## ...Aiming high, achieving your best!



# Black Lane C.P School Prospectus 2025-2026





Our vision is to nurture respectful and responsible children, who have the skills and confidence to reach their full potential

#### Who are we?

Black Lane C.P School is a village school, situated in Pentre Broughton, near Wrexham in North Wales.

We aim to develop a happy, secure environment where each child is able to develop their full potential.

#### Welcome

A very warm welcome to Black Lane C.P School. Black Lane is a co-educational County Primary School, catering for children from the ages of 3 to 11 years. It is an English medium village school, with 155 pupils on roll, set in extensive grounds, in a rural location.

This prospectus is intended as an introduction to the school. We would, however encourage you to visit us to see the school at work, get the "Positive feel" and to meet our staff and children.

#### Mission

- We will provide a happy, safe and secure environment, in which children, staff and parents work together.
- We will provide a stimulating, caring environment where each individual child is valued and supported to reach their full potential through enjoyable activities.
- We will prepare children with the skills and confidence to succeed in the future.

#### ۸im

At Black Lane our children will be:

- Motivated, enthusiastic and confident learners.
- Independent, responsible and successful with enquiring minds.
- Friendly, caring and respectful to others and their environment.
- Skilled, healthy and active citizens.
- Self disciplined, honest and valued individuals with the ability to work collaboratively with others and make decisions.

Long Lane, Pentre Broughton, Wrexham, LL11 6BT

Telephone: (01978) 757959 Email: mailbox@blacklane-pri.wrexham.sch.uk

Website: <a href="www.blacklaneschool.co.uk">www.blacklaneschool.co.uk</a> Twitter: @BlackLaneSchool

Headteacher: Mrs R Fox Deputy Headteacher: Mrs C Peters

Chair of Governors: Mr G Davies



## Curriculum

The physical, social, emotional and mental need of each individual is developed by means of a broad, balanced curriculum suited to the needs and ages of the child. The school places emphasis on active learning and investigation, building on our children's natural curiosity and enthusiasm.

The school follows the Curriculum for Wales and endeavours to provide an education that is relevant to the experience of our pupils and of the world around them. Our constantly evolving environment and the ever changing requirements of the world of work and society are reflected in the range of experiences each child must have to become an independent and responsible member of society.

All areas of the curriculum are taught in accordance with the Local Authority's Policy Statements, as adapted and adopted by the schools Governing Body. The teaching staff and Governors, who aim to provide the best practice and resources available, regularly review and develop current practices and polices.

Teachers use a judicious mixture of teaching styles and grouping to achieve their aims. These approaches include discreet teaching of the basic skills in Language and Mathematics and cross curricular methods for the teaching of other subjects.

The English language is used as a medium for teaching with a strong focus on the Welsh language. At Black Lane we are fully committed to developing confident bilingual Welsh speakers. Children may be required to complete homework from time to time. We recognise 'parents as a child's first educators' and encourage parents to get involved in their child's learning.

The tasks may vary in nature, from collecting information or materials for projects, read-

ing or learning of spellings and multiplication tables. Homework is not intended to take more than half an hour but parents' cooperation is sought in seeing that it is done carefully and returned on time.

Religion Values and Ethics is a statutory requirement of the Curriculum for Wales and parent can no longer withdraw their child from RVE. RVE:

- Will reflect that religious traditions in Wales are in the main Christian while taking account of the teaching and practices of the other principal religions represented in Wales
- Will reflect the fact that a number of non-religious philosophical convictions are also held in Wales

We ensure a well planned curriculum gives children opportunities to be involved in their own learning which builds on what they already know and can do, their interests and what they understand

The school lays great emphasis on Physical Education. Key Stage 2 children regularly attend swimming lessons, for which a voluntary contribution is requested to cover the cost of travel. The school also offers Football, Netball, Athletics, Rugby, Rounders, Gymnastics, Dance, Tennis, Hockey and Basketball as well as residential outdoor education experiences for older children.







## **Additional Learning Needs**

The school's policy is to integrate all pupils as far as possible to enable them to gain maximum experiences throughout school life.

Some children may have learning, physical, emotional and behavioural difficulties at some time in their education. We identify these children as early as possible and seek to give them help in a variety of ways.

These can include support teaching, small group teaching and individual help within the classroom. For physical disabilities there are accessibility plans and we have a disabled toilet. We follow the Additional Learning Needs Code of Practice for Wales and cater for the child's individual needs.

