

Welcome to Coundon Primary School



90, Forfield Road, Coventry, CV6
1FS



School Prospectus

School Ethos

'Together Everyone Achieves More'

At Coundon we believe that each child has a right to develop their potential as a lifelong learner in a happy, secure and stimulating environment. We actively promote a culture of high expectations and challenge in our school.



School Priorities 2023/24

To raise standards in attainment of Writing throughout the school.

To develop the teaching of mastery in Mathematics..

To enable children with EAL to overcome language barriers and make good progress.

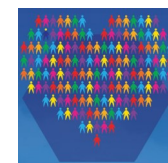
To track the progression of key skills within Art, History, D.T and Geography.

Our School Values

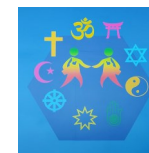
Responsibility



Resilience



Kindness



Respect



Leadership Team

Head Teacher : Mrs Natasha Maude

Deputy Head : Mr Alex Scott

Assistant Head Teacher's

EYFS & KS1: Mrs Amanda Sweet

KS2 : Miss Holly Morse

Business Manager: Mrs Joanne Bennett

Inclusion Manager: Miss S Plimmer

Admin Team

Mrs H Roberts Office Manager

Miss V Pegley Admin Assistant

Learning Support

Mrs V Clarke Learning Mentor

Miss H Medley Support Staff

Mrs R Kaur Support Staff

Miss K Hiskett Support Staff

Miss O Walsh Support Staff

Miss J Gilmore Support Staff

Premises

Mr L Fortune S.S.O

Performing Arts Teachers

Mr S Cliffe Guitar

Mrs S Perkins Woodwind

Mr A Stott Drum Kit

Mrs S Perkins Keyboard

Foundation & KS1 Staff 2023/24

Nursery

Mrs L Jones Teacher

Mrs J Johnson T.A

Reception

Mrs M Towner Teacher/Foundation Manager

Mrs C Gerrard Teacher

Mrs S Dalton T.A

Mrs A Tipton T.A

Year 1

Miss A Sweet Teacher/Phase Leader

Mrs L Davis Teacher

Ms C Frost-Townsend Teacher

Mrs S Wilson T.A

Year 2

Mrs A Dalton Teacher

Miss H Griffiths Teacher

Mrs D Alford H.L.T.A

KS2 Staff 2023/24

Year 3

Mrs D Woodroffe Teacher

Miss R Bates Teacher

Miss K Blowers Teacher

Miss A Thompson Teacher

Miss R Warsopp H.L.T.A

Miss A Hinde T.A

Year 4

Mrs V Walton Teacher/Phase Leader

Mrs V Gray Teacher

Mr P Perkins Teacher

Miss K Perrett Teacher

Mrs S Ward T.A

Miss L Ferris T.A

Year 5

Mrs S Riley Teacher

Miss R Mower Teacher

Mrs S Kashif H.L.T.A

Year 6

Miss H Morse Teacher/Phase Leader

Mr G Mahal Teacher

Mr J Tooby Teacher

Mrs J Medley H.L.T.A

Ms L Walker T.A

Safeguarding Children & Child Protection

In the interest of safeguarding children, there may be occasions when the school has to consult other agencies without the prior knowledge of the parent. The school's first concern must always be the welfare of the children and the school has a duty of care to protect the children in their care at all times.

We understand that this can cause distress in certain circumstances, but we can only assure you that we follow the procedures laid down by the Coventry Safeguarding Board. A copy of our Safeguarding policy can be found on the Coundon Primary website.



"No kid is unsmart. Every kid's a genius at something. Our job is to find it. And then encourage it."

-- Robin Sharma

Special Educational Needs

Parents are encouraged to discuss any worries that they may have about their child's development with the class teacher. Our aim is to identify pupils with special educational needs at the earliest possible stage.

Our Inclusion Manager (Miss Plimmer) liaises with class teachers, parents and outside support agencies to develop individual education programmes and target work for these pupils.

A copy of our special needs policy can be found on our website.

Inclusion & Pupils with Disabilities

In spite of the constant pressure to raise standards, we have made every effort to adapt and welcome pupils with an ever-increasing range of needs. To us, inclusion means ensuring that all children have full access to the National Curriculum regardless of their needs be they physical, mental, emotional, or medical.

