

# SCHOOL PROSPECTUS

## Graiseley Primary School

Where everyone wants to be: everybody is welcome and enjoys success.

Headteacher: Mrs. J Humphries

*"Guide, Prepare, Succeed"*



# 2023-24

Graiseley Hill, Wolverhampton, WV2 4NE

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INFLUENCING  
SUPPORTING &  
CONNECTING





# Welcome to Graiseley Primary School

At Graiseley Primary School we provide a safe, welcoming, stimulating and creative environment where everybody feels valued and included. We guide and prepare all learners in school to be persevering, respectful, inquisitive, resilient, collaborative and questioning; to leave a legacy of life-long learning.

We implement this through a tailored curriculum, enhanced by memorable experiences and wider opportunities which guide and prepare children (and staff) to lead their own learning regardless of age, gender, disability, race, religion or belief. This is underpinned by strong pastoral provision for children and their families along with supporting good physical and mental health.

We know we have had impact when our school is where *everybody* wants to be, feels welcome and enjoys success:



## Message from Chair of Governors

I am the current Chair of Governors at Graiseley School.

I am a parent of two School age children within the City and am an experienced School Governance Advisor. I currently work as Training and Development Manager at a company based within Wolverhampton.

The Governors at Graiseley Primary School work effectively with leaders and have considerable responsibility in setting the strategic direction of the school along with the Head teacher and senior leadership team. Governors do not manage schools, this is the role of the Head teacher, but we do oversee the development of the school, the main aim of which is always to provide a high standard of education for all pupils of all abilities. We also oversee the financial performance of the school and make sure that its money is well spent.

At our Governing Board meetings, we closely scrutinise the educational outcomes for our pupils and are actively involved in the school community, supporting, and challenging the Head teacher and senior leaders.

The Governing Board continues to work closely with the headteacher and leadership team to ensure that Graiseley Primary School and its students can continue to thrive and be outstanding in all their achievements and to ensure that the School's Improvement plan is implemented, monitored, and reviewed on a regular basis.

Governors, staff, parents, and pupils are extremely proud of Graiseley, which we believe creates an environment in which children from a range of backgrounds can work together to build a firm foundation for future academic and personal success. If you wish to know more, please contact the headteacher, Mrs. Sharifan Nasa, or any of the governors or staff.

Please also feel free to come along and see us either formally or at one of our special events. We would be delighted to see you!

## Jodie Richards

## The Governors of the School

Mrs Jodie Richards	Chair Co-opted Governor
Mr. Simon Graeme	Vice Chair Co-opted Governor
Mr. Hans Jakhu	Co-opted Governor
Mrs. Sharifan Nasa	Headteacher
Mr Ramzan Choudhary	Parent Governor
Mrs Tehnia Jalia	Parent Governor
Mrs. Charanjit Bhambra	Staff Governor
Vacancy	Local Authority
Mrs Sonia Nagah	Co-opted Governor
Mr Ciaran O'Donnell	Co-opted Governor

Governors are appointed for four years. It is their responsibility to supervise the management of the school. They meet at least twice every term to discuss and to make decisions about the many aspects of school management. At each meeting the Headteacher presents a report describing events of the term.

The Governors also have to manage the school's budget, they have to appoint teaching staff and they have to plan for the school's future development.

If you would like to contact a Governor for any reason you can do so through the Headteacher at the school, you can contact the Clerk to the Governors at the Civic Centre, or you can approach the Governor directly.