The more able and talented child also has special needs, which we encourage to flourish by using differentiated work, individual or small group support etc.

The ALNCO – Mrs Peters co-ordinates the extra needs of some of our children.

#### Personal, Social and Health Education

The school has a well established Personal, Social and Health Education programme—we follow Jig saw—The Mindfulness Approach.

Relationships and Sexuality Education (RSE) is designed to safeguard all children, supporting them to develop knowledge, skills and behaviour that will assist in protecting them throughout their lives. We follow the RSE Code and ensure that is developmentally appropriate: this provides information about what is taught and when.

We aim to keep parents and careers fully aware of what is being learned and why and welcome any questions. Please see <u>parent</u> leaflet for more details.

## Use of the Welsh Language

At Black Lane we recognise that developing confidence in two languages enriches pupils' understanding of how language works and that bilingualism offers a sound basis for learning other languages as well as extending a person's social and cultural choice.

Our aims in teaching Welsh as a second language are to:

- Make the teaching an exciting, interesting and relevant experience;
- Use the language naturally and incidentally as and when appropriate in the everyday life of the school;
- Help pupils to achieve oral proficiency according to their age and ability and develop their reading and writing skills;
- Ensure that the pupils' ability is developed within an integrated programme of Oral, Reading and Writing in accordance with the Curriculum for Wales;
- Consolidate oral work by means of reading and writing activities and where possible, incorporate Welsh as part of cross-curricular activities.
   Creating a Welsh Ethos.

The pupils are made aware that Wales has its own language and culture and Welsh is given a prominent visual role throughout the school.

The support and co-operation of parents in respect of teaching Welsh is sought.



## **Governing Body**

Mrs J Hutchinson

Miss J Billington

Governors are like a Board of Directors, providing support for the Headteacher and staff. They meet at least once a term and have legal duties, powers and responsibilities.

Staff Governor

Community

Mr G Davies **LEA Governor** Chair Mrs E Williams Community Vice Chair Mrs R Fox Headteacher Ms. L Lloyd **Teaching Governor** 

Mr J Jones **LEA** Vacancy **LEA** 

Mrs N Stott **Parent Governor** Vacancy **Parent Governor** Vacancy Parent Governor Mr D Perry **Parent Governor** Mr F Derbyshire **Community Council** Miss R Williams Community



# **Black Lane Primary School Staff**

Headteacher Mrs R Fox Headteacher Mrs C Peters

**Teachers** 

Mrs C Peters Yr Wyddfa Mr R Davies Tryfan Mr A Davies Cadair Idris Ms L Lloyd Moel Siabod Mrs TC Pattenden Moel Hebog Mrs J Consterdine Moel Famau **Teaching Assistants** 

Mrs J Quirk Mr K Evans Miss C Ankers Mrs A Cameron Miss S Westhead Miss G Matthias Mrs J Hutchinson

**PPA Cover** 

Mrs L Spray Yr Wyddfa/Tryfan Moel Siabod/Cadair Idris Miss G Matthias

Miss S Westhead Moel Hebog

Secretary Mrs S Blackmore

Caretaker Mrs P Ellis **Cleaning Staff** Mrs A Brindley

Mrs G Roberts

**Cook in Charge** Mrs G Roberts **Catering Assistants** Ms A Brindley Mrs S Tomlinson **Mid-day Supervisors** Miss B Lea



# **Organisation**

Black Lane CP School caters for children aged 3-11 years, after which the children leave to enter Secondary School at the end of Year 6. All school admissions are handled by the Local Authority.

Foundation Phase: (Nursery and Reception)

Foundation Phase: (Year 1 & 2)

Key Stage 2: (Years' 3-6)

- Children aged 3-5 years

- Children aged 5-7 years

- Children aged 7-11 years

Classes Moel Famau Nursery and Early Entitlement

Moel Hebog Reception & Yr1
Moel Siabod Years 1 & 2
Cadair Idris Years 3
Tryfan Years 4 & 5
Yr Wyddfa Years 5 & 6

Our classes are mixed age classes. This has many benefits. Chilate and develop relationships with other children

## **Admission Arrangements**

In accordance with County Policy, children are admitted to the school (part-time) on the September following their third birthday. They begin statutory full-time education in the September following their fourth birthday. The Local Authority has responsibility for admissions and the Admissions Officer should be contacted on 01978 298812.

