

Cofton Primary School



Prospectus - 2016/2017

This school is committed to safeguarding and promoting the welfare of children and expect all staff, visitors and volunteers to share this commitment.



Welcome to Cofton Primary School



A Message from the Head Teacher

Welcome to Cofton Primary School. Our aim is to create a 'happy and successful' school, within which your child can flourish and develop to their full potential.

Our spacious school (around 7 acres in total) is set in a semi-rural location on the edge of the Birmingham/Worcestershire border. Here, pupils have space to grow and thrive, away from the pollution of busy Birmingham roads.

Behaviour is good throughout the school, due to excellent pupil-teacher/staff relationships. In addition, OFSTED judged Cofton as being a 'good school' in our latest inspection.

Cofton has a before and after school club, Alphabets, run in conjunction with Longbridge Child Care Strategy. The club provides care from 7.30 am until school starts, and will look after children until 6.00 pm. Alphabets at Cofton also provide holiday clubs – the only school to do so currently in the local area. In addition to this, Cofton runs a breakfast club on-site from 8:00 am until school starts. We also have a range of after school clubs, which run in school from 3:30 – 4:30 pm at the end of each school day, which currently include: Multisports, Magic, Maths, Science and Extraordinary Me.

If you would like clarification on any aspect of school life at Cofton, please do not hesitate to contact school, so that we can arrange a mutually convenient time for your visit to us here.

Mrs D Dudt
Head Teacher



School Information



School Address

Cofton Primary School,
Wootton Road,
Birmingham,
B31 4ST

Telephone: 0121 475 3374

Fax: 0844 2439339

E-Mail: enquiry@cofton.bham.sch.uk

Website: www.cofton.bham.sch.uk

School Contacts

Head Teacher:	Mrs D Dudt
Chair of Governors:	Mr J Farrell
Assistant Head Teacher:	Mr T Bentley
Alphabets @Cofton Club:	0121 477 8409
Alphabets Head Office	0121 683 1858

School Hours

Reception and Key Stage 1 5 hours 20 minutes - 8.55 am ~ 12.05 pm
1.05 pm ~ 3.15 pm

Key Stage 2 5 hours 40 minutes - 8.55 am ~ 12.20 pm
1.10pm ~ 3.25 pm

Security

Security is provided through a variety of means, which include limited access door arrangements, security fencing and perimeter gates, which are locked between 9.00am and 3.14pm.



Our Aims



- At Cofton, we aim to allow every child to fulfil their potential, morally, intellectually, socially, spiritually, physically, emotionally and culturally, by offering a broad, balanced, relevant and appropriately matched curriculum.
- Cofton provides a safe, secure, supportive, sharing and stimulating environment, designed to provide children with the opportunity to flourish, achieve and succeed.

- We help children grow into independent and responsible people, able to live a fulfilled, happy, healthy and purposeful life.
- As a school, we aim to encourage a policy of partnership with parents and others, in furthering the education and development of each child, in order to become responsible citizens in a diverse society in the 21st Century.



In order to be Happy and Successful at Cofton, we must always:

- do our best;
- be respectful;
- be proud of Cofton.



School Staff

We have a highly dedicated team of school staff comprised of Teachers, Learning Support Assistants, Office Staff, Site Staff, an IT Manager and Lunchtime Supervisors. We supplement this by buying in specialist Sports Coaches, specialist staff from Pupil and School Support Service, the Communication and Autism Team, Malachi , etc... We also work closely with the L.A. Educational Psychological Service and the School Nurse.

