



# BILLINGE CHAPEL END

## — SCHOOL & NURSERY —



### Prospectus Additional Information 2023/2024

## Contents

1. The school team
2. School's recent history and organisation
3. Pupil voice
4. Parent/carer testimonials
5. Admissions Policy
6. Role of parents/carers
7. Keeping in touch
8. The school day
9. The curriculum including health, relationships and sex education
10. School performance data
11. Safeguarding
12. School Uniform
13. School Governors
14. Charging policy
15. Wrap around care and clubs
16. SEND, pastoral care and Inclusion
17. Behaviour
18. Message from the Headteacher



### The Staff Team

#### **Senior Leadership Team**

Headteacher	Craig Hewitt
Assistant Headteacher + EYFS Leader /SENDCo Senior Leader	Catherine Montrose Jaime Stein

#### **Teachers**

Kerry Pickett  
Amy Connor  
Julie Knowles  
Carolyn Grimshaw  
Sophie Lawler  
Brian Montrose  
Michael Lawton  
Jessica Charnock (QTS HLTA)

#### **Learning Assistants**

Vikki Newton  
Rebecca Gannon  
Karen Webb  
Suzanne Lavin  
Gaynor Corrin  
Sandra Johnson  
Lydia Ambrose  
Helen Chisnall

#### **Administrative Staff**

Alison Marsh  
Helen Parsley

#### **Site Manager**

Stuart Oakes

#### **Midday Supervisors**

Gaynor Corlett  
  
Helen Wright  
Joanne Taylor  
Stuart Oakes  
Suzanne Lavin

#### **Kitchen Staff**

Lisa Corr  
Maxine Pitt  
Vicky Brookes

#### **Environment Enhancement**

Suzanne Murphy



### School recent history and organisation

Chapel End Primary school opened in 1972 and was originally design to cater for 60 children entering Reception each year. Over the decades, the population of primary school aged children in Billinge has continually reduced. In response to these falling numbers, Chapel End Primary school reduced to one form entry in 2019.

#### **Classes**

**Nursery** - Mrs Montrose  
Mrs Newton  
Mrs Lavin

**Reception** - Mrs Pickett  
Miss Gannon  
Mrs Newton

**Year 1** - Miss Charnock + Mr Hewitt  
Mrs Webb + Mrs Lavin

**Year 2** - Mrs Knowles and Mrs Connor  
Miss Charnock

**Year 3** - Mrs Grimshaw & Mrs Lawler  
Mrs Corrin

**Year 4** - Mr Montrose  
Mrs Corrin

**Year 5** - Mr Lawton  
Mrs Johnson

**Year 6** - Mrs Stein  
Miss Ambrose + Mrs Chisnall



### Here's what our children think

"Chapel End is a special place because we have a great environment with playgrounds, fields, flowers trees and even a trim trail with orienteering course!"

"I like school because the teachers and children are kind."

"Chapel End is a special place because the learning quality is amazing, and the teachers are kind (some extra kind)! I would never move schools because this one is too awesome!"

"If you come to Chapel End you will always have lots of friends."

"Chapel End is the best because there is lots of love."

"Chapel End will blow your socks off because the teachers are so good and you have loads of friends!"

"Chapel End is great because you have the best friends and the teachers are really kind."



### Parent and Carer Testimonials

"I've never once doubted my decision to send my little boy here. His dedicated teachers and the support staff in EYFS ensure that he's happy and learning in a very safe and nurtured environment; They shine positivity."

"The staff at Chapel End Primary try their absolute best to care for and educate my children. They are always available if I need them and they have supported myself and my family for many years."

"Billinge Chapel End is a friendly and safe environment for children from nursery to year 6, and we have been very happy with the choice of school which we made for our children."

"As parents we would like to show our appreciation to the teachers who have taught both my daughter and son at Billinge Chapel End and guided them to achieving their best. They have been a source of confidence and inspiration for my children to work hard and achieve the level where they are today. We have watched our children gain confidence in various aspects and areas of school, and have always been given guidance and support on how to help further at home."