## **General Information**

School Times	
Foundation Phase (part-time)	- 8.55am - 11.30am
(Pupils aged 3-4)	
Foundation Phase (full-time)	- 8.55am – 3.05pm
(Pupils aged 4-7)	
Key Stage 2	- 8.55am – 3.10pm

#### **Wrap Around Care**

(Pupils aged 7-11)

School Times

Breakfast club starts at 8:00am every morning. Children from Nursery — Year 6 are all welcome! You will need to register your child's details first; please contact the school for a form. There is a charge for Breakfast Club from 8:00am — 8:19am — for the childcare element. This is reduced to for children entitled to Free School Meals. Breakfast Club is free after 8:20am, but children must enter before 8:30am. Breakfast Club is payable through ParenyPay.

#### **Break times**

Foundation Phase pupils have 60 minutes for lunch and KS2 pupils have 50 minutes for lunch. There is a 15 minute break in the morning session for the whole school, a 15 minute break in the afternoon for Foundation Phase pupils, KS2 pupils have a comfort break in the afternoon.

#### **Jigsaw**

Jigsaw provide wrap around provision for Nursery aged children on a daily basis from 11:30am-3:00pm. Jigsaws also provide an after school club which runs from 3:00-5:30pm. There are costs to this provision. For further details contact: Jigsaws on: 07859701179 jigsawwrexham@yahoo.com



#### **Arrival at school**

Children are encouraged to arrive on site from 8.45am. The doors are 'open' for pupils in years 3-6 to come into school from 8:45am. Pupils meet their friends on the main playground and then go into school together in time for registration. All children should have arrived on site by 8.50am to be in their classrooms and settled for 8.55am, when school starts and the register will be taken.

#### **Travelling to School**

Children are encouraged to walk to school where this is possible. Where parents bring their children to school by car they may drop their children off in the marked lay-by on the High Street, but may not park in the staff car park as this causes a danger to pupils and also causes congestion. Parents may park in the nearby village car park.

## **School Uniform**



If children wear school uniform they feel a sense of identity with the school, which helps to encourage a community spirit. Our uniform is designed to be economical, practical, washable and comfortable. All clothes must be marked with the child's name. Shoes should be sensible and waterproof, and allow your child to be able to run, turn and jump at speed.

Winter - Grey trousers/pinafore/skirt, white shirt, royal blue

sweatshirt/jumper/cardigan

Dark coloured shoes.

Summer - Grey shorts, blue and white check dress, white shirt.

We do offer a range of embroidered Black Lane uniform items which can be purchased from RAM Leisure: https://ourschoolwear.co.uk/collections/black-lane

Jewellery is not accepted as part of the school uniform and the school accepts no responsibility for lost jewellery. Small ear studs are permitted but must be removed for swimming/PE/games.

#### **PE Kit**

All children must change for PE and games. They will need a bag clearly marked with their name in which to keep their PE and games kit which should consist of:

- Pumps or Trainers
- Black Shorts
- White T-shirt
- School jumper/cardigan







## **Assessment and Record Keeping**

## **Assessment**

Assessment will be part of your child's learning every day. Teachers will work with children to identify strengths and areas for development; informing next steps in teaching and learning. We use a range of assessment strategies to support the progression of each individual learner. Progression in learning is a process of developing and improving skills and knowledge over time. We use the Descriptions of Learning within each What Matters Statement to assess and plan for learners progress. These are arranged in 5 progression steps. These broadly correspond to expectations at ages 5, 8, 11, 14 and 16 years.





Teachers monitor and track the progress of pupils continually to ensure progression. We realise the importance of instant feedback and use a range of assessment for learning strategies to support pupil progress rather than marking at the end of the lesson or school day. We make use of verbal feedback, pit-stops, talking partners, working walls,, success criteria and self and peer assessment.

Teachers update our school assessment and tracking system (Taith360) regularly to inform teaching and learning/

On Entry Observations are made within 6 weeks of entry into Nursery or school—this provides a baseline for each pupil. The teacher will use this information to inform next steps.

# Personalised Online Assessments

Pupils from year 2 – year 6 have statutory personalised assessments every year which are used to inform teaching and learning.

They will be assessed in Reading, Numeracy Procedural and Numeracy Reasoning.