## **The School Staff 2023-24**

Mrs. J Humphries	Headteacher: Designated Safeguarding Lead, PP, EAL, History, CYPiC, Attendance, Assessment
Mrs V Cartwright	Assistant Headteacher: KS1, PSHE & RWI (Phonics)
Mr A Sumner	English
Mrs R Edwards	Nursery teacher : MFL
Mrs M Madeley	Teaching assistant (SEN)
Mrs K Bickley	Nursery Teaching Assistant
Mrs M Timmins	Reception Teacher: EYFS & Music
Miss R Bhatti	Reception Teaching Assistant
Miss S Brownhill	Teaching Assistant
Mrs M Sandhu	Year 1 Teacher: R.E
Mrs C Bhambra	Teaching Assistant
Mr A Cox	TeachingAssistant
Miss P Badhan	Year 2 Teacher: Computing
Miss B Lloyd	HLTA
Mrs C Hutchinson	Year 3 Teacher: Art
Miss S Shea	Higher Level Teaching Assistant
Miss W Price	Teaching Assistant
Mrs C Westwood	Year 4 Teacher: Geography
Mrs G Kaur	Year 4 Teacher: DT
Miss E Skidmore	Year 5 Teacher: KS2 & PE
Mrs R Fotherby	Higher Level Teaching Assistant
Mrs Rajinder Rai	Year 6 Teacher: Science
Mrs Kiran Randhawa	Teaching Assistant
Mrs M Forte	Higher Level Teaching Assistant
Mrs. A Steadman-Watt	Home School Community Liaison Officer (HSCLO):
Mrs N Sahota	Deputy Designated Safeguarding Lead, Attendance Learning Mentor
Mrs C Campbell	Office Manager (Wed - Fri)
Mrs J Mistry	Office Manager ( Mon-Wed)
Mrs A Mehta	Office Support Clerical Assistant
Mr G Singh	ICT Technician (Wednesday a.m.)
Mr Suky Chahal	Site Supervisor
Mrs Maya Mahay	Mid-day Supervisor
Mrs Rajinder Marway	Mid-day Supervisor
Mrs Louise Turner	Mid-day Supervisor
Mrs Beverley Palmer	Mid-day Supervisor
Mrs Sangeeta Suwali	Mid-day Supervisor
Mrs Mandy Burdett	Servery Assistant
Mrs Sunita Bansal	Servery Assistant

## **Information about admissions**

Graiseley is proud to be in every sense a Family School. Many of our children have brothers, sisters, cousins, even Mums and Dads who have also attended the school. We have an excellent reputation in the town as a friendly and welcoming school that cares for everyone, no matter what their ability, no matter what problems they may have had elsewhere. When a child comes here, we are confident that our caring environment and committed staff will help them make the most of their potential.

Parents who are considering sending their child to Graiseley Primary are urged to make an appointment to visit the school and talk with the Headteacher and Staff. Applications from outside the school's catchment area are welcomed. Children can start our Nursery as soon as they are three years old. It is part-time:

Nursery      Morning sessions:                      8:45 am      to      11.45 am

Children are given an excellent start and a strong base for their continuing work in main school. The partnership that is formed between the Nursery and our parents is continued into main school through the strong links between Nursery and Reception Staff. Children can go right through to the age of eleven without having to transfer.

We think that is extremely beneficial.

Children start their full time education in September.

<b><u>Born between</u></b>		<b><u>Start School</u></b>	
1 <sup>st</sup> September and 31 <sup>st</sup> August		beginning of Autumn Term	
Infant	Morning sessions:	8.40 am.	to 12.00 am.
	Afternoon sessions:	1.00 pm.	to 3.15 pm.
Junior	Morning sessions:	8.40 am.	to 12.00 am.
	Afternoon sessions:	1.00 pm.	to 3.15 pm.

We strive to ensure that the children get as much individual attention as possible. Every class in the school benefits from additional support.

Every effort will be made to help your child make a confident start to school life.

Parents are very welcome to visit the school at any time to find out about the interesting and varied activities going on. Please telephone first.

You will be invited to any school events that are being held, and to a 'welcome session' as a new parent.

