniform can be purchased at:
Mary's Tots 'N' Teens,
9 Stafford Street, Newport, TF10 7LU
Tel: 01952 400476
or ordered online at:
www.schooltrendsonline.com



Curriculum

We aim to develop motivated pupils who are able to learn for themselves with a skills base to support this, enabling them to positively respond to challenges. This will be achieved by providing:

First hand experiences to enhance the context by which children access and consolidate knowledge.

Longer periods of time to learn in depth and allow for spaced repetition for overlearning.

Opportunities for cross-curricular learning which are harnessed to develop children's working memory through grouping together skills and knowledge (chunking).

School evaluates how well our children are learning the content outlined in the curriculum through:

School progress data which is analysed by SLT, middle and subject leaders and class teachers

Book scrutiny

Lesson observation

Pupil/parent voice

The curriculum that we offer is broad and balanced and aims to not overload pupils with information but enable them to know more and remember more through connecting to prior learning.

The impact of the curriculum is that children are well motivated and engaged in their education with a growing knowledge base which prepares them for effective transition for their next stage in learning and equips them for life.

The curriculum is continuously under review to ensure that we provide the best offer for our children and planning grids will be updated as they are developed.



The Core Subjects

It is a high priority for us that children should learn the basic skills of reading and writing and that these skills are developed as they move through the school.

English - Reading

The most important gift our school can give a child is the power to read. It is a lifelong tool to enable them to gain knowledge and enable them to make a positive contribution to society. At Lilleshall Primary School we recognise the importance of children first learning to read and then reading to learn. Reading is at the heart of the curriculum and through this approach children will develop a love of reading

English - Writing

Regular practice is given in written expression, descriptive writing, accounts of their own experiences, stories and poems. We care about the presentation of children's writing and this includes handwriting, spelling, vocabulary, grammar and punctuation, however style, ideas and content are also considered of great importance.

Spoken Language inc. Drama

The spoken word has a high priority in society at large and we aim to develop the children's ability to communicate orally, to speak carefully and thoughtfully, and to listen attentively and with understanding.

Mathematics

Mathematics is an essential tool in helping to analyse and communicate ideas about number, measurement and shape. We aim to develop children's ability to reason and solve problems in this area through investigation and enquiry but still require them to be fluent in basic skills and facts appropriate to their age and ability.

Science

In our science work, we aim to develop skills of observation and investigation so that they may begin to make sense of the world about them. Doing and thinking are closely related and our approach is practical as far as we can make it. Science is about our interaction with the environment and the children are encouraged to pose questions and look for solutions.



The Foundation Subjects

Geography

In Year R this is part of 'Understanding the World'. The children in Key Stage 1 explore their local environment and develop knowledge about the United Kingdom and the world. In Key Stage 2 they extend their knowledge and understanding beyond the local area to include specific features of the United Kingdom as well as Europe, North and South America.

History

In Year R this is part of 'Understanding the World'. In Key Stage 1 the children are taught about significant historical events, people and places both within their own locality and the wider world within and beyond living memory. In Key Stage 2 pupils carry out more in depth studies of specific periods in history, for example The Roman Empire, Vikings, Anglo Saxons and Changes in Britain from the Stoneage.

Computing

In Year R this is part of 'Understanding the World'. Across Key Stages 1 and 2 pupils are taught the principles of information and computation, how digital systems work and how to put this knowledge to use through programming. Pupils become digitally literate - able to use, and express themselves and develop their ideas through information and communication technology.

Design and Technology (DT)

In Year R this is part of Expressive Arts and Design. Children are helped to seek opportunities for design and technological to produce realistic, appropriate and achievable designs, to work from plans and make their design and finally to carry out an appraisal of their efforts. Pupils will have opportunity to use a

variety of materials and equipment to make models and structures. They will also be taught how to cook and apply the principles of nutrition and healthy eating.

Creative Arts

In Year R this is part of Expressive Arts and Design and Physical Development. The Creative Arts being Music, Art and Design, Drama and Dance Movement, are important elements of our curriculum. We have programmes of study which are planned to develop the children's skills and appreciation of a wide range of arts. Additional opportunities are also available for music through extra-curricular sessions which are available in various instruments, including flute, clarinet, violin, guitar and a range of brass instruments. Some of these lessons are inschool time, some at lunch time or after school and fees are payable in most cases in accordance with the governors' charging policy.

