

Prospectus

Trinity Church of
England
Primary Academy
2022-2023



Trinity C of E
Primary Academy

Together as One

Contents

1. School Ethos
2. Mission Statement & Holy Trinity Church
3. Home School Partnerships
4. Term Dates
5. Lunchtimes, milk and snacks
6. School Uniform
7. New Pupil Admission Arrangements
8. Medical Information.
9. Attendance and School Closure
10. School Organisation
11. Governors
12. Curriculum
13. Special Educational Needs and Inclusion Provision
14. Extra-Curricular Activities
15. Homework
16. Collective Worship and Religious Education
17. Health Education, PSHE and Pastoral
18. Behaviour and Discipline
19. Anti-Bullying & Safeguarding and Child Protection
20. Complaints & Freedom of Information Act
21. Policies
22. Terrific Two's, Nursery & Before/After School Care

1. School Ethos

The Aims of Our School

Trinity Church of England Primary Academy's whole school aim is to create a happy, welcoming place where children and adults have respect for each other. There should be a thirst and enthusiasm for learning within a calm, purposeful atmosphere where everyone shows **consideration, co-operation, commitment,**

Fundamental to this our aims:

We believe in:

Our school

We believe in our community

We believe in our church

Working together

Showing:

Commitment

Consideration

Co-operation

"Together as one"

2. Mission Statement & Holy Trinity Church

Mission Statement

We are a school that seeks to serve the whole of the surrounding neighbourhood and beyond. Children from all backgrounds are welcomed into this school, which has a Christian foundation and tradition. We consider that each child is of unique worth. All members of the school are encouraged to recognise this worth in themselves and others.

The school aims to develop each child's potential to the full, recognising the diversity of gifts each child brings to the school. We seek to create an atmosphere of openness and honesty, tolerance, courtesy and sensitivity to the needs of others.

Holy Trinity Church

Our relationship with Holy Trinity Church is a key element of our school's distinctive Christian character. Our whole school community gathers here for collective worship at key times in the Christian calendar.

Holy Trinity Church is an integral part of school life, through our educational visits to support the curriculum, the use of the churchyard to support learning, the special services that we attend as a whole school throughout the year, as well as members of the church leading our act of worship as a whole school.

Our school Vicar is **Reverend Richard Merrick**.

www.htht.org.uk



3. Home/School Partnership

In order to provide our children with the best possible education it is essential that we work together with our parents.

The school operates an 'Open Door' policy. If you do have a question or concern, please speak to your child's class teacher in the first instance. It is advisable to see them before or after the school day. If you feel that you require further support then please contact the school office who will arrange an appointment with the appropriate member of the Senior Leadership Team, at the nearest available opportunity.

At Trinity, we enjoy and value the support our parents give the school. The ways in which we can achieve this are:

- * Parents letting us know straight away about any concerns they may have so that we can deal with them promptly.
- * Informing us about any medical problems.
- * Keeping the school up-to-date with any changes in address and contact numbers.
- * Working together to promote our positive behaviour system, where we encourage and reward good behaviours and discuss consequences where negative behaviour occurs.
- * Supporting children with their reading and homework
- * Frequent communication with class teachers and members of staff and engaging with any school activities.

The support of the community is extremely important to us at Trinity, and we strive to build a supporting community who can work closely with the school to help with fundraising activities.

We welcome new volunteers to come to any events planning meetings and also to help with our annual community events. If you wish to share suggestions and ideas please speak to the appropriate staff who can pass on any suggestions and ideas.

