



# PROSPECTUS 2024-2025

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Chair of Governors: Mr Steve Jones  
Head Teacher: Miss K. Wilcox  
Deputy: Mrs Jo. Holloway

## Welcome from the Headteacher

I would like to extend a warm welcome to Minsterley Primary School & Nursery.

I hope the information you find in this pack will support your choice of Minsterley School & Nursery as the school for your child.

We are a friendly, caring school, where staff, children, parents and governors work co-operatively to enable everyone to achieve their full potential. We believe that every individual can achieve great things and work hard to develop this self-belief and ambition. We recognise the importance of the whole family and wider community in the success of our school and make working with these groups a priority.

At Minsterley School & Nursery, we value academic achievement, whilst recognising the equal importance of social and emotional development by providing our children with a rich and varied range of opportunities.

We believe that happy, safe and secure children learn best in an environment where they are able to take risks and challenge themselves and others. We offer a wide range of support and intervention to enable this to happen.

Our website is a valuable source of information including news updates, our latest data, a gallery of pictures and information about each of our classes. Please visit the website at [www.minsterleyschool.org.uk](http://www.minsterleyschool.org.uk)

Whilst we aim to include enough information within this prospectus to allow you to make an informed choice, there is no substitute for visiting the school at work to see what we can achieve.

I look forward to personally welcoming you to Minsterley Primary School & Nursery.

Miss Katie Willcox  
Headteacher

*Every effort has been made to check that the information in this booklet is correct at the time of printing but it is possible that changes may occur before or during the school year.*

## Location

Minsterley Primary School & Nursery is situated on Plox Green Road in Minsterley.

The school was opened in 1845 and has been continually extended and is now a 5 classroom school. The school has a spacious hall, corridor teaching areas, a library area and a cookery room. Lunches are prepared in the school kitchen and served in the hall. The centre of the school has a courtyard, which has been developed into an outdoor activity area for children in Clee Class.

Attached to the school is the 'Old School House', which accommodates the Nursery. The school is set in attractive grounds comprising a playing field and two hard-surfaced playgrounds. The grounds and hedgerows are used for environmental and scientific studies. The school is in the vicinity of the attractive Stiperstones Hills, an area of outstanding natural beauty.



Our school building.

## School Organisation

Minsterley Primary School is a Community Primary School.

Our classes are named after local hills.

The teachers within these classes are as follows:

Clee	Reception/Year 1	Mrs Roberts and Miss Thomas
Wrekin	Year 1/Year 2	Mrs Leonard
Lawley	Year 2/Year 3	Mrs Prophet and Mrs Kinnersley
Stiperstones	Year 4/ Year 5	Mrs Holloway
Long Mynd	Year 5/ Year 6	

We are fortunate to have a school where everyone has the opportunity to know everyone else. The governors and staff are pleased with the friendly, supportive atmosphere that we have created as highlighted in our various inspections. Visitors to the school often comment on the excellent behaviour and attitude of our children and the 'feel' of the school.

## School Vision

We, at Minsterley Primary School & Nursery, aim to provide a positive, safe and stimulating learning environment. We value all and they are encouraged to reach their full potential, become independent and confident life-long learners, at the same time developing self belief in their own abilities and achievements. We maintain an inclusive environment which acknowledges and respects children from all diverse family and cultural backgrounds.

## Our values

We have 3 school values. This is to

-Be Ready

-Be Respectful

-Be Safe

## Curriculum Aims

At Minsterley Primary School & Nursery we believe that learning is a change to long term memory. We intend to create knowledge through spaced repetition and backwards and forwards learning. Our curriculum is built around repeated opportunities to strengthen key concepts.

## Special Educational Needs

The Special Educational Needs Co-ordinator is currently Mrs. M. Ward. Mrs Ward has no classroom teaching commitments to allow her to fulfil her SENCO role. She works with staff, overseeing the education of all the children with Special Educational Needs.

At some time or another, many children will have a special educational need. If a teacher identifies such a need then consultation with the school SENCO and parents takes place. The purpose of this meeting is to draw up a set of actions to help and support the child. If needed, special programmes of work are devised. Sometimes at this point, the problem is fully addressed and the child ceases to need additional support. On occasions, further action and specialist help are required to assess the nature of the problem. It may be that further expertise is needed and that our Learning Support Advisory Teacher is consulted. If a child has very significant needs it may mean that an Education, Health and Care Plan has to be drawn up.