## Aims of Graiseley Primary

- ✓ To provide a safe, welcoming, stimulating and creative environment for all children, parents and staff, with a strong sense of community and where everyone feels valued
- ✓ To promote good physical and mental health for all children, parents and staff
- ✓ To be inclusive and embrace and celebrate all regardless of age, gender, disability, race, religion or belief
- ✓ To guide and prepare inquisitive, resilient, persevering, collaborative and questioning life-long learners (staff and children) who are confident to share their unique interests and talents
- ✓ To prepare pupils and staff with the necessary skills to thrive and succeed in a technologically advancing world
- ✓ To provide a range of learning experiences which equip all with the skills for life-long learning and success
- ✓ To develop the skills to communicate well and feel confident to ask for help
- ✓ To model and encourage positive attitudes and behaviours
- ✓ To guide and prepare all to enjoy success
- ✓ To have fun!

Graiseley Primary School will promote the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.

**Our School Vision Statement is:**  
**“A school where everybody wants to be: everybody is welcome and enjoys success.”**

**Our school motto is “Guide, Prepare, Succeed”**

# SCHOOL RULES

- Be **READY**
- Be **RESPECTFUL**
- Be **SAFE**



## Discipline

It is a primary aim of Graiseley Primary School that every member of the school community feels valued and respected, and that each person is treated fairly and well. We are a caring community, whose values are built on mutual trust and respect for all, our school motto being 'many faiths, one community'. The school behaviour policy is therefore designed to support the way in which all members of the school can live and work together in a supportive way. It aims to promote an environment where everyone feels happy, safe and secure.

The school has a number of school rules, but the primary aim of the expectations policy is not a system to enforce rules. It is a means of promoting good relationships, so that people can work together with the common purpose of helping everyone to learn. This policy supports the school community in aiming to allow everyone to work together in an effective and considerate way.

The behaviour policy ensures there is a fair and **CONSISTENT** approach to following up behaviour and recognising good behaviour.

We praise and reward children for good behaviour in a variety of ways:

- Teachers congratulate children both physically and in exercise books, stamps and stickers are used in exercise books as well as positive comments in marking.
- Teachers' give children DOJO points; each week the winning class receive praise in assembly.

We expect children to be responsible and think carefully about their actions.

**Bullying in any form is not tolerated and will be treated as a serious matter.**

## **Pastoral Care**

There is a well-equipped medical room and all teaching assistants and the office staff are qualified first-aiders, so we can deal with everyday problems ourselves. If a child becomes too ill to work we contact the family so they can go home.

The school nurse visits regularly as part of their routine health surveillance offered by Wolverhampton PCT. and carries out routine checks of height, weight and vision. You will get a letter before the test and if she finds any problems she will contact you. She is available to give you advice; please phone the office to make a referral for support.

Please let us know if your child has a medical condition that might affect their fitness for schoolwork, especially P.E. You should also phone or send a note when your child is off school due to illness that prevents them from attending.

Once a child is in school, we are responsible for them. We can only let them out of school to attend an appointment if an adult collects them.

For obvious safety reasons children must not bring medicine to school. If your child needs medication at mid-day, please bring the medicine and administer it yourself or if this is not possible, if the medicine is prescribed then bring the bottle/packet which is clearly labelled with the child's name and the correct dosage into the school office: you will need to complete a form and we will then be able to administer the medication in school.

Pupils with asthma are able to have their inhalers in the classroom with them, as long as they are clearly named. It is important that you inform us that your child has asthma and that you check the inhalers they bring into school regularly. They should have two; one for the classroom and one in the medical room for lunchtimes and break times, when the classrooms are locked.

Our Pastoral Care team consists of Head teacher, Assistant Head, Special Needs Coordinator, Home- School Liaison officer, and Admin/Attendance officer. We meet weekly to ensure all Pastoral needs in our school are addressed.

Mrs. Steadman-Watt is in school to support children in need. Just ask if you need to speak with her or other members of the Pastoral Care team. The Designated Safeguarding Lead is Mrs. Humphries (or in her absence Mrs. Steadman-Watt or an Assistant Headteacher). All staff are trained in the safeguarding procedures.

Children have been trained to be peer supporters, to go out on every playground to provide help and support to other children.

If your child is unhappy or worried about school please tell us so that we can help.

## **Absences**

If your child is away from school please telephone the school on the first day of non-attendance. Medical evidence may be required to authorise the absence. Attendance at school is important and we expect children to attend every day unless they are too unwell to do so.