Physical Education (PE)

The children all participate in regular PE and games activities, which help to promote physical activity and healthy lifestyles. A positive attitude towards physical activities is encouraged and the children are taught how to participate safely. For one term, KS2 children undertake swimming lessons at the local swimming pool. Additional activities outside school hours, usually for the older children, may include athletics, cricket, tag rugby, football, netball and rounders according to the time of year. We arrange a yearly Outdoor Pursuits week for children in Year 6. We are involved with the School Sports Partnership and are linked with Burton Borough. This has seen specialist coaches working with staff and pupils.

The Foundation Subjects Continued

Religious Education (RE)

Provision is made for Religious Education, which is in accordance with Shropshire's Agreed Syllabus (SACRE). Assemblies/acts of reflection are conducted every day by the Headteacher, staff or pupils. Private study can be arranged for pupils whose parents do not wish them to take part in RE or assemblies. If you wish to exercise this right please let the school know in writing.

Personal, Social, Health and Economic Education (PSHEE)

In all year groups, much of the work associated with PSHE is delivered through our Jigsaw programme. Many other aspects of PSHE are developed with on a daily basis through our contact with children. We expect all children to be well behaved, polite and to demonstrate good manners at all times. The school governors consider that sex education should be taught as part of the whole process of learning about personal relationships and this is covered in Year 6 in the 'Changing Me' unit alongside knowledge covered in the Science unit 'Animals Including Humans'. Questions will be answered in a straightforward, sensitive way when they arise, and direct teaching will take place within a familiar and supportive classroom environment. Parents will have an opportunity to discuss curriculum content and view teaching materials and will be asked to inform the school in writing should they wish to withdraw their children.

Fundamental British Values

The DfE have reinforced the need "to create and enforce a clear and rigorous expectation on all schools to promote the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs."

The government set out its definition of British Values in the 2011 Prevent Strategy. At Lilleshall Primary School these values are part of our whole school ethos and vision. They are reinforced and developed regularly in the following ways:

Democracy:

Democracy is central to life within the school. Pupils have the opportunity to have their voices heard through our School Council, The ECO Committee, E-Safety team and pupil questionnaires and interviews. Governors participate in pupil voice activities which are fed in to the schools development plans. The elections of House Captains, Sports reps and committee members are based on pupil votes. The curriculum promotes opportunities for learning about democracy in a number of different contexts. Our school behaviour policy involves rewards and consequences which the pupils have established. They vote half termly for the pupil in their class they feel deserves recognition through the Pupil Award. Pupils are encouraged to approach the headteacher to share their views and opinions and this has led to changes within the school.

The Rule of Law:

The importance of laws, whether they be those that govern the class, the school, or the country, are consistently reinforced throughout regular school days, as well as when addressing behaviour and through school assemblies. Pupils are taught the value and reasons behind laws, that they govern and protect us, the responsibilities that this involves and the consequences when laws are broken. They are actively involved in defining rules for the classroom and other aspects of school life. Visits from authorities such as the Police; Fire Service etc are regular parts of our calendar and help reinforce this message. During sporting activities and opportunities to work together, the importance of rules and laws is reinforced to enable them to work together effectively and safely. News articles and events in the news are shared and discussed with pupils in assemblies.

Individual Liberty:

Within school, pupils are actively encouraged to make choices, knowing that they are in a safe and supportive environment. As a school we educate and provide boundaries for young pupils to make choices safely, through the provision of a safe environment and

empowering education. Pupils are encouraged to know, understand and exercise their rights and personal freedoms and to do this safely, for example through our E-Safety and PSHEE lessons. Whether it be through choice of challenge, of participation in our numerous extra-curricular clubs and opportunities, pupils are given the freedom to make choices. They are also encouraged to reflect on their choices and consider the impact they have on others.

Mutual Respect:

Part of our school ethos and behaviour policy has revolved around core values such as 'Respect' and pupils have been part of discussions and assemblies related to what this means and how it is shown. The school promotes respect for others and this is reiterated through our classrooms and Making Our Learning Fly as well as our behaviour policy. Key 2 support pupils in other year groups with their reading and at playtimes.

Tolerance of those of Different Faiths and Beliefs:

This is achieved through enhancing pupils understanding of their place in a culturally diverse society and by giving them opportunities to experience such diversity. Children have opportunity to visit multicultural places of worship. Assemblies and discussions involving prejudices and prejudice-based bullying have been followed and supported by learning in RE and PSHEE. Members of different faiths or religions are encouraged to share their knowledge to enhance learning within classes and the school. Our curriculum ensures that a wide range of different faiths and beliefs are taught, including British Values.

Assessment

All children are assessed in all curriculum areas throughout their time with us. Core subjects are continually assessed and you will be invited to share the results of these assessments either through parental consultations or annual reporting procedures.