Each school has to publish their SEND offer on the website. We have a detailed document available, which outlines the actions we would take to support a child with special needs. Any further guidance or questions can be raised with Mrs Ward.

The school is fully inclusive and integrates children with disabilities. We support them in every way necessary to ensure they are not treated less favourably than other children. This is at the heart of our school's ethos and exemplifies how we value children. Whether through extra adult support, adaptations to buildings or specific resources, all children should be able to access all we provide.

The school has an Accessibility Plan, which is available for inspection. We have ensured that our school is fully accessible for all pupils, regardless of disability.

### **Educational Visits**

We believe that, wherever possible, children's learning should be based on first-hand experience. Because of this we organise many educational visits on which classroom work may be based. These range from local visits to the park to more adventurous visits where the older children participate in residential activities.

On entry to the school, parents' permission is sought for children to go on a variety of local visits, which includes visits within walking distance, organised games and matches against other schools, and visits wholly in school time. Even though parents will have consented to such visits we will ensure that they are informed of visits as and when they take place.

Transport will either be by hired coach or we will walk. Supervision will be decided by risk assessment and will be determined for each outing taking into account what the children are doing, who is going, where they are going, how they are getting there and so on. Whatever other help is used, at least one member of the school's staff will be involved and in charge. Supervision will also comply with any standards set down by the Local Authority.

Parents will be notified of details of visits further afield, which will require specific permission from them.

### **Insurance for Visits**

The Council provides insurance cover to protect your children should they suffer injury, damage or loss through negligent acts by staff or others engaged on Council business.

The Council does not provide any personal accident insurance (i.e., where no one is negligent or to blame) or cover for personal effects.

### **Curriculum**

The National Curriculum is composed of the core subjects (English, maths, science and Information Communication Technology), the foundation subjects (geography, history, art, PE, design technology, modern foreign languages and music) and RE.

Our long-term plan is available on the school website. In addition to this, we send out a termly letter outlining what the children will be learning at the start of each term.

### **Religious Education**

We are a community primary school & nursery and therefore not affiliated to any particular religious denomination but generally the attitudes and values that we foster follow the teachings of Christianity. Our religious education relies upon the Shropshire Agreed Syllabus for RE. Parents who wish to withdraw their child from RE or collective worship should, in the first instance, contact Miss Wilcox.

We work closely with the community in many ways at Minsterley Primary School & Nursery. Frequently we are visited by Reverend Lonsdale from Holy Trinity Church in Minsterley who leads assemblies on different values across school. Twice a month we are also visited by our 'Open The Books' friends who act out and retell stories from the bible.

### **Homework**

We strongly encourage parents to read to, and with, their children out of school hours, the expectation is at least 4 times a week. We also expect parents to help their children learn spellings and multiplication facts. The school invests in homework that can be completed online. Your child will have a log in for TT Rock Stars and Spelling Shed in their reading diary. Older children will occasionally be set tasks to do at home, which can strengthen their educational independence. A copy of the school's Homework Policy, which includes what each individual class does, is available on the website or from the school office.

Advice is always available from teachers if parents wish to pursue further activities at home.

### **Information Communication Technology**

We are well resourced in the area of ICT and ensure that all children have access to laptops, iPads and other technologies to support their work and access to the curriculum.

Computing is taught as part of the curriculum and as a discrete subject to ensure children develop the necessary skills to allow them to exist in a technological world. We also have interactive whiteboards in classes and work areas to support learning and resource lessons.

In the hall we have a projector and large screen, stage lighting and a sound system, which are used in assemblies, performances, lessons and after-school clubs.

### **Sports**

The school is proud of its provision for sport, both within school time and out of school time. Children are involved in both competitive and non-competitive sports. Great emphasis is placed on 'joining in' rather than just the winning.

The school has had teams for football, cricket, athletics, gymnastics and hockey, all of which have been successful in recent years.

We are currently involved in the Sainsbury's Youth Sport Trust and are taking part in competitions with other local schools. Last year we were awarded the Gold Sports Mark Award

## Swimming

KS2 children go to Shrewsbury swimming pool for a 6 week block throughout the year. There is no charge for any of these swimming activities but we do ask for a voluntary contribution per session to go towards transport costs. We are very proud of our swimming achievements throughout the school.