We will **not approve any** holidays in term time. If a holiday exceeds more than 20 days your child could lose their place in school.

## **The School Curriculum**

Your child's work has been planned on a whole school basis. Each term your child will work on particular themes, which are designed to cover the programmes of study and relevant attainment targets as outlined in the National Curriculum 2014. Most of our curriculum is activity based and pays much attention to enhancing communication skills.

"Hands on" experiences through visits, and visiting specialists such as writers, illustrators, artists, drama groups and history groups, run throughout the curriculum. Developing creative thinking and vocabulary skills are high on the agenda, to prepare the children for the world.

The National Curriculum sets out a clear, full and statutory entitlement to learning for all pupils in the following subjects: English, Maths, Science, Art & Design, History, Geography, Music, Computing, Design and Technology, Modern Foreign Language (KS2 only) Physical Education, Religious Education and Personal, Social, and Health Education. Older children are taught about the dangers of drugs, and statutory sex education. Relationships Education has also been statutory to teach from September 2021. Residential visits are organised for both Infants and Juniors.

Priority will be given to basic skills in both Key Stage 1 and Key Stage 2 so that children attain skills, fluency and an ability to use these skills across the curriculum. English and Mathematics are taught using Read, Write Inc, Literacy and Language and My Mastery Maths. These subjects are taught every day.

In Nursery, Reception, Years 1,2 and partly Year 3 a daily phonics lesson is held from 9.15 to 10.00 called Read, Write, Inc. This is a structured approach to the teaching of Reading which incorporates application of skills to writing. Children are taught in small ability groups.

In other subjects children are taught in mixed ability classes according to age.

**We aim to teach the children to be independent  
and equipped for the society we live in.**



## Health, well being and Fitness

Physical education includes games, gymnastics and dance. Older children also take part in athletics and in outdoor and adventurous activities. Swimming is taught to children in Key Stage 2. We also run a number of after school sports clubs.



## Creativity

In the Arts, we plan visits to the Theatre and have regular performances in school, both for pupils in school time and for families outside school hours.



The School takes part in various festivals, concerts and projects citywide. The children in KS2 have the opportunity to learn to play brass, guitar and percussion instruments. Year 4 have the opportunity to learn how to play an instrument as part of the curriculum during the year as a whole class. A concert for parents is held at the end of each term.



## Science

The school is especially interested in developing science. Science can be the “key to the future”, along with the technological advances that we are making.



Science Week

## Community Links

The school views community links as an integral part of the development of the school. Classes make visits to local places of worship, commerce and business. We encourage parents and members of the community who have special skills to support us in school. All helpers are DBS checked.



Children In Need Day

The Co-op/ Midcounties support school work and projects.

Jardine Jaguar-Land Rover allow us to enjoy tours of the showroom for curriculum studies and provide careers talks as well as sponsoring a great deal of activities. We strive to give the children opportunities to develop a sense of community. We would like to take this opportunity to thank the Companies for all their much needed and much appreciated help.

## Equal Opportunities

The school actively seeks to fulfil the potential of all pupils regardless of sex, ethnic background, religious beliefs, social/economic circumstances or special educational needs. We try hard to make the school welcoming to all.

There is a School Council made up of pupils of the school who meet regularly with a member of staff.



The school is firmly committed to the Anti-Bullying Policy. Any matters are dealt with as soon as attention is drawn to them with sensitivity. The children are actively engaged in developing a sense of responsibility and for using their initiative.

### **Religious Education and Collective Worship**

In Religious Education we follow the guidelines that the local authority have produced. The teaching is based on the belief that all faiths and practices should be valued. There is an assembly every day for the whole school, key stage or class. There is also an assembly to celebrate and reward the children for good work. This is important in supporting our ethos of every child achieving its full potential.



Some of our multi-cultural events

We have a policy of inviting visitors from the community and representing other faiths to speak to the children. Parents may withdraw their children from all or part of the religious education and collective worship provided.

