

WELCOME TO LAPAL PRIMARY SCHOOL

We are delighted to welcome you to our school through the pages of our school brochure. We hope the information here is both useful and interesting and that it gives you an insight into what a happy and vibrant place Lapal Primary is.

Lapal is a 1.5 form entry school, taking 45 children per year. Our school building is a mixture of old and new. The original building was opened in 1937 and houses KS2. KS1 are housed in the new half of the building which was opened in 2006. The building has recently been extended to create a further two classrooms. In addition, the school has undergone a major refurbishment. All our KS2 classrooms have been remodelled, we have developed a new learning lounge incorporating a variety of media and our corridors and KS1 classrooms have been redecorated. We have a fabulous external environment incorporating a substantial football field.

Our induction programme into Reception enables parents to maintain an active partnership in their child's learning throughout the vital primary years. We welcome parents into school and endeavour to keep positive communication channels open so that all our families feel able to share hopes, dreams and concerns with us.

Our Mission Statement "Learning Together, Successful Forever"

The Aims of the School

The school's central aim is the pursuit of excellence within a broad and balanced curriculum which offers pupils of all ability levels the opportunity for success and fulfilment of their individual potential. Personal and social developments are regarded as important and concern for others is part of the school ethos for all age groups.

We very much look forward to welcoming you to our school family. Ours is a happy, secure and rigorous environment and a tour of the school will demonstrate the respect, the fun and the challenge therein.

We look forward to meeting you.

Joanna Turner
Executive Headteacher

ADMISSIONS

Prior to submitting an application all parents are given the opportunity to make an appointment to visit the School. Open mornings and afternoons are arranged for this purpose. Parents are welcomed and shown around by the Head of School or Assistant Head of School. The school admissions number is 45 pupils per year.

Dudley Admissions Policy

As part of the Dudley Local Authority, Lapal Primary School follows the Dudley Admissions Policy. All preferences, regardless of ranking, will be assessed against the published criteria. **Please visit <http://www.dudley.gov.uk/resident/learning-school/parental-support/school-admissions/>** for more information

ORGANISATION

In Foundation we have a September intake, totalling 45 children and we operate as a unit. The children are taught by 2 teachers our open plan classroom. The children are in two classes but at times will work in small groups for activities.



SCHOOL TIMES

8.40 am	8.50 am	To class
8.50 am	9.00 am	Registration
9.00 am	10.30 am	Class Teaching
10.30 am	10.45 am	Break
10.45am	11.50 pm	Class Teaching
11.50 pm	12.50 pm	Lunch
12.50 pm	12.55 pm	Registration
12.55pm	3.15pm	Class Teaching
3.15 pm (3.10pm for Reception pupils)		End of school day

Daily Assemblies at either start or end of day

Arriving at and leaving school

Children should not be on the premises until five minutes before the start of school. At 8.40am children can enter school via their designated key stage doors, which are always manned by a member of staff. If you have a message to pass on please see the member of staff on duty at the door or come to the main school office. All children need to be collected at the same designated door at 3.15pm, the end of the school day.

Arriving late

Any child arriving after 8.50am will need to enter via the school office where a parent/ carer must sign the late arrivals book.

Please refer to our attendance policy for further information.

Policies and Procedures

Behaviour

It is essential that children learn to treat other people and their property with respect if they are to grow into socially responsible and likeable adults.

The school aims to help the children to become self-disciplined social people. It is hoped that they will enjoy being at school, and that there will be fun and laughter in their school days, as well as hard work. Children are expected to undertake responsibilities appropriate to their age group, to co-operate with their peers and adults, and to be caring in their attitude to younger pupils. Should a serious behavioural issue arise, parents will be contacted, so that there can be a combined effort to rectify the situation.

The school's Behaviour Policy is implemented throughout the school and is available for parents to view via the school website : www.lapal.dudley.sch.uk

Safeguarding

The health, safety and well-being of every child in our care is of paramount importance. Legislation requires us to make arrangements to safeguard and promote the welfare of children. All members of staff have responsibility for child protection, have been trained accordingly and have a duty to pass on information which gives rise to a concern about a child's welfare.