4. Term & Holiday Dates

Autumn Term 2022

Term Time: Wednesday 7th September 2022 to Friday 21 October 2022

INSET DAY: Monday 31 October 2022

(HALF TERM: Monday 24 October 2022 to Friday 28 October 2022)

Term Time: Monday 31 October 2022 to Friday 16 December 2022

INSET DAY: Friday 16 December 2022

Spring Term 2023

Term Time: Wednesday 4 January 2023 to Friday 17 February 2023

INSET DAY: Wednesday 4 January 2023

(Half Term: Monday 20 February 2023 to Friday 24 February 2023)

Term Time: Monday 27 February 2023 to Friday 31 March 2023

INSET DAY: Monday 27 February 2023

Summer Term 2023

Term Time: Monday 17 April 2023 to Friday 26 May 2023

(Half term: Monday 29 May 2023 to Friday 2 June 2023)

Term Time: Monday 5 June 2023 to Tuesday 25 July 2023

INSET DAY: Friday 7 July 2023



School Meals

Parents may choose for their children to have school meals, bring their own packed lunch or some may be collected and go home for dinners.

All infant children (Reception, Year 1 and Year 2) are entitled to a school meal which will be provided by the school. Parents that do not wish to take up this opportunity must make this clear on their application form or inform the office staff.

There will be a charge for school meals for pupils in KS2. The correct dinner money should be brought in a labelled envelope each Monday morning. Cheques should be made payable to 'Wolverhampton City Council.'

Are you eligible for free school meals?

Even if your child is in reception, Year 1 or Year 2. it is very important that you register for 'Free School Meals', if you are eligible, as this enables school to attract additional funding to be used for your child's educational benefit.

If you receive income support or income based jobseeker's allowance, or receive support from NASS, provided you claim for a child in your benefit claim and claim child benefit for the child, you are entitled to register your child for Free School Meals. Children registered under these national guidelines are also entitled to free milk in school.

If you think you may be eligible for Free School Meals and are not currently claiming, we would urge you to do so, as we can only provide a free meal to children who are actually registered.

- * The amount of money school receives is affected by the number of children who are registered to receive a free school meal
- * The funding of projects in Wolverhampton can also be affected by the number of children in the City who are registered for Free School Meals.

Claims can be made at the Education Department, Civic Centre, Wolverhampton.

Packed Lunches

If your child brings a packed lunch, it must be brought in a suitable container clearly labelled with your child's name. No fizzy drinks please.

Milk /Water

Children are provided with free school milk.

Please provide your child with a suitable container for water.



Our School Uniform

Governors and staff are very proud of our school uniform, which all children from Reception to Year 6 wear. Please make sure all uniform is clearly marked or labelled with your child's name.

Boys

Grey trousers; white shirt; maroon tie with grey stripes; maroon jumper or school sweatshirt; plain black shoes suitable for school.

Girls

Grey pinafore dress or skirt, or grey school trousers; white blouse; maroon tie with grey stripes; maroon cardigan or school sweatshirt or cardigan; pink/white summer check dress; white socks or grey or black thick tights; plain black shoes suitable for school.

PE Kit

Your child will also need a PE kit comprising of black shorts, red t-shirt and black pumps. All items of clothing should be labelled or marked with your child's name.

Forest School

Children in EYFS and KS1 will also need a pair of wellington boots and a waterproof suit for Forest Schools.

Jewellery

Jewellery is not to be worn to school. This includes rings, bracelets, and necklaces. If your child has pierced ears they should wear small stud earrings only. This is for reasons of health and safety. If there are cultural or religious reasons why your child should wear a particular piece of jewellery, please make an appointment to see the Headteacher.

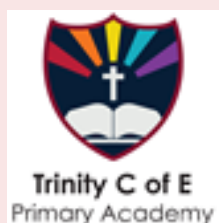
Inappropriate Items for School

Black/grey sweatshirts, trainers, boots, open-toed sandals, heeled shoes, leggings or jeans are not acceptable and are not to be worn to school.

Hair styles:

All pupils should have appropriate hair styles. Extreme hair styles eg. Severely shaved heads, inappropriate logos in hair/patterns, dying of hair is not permitted.