Clubs & Extra Curriculum Activities

As a school, we value the opportunity that clubs and extra curriculum activities offer. As well as sports clubs, other activities include Cookery, Spanish and Forest School. Details of these, including costs, can be obtained from the school office.

Telford & Wrekin Music Lessons

Telford & Wrekin Music provides a wide range of instrumental and singing lessons for children and young people in schools across Telford & Wrekin at all levels of achievement. We currently offer music lessons on:

- **Woodwind (Flute, Clarinet, Oboe, Saxophone, Bassoon)**
- **Strings (Violin, Viola, Cello, and Double Bass)**
- **Brass (Trumpet, Trombone, Tuba, French & Tenor Horn, Euphonium and Cornet)**
- **Keyboard ■ Singing ■ Drums ■ Guitar (including Electric & Acoustic).**

Pupils have the opportunity to perform in concerts, after school music ensembles and to enter for music exams such as the Associated Board of the Royal Schools Music exams and the Rock School exams. Every child taught by Telford & Wrekin Music receives a written report from their instrumental teacher at the end of each term.

- We offer free music lessons to those pupils on Pupil Premium Grant and Children in Care.
- A 25% reduction on lesson charges for those parents on Working Tax Credits.
- All our music teachers are experienced teachers and musicians who have undergone child protection checks and training and undergo regular lesson observations.
- Our lessons take place during the school day. We provide 30 minute lessons with 10 music lessons a term at a charge of £7.50 per lesson.
- Telford & Wrekin Music also offers a range of musical instruments for hire for pupils and schools.

Special Education Needs and Disabilities (SEND)

All children, including those with special educational needs and disabilities have access to the full curriculum offered by the school and are integrated into the classroom with support as required.

The school aims to provide equal opportunities for each child and all children are encouraged to work to their full potential.

Teachers plan specifically for those children who experience difficulty in their basic skill. An Individual Learning Plan (ILP) will be written when teaching interventions are additional to or different from those made for all pupils.

Children's needs and progress are monitored regularly and the targets reviewed.

If we feel that your child needs support from outside agencies, you, as a parent, will be fully involved in the process.

The school has a Special Needs Co-Ordinator (SENCO), Mrs V Savill, who co-ordinates all support for pupils with special educational needs and disabilities and liaises with outside agencies who provide further guidance and support, eg Learning Support Advisory Teacher, Behaviour Support Teacher, Educational Psychologist, Speech and Language Therapist, Occupational and Physiotherapists.

The SENCO attends all formal meetings including annual reviews for pupils who have an EHCP (Educational Health Care Plans) for SEN.

A copy of the School's Special Educational Needs Policy and local offer is available on our website. Arrangements for the admission of pupils with

disabilities are those established by the Local Authority. The SENCO and staff work with outside agencies to ensure transition into school is as smooth as possible.

The school premises are organised in such a way as to ensure that pedestrians and traffic can circulate in a safe manner. Consideration will be given to the users of wheelchairs with the provision of ramps and other devices.

All access routes are maintained in a safe condition and free from any hole, slope, uneven or slippery surface.

All classrooms are fully carpeted so that the acoustics are favourable for children with hearing impairment.

We recognise that children's abilities are not always apparent on entry to school and could be identified at a later stage. Therefore, we use a range of measures and observations to monitor a child's progress through school.

If you have any queries, please contact the class teacher or SENCO who will be able to help you. For more information, please see the SEND area of the school website.

The school recognises that children with special aptitudes or ability also have special needs. All staff are involved in the identification of these children and opportunities are constantly sought in order to challenge and extend through the curriculum, out of hours provision and links with local secondary schools. If your child is involved in clubs out of school we would like to know about them to help them celebrate their achievements.

Pastoral Care and Discipline

Your child's personal and social development is as important as their academic progress. We have high expectations for every child's ability to work and play together. This is reinforced through a clear Behaviour Policy. This was written in consultation with the children and is reviewed annually. The behaviour of our children has been highly praised.

Educational Visits

We organise a wide range of educational visits throughout the year to widen the cultural and educational experiences of the pupils. Visits enrich learning in the classroom. Your child will be invited to take part in an educational visit most terms. Sometimes these visits are in our immediate locality and sometimes are further afield. Year 6 have the opportunity to stay at Arthog Outdoor Activities Centre in Wales.

Charging Policy

In line with the Local Authority's Charging and Remission policy, the Governors have agreed that parents should be asked to contribute towards the cost of activities which could otherwise not take place, eg visits and theatre groups. The costs incurred are for transport and entry fees, insurance, board and food.