Absence

If your child is unwell please call the school before 9.30am with a reason for your child's absence, a message can be left on the school's answer machine. For safety reasons the school operates a first day call policy – if we do not receive a message from you then we will call home to ascertain why your child is absent.

Leave during term

Recent changes make it clear that head teachers may not grant any leave of absence during term time unless there are exceptional circumstances.

Please note: If you should choose to take any leave of absence during term time you should put your request in writing no later than 15 working days prior to the 1st day of absence.

Our attendance policy can be viewed via the school website.

Medication

We only allow prescribed medication in school. The school policy is that members of staff will not give prescribed medicines unless it is required four times a day. In these circumstances a consent form, available from the school office, must be completed prior to administering the medication. Alternatively, parents are welcome to come into school to administer the correct dosage themselves.

For the majority of medicines a dose before and after school is perfectly adequate.

School Uniform

All pupils are expected to wear school uniform . We believe this helps promote a positive school identity, supports and sets high standards of behaviour and actively encourages children to take a personal pride in their appearance. Sweatshirts, cardigans and school ties can be purchased from Dancers in Halesowen .

<u>Summer Uniform</u>	<u>Winter Uniform</u>
<ul style="list-style-type: none"> • White Logo t-shirt • Grey shorts/trousers/skirt/pinafore • Gingham dress • Logo jumper/cardigan • Sensible black shoes with grey or white socks. (no trainers or open toed shoes or sandals) 	<ul style="list-style-type: none"> • White shirt/blouse • School Tie • School Logo sweatshirt/cardigan • Grey trousers/skirt/pinafore • Sensible black shoes with grey or black plain socks (no trainers or open toed shoes or sandals)
<p><u>Indoor P.E.</u></p> <ul style="list-style-type: none"> • Red logo t-shirt • Black shorts • Bare foot for indoor PE <p><u>Outdoor P.E.</u></p> <ul style="list-style-type: none"> • Red logo t-shirt • Black shorts • Pumps/trainers <p>Inclement weather – during the colder months it is essential pupils have the following additional items:</p> <p>Plain black tracksuit bottoms Red logo fleece</p>	

Children are expected to have a named pump bag to hold their personal equipment (not a large sports bag).

NOTE

- **No jewellery to be worn to school (with the exception of stud earrings) . Children should be able to remove any stud earrings for PE including swimming.**
- **We do not allow hairstyles with lines or patterns cut into the head or bright, artificial colours, coloured braiding.**
- **Nail varnish or false nails are not permitted in school.**

Naming of Clothing

Please mark all articles of uniform with your child's name.

Sporting Opportunities

The school seeks to enable all students to become independently active and proficient in a range of sports and physical activities. This is being achieved through participation within the programmes of National Curriculum for Physical Education and the opportunity to take part in a range of extra-curricular activities.

Before and After School Club

Lapal Primary offers children of school age a before and after school club. We are open during term-time only. The club is open between the following hours 8:00am to 8:40am and 3:15pm to 6:00pm.

The children are offered a wide variety of table and floor activities that include board games, puzzles, craft activities, twister, pirate ship, shop and lego as well as many more. When the weather permits the children can have outside play.

We provide a healthy breakfast and snack for all the children.

If you are interested in your child attending the club please contact the school office to request a registration pack. Should the day you require be oversubscribed then your child's name will be added to the waiting list.

School Clubs

There is a wide variety of extra curricular opportunities offered to children throughout the school year. At present there are football, art & craft and dance clubs all taking place.

Friends of Lapal

Friends of Lapal is made up of Parents and Teachers dedicated to running events, and funding experiences and resources for the children and community of Lapal Primary School. It relies entirely on the goodwill and energy of the Parents, Carers and Teachers. Through events held throughout the year, funds are raised which are passed onto the school to supplement normal budgets from the Local Education Authority.

We generally meet on a termly basis in school. If you are able to spare any time, whether it is to help out at the occasional disco or you have some ideas for future events then please feel free to come along to one of our meetings. You do not need to attend every meeting we have, basically you help out where you can. We all have busy family lives!