### Admissions

Admissions to the school are controlled by the St Helens Education Authority in accordance with their policy. This policy can be found on our school website:

[www.chapelend.st-helens.sch.uk](http://www.chapelend.st-helens.sch.uk). The admission number at Chapel End Primary school is 30.

Parents wishing to visit the nursery or school in connection with the possible admission of their child are invited to do so by making an appointment, either by telephoning the school on 01744 678230 or by visiting the school office.

All interested parents will be invited to a meeting in the term preceding their child's admission to the school. Children normally commence school in September. They are "phased in" over a dedicated period so that the teacher can devote time to settling every child into school.

The EYFS team complete school readiness coffee mornings with each new family shortly after their child has started school. This establishes an effective partnership between the school and parents/carers.

### **Nursery Admissions**

Our Nursery offers places to three and four year olds in the year before they start school.

Your child can get 15 hours of funded nursery care each week for 38 weeks each year the term after their third birthday. To provide for this 15 hours offer we provide morning sessions Monday to Friday.

Some working parents are eligible for up to 30 hours of funded childcare/early education per week (for three to four-year-olds). Places below 15 hours may be offered in the Summer term for the following year if numbers allow for this.

You should apply for an extended entitlement place through our nursery after you have secured the 30 hours' free childcare eligibility code from the [Childcare Choices](#) website. Please note that 30 hour child care codes expire every 3 months, therefore it is advised to only obtain a code within the 3 month period before you wish your child to attend a nursery setting.

### **Admission of disabled pupils (DISABILITY ACT 2001):**

As with all children, any child with a disability will be assessed and his/her particular needs identified. Working in close partnership with parents/carers, every effort will be made to provide the necessary support to enable the child to access the best available provision. All children, regardless of any disability, will be fully involved in the life of the school. Accessible toilet facilities and access ramps for wheelchair users are available. For more information, please reference the school accessibility audit on the school website.



### Role of Parents/Carers

At Chapel End Primary, we strive continually to ensure that the three way partnership between school, home and child is close, visible and genuine. We encourage parents/carers to keep in close contact with us in all matters concerning their child. **No issue is considered unimportant.**

#### **The home-school agreement**

As your child begins school you will be asked to sign our home-school agreement. This agreement ensures that the partnership between school, parents and each child is clear. It can be found on our school website: [www.chapelend.st-helens.sch.uk](http://www.chapelend.st-helens.sch.uk).

#### **How can I help my child at home?**

There are many ways you can support your child at home, but the most beneficial is to read with them and encourage them to read to you **every night** for a minimum of ten minutes using both real books and our online platforms. Throughout the year, children will receive spellings and homework related to Maths.

#### **What are the school's celebrations?**

When your child starts at Chapel End, he/she will be placed in a House Team. These are: **TOPAZ**, **RUBY**, **EMERALD** and **SAPPHIRE**. Children can earn house points for their team and the team with the most house points is determined each week. Additionally, your child may be: awarded Star Pupil of the Week, or receive stickers and certificates. Every Friday, we hold an awards assembly where recognition is given to children's efforts and achievements both in and out of school. Children who always try their best are celebrated by receiving an 'always badge' each term in recognition for their efforts and achievements.

#### **How will I know how well my child is doing at school?**

We feel that it is vitally important that you know about your child's progress and therefore we inform you three times a year. You will have the opportunity to book a ten minute appointment with members of staff at Parents Evening in the Autumn and Spring terms. You will also receive a comprehensive annual written report towards the end of the Summer term. In addition to this, if your child is receiving extra support in school, teaching staff will contact parents and carers to discuss support packages that are in place.



### Keeping in Touch

There are many ways in which parents/carers are kept informed about their children and school events. We have already mentioned parents/carers' evenings and written reports. Each term we also provide parents/carers with a class newsletter which gives details of the work to be covered in the child's class. We also use a text messaging system to inform you of important events such as: parents/carers' evenings, school closures and any changes to clubs or arrangements.

Weekly newsletters are sent by email.