Head Teacher: Mrs D Dudt (Designated Safeguarding Lead, SPOC)

Assistant Head Teacher: Mr T Bentley

Acting Assistant Head Teacher: Mrs C Leadbetter

SENDCo: Miss C Duff

Foundation Stage:	Reception	Acorn	Ms G Marshall, Mrs I Troupe & Ms A Henry
Key Stage 1:	Y1	Beech	Mrs C Beesley
	Y1	Birch	Mrs S Thomas
	Y2	Cherry	Miss R Moss
	Y2	Cedar	Miss L Collins
Key Stage 2:	Y3	Elm	Mrs C Leadbetter/ Mrs J Andrews
	Y4	Holly	Mrs H Fleming / Mrs J Chatham
	Y4	Hazel	Miss K Johnson
	Y5	Lime	Mr N Coates
	Y6	Oak	Mr T Bentley

Additional Teachers: Mr D Whittaker Computing/French), Mrs G Unwin & Mrs A Salter

Learning Support Assistants:

Early Years Foundation Stage: Mr R Taylor and Miss S Shanmugaranjan

Key Stage 1: Mrs D Brown, Mrs C Woodley, Miss A Wright & Miss C Mason

Key Stage 2: Mrs J Ashmore, Mrs M Downen (HLTA), Miss A Barney, Mr S Kelly (HLTA) & Mr C Percival

Sports Coach/ Mentor: Mr M Dyke

Administrative Staff: Mr J Shattock, Miss A O'Hanlon & Mrs T Purvis

IT Manager: Mr H Janjua

Lunch Time Supervisors/ Play Leaders: Mrs S Henn, Mrs K Powell, Ms T Cox, Mrs L Thomas, Mrs J Reilly, Ms S Wilson, Mrs L Aizlewood, Ms J Gall, Mrs B Hibbert, Ms N Dolloway & Mrs F Zammit.

Professional Development of Staff 2015/2016

Staff have been involved in a variety of training sessions, including raising pupil attainment in Reading, Writing and Maths (including Maths Mastery); increasing effectiveness at addressing Special Needs and strengthening understanding of Autism; Child Protection/Safeguarding, Health & Safety, First Aid, Behaviour Management, Assertive Mentoring and Outstanding Teaching and Learning.



Admission into the School

Whilst the vast majority of children enter the school in Reception, children can join the school in any year group where there are vacancies. Over recent years, many year groups have been oversubscribed. In these circumstances, children's names are then put on to a waiting list. Admission is handled via the school, for all year groups except Reception. Priority is given to siblings, distance from school and looked after children. You can apply online, for a Reception place at:

<http://www.birmingham.gov.uk/schooladmissions>

The L.A. will allocate places according to their own criteria and parental preference. Therefore, if you rank 'Cofton Primary School' as your first choice for your child, you may be allocated a place, even if you do not live very close to our school.

Birmingham Local Authority Admissions Policy

1. The Education Committee has agreed "catchment areas" for a small number of schools.
2. For the vast majority of schools (including Cofton) there is no "catchment area", and the following priorities have been agreed:
 - a) Children with statements of special needs who have been identified as needing to attend schools with specific facilities to accommodate them.
 - b) Children with brothers or sisters already at the school (or on the same site) who will still be there when they start school themselves.
 - c) Children whose parents have applied to that school on religious grounds in the case of a controlled Church of England school.
 - d) Children who live nearest the school by STRAIGHT LINE measurement.

If you are considering a place for your child in our school and require further information, please contact the Head Teacher, who is happy to arrange for you to visit the school. Parents/carers of children due to start in Reception in September, may also attend the annual 'New Intake' evening in June.

There is also the opportunity, made available in the summer term, to take part in our induction process. This involves visits for you and your child, in order to familiarise yourselves with the school.



Children entering Cofton at other times of the year

Prospective parents are encouraged to telephone the school to make an appointment with the Head Teacher to:

- (i) visit the school;
- (ii) discuss their child/ren's individual needs.



Parents/ Carers and the School

Here at Cofton, we believe it is essential to build strong working relationships between parents/carers and staff. Through this teamwork, we shall be able to offer the best level of education for your child. You are warmly invited to make an appointment, through the school office, to speak to either your child's class teacher or the Head Teacher, regarding any matter of concern, during your child's time at school. Three times a year, we have parents' consultations when you are invited to meet with your child's teacher and discuss their progress.