### **Health and Sex Education**

All children receive health education delivered through the programmes of study for Science and as part of the curriculum for Personal and Social Education. Specialists such as the school nurse are invited into school to assist the teacher. In accordance with the decisions made by the Governors, children in Year 5 and 6 receive sex education and drug education as part of the general health and hygiene programme. Children's questions are answered sensitively and sex education is placed in the framework of family life. All other year group's questions are referred to parents, although support for the parent can be arranged by contacting the Headteacher. Parents have the right to withdraw their children from all or part of the sex education provided, except that which is required as part of Science.

## Homework

In the early years the children may not describe their home activities as formally as “homework” but nevertheless any short activity they may have, together with their reading will provide the opportunity for you and your child to enjoy learning together, helping to promote the partnership between school and home.

There is a soft toy complete with his backpack containing a diary and a “bedtime story” who visits your home from time to time!

Children in Reception class to Year 2 have daily phonics practise as well as their reading books.

As the children progress through the junior years they are expected to spend a little longer on their homework. They will bring home some Maths, Literacy and a Reading record book for you as parents to record comments. This will provide valuable links between home and school.

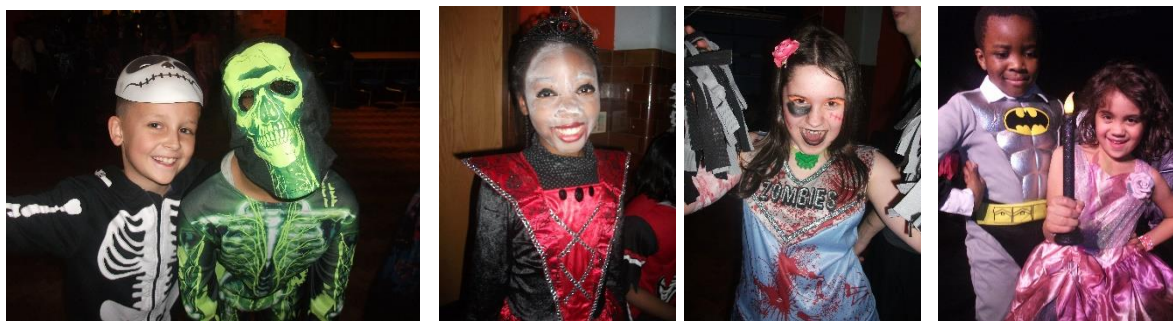
It is very important that the children complete this work and hand it in to their teacher. If you would like any advice on how to help your child, please ask the class teacher.

## Extra-curricular Activities

Events are organised which encourage the social development of the pupil and provide happy memories of honest endeavour in sport and club activities. We run various clubs during the year:-

Art -- Athletics -- Dancing -- Computers -- Cricket -- Cookery -- Cycle proficiency training -- Dance Mat -- Dhol drumming -- Film Club -- Football -- Karate -- Library -  
- Multi-sports -- Music lessons -- Netball -- One-Two-One Tuition -- Rugby -- Swimming -- Theatre skills.

We hold Summer Fairs, Jumble sales and Book Fairs throughout the year.



Halloween Disco

The school believes that it is very important to make the children’s learning come alive, so they have many visits out of school and visitors into school to help with staging special days, e.g. Victorian Day, Tudor Day, and Black History Day.



Black History Day

Visits have included Safari Park, Baggeridge Park, Birmingham Airport, Bridgnorth, Birmingham Think Tank, Birmingham China Town, Birmingham Safeside, Chester Zoo, Christmas Tree Farm, Cosford Aero-Space Museum, Cosford Grange, Gelliwig, Hoo Farm, Ironbridge, Kingswood, Kington, Leicester Space Centre, Weston Park, Weston Super Mare, Wildside and many more.



St. Mary's Forest School



Cadbury World

There are also artists and writers to spark the pupil's imaginations and productions to add spectacular colour to any subject! Speakers address the children on the subjects of motivation, racism and bullying and the children learn respect for different religions through visiting various places of worship, receiving visitors from different faiths into assembly and taking part in workshops.