Parents/carers and community are invited to contribute to school life by:

- Joining in with our productions

- Talking to children about specific interests and demonstrating particular talents

- Sharing skills and talents

- Talking about their jobs/way of life, e.g. police, office workers and engineers

All this helps to enrich the curriculum.

If you have a message or quick question to ask, please pop into the school office before or after school, catch a member of staff on the yard or message staff on class DOJO. If you would like a longer time to talk with either the class teacher or the Headteacher, then a time can easily be arranged. Staff are very willing to talk to parents/carers, but please, not when they are teaching. We would also ask all parents to respect Teachers home lives and only send urgent Dojo messages out of normal working hours.

Our policy is to encourage open and free communication to ensure that all questions and concerns relating to the school are freely aired and resolved as quickly as possible. All questions and concerns should be raised with the relevant teacher in the first instance.

However, we recognise that from time to time a more formal approach may be necessary. For this reason, the school has a formal complaints procedure, which is published on the school website and available on request. This document explains the steps to take in the event of serious complaints.





### The School Day

#### Times

Nursery/ EYFS: 15hours: 8:45am - 11:45am  
30hours: 8:45am - 3.00pm

Key Stage 1: 8:45am — 3.15pm

Key Stage 2: 8:45am — 3.15pm

Doors open at 8:40am for all classes.

#### Term Times

	Opens on:	Closes on:
Autumn Term 1 2023	Wednesday 6th September	Friday 27th October
Autumn Term 2 2023	Tuesday 7th November	Thursday 21st December
Spring Term 1 2024	Monday 8th January	Friday 9th February
Spring Term 2 2024	Monday 19th February	Thursday 28th March
Summer Term 1 2024	Monday 15th April	Thursday 23rd May
Summer Term 2 2024	Monday 3rd June	Tuesday 23rd July

#### Essential Equipment

Each pupil should have a book bag which is strong enough to provide protection. We do not have the space in our cloakrooms to accommodate bags or backpacks. These can be bought from school. Pupils in Years 4-6 also need their own pen (these can be purchased from the school shop).

#### School Meals

Pupils may pay for a meal cooked on the premises. A choice of menu is available daily. Menus are published on the website and are available on request. Payment for school meals is completed through the 'SchoolMoney' system. You may prefer your child to bring a packed lunch from home, in which case this should be of 'healthy food' nature. Sweets are not allowed. The children sit with their class in the hall, eat their meal and then go out to play.

#### Free School Meals

Certain grants are available to parents where necessary. School meals are provided free for all children in Key Stage One (Universal Free School Meals). Information about these matters is obtainable from the Local Education Authority.



### The Curriculum

#### Foundation Stage

Nursery	age 3-4yrs
Reception	age 4-5yrs

Key Stage 1	Year 1	age 5-6yrs
	Year 2	age 6-7yrs

Key Stage 2	Year 3	age 7-8yrs
	Year 4	age 8-9yrs
	Year 5	age 9-10yrs
	Year 6	age 10-11yrs

Our Curriculum meets all the requirements of the Foundation Stage Curriculum and National Curriculum at Key Stage 1 and Key Stage 2.

#### **Foundation Stage — Nursery and Reception**

The pupils in Reception and Nursery will be working on the curriculum for the Foundation Stage which covers the seven key areas of learning. There are three 'Prime' areas: Personal & Social Development, Communication & Language and Physical Development. These are taught through four 'Specific areas': Literacy, Mathematics, Understanding the World and Expressive Arts & Design. We follow the non-statutory 'Development Matters' guidance to support our practice in the early years setting.

#### **Years 1 to 6**

In years 1-6, all pupils cover the ten National Curriculum subjects:

English, Mathematics, Science, Art & Design, Design Technology, Geography, History, Computing, Music and Physical Education, plus Religious Education and Personal, Social, Health Education & Citizenship.

Currently, pupils in years 3-6 follow a course of study in Modern Foreign Languages (French).

Throughout their years at Chapel End Primary School, all children will experience carefully planned and selected educational visits that are designed to reinforce learning that has taken place inside the classroom in different settings.