Our school has disabled toilets and a lift making it accessible to wheelchair users. When a child with a disability is allocated a place at our school appropriate preparation and induction procedures will take place, this will include staff training with a professional who has knowledge of the disability.



School Times

The school gates to the playground are open each morning at 8:30am and closed at 9:00am .

At home time they are open at 3:05pm and closed at 3:40pm .



8:40am Children enter school via classroom doors

8:50am Register closes

8:55am Assembly

3:15pm Reception and KS1 finish

3:20pm KS2 finish

Nursery Times

Morning Session

8:35am -11:35am

Afternoon Session

12:30pm-3:30pm

Parents should enter the Nursery building via the gate down the ramp towards the school office and turn left.

Foundation parents are welcome to bring the children into class each morning to help them with their coats and settle them in. However during the Spring term Reception parents are encouraged to leave the children at the classroom door to help the children develop a sense of independence ready for KS1.



Attendance/Lateness

At Coundon we emphasise the importance of good attendance and punctuality. We would be grateful for your support in this matter.

If your child is unwell and will not be attending school please telephone the school office by 9:00am. A text message will be sent to those parents who have not notified the school of their child's absence.

If your child is going to be late due to a doctors or dentist appointment please let the school office know. Children arriving after 8:50am must report to the school office and a late mark will be issued unless at a medical appointment.

Appointment letters/cards or texts reminders will need to be seen at the school office for all medical appointments.

School Uniform

All children from Nursery to Year 6 are expected to wear full school uniform and we ask parents to support us in this matter.

Children are required to wear normal school uniform three days a week and a P.E uniform on the other two days (to coincide with their P.E days).

The school's uniform is as follows:

BOYS: Red sweatshirt or fleece, V-neck sweatshirt or jumper.

White or red shirt or polo shirt. Grey or black trousers/shorts



GIRLS: Red sweatshirt or fleece, V-neck or sweatshirt cardigan.

White or red blouse/shirt or polo shirt.

Grey or black skirt or dress, or trousers. (During summer red and white striped/gingham dresses may be worn)

P.E. Kits:

The P.E kit consists of a red hoody with logo, red T-shirt with school logo and plain black shorts or jogging bottoms (no designer logos please). All available from Andy Blair's Sports and Schoolwear Ltd.

Footwear

We expect all children to wear sensible black school shoes. Trainers are not appropriate footwear for either indoor P.E. or for wearing in and around school. We are aware that shops do sell trainer style shoes and we will allow these if they are all black trainer shoes with no brightly coloured logo's.

Please also remember to put your child's name on all uniform items and on P.E. kits. Iron on and sew in labels are available from our uniform stockist to order.



Jewellery

Children are allowed to wear a single stud earring in each ear, a watch and (if appropriate) a religious bracelet. No other items of jewellery are allowed

Stockist

Any Blair's Sports & Schoolwear Ltd
Mosley Avenue
Coventry, CV6 1DY

School Meals

Hot meals are prepared every day in the school canteen, these comply with the health nutritional standards. Children are given three choices at every mealtime, including salad and fresh fruit. Special dietary needs can be catered for after consultation with a member of staff. Children in Reception, Year 1 and Year 2 are entitled to a Universal Free School Meal each day.

Our school is cashless therefore, all meal should be paid for via our online payment system 'MCAS'.



Packed Lunch

As an alternative to hot meals, children may bring a nut free packed lunch into school. Coundon Primary is a 'Healthy Eating School' so we do ask that parents make healthy choices when packing lunch boxes and **do not** include any nut produces, chocolate bars, biscuits, sweets or sugary drinks.

Packed lunches are eaten in the canteen. Each class has its own Mid-day Supervisor to look after and supervise children throughout their lunch break.

Free School Meals (FSM)

Parent that are in receipt of benefits may be eligible for FSM (please check at the school office) Even if your child is on Universal Free School Meals or does not want a school meal we would encourage you to apply if you are eligible because it entitles the school to valuable Pupil Premium funding which enables us to pass on savings to parents on the cost of school trips and the purchase of uniforms, alongside enhanced provision to support your children with academic and social aspects of school life.

Snacks

Fruit is available daily for KS1 children as part of the National Fruit Scheme. Milk is also provided to those children that wish to drink it in Nursery and Reception.

