



Welcome to Little Sutton Primary School A National Lead School and English Hub



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*This is an outstanding school
Children make an excellent start in the Early Years Foundation Stage.
They make excellent progress across all years to achieve outstanding results before
transferring to secondary school.*

(OfSTED September 2012)

Contents

Page

1. Cover Page
2. Contents
3. Welcoming Letter
4. Mission Statement
5. Curriculum Information
12. Class Organisation, Assessment Recording & Reporting
13. Early Years, Library
14. Homework, Extra-curricular Activities, Sport
- 15 The School Day
16. Admission Arrangements
17. Educational Visits & Charging
18. General Information
21. School Meals
23. Uniform
24. Staff List
25. Friends of Little Sutton School & Little Sutton Club & Nursery
26. Our Children's Views





Dear Parents

Welcome to Little Sutton Primary School. We have 423 pupils with two classes in each year group.

Our school has two guiding principles, firstly that we pursue the highest academic standards to ensure all our children achieve their full potential. Through our exciting and motivating curriculum, our children soon develop a love of learning and want to achieve their very best. Our second guiding principle is that we are part of a family with a strong ethos of care and support for each other. Children at our school are happy and look after one another. This is helped by all children having a buddy in school, which starts in Reception. In addition, we have play leaders on our playground, so that no child is ever left out or feels alone. Good manners are strongly promoted and our children are regularly complimented on them by visitors to the school and the many trips they go on. These principles help to ensure our children blossom into confident, polite, well rounded young people who, by the time they move on at the end of their primary years, are proud of their achievements and feel good about themselves.

A huge influence on our success is the relentless high standards in all that we do. We have a highly motivated, enthusiastic team of staff who always put the children first. Our resources are excellent with bright, vibrant classrooms, spacious playgrounds and superb ICT facilities.

Our consistent, high academic results, excellent standard of behaviour and level of care, enabled us to achieve outstanding in the Ofsted inspection in September 2012. However, this has not made us complacent. We are passionate about giving our children the very best of everything. Children have one chance at their education and we believe our children deserve the absolute best.

Little Sutton is proud to be part of the Learning Trust for Excellence. This is made up of a group of ten local schools. The schools in the Trust work together to share their expertise in order to provide the best possible education for our children. This includes training opportunities for staff and days during which the children take part in shared activities.

Deciding on the primary school for your child is one of the most important decisions you will make for them. In the seven years at primary school, not only will the school educate them academically, it will have a strong influence on their moral and social development. School websites and prospectuses are a good starting point to find out more information to help you make the decision. When you visit a school you will know if it is the right school for your child.

Due to our Outstanding status and high standards, the school has been designated a National Lead School. This involves us in giving advice to other schools.

As a result of our expertise in teaching phonics and early reading, in 2018 Little Sutton was invited to become an English Hub by the DfE, one of only 34 in the country.

I feel very privileged to be the Head Teacher of such a thriving, successful and happy school. I warmly invite you to come and visit us.

Mrs R Davis
Head Teacher



Mission Statement - Pupils at Little Sutton

Learn Strive Succeed

Learn by aspiring to be	Strive by being	Succeed by aspiring to be
Enthusiastic	Resilient	Empathetic
Focused	Determined	Compassionate
Independent	Ambitious	Happy
Eager to learn	Confident	Articulate
Reciprocal	Reflective	Sociable
Resourceful		Well rounded
		Fit and healthy
		Respectful

CURRICULUM

Teaching is outstanding and leads to excellent achievement because it is highly engaging and pupils respond very well to a wide variety of interesting lessons.

(OfSTED September 2012)

In Reception the children follow the Early Years Curriculum, which includes the prime areas of learning: Communication and language, physical development and personal, social and emotional development as well as specific area of learning: literacy, mathematics, understanding the world and expressive arts and design.

In Key Stage 1 and 2 we build on the great start from Reception and children follow the National Curriculum. This consists of English, mathematics, science, computing, art, geography, history, music, design technology and PE. Religious Education is also provided for our children.

All children from Reception to Year 6 have the opportunity to learn French and a Modern Foreign Language. In Key Stage 1 this is Spanish and in Key Stage 2 they learn French. By the time the children leave us in Year 6 they are well prepared for learning languages at Secondary School.

English

At Little Sutton our aim is to help children develop fluency in, and a love for, the English language, through the spoken and written word. Children are taught to become independent in reading, writing, speaking and listening, through a range of strategies in a supported and stimulating learning environment. English skills are embedded throughout the curriculum in purposeful and engaging ways.



Pupils enjoy reading and are able to read very well. They show their understanding of text by reading with confidence and feeling.