Each class, at some point during the academic year, performs to parents, carers and relatives on Friday afternoons at 2.40 pm. This is a good way of allowing parents to find out more about what the children have been studying. It also develops the skills of Speaking and Listening to a large audience.

Parents/carers are encouraged to support their children in many ways; their support in reinforcing reading, spelling and number bonds is strongly encouraged. Children make the best progress where parents/carers take an active part in their children's learning. The partnership is most effective where the children arrive at school prepared to learn, with the right equipment at the right time. A letter goes out at the start of each term with the outline of what is being taught that term, including web links, so parents/carers can further support their children's learning at home.

The Friends of Cofton

We have an active Parent-Teacher group, who kindly raise money for Cofton School. The group plan events throughout the year. The Summer Fayre is particularly successful.





Home - School Agreement

We have a home ~ school agreement, which details the expectations of the school, parents/carers and children.

HOME - SCHOOL AGREEMENT



School will be:

- Following the school's policies to promote a 'happy and successful' environment.
- Providing class work and homework for each child to fulfil his/her potential.
- Ensuring that work is marked, assessed and contributes to pupil progress.
- Promoting equal opportunities, high standards of behaviour and self-discipline.
- Promoting self-esteem, respect for others and their property.
- Striving to ensure pupils' safety and enabling them to make safe, informed choices.
- Promoting sound teaching of the curriculum and developing pupils' social, moral, spiritual and cultural understanding.
- Providing opportunities for pupils to seek help, and by providing it when needed, in a thoughtful and considerate manner.
- Working in partnership with home to resolve issues.
- Informing and involving parents, regarding pupil progress and school events.
- Following the school's complaints procedure.

Children will be:

- Following the school's rules and policies.
- Helping to make the school a place for everyone to be 'happy and successful.'
- Keeping up good attendance (at least 96%) and being on time for school every day.
- Trying to do what is right, by showing self-discipline and respect to all other people and property.
- Trying their best all of the time (including attitude and behaviour).
- Bringing to school those things that are asked for.
- Being as independent as possible, including taking care/responsibility of their own possessions.
- Completing the homework that is set.
- Asking for help when it is needed.

Parents/Carers will be:

- Ensuring good attendance (at least 96%) and the child's arrival in school on time every day.
- Providing notification of reasons for absence.
- Supporting the school rules on behaviour and uniform.
- Adhering to the guidance in the School Prospectus.
- Encouraging their child to do homework and bring in all items on time.
- Working in partnership with the school to resolve issues.
- Attending parents' evenings, workshops and supporting pupil progress.

We also have a written Parent/Carer Code of Conduct, which our Governing Body expects to be adhered to at all times.



The Curriculum at Cofton

The current National Curriculum was implemented in September 2014. Cofton made some changes to its existing Curriculum Map to ensure its curriculum was legally compliant with these changes. Much of our curriculum is cross-curricular in nature, but some elements are taught discretely (separately).

English

We aim to achieve high standards in English. Each day, the children have an English session, often first thing in the morning. This sometimes begins with whole class focusing on a shared text, which is then usually followed by some form of written/composition work. Sessions can also include a focus on Speaking, Listening, Spelling and Grammar work.



In addition to an English session, Phonics sessions are taught daily at the beginning of the day in Reception, Year 1 and Year 2. Phonics sessions continue daily in Key Stage 2 for those pupils who still require this support.

Furthermore, Guided Reading takes place during the week in all classes across the school; three times per week in Reception and Key Stage 1 and twice per week in Key Stage Two. Daily reading takes place for pupils with specific needs across the school. Follow-up reading to these sessions is set for homework. Again, the partnership between home/school will maximise pupils' reading progress.