#### **Cultural capital**

Through out a child's educational journey at Chapel End they will experience many opportunities to take their learning outside of the classroom. Outdoor educational activities and visits are carefully planned throughout the curriculum to give every child the opportunity to explore the world and communities around them.



### The Curriculum

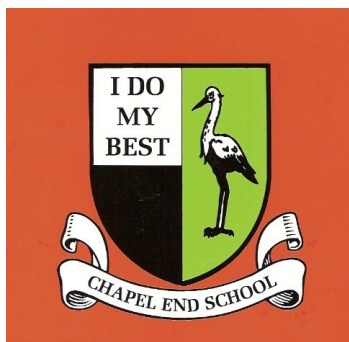
#### **Relationship, sex and health education**

It is a statutory requirement for primary schools to deliver Relationships and Health Education. The Department of Education (DfE) also strongly encourages primary schools to deliver Sex Education that ensures both boys and girls are prepared for the changes adolescence brings and drawing on knowledge of the human life cycle set out in the National Curriculum for science – how a baby is conceived and born.

We use materials provided to us by a scheme called 'Coram Scarf' to support the delivery of RSE & PSHE. It covers all of the DfE's new statutory requirements for Relationships Education and Health Education, including non-statutory Sex Education, and the PSHE Association's Programme Of Study's recommended learning opportunities, as well as contributing to different subject areas in the National Curriculum.

Parents have the right to request that their child be withdrawn from some or all of the non-statutory Sex Education our school teaches but not Relationships Education. They do not have a right to withdraw their children from those aspects of Sex Education that are taught in the statutory National Curriculum Science and Health Education. The right to withdraw from non-statutory Sex Education applies to one lesson which is taught in the final term of Year 6.

Detailed information regarding relationship, sex and health education can be found on our school webpage 'our curriculum'.





# B ILLINGE CHAPEL E N D

## Prospectus Additional Information 2023/2024

### School Performance Data

#### Chapel End Primary School Performance data



Key Stage 1			
	2020-2021 Teacher Assessment	2021-2022	2022-2023
Reading	69%	87%	82%
Writing	51%	82%	73%
Maths	60%	77%	83%
Phonics	82% (Y2 pupils who missed their test in Y1)	73%	100%

Key Stage 2 Performance				
		2020-2021 Teacher Assessment	2021-2022	2022-2023
Reading	Attainment	90%	90%	91%
	Greater Depth	29%	37%	44%
	Progress		2.47	TBC
	Scaled Scores		108	109
Writing	Attainment	76%	83%	91%
	Greater Depth	13%	20%	25%
	Progress		1.33	TBC
Maths	Attainment	83%	87%	91%
	Greater depth	17%	27%	41%
	Progress		1.44	TBC
	Scaled Scores		106	108
SPAG	Attainment		90%	100%
	Greater depth		70%	78%
	Scaled Scores		112	112

Key Stage 2 /National Performance 2022-2023				
	School Attainment	National Attainment	School Scaled Score Avg.	National Scaled Score Avg.
Reading	91%	73%	109	105
Writing	91%	71%		
Maths	91%	73%	108	104
SPAG	100%	72%	112	105
RWM Combined	78%	59%		



### **Safeguarding**

Safeguarding of the children in our care is of paramount importance and due to day to day contact with the children, school is well placed to observe outward signs of abuse, changes in behaviour, or failure to develop. Parents/carers should be aware, therefore, that when it appears to a member of staff that a child may have been abused, the school is required to follow the Child Protection procedures adopted by the school. Mr Hewitt (Headteacher) is the designated member of staff responsible for child protection and Mrs Trivass (Deputy Headteacher) is the deputy. Please report any concerns that you may have to school.

Our Safeguarding Policy can be found on our School's website.

### **E-Safety**

Today's pupils are growing up in an increasingly complex world, living their lives seamlessly on and offline. This presents many positive and exciting opportunities, but also challenges and risks. We aim to equip our pupils with the knowledge needed to make the best use of the internet and technology in a safe, considered and respectful way, so they are able to reap the benefits of the online world.