School Councils

The School and Well-Being Council, Eco-Committee, E-Safety Team and JRSOs have children representing each class. The groups meet regularly with a member of staff or selected visitors. They lead developments within school and gather the views and opinions of their peers. The work of these committees can be found on the school website.

Health & Safety

Accidents/Illness

It is very important that we have an up to date telephone number and/or emergency address where you or a relative can be contacted during the school day. You will be asked to sign a form consenting to your child receiving medical attention and treatment if you cannot be contacted at a time of need. It is, therefore, very important that we know of anything that may affect the treatment that your child may be given. It is essential that you keep us up to date with any medicines that your child is taking or allergies that they may have.

Visits to the Doctor or Dentist should be made outside of school hours whenever possible.

Medicines in School

With regard to medicines in school, the following instructions have been issued by the Local Authority. Medicines will only be administered subject to the following criteria: An official form must be completed - forms are available at school reception.

If you require any support to complete these forms, do not hesitate to contact the school office.

Medicines will only be administered during school hours if it necessary to do so.

This assumes that:

- a. the child is properly fit to attend school, if not, he/she should be at home.
- b. It is imperative that the prescribed dosage is given during the school day. If it is sufficient to dose before and after school (ie three times per day), then the school should not be asked to administer additional doses during the day.

Children who need to bring inhalers should give them, clearly labelled with their name, to their class teacher. The inhalers will be kept in a box which is easily accessible throughout the day and can be taken on class trips and out onto the field during games.

All medicines and tablets should be handed to a member of staff.

Health & Safety Continued

If your child receives a bump on the head during the day, he/she will bring home a note to make you aware of the incident.

Keeping your Child Safe

At Lilleshall School, we recognise that your child is your responsibility and their safety and wellbeing your concern. We wish to work in partnership with you and we will share successes with you and discuss with you any concerns that you may have.

Since your child's welfare is also our first priority, there may be rare occasions when our concern for your child means that we have to consult other agencies. We will endeavour to contact you in the first instance and share our concerns and where possible seek your consent to a referral being made to Family Connect.

However, this will only be done where we believe that such discussion will not place your child at further or increased risk of significant harm. The welfare of the child will be paramount and will override any other considerations where we consider that to be the case.

The procedures we follow are those laid down by the Telford & Wrekin Safeguarding Children Board. The school has adopted both Child Protection Safeguarding and Anti Bullying Policies for the safety of all. If you would like to know more about our procedures or the policies, please speak to the Headteacher or the Designated Person for Child Protection.

As a general rule, pupils are not allowed to bring mobile phones onto the premises, however there may be occasions when pupils need to bring a mobile phone into school. These should be handed to the class teacher in the morning and they will be stored securely until the end of the day. The school accepts no responsibility for loss or damage to mobile phones.

School Security

The Governors and staff aim to keep the children, adults, property and resources, buildings and grounds as safe and secure as possible, whilst maintaining an element of freedom.

The Governing Body recognises that effective security

arrangements depend on a local assessment of risk and will ensure appropriate arrangements are in place to allow assessment to be made as is necessary and appropriate.

The Governors' Finance, Health & Safety Committee will review and consider security needs regularly. The School has a safety policy whereby all visitors must enter through the front door, report to the school office on entry and sign the visitor's book. The Governing Body seeks professional advice about security from reputable sources, including any appropriate officers employed by Telford & Wrekin Council and, where and when necessary, the Police. The Governing Body has established a written Emergency Plan for the school. This plan will be reviewed regularly by the Finance, Health & Safety Committee.

Partnership with Parents

Our aim is to work in partnership with parents and acknowledge that children's learning does not only take place in school but is an ongoing process. Parents are invited to visit the school at any time. We do arrange Parents' Consultations twice yearly when you can discuss your child's work and progress with the teacher. Written reports are produced for each child towards the end of the school year. We hope though, that you will feel welcome to come into school should anything concern you about your child's welfare or education. Parental views/concerns/ideas are canvassed through school surveys. The annual school survey is also run by the Governing Body.

Some parents like to offer their help in school. This may be, for example, to help with art and craft or cookery, joining an educational visit, or assisting the teacher activities. If you would like to help or if you have any special skill you can offer, please let us know. All parents helping in school MUST have current DBS clearance.

School Health Service

The following information sets out the arrangements for routine services provided by the School Health Service in conjunction with the school.

The school accesses the school nurse support system.

During your child's first term at school, he or she will be offered a general health check, including measurement of height and weight, and a hearing test to be carried out by the School Nurse.

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 the Doctor. The Doctor will then contact you and may arrange an appointment to see you and your child if necessary.