Pupils braids should be in a natural colour



7. New Pupil Admissions

New Pupil Admissions

Pupils for Reception to Year 6 are admitted to the school centrally through a Common Admissions Form. If your child would like a place then the Admissions Team at the Civic Centre needs to be contacted in order to enquire whether there are places available at the school.

For Early Explorers (two year olds) and Nursery places, parents should contact the school office for an application form.

We welcome visits from prospective parents. The aim of any visit made for new pupils and parents would be to familiarise yourself with the school environment and routines and also to provide an opportunity to answer any questions.

Parents have an opportunity to see their children during celebration assembly.

8. Medical Information

Medical Information

Any medicines should not be brought into school unless absolutely necessary.

The school has a clear policy and procedure for dealing with any medicines in school.

If your child has to take medicine during the school day, please visit the school office to complete the required consent forms.

If possible, we prefer parents/carers to come into school to administer medicines.

Please inform the school about any medical conditions that could affect your child including any allergies. You will be asked to complete a form detailing any medical information and we ask that parents/carers keep us up-to-date to ensure we keep your child safe.

Medical Appointments

Medical appointments, hospital, doctor, dentist, optician appointments should be made outside the school hours where possible. If your child has an appointment during the day, please give the office advanced notice and provide appointment letter or card for school records.

Parents/carers will be required to collect their children from school as we do not allow children to leave school unsupervised during the school day.

9. Attendance and School Closure

Attendance and Punctuality

Pupils are required to attend school regularly and on time. Attendance and punctuality is monitored and we communicate regularly with our parents to ensure any attendance issues are addressed.

If possible, please telephone school on the first day of your child's absence, to notify us of the reason.

We prefer children not to take family holidays in the term time but we do understand special circumstances. In the event of a special circumstance, please contact the school to request a leave of absence form which must be completed and authorised prior to the first day requested.

Lateness:

Pupils lateness is monitored and will be recorded on their attendance information

School closure due to adverse weather conditions

In the event of the school closing due to poor weather conditions, parents will receive a text message and information is also available on Wolverhampton Today website page.

We will also inform local radio stations of any closures.

Please keep the school office up-to-date with any changes to your contact details.

11. Governors

The Local Academy Governing Body

Mrs D Dalton - Executive Headteacher

Mr B Lyons - Head of School

Mr S Moore - Member

Mrs G Brackett - Member

Ms S Cockshott - Trust Governor

Mrs E Cope - Member

Mr M Davis - Member

Mr J Humphreys - Member

Mr J Jackson - Member

Mr B Mann - Member

Rev R Merrick - Member

Mr M Perrin - Staff Governor

Mrs F Welfair - Member

Mr C Wynter - Parent Governor

Contact: Via the school office or email

trinitycofeprimary.groupemail@wolverhampton.gov.uk



Trinity C of E Primary Academy has an admissions limit of 90 pupils per year group. Classes are organised in mixed abilities, although there are times when pupils may be taught in ability sets across their age related year group.

Foundation Key Stage EYFS	Part time and full time	2-5 years
Key Stage 1	Year 1 and 2	5-7 years
Key Stage 2 (Lower)	Year 3 and 4	7-9 years
Key Stage 2 (Upper)	Year 5 and 6	9-11 years

Planning

Teachers plan in year group teams in order to ensure that all children share similar experiences and have equal access to a broad, balanced and stimulating curriculum.

Assessment and record keeping is agreed throughout the school and a written report is produced for parents at the end of the Summer Term. The school offers opportunities for parents to discuss their child's progress during termly consultation appointments.

School Sessions	EYFS	Key Stage 1	Key Stage 2
	Doors open 8.30am-9.00am	Doors open 8.30-9.00am	Doors open 8.30 -9.00am
	Registration	Registration	Registration
Morning Session			
Lunch			
Afternoon Session			
End of Day	3:15 -3.45pm	3:15-3.45pm	3:15-3.45pm

Curriculum

Learning is at the heart of our school and is echoed through our school motto: Together as One. Children at our school make very good academic progress and exceptional personal development. Every member of staff at Trinity recognises that for every pupil at Trinity, it is essential that each pupil has the best opportunity to fulfil their potential, through engaging and motivational lessons, that engender creativity, inspiration, awe and wonder.