## Instrumental Tuition

We are currently able to offer drum and piano tuition for pupils who demonstrate a musical aptitude. Parents may be asked to contribute to the cost of this, subject to the LA's charging policy. Currently all Key Stage two children are taught to play the ukulele.



## Extra-Curricular Activities - Clubs

At Minsterley Primary School, we offer a full range of activities out of school hours. We believe this is important partly as a means of showing children that we, as teachers and teaching assistants, value them and are prepared to give up some of our free time for them, and also because we believe in the value of the activities we are offering.

These vary throughout the year but have included football, netball, cross-country running, athletics, rounders. Clubs take place during lunchtimes and after school

A clubs letter is sent out at the start of each half term. Payments for clubs are to be made for the block of clubs in advance. Registers are checked for each club and absences will be followed up.

## Afterschool Care

At Minsterley School we offer wrap around childcare which is on Monday-Thursday from 3.15pm-5pm and Friday 3.15pm-4pm. You will be able to book on for which days and times you need the week before the childcare is needed. You will be able to book either 3.15pm-4pm or 3.15pm-5pm slots (4-5pm not available on a Friday) at a cost of £4 each session per child. A light snack and drinks will be included in this price. The after-school care will be run from the Minsterley Nursery building using their entrance/exit for picking up. Minsterley School Teaching Assistants, who already know your children well will be running this provision.



### Pastoral Care and Discipline

**We make great efforts at school to show children that they are valued members of the school community and are responsible for their own acts.** As a staff, we believe it is important that problems that arise in school are dealt with speedily and fairly. If your child is ever bothered or concerned about some issue at school please let us know so that we can resolve it. It is very important that children see that home and school are united in their welfare. We have very few rules at school but expect that children should treat other children, their possessions and the school itself, in the same way that they would wish themselves and their possessions to be treated. Children who find difficulty with this will be challenged. In the event of repeated problems parents will be invited in to school to discuss a practical solution.

**The guiding principle is that children have the right to come to school and enjoy their education;** no one else should interfere with this right.

### Relationships and Sex Education

The governors have adopted the LA's policy on 'Relationships and Sex Education' and decided that it is best dealt with in the context of work as it arises and that children's questions should be answered openly and honestly. Sex education is a discrete element of the curriculum for children in Year 6. Materials used can be viewed by parents, who can also talk with the teachers involved, prior to any lessons. Parents can withdraw their children from all or part of the sex education provided, except that which is required as part of the National Curriculum for science.

### School Medical Examinations

The following information sets out the arrangements for routine services provided by the School Health Service in conjunction with the school.

The school uses the School Nurse service, which is based at the County Health Trust Headquarters and whose telephone number is (01743) 277673.

During your child's second term at school, he or she will be offered a general health check, including measurement of height and weight which will be carried out by the School Nurse. At some time during the first year at school, your child will also have a vision test carried out by an orthoptist.



The School Health Service now operates a system of selective medicals. During the first year, and preferably their second term at school, children are considered for such medicals if concerns are expressed by the School Nurse or parents. In all cases, full discussion will take place with parents and parental consent obtained before any examination takes place.

If you have any concerns about your child's health in school, including bedwetting, soiling and behaviour at home, you can contact the School Nurse who will be pleased to discuss those concerns with you.

### School Times

**The times for the main school are:**

**Morning**        8.35 a.m. to 12.15 p.m.  
**Afternoon**    1.15 p.m. to 3.15 p.m.

Registration starts at 8.45 a.m. and lasts approximately 5 minutes. Whole-school assemblies take place on Friday, with a whole-school singing assembly on Tuesday. KS1 and KS2 assemblies are held on Mondays. Each assembly lasts approximately 30 minutes.

### Early Years Foundation Stage (EYFS)

An Early Years Foundation Stage (EYFS) curriculum for children aged 0 to the end of Reception year was introduced in January 2008 and revised in 2012. The Foundation Stage curriculum helps us provide learning and teaching experiences of the highest quality throughout the Early Years Foundation Stage, while allowing us to respond flexibly to the particular needs of the children, families and community with whom we work.