Secondary Education

On leaving Lilleshall, depending on where you live, you may choose to send your child to one of Newport's secondary schools or to any one of the comprehensive schools in Telford. Information is given to parents of all children during years 5 and 6 and opportunities are made for individual families to discuss all the options and explain the arrangements.

Wrap Around Care

Our Wraparound Club offers flexible care for children, starting at 7:30 AM and running until 5:45 PM. With places easily booked and paid for online, the program is staffed by familiar faces who already work within the school, ensuring a comfortable and safe environment. Children enjoy a light snack and engage in a range of fun activities, making it a perfect start and end to their school day. Please ask the office for a leaflet with more information.



Contacting Us

If you have worries please feel welcome to come into school to discuss your concerns.

Please contact the class teacher in the first instance, however, should you wish to contact the Headteacher, this can be done by making an appointment with the administrator.

Documentation

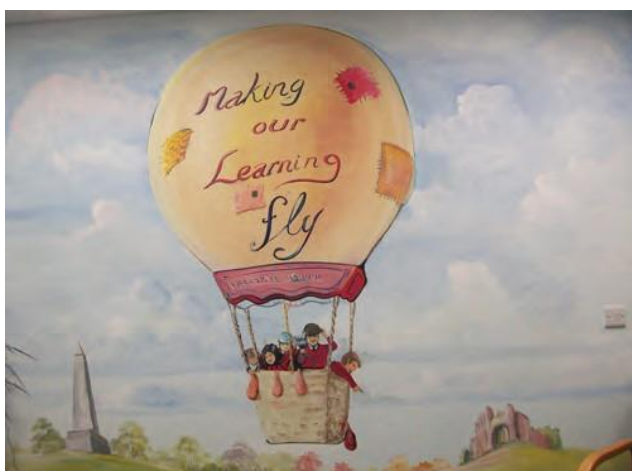
In addition to that included in the school prospectus other information about the school is available from:

- The school website which is accessed through: www.lilleshallprimaryschool.co.uk
- The last OFSTED Report which can be accessed through www.ofsted.gov.uk/reports and can also be found on our website

School and LA documentation can be made available to you should you so wish. Please contact the school administrator in the first instance.

Freedom of Information

The school has a policy in line with the Freedom of Information Act. A copy of this policy is available upon request.



Equality Target 2024-25

Our school equality objective links with our school ethos and aims. Every pupil is included in the target. Lilleshall Primary School aims to ensure all pupils reach their full potential.

Our equality target is to:

- Set clear rules in regard to how people should be treated developing respect and tolerance.
- Challenge negative attitudes through “Making Our Learning Fly”.
- Treat all staff and students fairly and equally.
- Continuously work to create an all-inclusive culture for staff and pupils.
- Avoid and challenge stereotypes in attitudes, examples and resources.
- Ensure equal access to opportunities to enable pupils to fully participate in the learning process, through adaptation and resources to support learning.

Ensuring Equality

Fairness in policy making

We consider fairness and equality when developing our policies and making decisions regarding the direction of the school. We are involved in effective practice in promoting equality and engaging with communities in effective ways.

Working with organisations and networks

We are working with partners in the equality and diversity sector such as the DfE. We work with local networks, such as the Newport Cluster, to promote diversity and equality within our local area. We work with local agencies to support mental health and therefore promote equality for those with mental health matters.

Accessibility Plan

The purpose of the plan is for all children, regardless of their disability, to have the opportunity to fully engage in the life of the school. Lilleshall School has a commitment to equal opportunities: the purpose of the plan is to clarify duties regarding increased access for disabled pupils.

- The school priorities are:
 - To increase the extent to which disabled pupils can participate in the school curriculum
 - To improve the physical environment of the school to increase the extent to which disabled
 - pupils can take advantage of education and associated service. To support this with the purchase of equipment and establishing a well planned classroom environment.
- ## Recruitment
- Recruitment guidelines are followed to ensure equality is effective and appropriate.
 - To improve the delivery to disabled pupils of information that is provided in writing for identified pupils through enlarged text, the use of ICT and working in partnership with the Sensory Inclusion Service
 - To modify the school as the need arises

Managing, Co-ordinating and Implementing the Accessibility Plan at Lilleshall Primary School

The plan will be provided for all staff to raise awareness of the issues. It will be made available for parents. The Governing Body will continue to take responsibility for the plan and set a clear direction for it.

It will be evaluated annually by the Headteacher, SENCO and Governors.

The plan is available on the school website for parents, staff and other outside agencies.



LILLESHALL PRIMARY SCHOOL

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