Year 5 and Year 6 have an annual residential visit to Kington in Herefordshire. The children have tremendous fun and these trips do wonders for their confidence and self-esteem.



Kingswood Residential Centre

### **Special Educational Needs**

We make sure that children who need it get extra support with their learning. We have specially trained teachers and support staff to help in class and we also deliver specific interventions to plug gaps in learning.



Attendance Winners - Safari Park

## **Home-School Links**

We believe that children learn best when parents and school work together in partnership. If your child attends our Nursery, then that partnership will begin when you meet with the nursery teacher either at home or at school. Similarly, when your child is ready to start full time education you will be given the opportunity to meet the reception teacher and discuss any concerns you may have.

Before entry to Reception class we hold Home Visits, an Induction day and a meeting with key members of staff.

The teacher will also tell you about the ways you can best help your child at home. The teacher or the Headteacher will gladly answer any further questions at any time.

We aim to give you as much information as we can about your child's work and progress.

- Each term your child will have some home link targets, designed to support their work in Literacy and Math.
- You will also receive a termly class newsletter.
- Class Dojo communication via the app will also contain routine matters or it may include notification of special events. Look out for the invitation to your child's class assembly or to our yearly celebrations such as Harvest, Diwali celebrations, Vaisakhi or Christmas.
- Parent's evenings are held every term.
- Open sessions/ workshops - to share our teaching and learning strategies - regularly each term in Reception class, and targeted in other year groups through the year where we have a focus.

We will share a termly Report with you at the end of each term and in the summer term you will receive your child's Annual Report.

All our parents are welcome to visit school at any time. The Headteacher or Assistant Head are available to talk to parents and arrangements can be made for you to talk to your child's teacher on request.

## **Parent Helpers**

We have parents helping in the Nursery, in the Infants and the Juniors doing cooking and Art activities, making resources and helping children with their reading. Others, in the past have helped improve the playgrounds tremendously and help with raising money. If you have any spare time and wish to come into school please contact Mrs. Humphries or Mrs. Steadman Watt.

Finally, as part of our partnership we would like to invite you and your child to sign our Home School Agreement on admission to school.

## Charges

Although we always keep it as low as possible, we do have to make a charge for some activities. Please contact your child's teacher if you have any difficulty, especially if you have to pay for more than one child.

## School Meals

Hot lunches, including a vegetarian choice, are served every day. The school office collects payments which is £2.50 per day or £12.50 for the week on Monday before school. Please put the exact money in an envelope with your child's name and class clearly written on it. You may qualify for free meals. To find out, contact the Pupil & Student Services, Children & Young People at the Civic Centre.

## Uniform

Our colours are red and Grey, so a uniform can be chosen from the following list:

Red jumper, sweatshirt, fleece or cardigan

Grey trousers, skirt or pinafore

White polo shirt (T shirt in summer) Older children may wear plain white shirt

Grey, white or black socks

Black shoes

**Red sweatshirts can be purchased at Crested Schoolwear, Units 26/27 Wulfrun shopping centre, Wolverhampton, WV1 3HG**

### **For P.E.**

White T-shirt, black shorts

OR - TEAM Colour T shirt

Black PE pumps

Bag

(This must be kept in school)

### **For swimming (older children only)**

Towel and waterproof bag

Costume and swimming hat

**Please put your child's name on all their clothing and belongings.**

**For reasons of safety and security, children should not wear jewellery or watches for school. We cannot accept responsibility if they are lost. It is not safe to wear jewellery at school. Children will be asked to remove any items.**

## School Security

Our school is a friendly and welcoming place, but we take care to keep our children safe. We keep outside doors locked during lesson time and we ask all visitors to use the main entrance from the car park whenever they come into school. **There is CCTV operating for added security.** Parents should not come into school through the upper or lower school exit doors when collecting children at home time or when delivering children in the morning. This is to minimise any risk, so that staff are able to monitor the one door easily. Please come to the office if you would like to see someone.