(OfSTED September 2012)

Reading is at the heart of the curriculum, underpinning every subject area. We teach early reading through a Systematic Synthetic Phonics Programme. This helps the children to become confident, fluent readers. We have a wealth of engaging books to help our children to develop a love of reading.

Maths

In maths the children study a range of areas of mathematics including:

- number and place value
- addition, subtraction, multiplication and division
- fractions
- measurement
- properties of shape
- geometry
- statistics
- algebra

We place a strong emphasis on fluency in the fundamentals of mathematics, through varied and frequent practice with increasingly complex problems over time, so that pupils develop conceptual understanding and the ability to recall and apply knowledge rapidly and accurately. Children are encouraged:

- to reason mathematically by following a line of enquiry
- to solve problems by applying their mathematics to a variety of routine and non-routine problems with increasing sophistication, including breaking down problems into a series of simpler steps and persevering in seeking solutions
- to work independently and collaboratively and to be able to select appropriate materials for the task set

We encourage personalisation of learning, understanding and enjoyment from an early age. In key stage 2, children are taught mathematics in groups of twenty. All groups cover the same curriculum, but it allows focused teaching and learning with a small teacher to pupil ratio. Teachers have noted that the impact on progress and results has been significant.



Pupils have a wide variety of opportunities to investigate mathematical problems. This gives them confidence and resilience in their work.

(OfSTED September 2012)

Science

The science curriculum, includes the study of plants, animals (including humans), everyday changes, seasonal changes & living things and their habitats in Key Stage 1. In Key Stage 2 the children study topics including rocks, light, forces, magnets, states of matter, sound, electricity, earth, space and evolution.

Our aims in science are to enable children to develop:-

- ◆ An interest in and enjoyment of science
- ◆ Skills to tackle practical scientific problems with confidence
- ◆ Scientific knowledge and understanding



The National Curriculum also places great emphasis on experimental and investigative skills related to the three areas above. The acquisition of these skills is therefore a continuous process running through all the children's science work. A wide variety of resources in school help in the delivery of the science curriculum. Some units are taught over a blocked week or as part of a theme related to other curriculum areas.

Computing

Children at Little Sutton School are able to use computers and iPads with confidence to communicate, organise and present ideas. They are able to select and use a variety of software purposefully, to collect, sort and classify information.

Teachers use technology to support learning for children of all abilities across the curriculum. A variety of teaching methods are used, including independent research, paired and collaborative group work as well as whole class teaching using projected images. Children enjoy using our range of resources to help them learn.

Little Sutton Primary School has excellent computing facilities; we provide an ICT rich environment because we want to ensure our children are well prepared for the future. We continually strive to improve the facilities and equipment available to our pupils.



The whole school is networked and all computers and iPads are linked to the internet. We have a part-time technician to support our computing and ICT provision and a Trust Strategic Manager who oversees the continuing development of computing and ICT within the school. All of our children use our purpose built computer suite at least once a week. There are computers in every KS1 classroom which are integrated into lessons across the curriculum and throughout the school children have access to laptops. In addition all classrooms are fitted with interactive whiteboards, which are a phenomenal teaching tool and the children use these to support their studies.

The children also have a wide range of resources which they can access at home to help further their learning, including coding and programming.

Excellent use is made of video conferencing facilities to support pupils growing awareness of schools in Bermuda and India. They are also able to discuss Egyptian artefacts with the curator of the British Museum in London.

(OfSTED September 2012)

R.E.

Religious Education is taught in accordance with the Birmingham Agreed Syllabus and its aim is to promote caring, understanding and tolerant citizens. Christianity forms the main basis for the subject. However, to reflect the religious and cultural diversity of our community, aspects of Sikhism, Judaism, Islam and Hinduism are taught. In addition to class based teaching, visits to places of worship, invited guest speakers and performers as well as contact with children from other faith backgrounds, all reinforce and consolidate information in a stimulating and thought provoking way.

It is the right of any parent to withdraw their child from R.E. and collective worship if they wish. Formal notification should be given to the Head Teacher in order that alternative arrangements, which take into account the school's provision, can be discussed.

Teaching allows pupils to reflect on how they work and play and how they fit into the world. This, along with religious education and assemblies helps support pupils' excellent spiritual awareness.

(OfSTED September 2012)

Geography

At Little Sutton we are ideally situated for fieldwork studies with our expansive school grounds and extensively resourced local area. Each child learns about features and similarities/differences that exist and develop in local, regional, national and international contexts. We teach geography using an enquiry and investigative approach, covering varied and interesting topics, through which children learn geography knowledge and skills. The children are encouraged to participate in independent research.