Children in KS2 are encouraged to bring in a piece of fruit or a cereal bar (not chocolate bars) as a healthy snack at morning break.

We also promote the drinking of water during lessons, this should be in a suitable plastic drinks bottle.



Assemblies

Assemblies take place daily at 8:55am. During the week children attend whole school assemblies led by the Headteacher or Deputy Headteacher. They also have a singing assembly in their Key stage once a week.

Assemblies often follow themes and link to our school values with a period of reflection..



Reward Assemblies

Parents, Grandparents and Carers are welcomed into Head Teachers Award Assemblies, which take place each week, to share in their child's success. Head Teachers Awards are an important part of our belief in reinforcing excellence, hard work, improvement, good behaviour and caring attitudes and are a recognition of the children's achievements

Class Assemblies

Family members are also welcome to attend our weekly Class Assemblies. Classes perform an assembly to demonstrate the topic they have been working on during that term. In Key Stage 2 year groups also share an assembly based on a religious festival.

The Curriculum

Foundation Stage: The curriculum is organised into 3 core areas (Personal Social and Emotional Development, Communication and Language and Physical Development) with 4 other areas:

- Understanding the World
- Literacy
- Mathematical Development
- Arts and Expressive Design

Key Stage One and Two: Years 1—6 deliver the National Curriculum. This includes English, Mathematics, Science, Computing, Design & Technology, History, Geography, Art & Design, Music, Physical Education and Social & Health Education and R.E. KS2 also study Spanish as a Modern Foreign Language.

At Coundon the core subjects of English, Maths and Science are taught as individual subjects, although cross-curricular links are made with other subjects wherever possible.



Homework

We are committed to the belief that children progress best when home and school work closely together. We therefore encourage parents to help their children develop a positive attitude to homework by supporting their child in the completion of all homework and showing an interest in all areas of school life.

Each year group has a clear homework timetable which is sent out to parents at the beginning of each term along with a summary of what is to be taught in each subject.



Assessment

All teachers carry out ongoing assessments throughout the year, daily, weekly and monthly and at the end of each term. Assessment information is used to inform the teacher of the child's next steps in learning.

More formal assessments take place at the end of Reception, Year 2 and Year 6. The children in year 2 are assessed on their performance by their class teacher but in year 6 statutory assessment take place in Reading, Writing, Grammar, Punctuation, Spelling and Maths, as part of the Governments National Testing programme (SAT's tests)

Children in Year 1 are tested in Phonics. If they do not achieve the standard score they will be tested again in Year 2 .

Since 2022 Year 4 have taken a statutory test in Timetables.

Music/Drama Tuition

At Coundon we believe every child should have access to the performing arts . We have a very strong School choir who have performed at Young Voices Concerts.

Music tuition is offered to children in Years 3,4,5 and 6. Instruments currently taught include guitar, drums, keyboards, flute and saxophone. Information about the cost of music lessons is available from the school office.



Sex Education

At Coundon Primary School, we aim to promote personal wellbeing and development through a comprehensive taught programme of Personal, Social, Health and Economic (PSHE) education that gives children and young people the knowledge, understanding, attitudes and practical skills to live healthy, safe, productive and fulfilled lives, both now and in the future.

From September 2021, Relationships and Sex Education (RSE) along with Health Education, will be statutory, and form part of the National Curriculum.



Sport

We believe that Physical Education plays an important part in the development of the 'whole' child therefore a broad P.E curriculum is delivered. The children in Key Stage 1 & 2 receive 2 hours of P.E a week which is supported by a wide range of extra curricular activities.

Children in Years 4 will receive swimming tuition during the year. The cost of this is met by the school although we do ask parents to contribute towards the cost of the transport to and from the swimming baths.

Through our curriculum we promote healthy lifestyles and have achieved a Healthy School Award .



Forest Schools

At Coundon we are very lucky to have a Forest Schools area. Forest School's learning is offered to children of all ages and is taught in all weather conditions. It gives the children the opportunity to achieve and develop confidence and self esteem and become self motivated through hands on learning experiences in a natural environment.