### School Uniform

#### Boys Uniform

Red round-neck school jumper if possible displaying the Chapel End Primary School emblem.

White polo T-shirt

Grey trousers

Grey short-trousers in summer

Plain grey socks

Black school shoes

#### Girls Uniform

Red round-neck school jumper or red school cardigan if possible displaying the Chapel End Primary School emblem.

White polo T-shirt

Plain grey pinafore, grey skirt (appropriate length) or grey trousers

Red gingham dress in summer (red and white checks)

Grey tights

White socks (recommended for Summer) Grey socks (recommended for Winter)

Black Shoes

#### PE Kits

Your child will participate in PE lessons on specified days each week. Parents will be informed which days their child has PE and children can wear their PE kit all day. If a child has an after-school PE club, they will wear their uniform and change into their kit at the end of the school day.

Plain white round neck T-shirt

Plain red shorts

Plain red sweatshirt/ hoodie/ School jumper

Plain black jogging bottoms

Trainers suitable for indoor and outdoor physical activity.

#### Swimming

Boys

Swimming trunks

Towel

Goggles

Cap (for long hair)

Waterproof bag



### **School Uniform**

#### **Girls**

One-piece swimming costume  
Towel  
Goggles  
Cap (for long hair)  
Waterproof bag

#### **Footwear**

We want our children's feet to be healthy and flourish, therefore all pupils must wear sensible, well-fitting shoes with an appropriate low heel. Boots are not allowed in the classroom, therefore on bad weather days, if your child wears boots to school they must remember to bring their school shoes to change into. Trainers are not allowed to be worn in school with the exception of times when children are participating in planned physical activities.

#### **Jewellery**

For health and safety reasons we do not allow children to wear necklaces, bracelets, anklets or rings to school, with an exception being made for objects of religious significance. Applications for these to be worn should be made to the Headteacher and we may ask the children to remove these objects during PE if possible. Clear plastic small stud earrings with safety backs are permitted in school. Parents and carers who send their child into school wearing clear, plastic, small stud earrings do so at their own risk. School will not take any responsibility to earring related injuries, or loss of earrings, with full accountability being placed upon parents and carers.

#### **Watches**

Children are permitted to wear watches in school. If this is a 'smart' watch which can support the monitoring of fitness during the day, then they are permitted during PE lessons if permission from parents has been obtained by the teacher. Watches with the functionality to record videos or take photographs are not permitted in school.

#### **Brands and Logos**

The only logo that is permitted to be displayed on our school uniform is the Chapel End Primary emblem. This must be displayed on the school jumper or cardigan and is optional on all other items of clothing.

#### **Haircuts**

We do not permit children to have extreme haircuts such as shaved patterns or mohican styles which may cause a distraction to learning. Any child, male or female, with a long hair length will be asked to tie their hair up.

#### **Hair Accessories**

We ask that hair accessories such as headbands, clips, bows and bobbles are red or black in colour. Please also ensure that they are kept to an acceptable size and keep them as plain as possible.



### School Uniform

#### **Book Bags**

Children should bring a red book bag to school on a daily basis. Both Infant and junior sized book bags are available from the school office.

#### **Make up**

Children are not permitted to wear make up at school. Items such as nail polish must be removed by parents before their child attends school.

#### **Messy activities**

There are times in school where our children enjoy messy activities. This can range from outdoor learning in EYFS to orienteering in Upper Key Stage 2 to papier mache in art and DT lessons. For these activities, parents will be contacted by the class teacher in advance of the lesson to ask them to provide appropriate clothing.

#### **Nursery**

Children of Nursery age are permitted to wear black or grey jogging trousers to support gross motor skill activities and toilet training.

#### **Unwanted uniform**

Any unwanted uniform can be donated to our school PTFA. Uniform items will be sold at reduced prices in our uniform shop, at school fairs and events.

#### **School uniform orders**

Please contact the school office for a uniform order form.