## **Parents Views**

We NEED to know what you think about what we do. We have an annual Parent questionnaire given out in the Autumn term. However, you are ENCOURAGED to see the Head teacher for a “Compliments/ Complaints” meeting during the day of parents’ Evening, or indeed at any time if you request a meeting. We welcome feedback throughout the year. Please ask for a questionnaire at any time you would like to give feedback.

We hold a “Meet the Teacher” day for you to come and meet the new class teachers at the start of the Autumn term.

We share the site with Wolverhampton Music School, Strengthening Families and the Technology Centre, which gives us access to extra facilities and expertise.

## **Complaints procedure**

The 1988 Education Reform Act requires that Local Education Authorities establish a proper complaints procedure to consider complaints about actions of the Governing Body or the Local Education Authority in respect of the way the National Curriculum is being delivered or in which religious worship is being conducted within a school. A copy of the Local Education Authority’s procedures is available in school. Briefly, the procedure is as follows:

- Discuss the complaint informally with the Headteacher or another member of staff. They will then get back to you if the matter cannot be resolved right away. If you are not satisfied you can then,
- Make a formal complaint to the Head teacher or Governing body. It must be submitted in writing to the Head or Chair.
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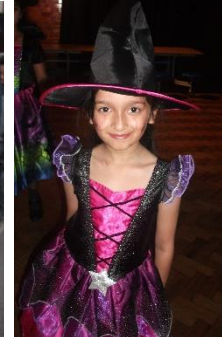
This procedure does not cover complaints about teachers, discipline or admissions.

**In all cases, the first step is to see the Headteacher for an informal discussion of any problem.**

**We hope you and your children have a happy and successful relationship with our school; our aim is to provide the best all round education we can give, creating a solid foundation for the rest of their life.**

## GALLERY





# **APPENDICES**

## **PERMISSIONS**

### **Local Visits**

We often organise local trips for the children when we think a visit will enrich their class work. The places we go are within walking distance and do not require an entry fee. Occasionally we travel by minibus driven by the school staff. These activities would include: - swimming (by coach to Central Baths), visits to local schools, visits to the City Centre, local shops and places of worship.

### **Photographs**

Your child's photographs may be published in the paper and used in the school's promotional materials and on the school website. From time to time we also have video footage taken of the children for the same reasons.

### **Internet Access**

All pupils use computer facilities including Internet access as an essential part of learning, as required by the National Curriculum. Both pupils and their parents/carers are asked to sign that the e-Safety Rules have been understood and agreed.

### **YouTube Access**

Wolverhampton Council is allowing schools to gain access to YouTube as an aid to Teaching and Learning. All staff will have access to YouTube, children may only access the site when supervised by a teacher to prevent pupils from accessing inappropriate content and safeguarding them from any e-safety concerns.

### **e-Safety Rules**

- We ask permission before using the Internet
- We only use websites that an adult has chosen
- We tell an adult if we see anything we are uncomfortable with
- We immediately close any webpage we are not sure about
- We only e-mail people an adult has approved
- We send e-mails that are polite and friendly
- We never give out personal information or passwords
- We never arrange to meet anyone we don't know
- We do not open e-mails sent by anyone we don't know
- We do not use Internet Chat Rooms

## GRAISELEY SITE

The school can be accessed using the Graiseley Hill entrance.

See map below.



# School term dates

**Dates and INSET days when school is closed can be found on our website.**

Information is available elsewhere on this website about [school closures](#) and [in-service training days](#) (inset days).

## **Additional information**

Teacher working days total 195. Pupils are expected to attend school on 190 working days within these overall arrangements.

## **Procedures**

All staff are familiar with the school's internal procedure for keeping a confidential written record of any incidents and with the inter-agency recording requirements of the Wolverhampton Safeguarding Children Board (WSCB). Further information is available on request to the Headteacher.

Staff will keep records of all concerns, observations of injuries and disclosures by children.

All concerns will be reported to the Designated Safeguarding Lead (Mrs. J. Humphries - Headteacher).