Daily Mile

Every child in goes out in the fresh air to (run or jog at their own pace for 15 minutes). It is not competitive though some will compete and that is fine. Most children will average a mile in the 15 minutes, with some doing more and some doing less. It is not PE, sport or cross-country but physical activity in a social setting which is aimed at improving the children's physical, social, emotional and mental health, and well-being. It can help children to focus and concentrate in the classroom and raise their attainment. And most importantly, the children really enjoy it.



School Council

The School Council was formed so that all the children have the opportunity to voice their opinions, ideas or concerns about the school. New Council members are elected each year by their class mates. The School Council meet regularly to discuss current school initiatives and plans for future charity fund raising events. They also contribute to changes in the school behaviour and anti bullying policy.

P.T.A (Parent, Teacher Association)

This Association actively works to organise social events in and out of school to raise extra funds to benefit the school. Parents are welcome to attend the monthly meetings and the committee is always appreciative of offers of help and new ideas for fundraising are gratefully received.



Extra-Curricular Activities

A variety of after school clubs are offered to our children to help develop their interests and skills.. These include activities such as art club, dance and football. Places are usually limited to specific year groups but we try to offer as wide a range of activities to as many children as possible.

These clubs are led either by a member of staff or a professional coach. There may be a small charge for some of the external clubs, but the clubs that are run by teachers are free.



School Trips/Residential Visits

At Coundon we appreciate the valuable contribution which can be made to children's education by learning outside the classroom and beyond the day-to-day curriculum.

We also believe that Residential visits can benefit a child's social, personal and emotional development. Therefore annually children in both year 4 and year 6 are offered the chance to take part in a residential visit.

Educational visitors may also be invited into school to enrich and enhance the learning experience.

Home School Agreement

The home school agreement specifies the responsibilities of the school and that of the parents in relation to pupils and the schools expectations of the pupils. On admission to school the parent and pupil will be asked to sign a declaration in support of the agreement. This promotes the engagement of parents in their child's learning and development



Charging & Remission Policy

In order that valuable activities may go ahead, parents will be invited to make a voluntary contribution to ensure sufficient funds. Funds raised within the school may also be used. There will be no obligation to contribute and no pupil in the group will be omitted from the activity. However if sufficient funds are not raised to make the activity viable it would have to be cancelled.

Parents of children on the Pupil Premium List will not be charged the full amount for board and lodgings on residential visits or other school trips.

The full Charging & Remission policy is available from the school or on the website

Illness/Accidents

If a child is taken ill whilst at school a member of staff will contact a parent or guardian to arrange for the child to be collected. If you are unable to collect the poorly child yourself then the school needs to know the name and relationship of the person collecting.

In an emergency every effort would be made to contact a parent/legal guardian, if we were unable to speak to either parent or guardian, a member of school staff will act 'in loco parentis' (on your behalf) and will legally sign a consent form for treatment or an operation if necessary. **Please ensure that contact information held in school is accurate and up-to-date**



Medicines/Pills in School

Children are not permitted to have medicines, ointments, tablets etc in school unless a Medication Permission Form as been completed. This form is available from either the school office or Kidz Club, this gives us permission to administer the medication on your behalf.

Inhalers

If your child has been diagnosed with Asthma you are required to complete a Asthma Home/School Agreement and an inhaler must be keep in school at all times.

Epi-Pen

If your child has been diagnosed with a allergy that may require the use of an epi-pen you will be required to complete a Medical Care Plan and a Epi-pen Home/School Agreement and ensure a Epi-pen is keep in school.

Medical Care Plans

If you child has an on going medical condition you will be asked to complete a Medical Care Plan.

This will help us to support the child whilst in school to access all areas of the curriculum with regards to their medical needs.



Holiday Dates 2023/2024

AUTUMN TERM	TEACHER DAYS
Children return to school on Tuesday 5 th September 2023	Friday 1st & Monday 4 th September 2023
<u>HALF TERM HOLIDAY</u> Monday 30 th October - Friday 3rd November 2023	Friday 17 th November 2023
<u>CHRISTMAS HOLIDAY</u> Monday 25 th December – Monday 8 nd January 2024	Monday 8th January 2024
SPRING TERM	
Children return to school on Tuesday 9 th January 2024	
<u>HALF TERM</u> Monday 12 th February – Friday 16 th February 2024	
<u>EASTER HOLIDAY</u> Monday 25th March – Friday 5 th April 2024	
SUMMER TERM	
Children return to school Monday 8th April 2024	
<u>MAY DAY BANK HOLIDAY</u> Monday 6th May 2024	
<u>HALF TERM</u> Monday 27 th May – Friday 31st May 2024	
Children return to school Monday 3rd June 2024	
<u>SUMMER HOLIDAY</u> Children finish on Thursday 18th July 2024	Friday 19th July 2024
Staff finish on Friday 19th July 2024	