History

In History, a range of exciting teaching styles and resources, including educational trips and visitors to the school, help to provoke historical enquiry and develop children's chronological understanding and historical interpretation. Cross-curricular links are made for the children to take their learning to a deeper level and further their skills as historians.



The outstanding curriculum is both enjoyable and highly relevant. Consequently, pupils enjoy school, behaviour is excellent and attendance is high.

(OfSTED September 2012)

Art & Design

In art pupils have the opportunity to express themselves across a range of media, and where possible art and design is closely linked to other areas of the curriculum.

Every two years the school celebrates Arts Week as a whole school project, allowing all pupils to work alongside artists from various disciplines including music, dance, drama and art.

The school achieved the Gold Artsmark which recognises our high standard of art.

Design Technology

Design technology focuses upon designing and making a product to meet a need, drawing on a variety of skills from across the curriculum. Units of work include food technology, structures, textiles and control mechanisms. Design technology allows opportunities for pupils to make decisions as well as to create and construct within a problem solving environment.

Music

Pupils at Little Sutton School enjoy a wide range of musical experiences, which encompass the elements of performing, composing, listening and appraising. In addition to weekly class lessons, there are many opportunities for extra curricular activities:

- Well established choir, often performing to wider audiences.
- Y5 and Y6 children have the opportunity to take part in a musical, staged production.
- All pupils experience the arts and music associated with different cultures, taking part in a larger project every two years.



Peripatetic Music

We have a number of visiting music teachers and children can have the opportunity to learn to play the following instruments; violin, cello, double bass, flute, guitar, piano, ukulele and saxophone. In Year 4 pupils will learn to play an instrument as a whole class lesson, this year they are learning ukulele. **Children who are eligible for Pupil Premium funding may be entitled to lessons free of charge. The school office will be happy to give further details on request.**

Many pupils enjoy music by playing an instrument or singing in the highly successful choir.

(OfSTED September 2012)

PE

In PE all children have the opportunity to take part in dance, games, gymnastics, athletics and outdoor and adventurous activities. Swimming is also available for children in year three. These various aspects of the curriculum enable the children to have a broad experience of physical activities.



The school provides a wide variety of after school PE related activities. We compete in various sporting competitions and there are a number of after school clubs to improve skill levels and allow children to enjoy more sports.

PPA Time

Since September 2005 all teachers in the country have half a day a week for planning, preparation and assessment time. We have used this as an opportunity to provide activities which will enrich our curriculum. To achieve the highest possible standard we have employed specialist teachers to teach modern foreign languages (French & Spanish), art, music and dance. In addition we have employed sports coaches to teach a range of sports including football, cricket and dance. The activities change each half term so that all children experience different activities throughout the year. We teach Spanish in KS1 and then throughout KS2 all children have 1 hour of French per week.

Teaching Styles

A variety of teaching styles are used including:

- whole class teaching
- groups differentiated by ability
- group work based on other criteria
- individual teaching.

Outstanding teaching ensures pupils are fully engaged, enthused and enjoy their lessons. Teaching helps pupils to achieve very highly particularly in mathematics and reading.

(OfSTED September 2012)

FURTHER INFORMATION



Class Organisation

We have two classes in each year group. Our Reception intake come from a variety of nurseries. At the end of the Reception year we review the class mix to ensure we have a balance of girls and boys, ability ranges and any other factors we may need to consider. At the end of Year 4 we mix the classes in order to widen friendships across the year group and prepare the children for secondary school. Year groups may be mixed at the discretion of the Head Teacher if required to ensure best organisation for the children.

Assessment, Recording & Reporting

Assessment is an integral part of whole school planning. It is used to plan for achievement by identifying future learning objectives taken from the National Curriculum. It is also used as evidence of past performance. Through this we aim to support children in their learning and diagnose their strengths and weaknesses. Every child's progress is closely tracked and if a child is not making expected progress, strategies are put in place to help accelerate their progress. Recording and reporting is used to emphasise success and achievement and also to highlight areas for concern or improvement with the pupil and parents.

Assessments show that pupils make excellent progress in all years. Pupils in the school make far better progress in all areas than others nationally.

(OfSTED September 2012)

Reporting to Parents

We believe that the education of your child is a partnership between home and school and we try to develop this partnership in a variety of ways. Curriculum guidelines are sent home each term outlining the aspects of each subject area your child will be studying. Parents also receive a copy of the targets your child will be aiming to achieve during the year. Workshops to demonstrate the strategies we use to teach your child also take place during the year. These sessions enable you to find out how you can support your child at home.

Opportunities are provided to discuss your child's work throughout the year. Parents' Evenings take place 3 times a year and reports are issued in July.