**SCHOOL  
UNIFORMS**





### School Governors

**Headteacher:** Mr C. Hewitt

**Co-opted Governors:**

Mr W. Bradbury (Chair)  
Miss C. Barker  
Mr D. McDonnell  
Mrs C. Montrose  
Mr P. Wakefield

**Parent Governors:**

Mrs A. Danne  
Mrs R. Cameron  
Mr A. Raven

**Staff Governors:**

TBC

**LA Governor:**

Cllr J. Pearson

**Appointed Governor:**

Mr S. Gaskell

### School Charging policy

The education we provide wholly or mainly during school hours will be free of charge but on some occasions a 'voluntary' contribution towards the cost of an activity may be requested by the school and parents will be free to decide whether or not to contribute. Examples of these activities are food tasting sessions and some Design Technology projects.

Chapel end is a 'cashless' school. Every family is set up with a SchoolMoney account on which they can pay lunch money, trips and voluntary contributions.



### Breakfast and afterschool clubs

#### Breakfast club

Here at Chapel End Primary School, we offer a breakfast club which opens at 7:30AM every morning. The club offers a nutritious breakfast up until 8:30AM and lots a fun, educational activities are provided for the children.  
The cost of breakfast club is £6.00 per session.

#### Afterschool club

We also provide after school care for our children here at Chapel End. After school club is open from 3:15PM—5:30PM. Children are taken straight from their classes to the club. The charge for afterschool club provision is £8 per session.

All bookings for breakfast and afterschool clubs are made through the school office.

We do ask for parents and carers to let the school office know which sessions they require the week before they are needed. Persistent late bookings will be charged at £6 for breakfast club and £8 for afterschool club.

#### Extra-curricular clubs

At Chapel End Primary we are privileged to have a dedicated staff who volunteer to lead extra curricular activities outside of school hours. These clubs range from football and netball to art, drumming and gardening.

We also employ the services of PE coaches who lead extra sporting clubs such as dodgeball and multi-sports across year groups 1 to 6.





### SEND

At Chapel End Primary School we are committed to the inclusion of everyone regardless of their gender, race, religion or background.

We will endeavour to ensure that all children achieve their potential and that the needs of everyone are met.

We have a dedicated Special Educational Needs Coordinator who ensures that the best provision possible is delivered to any child who has SEND. St Helens Local Authority and Chapel End Primary and our families work closely together so that each child with SEND receives tailored individualised support.

Our Pastoral team at Billinge Chapel end strive to ensure that all children receive first quality pastoral provision. We have a dedicated senior mental health leader and we work with many external agencies. This along with our dedicated pastoral areas in school and dedicated curriculum time devoted to self care provides an excellent offer to all children.

### Behaviour

We set high expectations of behaviour at Chapel End Primary School. We ensure that every child is happy and safe and is able to learn in a positive environment. To achieve this we have a clear behaviour strategy.

#### INTENT

1. To create an ethos of good behaviour in school where everyone can be happy, secure and safe.
2. To build a school community which values honesty, humour, kindness, citizenship, resilience, peace, respect, spirituality, forgiveness, tolerance and friendship.
3. To make sure everyone knows what is expected of them in our school.
4. To help everyone to develop good manners towards everybody.
5. To ensure that all are treated fairly, shown respect and to promote good relationships.
6. To make sure that lines of communication are clear and effective.
7. To create a culture of positivity where people are not afraid to make mistakes.



### Strategies:

To meet our aims we will ensure that the following strategies are employed:

1. Each member of staff is responsible for the behaviour and safety of the children in their care (Teachers' Standards – Point 7)
2. The school values will be promoted at all times by staff and learners.
3. Adults will model fairness and consideration of others for the benefit of all pupils and in order to develop mutual respect.
4. All staff will consistently demonstrate and expect high standards of behaviour at all times.
5. Children will be taught to be polite, respectful, well mannered, obedient and well behaved in a manner that is outlined in this policy.
6. Members of staff will **praise good behaviour**, completion of good work and celebrate all successes in a manner that is outlined in this policy. At Chapel End Primary people are named and famed for good behaviour. Each class has a pupil of the week display where winners of this weekly award are displayed. The award is given out by the Headteacher in weekly assemblies.
7. Staff will always model positivity in their verbal communication with children in our school.