At Trinity we aim to provide a broad and balanced curriculum which is appropriate to the age and ability of our children, whilst also meeting their individual needs. We strive to enrich our children's lives and embark on a range of supportive activities.

The Framework for Early Year Foundation Stage and The National Curriculum provides the framework of subjects which must be taught.

English, Maths and Science are core subjects at Key Stage 1 and Key Stage 2, in which the children will be formally assessed.

Religious Education and Computing are also considered core subjects, though they are not required to be formally assessed at the end of the Key Stage.

History, Geography, Art, Design and Technology, Music and PE are the foundation subjects.

Teachers are continually assessing the children's progress and these assessments and children's work are available for discussion between teachers, parents and pupils.

The organisation and content of the curriculum for each year group will be highlighted termly with information on our website and through curriculum flyers that will be sent home.

Specialist Teaching: Physical Education, Dance, Music, PSHE

At Trinity all children throughout school are taught Music and Dance by specialist teachers, once a week. The children are taught in the Dance Studio and Music Room, to develop their creative skills, through a carefully planned Music and Physical Education curriculum.

Educational Visits

Educational visits are made in connection with planned work to enhance children's experiences and learning. Years 2, 4 and 6 have the opportunity to take part in residential visits. Parents must give written consent for all visits, and are asked to make a contribution towards the cost of the visit.

13. Special Educational Needs and Inclusion

Trinity has a strong ethos of inclusion and ensures that all children are valued and offered support, which is focused on their particular needs.

Equal Opportunities

All children, regardless of their race, religion, gender, disability or needs have an equal right to participate fully in the provisions of this school.

Learning Support

Pupils requiring additional learning support are catered for within their classes by focused teacher or teacher assistant targeting at individual level or in a small group, enabling your child to overcome a particular area they are finding difficult or an area that will boost their achievement further.

Pastoral Support

Our Pastoral Support Team is essential in our school's promotion of spiritual, moral, social and cultural development for every child. All pupils are able to be supported by our school Pastoral Team which includes Designated Safeguarding Leaders, Behaviour Mentors, SENCOs and our PSHE Leader, all who promote our School Values.

Special Educational Needs

Some pupils may need additional educational support that is tailored to the pupils' individual needs. This is referred to as a Special Educational Need.

In our school we have designated staff with responsibility for Special Educational Needs to ensure that provision for each pupil is as robust and supportive as possible. These leaders, alongside the Class Teacher and Headteacher will discuss any additional provision that they feel is required to support your child in their learning and will, when needed, work with external agents outside of our school to gain additional support to ensure that your child fulfils their learning potential. This will all be carried out in full consultation with parents and carers.

Inclusion Groups

Further support is also given to pupils who may require sessions to develop their confidence, communication and social interaction.

We also subsidise and support pupils to access a range of enrichment opportunities. Furthermore, we carefully plan provision to ensure that all our pupils receive the extra support they need to achieve their potential.

Details of our Equalities and Diversity objectives and a full copy of our policy and planned provision for inclusion can be viewed on request.

14. Extra - Curricular Activities

School Visits

Educational visits form an important part of our school calendar. We endeavour to enrich our curriculum with class trips, visitors, musicians, theatre groups and special assemblies at least once per term. In some year groups pupils are able to participate in residential visits.

The Executive Headteacher and Governors endeavour to ensure the cost of the educational visits and any voluntary contributions are kept to a minimum. We hope that all visits undertaken by the school are fully supported by parents.

Before and After School Activities

We offer a range of after school activities that aim to promote healthy lifestyles and encourage pupils to engage in various craft, music, drama, computing and gardening activities.