### Nursery

The Nursery is open during term time only. We offer morning, afternoon and full day sessions.

<b>Session Type</b>	<b>Opening time</b>	<b>Closing time</b>
Morning session	8.45am	11.45am
Afternoon session	12.15pm	3.15pm
Full day session	8.45am	3.15pm
Lunch cover	11.45am	12.15pm

If you wish to collect your children outside the designated pick up time you must use the 'buzzer' on the main school gates to speak to School Reception, who will then allow access to School reception to collect your child. Our fees are reviewed annually each September. The fees are different for children aged 2 years of age and 3 & 4 years of age due to the ratio of staff to children for their age.

Session	2 year olds	3 & 4 year olds
Morning	£16.20	£14.40
Afternoon	£16.20	£14.40
Morning & Afternoon (including lunch cover)	£36.00	£32.00
Lunch cover	£3.60	£3.20

**Payment to Nursery for your child's sessions must be made by the 1<sup>st</sup> of each month and will cover a full month. Without payment we reserve the right to withdraw our services.**

Fees will be collected 1 month in advance using our payment system, School Money.

### Funding

Eligibility for funding as per government guidelines. More information can be found on the Government webpage. The standard 3 year old, 15 hours funding for all children which you do not need to apply for:

Child born between	Child eligible for grant
1 <sup>st</sup> January and 31 <sup>st</sup> March	Summer term after 3 <sup>rd</sup> birthday
1 <sup>st</sup> April and 31 <sup>st</sup> August	Autumn term after their 3 <sup>rd</sup> birthday
1 <sup>st</sup> September and 31 <sup>st</sup> December	Spring term after 3 <sup>rd</sup> birthday

### How to apply for free childcare if you are working -

You can apply from when your child is:

1 year and 36 weeks for 15 hours free childcare

2 years and 36 weeks for 30 hours free childcare

Your child's birthday	When they can get their hours from	Recommended time to apply
1 September to 31 December	Term starting on or after 1 January	15 October to 30 November
1 January to 31 March	Term starting on or after 1 April	15 January to 28 February
1 April to 31 August	Term starting on or after 1 September	15 June to 31 July

More information is available on the link below

<https://www.gov.uk/apply-free-childcare-if-youre-working>

### Other things you need to know about funding

- From the start of the term after your child's 3<sup>rd</sup> birthday you are entitled up to 15 hours of free Early Education funding. Some families may be entitled to 15 hours for 2 year olds – through the 24U funding scheme. From September 2017 some working families may be entitled to 30 hours of Nursery funding for their child. From April 2024 some working families may be entitled to 15 hours of Nursery Funding.
- You can use none, some or all of your funded hours and can divide the hours claimed between 2 settings if desired.
- If you choose to use some or all of your Nursery Education Funding with any setting, you will be asked to sign a Parental Request form each term confirming the hours you have chosen.

## Admissions Policy

The school's current Admissions Policy is operated by the Shropshire Local Authority (LA), which is the Admissions Authority for all Community and Controlled Schools within Shropshire. Full details of the policy, together with information about the arrangements for admission, are set out in the 'Parents' Guide to Education in Shropshire'. Copies of this booklet are available on request from the Admissions Team, Children and Young People's Services, The Shirehall, Abbey Foregate, Shrewsbury, SY2 6ND. Any specific requests for information on admissions should be directed to the Admissions Team on 03456789008.

The school has an admission number of 23 for the Reception intake.

Parents of Reception children in Shropshire will be required in the autumn term prior to the school year of admission to complete an LA application form stating preferences of up to three schools. If there are more applications for places than are available within the admission limit, then priority will be given based on:

- residence in catchment area;
- sibling connections;
- proximity of home address to school; and
- medical circumstances or Statement of Special Educational Needs.

Please see page 7 of the 'Parents' Guide' for specific details. Parents should be aware that attendance at a particular primary school does not in any way guarantee a place at a particular secondary school.

### Admission Arrangements For Children Transferring From Other Schools

It can be a worrying time for a child if they are moving house or if there is some other reason why they are changing schools. Ideally, parents should contact our school in advance so that the child may be able to make a visit to meet their new classmates and join in with some activities. It will also give us an opportunity to deal with any concerns that they may have. Parents and children can usually be shown around school at short notice but it is advisable to make an appointment.