# **Home School Partnership**

At Black Lane the learning partnership between school and home is recognised as being vital in ensuring all pupils meet their potential. Below is the Home School Agreement which defines the roles and responsibilities of parents, pupils and the school. The school welcomes parents in school both formally and informally, to support their children's learning and development.

#### **The Pupil's Commitment**

I will do my best to:

- Come to school every day and on time.
- Bring things I need every day and look after them properly.
- Do all my classwork and homework as well as I can and take part with enthusiasm in all activities.
- Follow school and classroom rules.
- Be polite and helpful to all pupils and adults.
- Take care of all the equipment and help to look after my school.

#### **The School's Commitment**

We as a school will do our best to:

- Provide a broad and balanced curriculum so as to meet statutory requirements and individual needs.
- Encourage this child to do their best at all times in all areas of school life.
- Create a safe and happy environment according to the schools pastoral policies.
- Encourage each child to respect other children and the adults who work and help in the school.
- Encourage each child to respect their surroundings and the property of other people.
- Keep parents informed.
- Give each child a written report once year and arrange bi-annual parents' evenings.
- Offer parents every opportunity to become involved in school life.
  - The Parents Commitment ( (Parents refers to those who have parental responsibilities)

I/we will do my/our best to:

- Ensure that my child comes to school regularly, on time and properly equipped and supporting the school's policy on dress code for daily wear and for PE.
- Inform the school promptly about any reason for absence through written, telephone or verbal explanation.
- Inform the school about any problems, which might affect my child's work or behaviour.
- Support the school policies and guidelines for behaviour by accepting that our parental influence is critical in shaping pupil attitude and behaviour.
- Attend parents' evenings and other discussions about my child's progress as requested.
- Ensure my child goes to bed at a sensible time during the school week so that my child is physically and mentally alert.
- Appreciate the fact that Black Lane School has a multicultural philosophy enabling my child to develop both spiritually and morally.



# **Equal Opportunities**

The school ensures that all children regardless of social or cultural background or disability have equal access to the curriculum and life of the school.

Staff are appointed for their expertise and are not discriminated against for any reason including gender or the above.



## **Child Protection**

The Department of Education and the Welsh Office Guidance makes it clear that schools and colleges have an important role to play in the protection of children against abuse. This is confirmed by the Policy of Wrexham Local Authority, which sets out the necessary procedures to be followed by all staff.

Black Lane C.P School therefore has a duty to refer any concerns about the well being of pupils to the Social Services Department and School Medical Officer for further advice.

#### Our named:

Child Protection OfficerMrs R FoxDeputy Child Protection OfficerMrs C PetersChild Protection GovernorMrs N Stott

**Local Authority Child Protection Officer** Mrs Rebecca Phillips

07435654007

Rebeccac.Phillips@wrexham.gov.uk

**Looked After Children Officer** Mrs R Fox

## **School Policies**

Parents wishing to view school policies must apply in writing to the Headteacher who will make administrative arrangements for photocopying /emailing of the policies at a small charge.

Any Policy requested will be sent to parents within five working days of the request.



### **Charging and Remission Policy**

The school Governors recognise the valuable contribution that the wide range of additional activities, including out-of-school visits can make towards a pupils education.

The Governing Body aims to promote and provide such activities as part of a broad and balanced curriculum for the pupils of the school, and reserves the right to make a charge in certain circumstances for activities organised by the school. Parents may also be invited to make a voluntary contribution towards the cost of providing such activities.

Charges may be remitted, in part or full, where the parent of a pupil is in receipt of Income support, Job seeker's allowance (income-based), Immigration and Asylum-seeker's allowance, Pension credit or Child tax credit, working tax credit or universal credit.

In such cases, parents are able to apply for remission of costs through the school office.

### **Collective Worship**

The daily act of collective worship a Black Lane Primary School follows the requirements of the 1988 Education Act. It is a time of togetherness and sharing for the school community, and a celebration of shared values.

The school respects the legal right of parents to withdraw their children from acts of worship, and alternative provision will be made for children under these circumstances.