General information is disseminated to parents through a weekly newsletter. A questionnaire is also sent out to all parents towards the end of the academic year asking for their views on various aspects of the school's performance.

Relationships with parents are highly productive with all who responded to Parent View saying their children enjoyed school and felt safe.

(OfSTED September 2012)

Early Years

In Reception, a happy, safe and welcoming environment is important to help children settle into school. We establish firm relationships between families and school, involving parents as fully as possible. We value and build on pre-school experiences, making strong links with our feeder nurseries to prepare well for the children joining our school. Our two Reception classrooms are bright and inviting, having a teacher and full time classroom support. We also have a well-resourced, exciting outdoor learning area enabling all areas of the Foundation Stage Curriculum to be accessed outside.



Library

The specific aims of our school library are to support the curriculum study of our children, to encourage personal reading for pleasure and to enable children to become lifelong learners. Our purpose built library is extremely well resourced with books catering for all reading abilities, appetites and genres. Pupils are very much involved in the running of the library and the issuing and returning of books, which is facilitated by a computerised system. Children select books to read both at home and at school.

PSHE & Citizenship

PSHE (Personal, Social & Health Education) and Citizenship have been recognised as fundamental in enabling pupils to take responsibility for their own learning and therefore, maximising their potential. It is our intention at Little Sutton to provide planned opportunities for this important strand, for example, overseeing an active Pupil Council, leadership roles, Circle Time discussions, residential trips and visitors from our community. These opportunities exist both alongside and within our daily curriculum and are seen as vital in developing pupils with the knowledge, skills and understanding they need to lead a healthy, confident, independent life and to become informed, active, responsible citizens.

Pupils have a good understanding of the key issues of keeping safe at a level appropriate to their age. Younger children are taught about 'stranger danger' while older pupils learn about ...the dangers of alcohol and smoking.

(OfSTED September 2012)

Sex Education

Sex education is an integral part of the school's health education programme, which is planned for in both key stages. Parents have an opportunity to view resource materials before they are shown to the children. Our Sex & Relationships Policy has recently been reviewed in consultation with parents; for further details of the policy please contact the school. Parents may withdraw their children from sex education programmes by writing to the governors of the school.

Homework

The school has a structured Homework Policy. A strong emphasis is placed on reading at home for all year groups. As the children move through the years homework increases. This helps to prepare the children for secondary school.

Extra-Curricular Activities

There are a variety of clubs and interest groups that take place at lunchtimes and after school. These opportunities include dance, sport and computer clubs at various times throughout the school year for particular year groups. We also have a very successful school choir.

Sporting Facilities

In addition to the National Curriculum requirements for physical education, the school offers competitive football, cross country running, netball, rounders, cricket, swimming, tennis, multi-skills, hockey, dodgeball and athletics. Children can compete in local leagues and events. Recent residential experiences have offered outdoor pursuit activities such as climbing, archery, canoeing, hill walking, abseiling and orienteering.



The school has been very successful in enabling pupils to take greater responsibility for their own learning and consequently being very well prepared for the next phase of their education.

(OfSTED September 2012)

THE SCHOOL DAY

The school day starts at: 08.45 for Reception and Key Stage 1 and 08.50 for Key Stage 2.

A member of staff is on duty in the playground from 08.45 to 08.55.

TIMETABLE FOR KEY STAGE 1

08.45	ENTRANCE TO CLASS, REGISTER
09.00 – 10.45	LESSONS
10.45 – 11.00	MORNING BREAK
11.00 – 12.00	LESSONS
12.00 – 13.15	DINNER *
13.15 – 14.15	LESSONS
14.15 – 14.25	AFTERNOON BREAK
14.25 – 15.30	LESSONS

* Reception children break for lunch at 11.50 and restart at 13.05

TIMETABLE FOR KEY STAGE 2

08.50	ENTRANCE TO CLASS, REGISTER
09.00 – 10.45	LESSONS
10.45 – 11.00	MORNING BREAK
11.00 – 12.15	LESSONS
12.15 – 13.25	DINNER *
13.25 – 15.35	LESSONS

Assembly takes place every day. Celebration Assemblies take place on Mondays to celebrate children's achievements and parents of children nominated to receive awards are invited to attend. Each Year Group presents an assembly during the year, and parents are invited to watch their children perform in these assemblies.

ADMISSION OF CHILDREN TO LITTLE SUTTON

The school can admit up to sixty children in any year group. These are split into two parallel classes with 30 children in each. This figure is reviewed annually by the governors. As the pupils move through the school, the classes within the year group may be re-organised at the discretion of the Head Teacher.

Birmingham Local Education Authority operate an online system to allocate places in Reception. Full details of the application process can be found at <http://www.birmingham.gov.uk>.