Mathematics

We also aim to achieve high standards in Maths through a Mastery approach. A high value is placed upon mental and oral work, where pupils have the opportunity to discuss and explore calculation strategies, through Assertive Mentoring and Olympic Maths. Daily Maths Mastery lessons are structured with an introductory session, direct class teaching and a plenary session to draw the learning together. Parents are encouraged to support their child in learning number facts, such as times tables. In addition, we also use Maths Whizz to support our pupils' development in Maths; it has been proven to accelerate children's progress. Maths Whizz can also be accessed at home via our website <http://www.cofton.bham.sch.uk/curriculum>.



Science

Science is currently taught with support from Collins 'Snap Science.' Teachers are keen to foster children's natural curiosity in the world around them. Aspects of health awareness, including sex education, are taught within the science curriculum (also within PSHE). Parents are asked to inform the school if they do not wish their children to take part in these lessons.



Computing (IT)

We have a computer suite which all children use, plus we have interactive LED boards/white boards across the school, with every class being fitted with one. They are in daily use and are an exciting and motivating resource for children to learn with. In addition, we provide specialist computing teaching for all of our pupils, where pupils learn to create their own Apps and Programs.

Religious Education and Collective Worship

The ethos throughout the school promotes respect for all, whether people are of different religious denominations, faith or no faith at all. Children are encouraged to respect the religious and cultural backgrounds of all people, noticing similarities between people and celebrating differences. Through joining together in school assemblies and learning to live together in classrooms, a positive outlook on life develops. Furthermore, the aesthetic, moral and spiritual dimensions of the curriculum are explored.

An act of collective worship is held each day at Cofton. The usual weekly pattern includes two classroom-based assemblies, and three whole school or Key Stage assemblies.

In accordance with the 1988 Education Reform Act, a parent/carer may wish that their child be excused from their R.E, lessons or assemblies. If this is the case, please contact the Head Teacher to arrange alternative supervision/provision.



Physical Education

We aim to provide all of the children with experiences which will encourage participation, enjoyment, physical development, social skills and an independent interest in health and fitness. All classes are timetabled for P.E. at least twice each week with our professional Sports Coach. In addition, we offer five sports clubs each week after school and also holiday sports clubs.



Art, Design and Technology Provision

At Cofton, we aim to provide an environment that fosters aesthetic awareness and promotes a positive and creative attitude towards art. Throughout the children's experience of the art curriculum, we develop skills and techniques associated with investigating, planning and making in art, craft and design, as well as studying artists and designers. Within Design and Technology, children also develop skills including using tools with accuracy and precision, cookery and sewing. Furthermore, we run a Cookery Club weekly after school.

History and Geography

History and Geography are often taught in a cross-curricular way at Cofton. Wherever possible, we maximise learning opportunities through use of visits, visitors or artefacts to enhance pupils' understanding of concepts within these subjects. The vast majority of these experiences are currently funded by the school. Last year, Year 2 pupils visited The Tower of London and Year 3 went to Snowdonia (including the train to the top of Mount Snowdon!). These experiences really enhanced our pupils' understanding of what they were learning about in school.





Music

Music is taught through Music Express and visiting musicians throughout school. In addition to this, all pupils have the opportunity to perform in musical productions during their time at Cofton.

Forest School

Cofton are also proud to be on their journey to becoming a Forest School this academic year. This will further enhance our outdoor education provision, plus all other areas of the curriculum.

Children with Special Educational Needs

The Governing Body are keen to develop the inclusive nature of the school, having improved facilities to strengthen provision. Class teachers prepare Individual Support Plans for pupils with SEN, in order to target work at a suitable level for each child. Copies of these plans are always sent home so parents/carers can further support their child at home. Parents/carers are encouraged to be proactive in the education of their children, with views being sought through the review process of these plans. It is sometimes necessary to involve specialist school support agencies; parents/carers are always informed of outcomes from any involvement of these agencies. Attendance by parents is vital for the annual reviews of children with Educational Health Care Plans (EHC). Our SENDCo is Miss Duff.