# **Enrichment Activities**

The school offers a range of enrichment activities to develop confidence, self esteem and team work. There is a timetable every Friday afternoon, where children in KS2 choose an activity to take part in each half term. The activities are suggested by the pupils so that they match their interests. Below is a list of enrichment activities

- Netball
- Football
- Coding
- Gardening
- Minecraft
- Lego
- Knitting
- Art
- Just Dance
- Recorder
- Board Games



Music is an important aspect of life at Black Lane. There are weekly whole school singing sessions and annual musical productions to compliment the music curriculum. In addition there are opportunities to learn musical instruments, through the support of the County Music Service, such as piano, guitar, drums, violin and trumpet.

The school also runs a wide variety of day and residential visits to enhance the curriculum. These are planned carefully in advance by the staff and meet the requirements of the Local Authority off-site regulations.

Our Community Links include:

- St Paul's Church
- Nightingale House
- Brynteg Library
- Techniquest
- Stori Brymbo

Our Residential Trips include:

- Glan Llyn /Pentrellyncwmer(1 night, 2 days) Year 3&4
- Cardiff /Nant BH (2 nights, 3 days) Year 5&6

These will be on a two year rolling programme.

Residential trips are extremely beneficial to pupils and develop important life skills. Pupils will participate in team activities building relationships with peers; develop self-esteem, confidence and independence whilst developing knowledge and understanding of the world around them.



# **School Liaison Police Officer**

The Schools Liaison Officer visits school regularly to give lessons to years 2-6 and talks with the children about the role of the Police Force. She also discusses matters of importance for the well-being of the children.

Our school liaison officer is PC Stuart Reeves



## Free School Meals

Children whose parents receive the following support payments will be are entitled to claim Free School Meals which helps towards costs of school residential trips, school uniform and equipment and extra support in school if needed:

- ⇒ Income Support
- ⇒ Income Based Jobseekers Allowance
- ⇒ Support under Part VI of the Immigration and Asylum Act 1999
- ⇒ Income-related Employment Support Allowance
- ⇒ Child Tax Credit, provided you are not entitled to Working Tax Credit with an annual total income below the HMRC set limit
- ⇒ Guarantee element of State Pension Credit

For further information please contact the Free School Meals service on 01978 295536 or visit the website.

Please note Universal Free School Meals is different to Free School Meals.

## **Universal Free School Meals**

From 2024 all primary school children in Wales will get a free school meal. This commitment is in response to the rising cost of living pressures on families and Wales' shared ambitions of:

- Tackling child poverty
- Ensuring no child goes hungry in school

There are wider benefits of free school meals:

- Promoting healthy eating across the school
- Increasing the variety of food options
- Improving social skills at mealtimes
- Improving behavior and attainment

For your child to get their free meal you will need to book using the <a href="Parent-Pay website">Parents</a> Parents will use ParentPay to select and pre-book your child's meals in advance, up to 8am on the day you require the meal. This ensures that your child will receive the meal of their choice. Please contact the school office to find out more about registering for ParentPay. The school meals catering service provides a good range of meal choices with nutritional food to help children grow and develop. Children are provided with a choice of two main course meals, or filled jacket potatoes and salad or a packed lunch, plus a freshly prepared pudding or fresh fruit and yoghurt.

Primary schools have two different <u>menus</u>, which repeat on a two week cycle.

Children may bring a healthy packed lunch to school. It must be in a secure labelled container. Drinks must be in an unbreakable, watertight container, not made of glass. No carbonated or energy drinks are allowed.

# **Healthy Eating**

In accordance with our status as a 'Healthy School' we have a Healthy Food Policy. Children therefore should not bring sweets or sugary drinks into school.

#### Snack time

School snack is provided at the minimal weekly charge of £1 for all children. Children may bring in their own fresh fruit and vegetables for a mid-morning snack. All Foundation Phase children are entitled to free school milk. Please note that only fruit and vegetables are permitted for snack.

#### Water

We encourage all children to drink a regular supply of water throughout the school day and ask parents to provide a plastic drinks bottle, filled with water and clearly marked with the child's name. This should be brought into school on a daily basis. Only water is permitted in the classrooms.



## **Healthy Schools**

The school has excellent grounds and these are used to promote sport and environmental education as strengths of the school. The school has extensive sporting links and also is continuously working towards Healthy School Status. The school participates in a wide range of sporting activities and competitions.

### **Absences**

If a child is absent from school for any reason, the school office should be informed on the first morning of the absence. The school will make contact with home if we are not informed to ensure all children are safe.

All absences are required by law to be recorded as authorised or unauthorised.