In the event of being over subscribed, i.e. an excess of 60 children, then the allocation of places is made in accordance with Birmingham's published criteria for admissions.

The criteria are as follows:

- a) Looked After Children
- b) Children with brothers or sisters already at school who will still be at Little Sutton when they start school themselves.
- c) Children who live nearest to the school by straight line measurement.

The Admissions and Appeal's Officer for our area is available to answer any questions you may have. Telephone: **0121 303 1888**

In the event of a year group being full, i.e. 60 children, parents may add their child's name to a waiting list for future vacancies. In this case any places will be allocated according to the usual criteria. Parents should seek advice from the Admissions and Appeals Section on the telephone number above. An application form can be downloaded to complete and return to the school office.

ADMISSION ARRANGEMENTS FOR PUPILS WITH DISABILITIES

Children with disabilities are admitted following an assessment of their needs.

All children should have access to the curriculum to the maximum degree ensuring that the risk of any child being treated less favourably is minimised.

SPECIAL EDUCATIONAL NEEDS

Little Sutton School has regard to the 2014 Special Educational Needs Code of Practice when carrying out its duties towards all pupils with such needs. Full information can be found on the school website under 'SEND Code'.

We believe that partnership with parents plays a key role in enabling our children with SEND to achieve their potential. All parents are regarded as partners and are supported to play an active and valued role in their children's education.

Our school endeavours to support all the SEND needs of pupils, including:

- Sensory and/or physical needs
- Communication and interaction
- Cognition and learning
- Social, emotional and mental health difficulties

EDUCATIONAL VISITS / CHARGING

Educational visits are used to support and give added value to the curriculum. Such experiences are provided as an integral part of a quality education based on equality of opportunity, access and outcome.



For activities/visits during school hours, parents are invited to make a voluntary contribution to the cost of the activity/visit in accordance with the Charging Policy set by the School Governors; the policy statement is printed below. No child is treated differently if their parents have not contributed. If costs were not met, cancellation of the activity would have to be considered.

To help families budget for our educational visits, the following information may be helpful. Each year group may participate in 3/4 visits spread over a period of 3 terms. The cost of each visit can vary dependent upon the venue and transport charges and average around £12.00 each. There may also be a theatre visit around Christmas time costing around £18.00. Payments for school trips are on a voluntary basis, but, of course, if insufficient payments are made we may have to cancel trips as we would then be unable to cover the costs involved. Details of expected visits for the term are notified in the curriculum guidelines issued to parents at the beginning of each term.

Year 6 children are given the opportunity to take part in a residential trip for a few days. If the cost of a school trip poses difficulties, please contact your child's class teacher or the school office in confidence as payment by instalments can be arranged. Payment for residential trips is always offered on an instalment basis.

Trips – Policy Statement

If a trip is to take place during school time or is curriculum related outside school time no official charges will be made. However, voluntary contributions may be asked for and use made of the Educational Visit funds set aside in the School Budget Share or School Fund. If a visit is outside school hours and is not curriculum related all participants may be charged.

If a residential visit falls mainly in school time e.g. Monday -Friday. or Wednesday-Sunday, voluntary contributions may be asked for, but charges can only be made in respect of accommodation and food, except for those children who qualify for Pupil Premium. Parents so entitled may wish to make a small donation. If a residential visit falls mainly outside school hours e.g. Friday.-Sunday and is not curriculum related a full charge can be made to all children.

Curriculum Materials

All materials used by the children, as part of their regular curriculum entitlement, will be provided by the school without charge. If children lose books such as library books or homework diaries a nominal charge may be made for a replacement.

Visitors and Special Events in School

As part of the curriculum, any in-school events will be provided free, however the school may ask for voluntary contributions to help cover costs.

Where voluntary contributions are needed to make an event viable then the school may, at short notice, need to cancel the event(s) if there are insufficient contributions made to cover the costs.

GENERAL INFORMATION

BEHAVIOUR

The school has high standards of behaviour and places a strong emphasis on the use of good manners. Our children are often complimented on their behaviour and manners on school trips. There is a clear anti-bullying policy in place. Pastoral care positively supports pupils in building super relationships with one another in an atmosphere of trust and mutual respect.

SCHOOL WEBSITE

The school has a regularly updated website at www.littlesu.org which contains a variety of information about the life of the school and includes photos of activities that have taken place. Newsletters and key dates can also be found there as well as a host of links to websites supporting the curriculum.

LOST OR DAMAGED PROPERTY

To ensure that lost items are quickly returned to their owners, it is important that all clothing, PE kit and larger items, e.g. school bags, are clearly labelled.