Behaviour

At Cofton, we reward good behaviour in order to promote self-discipline. Children are supported to take responsibility for their own behaviour and to be accountable for their actions/choices. Importantly, good behaviour is modelled, rewarded and celebrated. However, children are sanctioned if behaviour is unacceptable, with parents/carers being kept informed over serious incidents. Individual Behaviour Plans are prepared in cases where a child needs extra support to improve their behaviour. We wish to work in partnership to help each child's development, so parental/carer support is essential in order to achieve this.

As with all aspects of school life, we strive to provide equal opportunities for all pupils to access the National Curriculum. We endeavour to promote a positive self-image for all groups within the school's community and utilise materials that reflect this ethos. We challenge evidence of racism, sexism, homophobia or any other form of intolerance or harassment (including bullying). We aim to provide an encouraging and positive atmosphere for all pupils so they can thrive and achieve.



Teaching Methods Used to deliver the National Curriculum

We use a range of teaching methods, including:

- Whole class
- Small group
- Children in pairs and individually.

This is because we believe that children learn in a variety of different ways.

These different methods allow children to develop a deeper understanding of what has been taught by direct teaching, collaborating, investigating, exploring, experimenting, listening, problem solving, researching, interacting and importantly, applying what has been learned.

The school is always willing to answer any questions you have about teaching and learning at Cofton.

(For further information regarding teaching and learning and our curriculum, please see the 'Curriculum' section within our website).





What to Wear in School

We expect pupils to wear school uniform. It is essential that ALL clothing/belongings are marked with your child's name in case items are misplaced.

List of Uniform

Royal blue sweatshirt or cardigan with logo
White shirt/blouse or polo top (with or without logo)
Black/grey trousers or shorts
Grey pinafore or skirt
School tie (optional)
Checked blue and white summer dress
Flat shoes (black)



In terms of shoes, we would only encourage lace-up shoes where pupils are able to tie up their own laces independently. Velcro fasteners are most suitable until then.

P.E. Uniform

We encourage children to wear the school P.E. uniform which consists of:
White T-shirt (with or without the school badge)
Royal blue shorts
Royal blue jogging bottoms
Black pumps (indoors)/trainers (outdoors)

All items should be named. In addition, Cofton Pump Bags can be purchased from the School Office.

Jewellery

A medical wristband or pendant or a watch may be worn, as may studs, although never for swimming. With the exception of these items, jewellery is not allowed to be worn in school for health and safety reasons. Unfortunately, we cannot be held responsible for any loss of jewellery or valuables brought into school.

Outdoor Clothing

In winter, children should wear a named, warm and waterproof coat; gloves, hats and scarves are also useful in cold weather (named please). Wellingtons (named please) are required by all of our Infant pupils so that they can make the most of the school grounds. Waterproof outer-gear is also used in Early Years (named please).

At Cofton, we encourage all pupils to take responsibility for their own belongings; they have named pegs in cloakrooms to keep them safe.

Safeguarding Pupils

Medicals

Sight and hearing checks are carried out during a child's Reception year. We also work closely with the school nurse, who will become involved with supporting particular health needs.

Illness

When a child is taken ill at school, every effort is made to contact the parent/carer immediately. It is of vital importance that the school has current contact details for each child and that the school is informed of any alterations made to these.

In the event of your child being kept away from the school due to illness, it is necessary for the school to be informed of the nature of the illness as soon as possible. This can be done by telephoning the School Office.

In terms of long-term medical conditions, school, with parental consent, will administer or supervise the taking of prescribed medicines for the treatment of asthma, epilepsy etc.... A consent form is required from parents/carers, available from the School Office, for the administration of 'Inclusion' medication. Discussion with school will also be essential to ensure clarification of any questions/queries staff may have. Any inhalers should be clearly labelled with the child's name and dosage. Please check medication has not passed its expiry date. In addition, the school will seek advice from the School Nurse and further training may be required for staff.

N.B. If a child has a special medical requirement or allergy, it will be essential to inform the school immediately.