### Charging And Remissions

The governors have accepted the LA policy on this, which is available for inspection at the school. There are items we can make charges for, such as individual instrument tuition, materials used in craft subjects, and board and lodging expenses. There are also areas where we cannot charge, such as things necessary for the delivery of the National Curriculum. When educational visits are organised we try to keep costs to an absolute minimum and sometimes seek voluntary contributions in order to cover costs we cannot meet. Children will not be excluded from a visit by a parent's refusal to pay a voluntary contribution but, if parents do refuse, it may make the visit too costly to organise.

Parents can be asked to meet or contribute to the costs of damage to, or loss of, school property arising out of individual pupil's behaviour

## Pupils' Uniform

The Minsterley Primary School has a uniform as follows:

Girls: School sweatshirt  
Grey skirt or trousers  
White blouse or red or white T-shirt/polo shirt  
Red & white check dress (optional for summer)  
Black school shoes

Boys: School sweatshirt  
Grey trousers  
White or Grey shirt  
Red or white T-shirt/polo shirt  
Black school shoes



In the summer, girls can wear red-and-white check dresses.

**The school sweatshirt** is red with a white embroidered with the Minsterley logo. Other school clothing items, including P.E. T-shirt embroidered with the school logo are also available to purchase from the school office.

Jewellery is not to be worn in school for health and safety reasons.

**Parents are requested to label children's clothes with their name.** It is surprising how many nearly new items of clothing remain unclaimed at great cost to parents who have to replace them. Please label your children's clothes and check them regularly.

**Children should be equipped with black shorts and a purple school T-shirt for PE and suitable footwear, either black pumps or trainers.**

**The use of a pump bag is of great help to us in crowded cloakrooms. Please avoid supplying your child with large bags, they simply block up the limited floor space, as they cannot fit on a peg.**

**Pump bags and book bags are on sale from the school office.**

All earrings should be removed on PE days. Staff members are unable to help children remove their earrings. If a child is unable to remove their earrings then tape will be offered to cover the ear with.

Swimming kit is straight forward: a suitable costume that fits and a towel in a small bag. It is a help to teachers and the adults who help on swimming days if very young children do not wear tights and items of clothing which are difficult for them to fasten on these occasions.

### Sun Safety

In line with Shropshire Council guidelines we promote a 'common sense' approach that most parents and carers would take in providing sun safety for their children.

#### **The Local Authority recommends the following:**

Sun cream should be applied before arrival at school and should be a **minimum** of factor 15, which is the minimum factor advised by the Department of Health. We recommend children are provided with a higher factor sun cream. Sun cream is **not** to be brought into school as staff are advised not to apply sun cream to pupils. Many shops now have available 'once' creams, which means they can be applied before school and last all day.

**Summer clothing:** children should wear hats, long sleeves etc. as appropriate.

We make use of shade around or in the school and aim to ensure that children are not out in the sun for prolonged periods. Please make sure that if your children are on visits during the summer months they have suitable clothing, hats and drinks. Visits may be cancelled or cut short in extreme hot weather due to the risks of sunstroke, sunburn and dehydration

### School Milk, Drinks and Fruit

Children are encouraged to bring a drinking bottle of still water to school which can be kept in the classroom and used at appropriate times during lessons. Water is available in the hall at lunch time for all children. Drinks other than water should not be brought to school unless they are to accompany packed lunches.

The school participates in the National Fruit Scheme. All Foundation Stage and KS1 children receive a piece of fruit daily at morning breaktime.

Milk and water is available to all children at lunch time.



### Parking

At the beginning and end of the school day, we request that parents park in the Parish Hall car park rather than on the roads in the neighbourhood of the school. This reduces congestion and creates a safer environment for those children who walk to school. Due to the small size of our car park and safety issues we do not allow parents to park in the school car park, nor walk through the car park with children at the start or end of the school day unless permission has been given for a specific reason.

### Communication and information

A school newsletter for parents 'Minsterley Monday' is published weekly containing information of events, clubs and visits. We have a parents' evening during the autumn and summer terms for all parents and one during the spring term for parents whose children have Special Needs. Parents are always welcome to discuss their child's progress at any time during the year. Parents receive a written report during the summer term.