Unclaimed items are temporarily stored in school. Parents are strongly advised not to allow their children to bring expensive items, e.g. watches, rings and earrings, to school. Mobile telephones are not allowed in school. If you wish your child to have a mobile phone with him/her on a particular occasion, it must be handed to the school office for safe keeping during the school day. Whilst every effort is taken to ensure that our children are taught to be respectful towards the belongings of other people, occasions may regrettably arise when items are damaged or lost and not found. At such times, the school cannot be held responsible for the damaged or missing items.

COMPLAINTS PROCEDURE

Any concerns expressed by parents or children about the school curriculum and related matters will, in the first instance, be dealt with in informal discussion with the teachers and Head Teacher. However, where concerns cannot be resolved in this way, a formal complaint may be referred to the Governors. If their investigations fail to provide a response satisfactory to the complainant, the complaint will then be referred to Birmingham LEA. A full copy of the Authority's complaints procedure is available for inspection from the school office during school session hours.

WEEKLY NEWSLETTERS

Every Friday a newsletter is published and emailed to parents to help us to be environmentally friendly. The newsletter is a valuable source of information for parents as forthcoming dates and events are provided.

SCHOOL FUND

Families are asked to donate a minimum of £2 each month to the School Opportunities Fund by standing order. We will collect your kind and generous donations through our associated school charity, Friends of Little Sutton School, which will also enable us to claim Gift Aid. One off donations are welcomed and can also be made via the school office. The money is used to purchase a variety of resources for the children that may not be available from the school's delegated budget. In recent times school fund money has been used to subsidise school trips, as well as to pay for visiting theatre groups, in addition to Christmas and Easter treats.

PAYMENTS TO SCHOOL

Our preferred method of payment in school is online via Parentpay. This is a secure online system which provides a quick, easy and safe way of paying for most items in school. As soon as your child starts school you will receive login details and details of how to register. Most items can be paid for this way, including trips, dinners and some extra-curricular activities. Even if you do not wish to make online payments, we ask that all parents register with Parentpay in order to receive important information via email.

LOCAL SECONDARY SCHOOLS

Children from our school move on to a number of excellent comprehensive and selective schools.

There is regular contact between Little Sutton and local secondary schools, which helps to prepare children for transfer to Year 7.

One or more usually now two, day/s in July are arranged for Y6 children to spend time in their respective secondary schools.

RATES OF AUTHORISED AND UNAUTHORISED ABSENCE

The percentage of half days missed through authorised absence last school year was 1.49%

The percentage of half days missed through unauthorised absence last school year was 0.20%

Attendance for the last academic year was 98.31%.

Our attendance target for 2021/22 is 97%

We strongly encourage high attendance. A weekly award is presented to the class with the highest attendance and a certificate is given at the end of the school year to each child with 100% attendance. New regulations introduced in September 2013 state that absence requests can only be authorised in exceptional circumstances. Requests for holiday in term time cannot be authorised.

The number of children on roll at 1st September 2021 is 423.

BUILDINGS

The school is situated on the outskirts of Birmingham in very pleasant surroundings. There are three playgrounds for different age groups as well as extensive recreational fields and a woodland area.

SECURITY SYSTEM IN SCHOOL

The safety of our children and staff is secured in the following ways:

1. Clear signs leading to one main entrance.
2. Security systems on all external doors.
3. Signing in for visitors who then wear school badges/stickers.
4. Signing in and out book for pupils who arrive late or are collected before the end of the school day.
5. All gates are locked at 9.15 so that access after that time is only by the main office entrance.

SAFEGUARDING & CHILD PROTECTION

Little Sutton is committed to safeguarding and promoting the welfare of children and young people. The Designated Safeguarding Leads (DSLs) with responsibility for Child Protection are Mrs Davis, Mrs Arkinstall, Mrs Whittaker and Miss Kaur, our Senior Leadership Team. We recognise that some children may be the victims of neglect, physical, sexual or emotional abuse and all staff are well placed to identify such abuse and respond quickly and effectively. If you do have a concern about a child's well-being please report this to Mrs Davis, Mrs Arkinstall, Mrs Whittaker or Miss Kaur; or any member of staff as an initial point of contact. Alternatively, you may ring Birmingham Health & Social Care department directly on 0121 303 1888.

Pupils feel safe within the highly caring environment.

(OfSTED September 2012)

ADMINISTRATION OF MEDICINE

If your child has been suffering from sickness or diarrhoea they must be kept at home for 48 hours after the last occurrence. Should the doctor's advice be that the child can return to school, but needs some medication the school is prepared to administer prescription medicine on completion of the relevant form. Any such medicine has to be handed in at the office where a form can be obtained and completed. You must inform the class teacher that your child has medicine in the office so that he or she can send your child for their medicine at the right time. Office staff are not responsible if your child does not turn up for the medicine.