In terms of the treatment of short-term illness/medical condition, staff may also be able to administer/oversee the taking of prescribed medication only (E.g. completing a course of antibiotics and it is necessary to administer a dose during the school day). However, parents/carers are also welcome to come into school and give the dosage themselves, by prior arrangement. The pupil must also be well enough to be at school. A consent form is required from parents/carers, available from the School Office, for the administration of any medication. We ask that this is handed back in person for any discussion or clarification. Any medication should be clearly labelled with the child's name and dosage (e.g. pharmacy sticker/instructions). Please check medication has not passed its expiry date.

Other Absences from School





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It is important that pupils are at school every day, and on time, so they can make the maximum progress possible. If there is genuine pupil illness or other valid circumstances, then these absences will be authorised by the school. In terms of medical appointments, we would encourage these (where possible) to be taken outside of school hours or during school holidays please (we know this is difficult with hospital appointments, but routine dental checks or optician visits can be organised out of school hours). The School Office will pursue any absences not reported, as legally, we have to report the reason for all absences in school.

The staff and Governors of Cofton are keen to promote good attendance and we therefore ask you to avoid taking holidays during term time. Governors have decided that such holidays will not be routinely authorised.

OFSTED make judgements about our pupils' attendance. Good attendance is rewarded at Cofton with termly/annual individual and class rewards. Pupils are also keen to earn additional marbles for their class jars weekly in Merit Assembly, when we see which class has the best attendance for that week on our display chart in the Hall.

Safeguarding

Safeguarding of pupils is taken extremely seriously at Cofton. The Designated Safeguarding Leader (DSL) at the school is currently Mrs D Dudt (Head Teacher) and the Deputy DSL is Mr T Bentley (Assistant Head Teacher). All staff receive training in Safeguarding and Child Protection at least annually. Safeguarding is taken very seriously at Cofton and is a standing item at Governing Body meetings, Senior Leadership and Staff meetings.

If you are concerned about a pupil or family, or you are having any problems yourself, you may ask to speak with Mrs Dudt or Mr Bentley. You can also put concerns in writing to them. Alternatively, you can telephone the local authority on: 0121-303-1888 to report any concerns or ask for advice, or contact Childline on: 0800 1111. If you believe a child is in immediate danger, please call 999.

School Security

Health and Safety is also a standing item on the agenda of the Governing Body Buildings and Finance committee, which meets at least termly. As previously stated, security is provided through a variety of means, which include limited access door arrangements, security fencing and perimeter gates, which are locked between 9.00am and 3.14pm.

Meals

All pupils in the Infants, and those entitled in the Juniors, have a daily, freshly cooked hot lunch prepared on site, in our new kitchen, by our professional caterers AIP. Junior pupils have the option of either bringing a healthy packed lunch or purchasing a hot meal for £2.30 per day. If information is required about



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free lunches provided for families on income support, please contact the School Office. Most dietary requirements can be met – just come and speak to us about this. (*Menus are available to view on our website and paper copies can be collected from the school office*).

In addition, children in Reception are offered free fruit and a carton of milk daily; pupils in Year 1 and 2 also receive free fruit daily. Pupils who are entitled to free school meals are also entitled to free milk daily.

School Closure

In the event of severely bad weather, we occasionally have to close the school. This decision is not taken lightly as we do not want any disruption to our pupils' education. However, if Cofton must close, an announcement will appear on our school website as early as possible that day (usually by 6:15 am). There is also an update of school closures on <http://disruption.birmingham.gov.uk/list-of-birmingham-schools/> and local radio stations.



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Cofton Primary School – End of Key Stage Two Results – 2015

(Validated)

	Level 4+	Level 5+	Level 6
Reading			
School	89%	50%	4%
National	89%	48%	0%
Writing			
School	86%	25%	0%
National	87%	36%	2%
Grammar, Spelling and Punctuation			
School	75%	50%	7%
National	80%	55%	4%
Maths			
School	79%	29%	7%
National	87%	41%	9%