### Rewards

Rewards will be used by staff to encourage and promote good behaviour.

The rewards system at Chapel End Primary is as follows:

Verbal praise.

Teacher's own stickers and certificates in class.

Communication to parents/carers by the class teacher via Dojo, telephone call or face to face at home time.

Child's work put on the Headteacher's wonderwall and child receives a Headteacher sticker.

Child given a certificate from the Headteacher.

Child awarded pupil of the week; displayed in class and celebrated in the school newsletter.

Child given a house point which contributes to their designated house team. The winning house at the end of each half term have their name engraved on the school shield.



### **Sanctions**

Sanctions at Chapel End Primary school operate on a graduated approach.

The graduated approach is:

#### **Stage 1**

The child is asked by the teacher to modify their behaviour.

#### **Stage 2**

The child is kept away from other children at the earliest possible breaktime and completes a restorative thinking activity and positive action plan with the Teacher/Learning Assistant.

#### **Stage 3**

Class Teacher conducts a meeting with the child's parents to discuss their behaviour.

#### **Stage 4**

Class Teacher, Deputy Headteacher, SENDCO and child's parents conduct a meeting to complete and Individual Behaviour Plan.

#### **Stage 5**

Headteacher conducts a meeting with parents to reinforce the Individual Behaviour Plan.

#### **Stage 6**

Headteacher issues a fixed term exclusion following the procedures and guidelines detailed in the St Helens Exclusions guidance.

[Information for Parents/Carers - School Exclusions - St Helens Council](#)

#### **Stage 7**

Headteacher and the governing body issue a permanent exclusion following the procedures and guidelines detailed in the St Helens Exclusions guidance.



# B ILLINGE CHAPEL END

## Prospectus Additional Information 2023/2024

Sanctions operating through the graduated approach may be given for the following reasons:

- a. Child has been disruptive during a lesson.
- b. Child has refused to complete set work or homework.
- c. Child been unkind or disrespectful to someone.
- d. Child has been in a place they shouldn't have been.
- e. Child has been verbally abusive to other children or a member of staff.
- f. Child swears.
- g. Child is untruthful about their actions.
- h. Child refuses to wear correct school uniform.
- i. Child takes advantage of a member of the school community who has SEND for their own amusement or gain.
- j. Child uses a digital device to purposefully reference inappropriate material or cause offence to others.

If a child displays the following behaviours, the graduated approach would begin immediately at stage 5 or above depending on the severity of the incident. Each situation will be investigated on a contextualised basis.

- a. Child has been physically abusive to other pupils or a member of staff in a way that isn't reactionary.
- b. Child has displayed aggression or violence, creating a safeguarding concern.
- c. Child uses inappropriate language including swearing and language that conflicts with the school's equal opportunities policy to cause upset.
- d. Child is in possession of materials that could cause a safeguarding concern.

## Message from the Headteacher

Dear Parent/Carer,

Thank you for taking the time to consider Chapel End Primary School as the educational setting for your child. Selecting the right school for your child is one of the most important decisions that any parent will make. Should you choose our school, we here at Chapel End will never underestimate the trust that you will put in us when caring for your child on a daily basis. We aim to provide support to you as your child's primary educators and work in partnership with you in order for your child to be happy, healthy and progress academically.

Our vision at Chapel End Primary is to see our children leave us as healthy, happy, well-rounded individuals who: have respect for the world and understand their responsibilities as a global citizen in ensuring it is conserved for future generations; are aware of their place in society and their responsibility to contribute positively to it; are polite, well-mannered and helpful; have respect and tolerance for others and their beliefs & cultures and possess the skills and knowledge that they require to enable them to continue their learning and achieve their full potential. Our vision is to instil these values along with supporting your child in making as much academic progress as possible.

Yours Sincerely

Mr C. Hewitt