Please note that any allergies/ asthmatic conditions etc. need to be reported to the school. Junior children should keep asthma inhalers with them in class, infant children's inhalers should be given to their class teachers for safekeeping. Children who require Epipens or anti-histamine must have a Care Plan set up and need to have supplies in school for both the office and the classroom. Please feel free to come in and discuss any concerns you may have with regards to your child's medical needs. We can put you in contact with the School's Nurse and/or the School Doctor if you wish.

SCHOOL MEALS

The first year in school is very important in providing opportunities for good social skills and behaviour to be developed.

At lunch time your child may:

- Stay for a school meal.
- Bring a packed lunch.
- Go home for lunch.

All Key Stage One children are entitled to a free school meal under the current government initiative of Universal Infant Free School Meals and the majority of our Key Stage One parents have taken this up. We recommend that Reception children have school dinners for at least the first half term. We have found that they settle better if they are all following the same routine at lunch time.



We have a large percentage of children having school meals and we are constantly striving to develop our menus. The School Council meets regularly with the Cook to discuss pupils' menu requests. We have a salad cart with fresh bread and a fruit bar which children can select from in addition to the usual menus.

If your child goes home for lunch, please make sure that they are signed out of the premises and are back in school no later than 1.05 pm in KS1 or 1.15pm in KS2. In the interests of safety please bring your child back to the main office for signing in.

At present the cost of a school meal is £2.40 per day (£12.00 per week) but this may rise before September 2022. If you receive Income Support or Job Seekers' Allowance (Income Based), **no** award of Working Tax Credit and/or Child Tax Credit with an annual family income of less than £16,190 then your child will be entitled to free school meals. You can check whether or not you are eligible by applying online at www.link2ict.org/FSM or call in at the school office where Mrs Thompson will be able to advise you. If you are entitled to free school meals please claim them as a right as this helps school funds, even if you prefer your child to bring a packed lunch.

Our preferred method of payment in school is online via Parentpay. This is a secure online system which provides a quick, easy and safe way of paying for most items in school. As soon as your child starts school you will receive login details and details of how to register. If you are unable to make online payment, please send your child's dinner money to school on Mondays in an envelope clearly marked with your child's name, class and the amount enclosed. You may pay for a term or half term in advance if you so wish. Please see any of the office staff for the amount payable at the beginning of September.

In order to ease administration, we ask that you commit to a half term of dinners or a half term of sandwiches, with notice given at the end of that half term if you wish your child to change.

Throughout the school year there may be opportunities for you to join us for a school lunch with your child. These occasions are usually arranged to coincide with a day when another year group is out of school on a school trip.

Healthy Schools

The school encourages the children to adopt healthy lifestyles. Children take part in 2 hours of PE per week. The School Council have developed a healthy snack policy whereby children can bring in a piece of fruit or a cereal bar for morning break time. Toast can be ordered in advance for a term at a time and letters are sent out with details of costs. Free milk is available to children up to the age of 5 and can be ordered in advance for a half term at a time.



TERM DATES

The term dates are included as a separate sheet in the folder. Schools are required to arrange 5 staff training days each academic year.

STANDARD ASSESSMENT TASKS AND TESTS

Standard Assessment Tests have to be taken in Year 2 and Year 6. The rest of the school, with the exception of Reception children, undertake in-house assessments. During the summer term Year 1 children are required to undertake National Phonics assessments. The details of the recent SAT results are included on separate sheets in the folder as well as on the school website.



UNIFORM

The basic colours of our school uniform are grey, white and turquoise.

Most items of school uniform can be purchased from many high street stores e.g. Asda, Tesco, Marks & Spencer etc. Gogna Schoolwear <http://www.gognaschoolwear.co.uk/> are our main supplier of school uniform for sweatshirts and other items with the school logo on. Uniform can also be purchased from Clive Mark Schoolwear based in Boldmere. You may of course purchase a sweatshirt of the same colour from any other source you wish.

Occasionally the parents association (FoLSS) has some 'Nearly New' uniform available for purchase. Please contact FoLSS at folss@littlesu.bham.sch.uk if you wish to view available items. Book bags are available from the school office at £8.00 each. All children are provided with a school water bottle when they start school; replacement bottles and caps are available from the school office at £2.00 and 55p respectively

It is important that all items of clothing and school bags are labelled clearly with the child's name

- Grey trousers (long or short) grey skirt or pinafore dress
- White blouse, shirt or polo shirt
- Turquoise pullover, sweatshirt or cardigan with school logo
- Summer – Turquoise/ blue and white gingham or striped dresses may be worn during the summer period
- Black school shoes
- Grey or white socks or grey tights

PE Kit

- House Colour T-shirt with logo*
- Black shorts
- Pumps (trainers for outdoor use only)
- Swimming costume, cap and towel (Year 3)
- Tracksuit or jogging bottoms and warm top for cold weather use
- Sports socks

* You will be advised of your child's House and its corresponding colour at the Induction Session.