Activities and special work are often reported in the local press, usually with photographs of our children. Similarly, photographs of our children are published on our website and websites associated with our school. When your child starts school you will be asked to complete a form requesting permission for your child's photograph to be used in this way.

In line with Local Authority recommendations we request that parents do not use mobile phones on the school premises either for calls or to take photographs. There will be occasions where parents will be allowed to take photographs (e.g. special presentations) however photographs are not to be taken unless permission has been given.

### Minsterley PTA

Our PTA have organised events including discos, Film Club, raffles and many other fundraising activities. With the proceeds, they pay for transport towards trips, which means that all visits are subsidised. If you are interested in joining the PTA please contact any of its members or the school Administrator who will tell you when the next meeting is.

### Parental Involvement

We believe very strongly in involving parents in and out of school time. Members of the teaching staff are keen to discuss your children and their successes and problems. It is most helpful if you make an appointment, as teachers are involved in various clubs and activities after school. We pride ourselves on being a caring school. If you have any concerns at all please let us know. We prefer that parents (or children) come to us with a problem so that we can work together to prevent it becoming a crisis.

### Lunch

Our school kitchen provides an excellent school meal, which costs £2.60 per day and includes a drink of water or milk.

Our school cook, and his catering team have been providing recognised healthy menus for some time now, wherever possible using local, fresh ingredients.

Children pay for school dinners using an online system School Money. All children in Reception and Key Stage 1 are entitled to a free school meal. If you are receiving Income Support, Income-Based Job Seekers Allowance or support under part VI of the Immigration and Asylum Act 1999, then your child is entitled to free school meals. Forms for this are available from the school administrator. These forms need to be completed for those pupils in Reception and Years 1 and 2 as the school receives extra funding for these children. Instead of having a school meal children may bring sandwiches to school.



### Complaints

Under section 23 of the Education Reform Act 1988 we are required to have a complaints procedure. The governors have adopted the LA Complaints Policy as approved by the Secretary of State. In the first instance, anyone with a complaint about the curriculum should contact the Headteacher Miss Wilcox.

A full statement of the School's Complaints Policy can be obtained from the school office or on the web site.

### Security

The school maintains high standards in security. Visitors are only allowed access to the school after they have reported to the office via the entrance foyer. All visitors must provide photographic identification and use the reception Ipad to sign in and produce a photographic badge which is to be worn at all times whilst in school. Mobile phones are to be left with Reception staff. Anyone on site not wearing a badge will be challenged by staff. In line with Shropshire Council safeguarding procedures and regulations visitors are not permitted to use mobile phones into school.

The school is part of the Safer Schools Initiative and is an accredited Safer School. We hold regular meetings with neighbours, police, parents and children about safety and security.

### Attendance

Our Attendance Policy is on the web site for further clarification.

It is the legal duty of the parent to ensure that their child comes to school. There are one or two exceptions to this, which usually fall into the following categories.

**Exceptional absence:** the school can authorise absence for exceptional circumstances. This authorisation must be asked for in advance on forms available from the administrator.

*Generally speaking, children should not have holidays in school time unless there is an exceptional reason.*

Please remember that holidays in term time are now being actively discouraged by the Education Welfare Service and ourselves. They can have a significant impact on children's education and are not permitted at all for some groups of children.

IF YOU HAVE A VERY GOOD REASON FOR REQUESTING ABSENCE IN TERM TIME THEN PLEASE REQUEST PERMISSION FROM US IN ADVANCE OF MAKING ANY ARRANGEMENTS.

The fines that are being levied are for each pupil and each adult involved and can be very costly as well as the legal issues involved.

**Illness:** if a child is ill then please phone the school office or inform your child's class teacher verbally. If we have not been supplied with a reason on the first day of a child's absence we have to attempt to contact you to verify this. If we are not informed by an adult why a child was away it has to be recorded as an unauthorised absence. A child should not miss school because of the illness of another person.

#### Summary of National Curriculum Assessment results for the school at the end of KS 2

	<u>Reading</u>		<u>Writing</u>		<u>Maths</u>	
	School	National	School	National	School	National
Expected	94.6%	73%	84.2%	71%	94.6%	73%
Greater Depth	47.3%	28.9%	10.5%	13.3%	15.7%	23.7%

We hope that this prospectus is of use to you.  
If you have any questions at all, please ask!