Different clubs run at different times of the year and at the beginning of a term a letter is sent out to parents outlining the various extra curricular activities for that particular term.

Parents are simply asked to sign a consent form sent home if they would like their child to attend the club. In some cases there are limited places so we advise parents to send their consent form in quickly.

15. Homework

Homework

Provision of homework activities varies between year groups. In all cases, some work will be sent home with children, and they will be given a date for completing it and returning it to school.

A homework book is provided, and should be treated as all other exercise books - kept clean, and with work completed neatly. Homework is also set online using SeeSaw, Google Classroom, Active Learn and Education City.

Every child in school will also be expected to read, learn tables and practise spellings each week.

Parents are asked to monitor their children's homework, giving support when it is appropriate. We appreciate this encouragement and interest from parents and ask all parents/carers to sign a home/school agreement to confirm their commitment.

Further information regarding homework will be sent to parents from class teachers and updated each term.

Collective Worship

A daily Act of Collective Worship is an integral part of our school curriculum. The planned themes for Assemblies and Worship cover areas of personal, social, spiritual, moral and cultural development. Stories and examples are drawn from a range of religions and cultural backgrounds, within a broadly Christian approach.

The planned programme for Worship includes opportunities for individual reflection, class worship and Key Stage assemblies including an act of worship, focused on a weekly theme. Governors and staff are working together to further extend the impact of worship on the life of the school as a whole and we have developed a Faith Area in the centre of the school. The whole school joins together on occasions at special services and celebrations held at Trinity Church with our Rev. R Merrick

Right of Withdrawal- Parents have a legal right to withdraw their child from all or some aspects of Collective Worship, or make separate arrangements in consultation with the school. We hope that our programme of Worship, whilst broadly Christian, is sensitive to the beliefs and values of all faiths, but if any parents wishes to exercise their right of withdrawal, they are asked to contact the Head Teacher.

Religious Education

Through our planned RE programme we aim to enable our children to explore their own personal experiences and to give them information about a variety of religious faiths and their practices. Children are encouraged to form their own beliefs and develop respect for others. We actively promote positive attitudes and the feelings of kindness, love, tolerance, respect and understanding. Each year group is taught through a planned programme of work designated to suit their age and maturity.

Right of Withdrawal-Parents have a legal right to withdraw their child from all or some aspects of Religious Education. We hope that our teaching programme is sensitive to the beliefs and values of all faiths, but should any parent wish to



Personal, Social and Health Education

At Trinity, we aim to support all of our children to develop educationally, emotionally, spiritually, morally and physically whilst caring for their mental health and wellbeing.

The RESPECT curriculum at Trinity has been designed with our children and our community at the centre and ensures that all our children are provided with information to prepare them for the next stage of their education as well as enabling them to make life-long decisions about their safety; their physical and mental health and wellbeing.

At Trinity, our Curriculum intention and design aims to eliminate discrimination and promote equal opportunity for all.

Further details and policies related to our curriculum can be found on our school website.

Pastoral

Children are in the care of their class teacher for most of the time but any problems that arise can be referred to the Executive Head Teacher, Head of School or another suitable member of staff.

We strongly encourage parents to come in and see us if they have a problem or a concern. You will be seen at the earliest opportunity by the Executive Head Teacher, or Head of School, or the class teacher if appropriate. If this is not suitable we will make an appointment for the earliest convenient time.

18. Discipline and Rewards

Good to be Green Traffic Light system at Trinity

Our school rules are very straightforward and were agreed by all our children.

Children are expected to show respect to all members of our school community and visitors and treat our building and property with care. Consideration for others and good manners are encouraged and praised.

If a child disengages or behaves in an anti-social way, an appropriate sanction will be applied. Should the behaviour problem become worrying or persistent the school will inform parents who will be invited to come in and discuss the matter with the Executive Headteacher or the Head of School. The school is supported by the Pastoral team and 'referrals can be made to support families and pupils.