Admissions

Coundon Primary complies with the Coventry Local Authority admissions policy. Reception places are allocated by the criteria identified in the Local Authority admissions policy:

- Children with special educational needs
- Looked after children
- Sibling already at the school
- Distance from the school

To apply for a primary school place parents should apply online at

[www.coventry.gov.uk/onfo/13/](http://www.coventry.gov.uk/onfo/13/school_admissions-primary_school_places)

[school_admissions-primary_school_places](http://www.coventry.gov.uk/onfo/13/school_admissions-primary_school_places)

or complete the application form contained in the booklet 'Primary Education in Coventry 2020'. If you do not have access to the internet the forms are available from Admissions and Benefits Team, Civic Centre 1, Coventry CV1 5RS (024 76831622/2499)

Admission of pupils in excess of the admission number must be sought through the appeals process.

The Full Admissions Policy is available through the Local Authority or from the school office.



Concerns & Complaints

If you have a concern or worry about your child please speak directly to their class teacher or teaching assistant.

If you feel the issue is serious and you would prefer to speak to Mrs Maude or one of our Deputies please make an appointment through the school office.

If you have made a complaint and you do not feel that it has been addressed in a satisfactory manner, please write to:

Mr Peter Howarth
Chair of Governors
Coundon Primary School
Forfield Road
Coventry CV6 1FQ

If however you wish to make a formal complaint the procedure can be obtained from the Coventry City Councils website.

Disclaimer

Whilst all the information contained within this prospectus was correct at the time of writing, it should be noted that it relates to the Academic Year 2023/24 and that it should not be assumed that there will be no changes before the end of the school year.

GDPR

Coundon Primary complies with GDPR guidelines. A copy of the schools Privacy Notice can be found on the schools website.



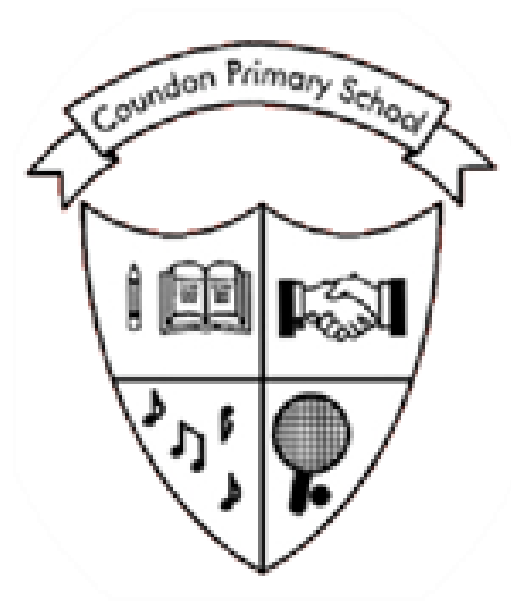
The Governing Body

The Governing Body is made up of community spirited people, staff and parents who meets at least once a term, giving their time voluntary, to make our school better. The Annual Report of the Governors to Parents and the minutes of the Governors' meetings are available for inspection at the school.

Our Governing Body is made of;

1 Local Authority Governor	Mr Roger Buckle
1 Headteacher Governor	Mrs Natasha Maude
3 Parent Governors	Mr Pete Howarth (Chair of Governors) Mrs Sophie Arif Mrs Dimple Ord
1 Staff Governor	Miss Kelly Perrett
6 Co-opted Governors	Mr William Smith Mrs Sally Skidmore Mrs Nigel Weale





Headteacher: Mrs Natasha Maude

Coundon Primary School

Forfield Road, Coundon

Coventry, CV6 1FQ

Tel: 024 7659 2559

Email: coundon.primary@coundon.coventry.sch.uk

www.coundon-coventry.org.uk



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