Children need to bring a painting/craft overall to school. This item may well be an old, adult size shirt and there is absolutely no need to buy a special overall.

School policy is that children do not wear jewellery to school, although watches are permitted. If your child has pierced ears then we request that they only wear small studs. Please ensure that these are removed before coming to school on days when your child has PE or Games.



STAFF LIST

Senior Leadership Team

Mrs R Davis	Head Teacher
Mrs N Arkinstall	Deputy Head Teacher
Mrs E Whittaker	Assistant Head
Miss R Kaur	Assistant Head
Mrs S Thompson	School Manager

Teaching Staff

Mrs M Farmer	Mr A Williams	Mrs J Murphy
Miss J Faulkner	Mrs L Byrne	Mrs S Ilott
Mrs S Logan	Miss K Peck	Mrs H Wilson
Mrs N Johnston	Mr T Violet	
Mr J Storer	Miss K Foster	
Ms C Hawkes	Mr A Smith	
Miss K Sanghera	Mrs A L'Homme	

Regular PPA Teachers

Mrs S Stratfull (French & Spanish)
Mr R Jeffries (Music)
Mrs K Swann (Dance)

Teaching Assistants

Mrs J Conway	Mrs G Parnham
Mrs S Humphries	Mrs Z Akhtar
Mrs A Osborne	Miss J Cerrone
Mrs E Sperry	Mrs I Hobbs
Mrs A Lane	Mrs G Melligan
Mrs R Barrett	Mrs J Dainty
Mrs S Jones	Mrs S Bateman
Miss H Anstey	Mr S Terry

Administration / Buildings

Mrs C Boyland	Finance Manager
Mrs A Coyne	Administrator
Miss E Watson	Receptionist/Clerk
Mr M Worgan	Site Supervisor

Dinnertime Supervisors

Mrs A Cook	Mrs Z Akhtar	Mrs J Benton	Mrs V Chambers
Mrs J Dainty	Mrs T Honda-Brawley	Mrs S Humphries	Mrs Irawaty
Mrs S Morgan	Mrs G Parnham	Mrs H Rawlins	Miss J Ward-Ceella
Mrs A Willey			

Mr A Hall	IT Manager
Mr R Miller	IT Technician
Mrs V Hewitson	English Hub Lead
Mr M Griffiths	Chair of Governor
Mrs K Lynam	Clerk to Governors and FoLSS Co-Ordinator

FRIENDS OF LITTLE SUTTON SCHOOL

A very active, committed body of parents works tirelessly to support the school in many ways, ranging from fund-raising events to carrying out practical activities. Over the years a vast range of equipment has been bought for the children ranging from fiction books and musical instruments to computer software/hardware and lighting equipment for the school's productions. FoLSS have also donated football kits for the school team as well as the funds for listening centres throughout the school. In recent years FoLSS have given a substantial amount of money to the school for development of the Key Stage 1 playground and the outdoor learning environment for our Reception children. As a result we have been able to provide the children with a stimulating environment incorporating play equipment and quiet areas. Recently FoLSS generously donated a large amount of money which enabled us to purchase additional equipment including new touchscreen whiteboards for all the classrooms.

All parents and friends of the school are welcome to make any contribution they wish, as the children inevitably benefit from the resources we are able to provide for them.



LITTLE SUTTON CLUB & NURSERY

This is a private nursery which leases part of the school premises, they also run the Before and After School Club, please contact them directly for details by telephone on 0121 323 4975.



Our children's views of our school.

I like Little Sutton School because...

... I love art because I like to use my imagination.

Y4

...I love all the opportunities we have with trips and activities.

Y5

... I enjoy science experiments.

Y1

...we are one family and we look after one another.

Y6

... I like to learn and play.
Reception

... I enjoy the smaller classes for maths and reading groups.

Y3

... I love listening to stories and learning phonics.

Reception

...I like going in the reading corner.

Reception

...the practical resources in maths help me to learn.

Y2

... I like learning about our word of the month.

Y2

... everyone is so caring, kind and helpful.

Y2

... I love the variety of after school clubs.

Y4

... the school meals are the best!

Y6

...I love everything about school and learning

Y3