Rewards

At Trinity we believe in rewarding good behaviour and progress. Pupils are recognised for their achievements e.g VIP awards

ANTI-BULLYING

The school has an anti-bullying policy

We encourage our children to report any incidents of behaviour that are not appropriate. We discuss with our children through Health Education and assemblies and during registration periods what is acceptable behaviour. We have a worry box to support pupils if they want to express a worry or concern. If you suspect your child is being bullied in any way please contact us immediately so that we can carry out a thorough investigation.

Safeguarding and Child Protection

Safeguarding and Child Protection is a shared responsibility and we have a legal duty to ensure the welfare of children. Our Children Protection and Safeguarding policy gives guidance for staff in recognising and reporting Child Protection issues and ALL staff at Trinity receive up-to-date training regarding Child Protection. If any child is thought to be at risk, action will be taken and all concerns are reported to the Designated Safeguarding Lead which is D Dalton (Executive Head Teacher) or A Nicholls (Pastoral Manager) or B Lyons (Head of School).

We are committed to keeping our children safe at all times.

If we have any worries or concerns we will make contact with the family. However this may not always be appropriate and therefore we would refer the matter to the Social Care team in Wolverhampton.

COMPLAINTS PROCEDURE

If you wish to complain, please consult the Executive Head Teacher who will either be able to resolve the matter or will tell you how to proceed in order to make a formal complaint.

Complaints should be made, in writing, to the Chair of Governors and addressed to Trinity C of E Primary Academy.

Any further concerns should be referred to the Church of England Central Education Trust (CECET).

(See website)

General Data Protection Regulations

St Chad's Academies Trust and Wulfrun Academies Trust including all academies therein are required to keep and process certain information about its staff members, pupils and Local Academy Committee members in accordance with its legal obligations under the General Data Protection Regulation (GDPR).

Both the Trust and the academy may, from time to time, be required to share personal Information about its staff (including volunteers, for the purpose of this document), pupils or Local Academy Committee members with other organisations, mainly the LA, other schools and educational bodies, outsourced providers and potentially children's services.

This policy is in place to ensure all staff and Local Academy Committee members are aware of their responsibilities and outlines how the academy complies with the following core principles of the GDPR.

Organisational methods for keeping data secure are imperative, and St Chad's Academies Trust and Wulfrun Academies Trust including all academies therein believes that it is good practice to keep clear practical policies, backed up by written procedures.

This policy complies with the requirements set out in the GDPR, which came into effect on 25 May 2018. The government have confirmed that the UK's decision to leave the EU will not affect the commencement of the GDPR.

21. Policies

School Policies

There are many legal policy documents within school and many have been addressed within this Prospectus.

If parents wish to read a particular policy in detail then please do not hesitate to contact the school or visit the school website.

It is our intention, through our prospectus, to tell you as much about our school as possible. Please do not hesitate to contact us if you require any further information.

Equalities and Diversity

The curriculum for all maintained schools promotes the spiritual, moral, cultural, mental and physical development of pupils at school and in society. The aim is to prepare pupils at the school for the opportunities, responsibilities and experiences of later life.

Our school has a duty to eliminate unlawful racial discrimination and to promote equality of opportunity and ensure positive relations between people of different groups.

Provision for two year olds

15 hours free childcare is available for those families on low income or payments can be discussed for paying parents. A child is eligible for a place in the first term after their second birthday. Please ask for more information.

Nursery

All three and four year olds are entitled to 15 hours FREE childcare regardless of the household income.

From September 2017 some nursery children are entitled to 30 hours FREE childcare. Please contact the school office for more details to help determine your eligibility.

Additional paid childcare is also available, please enquire for more details.

Before and After School Care

Trinity Before and After-Care clubs are run by qualified staff and the club is regularly inspected. Wrap around care is available 7.30am until 5.45pm.

Please see our website for addition information:

[Www.trinityceprimary.co.uk](http://www.trinityceprimary.co.uk)