Unauthorised absences are those for which the school has been given no reason, those that do not fall into categories such as for medical reasons, or have not been previously agreed by the Headteacher.

We monitor lateness and absences very closely, and work with the ESW to monitor attendance.



Our aim is that all pupils achieve 100% attendance. However, there may be instances where pupils are unable to attend for genuine reasons. We categorise attendance concerns in the following way:

GREEN	97% - 100%
AMBER	93% - 96%
RED	below 92%

# Holidays During Term Time

#### Black Lane discourages holidays during term time.

In total there are 175 non-school days a year. This gives families the opportunity to;

- Spend time together
- Go on family visits and days out
- Go on holiday
- Go shopping
- Attend routine appointments

Pupils are not granted leave of absence unless there are exceptional circumstances. Any such absences are at the discretion of the Headteacher. Permission for absence must be sought from the Headteacher.

In the rare circumstance when the Headteacher is satisfied that there are genuine reasons for an absence, they will determine the number of days a child can be away from school, with a maximum of 10 days term time leave.



## **Accidents, medicines and the School Health Service**

Minor injuries, such as cuts or grazes are dealt with by the school staff. The school has a number of trained first aiders. In the case of more serious injuries, including head injuries, the school will always try to contact parents or other named contacts, to arrange any necessary medical treatment. If unable to do so the school will take appropriate action. It is vital that the school has up to date contact details, for both parents and another named contact, in case of emergency.

A member of staff is usually able to administer medicines during the school day, providing the child is felt to be well enough to attend and the correct medical form/letter is completed.

# **Pupil Records**

Pupil records are kept by the school and are confidential to the school and the child's parents or guardians. Parents may request to see their child's records and should contact the school to arrange this. The records are transferred to the child's new school when the child leaves.

# **Transfer to Secondary School**

Our designated secondary school is Ysgol Bryn Alyn. Year 5 & 6 pupils take part in activity days throughout the year to help them familiarise with the building, staff and subjects they will be learning about. Black Lane has strong links with Ysgol Bryn Alyn and work collaboratively to ensure a smooth transition into secondary.

https://www.ysgolbrynalyn.co.uk/



# **Black Lane Parent Teacher Association (PTA)**

The school has a flourishing parent/teacher organisation, the Friends of Black Lane School- a registered charity. PTA organise fundraising and social events throughout the year. The object of the PTA is to advance the education of the pupils in the school by: developing extended relationships between the staff and parents, engaging in activities to support the school and advancing the education of pupils attending it and assisting in the provision of activities. The school benefits greatly from all the hard work of the association. Parents are welcome to join the PTA committee at any time, to support them in all their activities.







# **School Security & Safeguarding**

We constantly keep security issues under review. In the interests of the safety of pupils and staff, access to the building is via the front door only and visitors are asked to ring the bell for attention. All entrance gates are locked during the school day. Visitors to the school are requested to sign in and out of the premises. A visitor badge must be worn at all times; this identifies them to the children and staff. All staff wear identity badges.

All adults working in school are DBS checked and all school staff participates in regular Child Protection and Safeguarding training.



# **Complaints**

We encourage parents to discuss any concerns with the class teacher to resolve any issues informally. However, if you feel that your concern has not been dealt with, the school does have a formal complaints procedure, which is available on request.

#### **Complaints Flowchart for Parents:**

- Parent concerned about anything to do with education that we are providing in school.
- If a parent is concerned about anything to do with the education that we are providing at our school, they should, in the first instance, discuss the matter with their child's class teacher.
- Parent feels that a situation has not been resolved through contact with the class teacher Where a, or that their concern is of a
  sufficiently serious nature, they should make an appointment to discuss it with the Head teacher. The Head teacher considers
  any such complaint very seriously and investigates each case thoroughly. Most complaints are normally resolved at this stage.
- Should a parent have a complaint about the Head teacher, s/he should first make an informal approach to one of the members of the governing body, who is obliged to investigate it. The governor in question will do all s/he can to resolve the issue through a dialogue with the school, but if a parent is unhappy with the outcome, s/he can make a formal complaint, as outlined below.
- Only if an informal complaint fails to resolve the matter should a formal complaint be made to the governing body. This
  complaint must be made in writing, stating the nature of the complaint and how the school has handled it so far. The parent
  should send this written complaint to the Chair of Governors.
- The governing body must consider all written complaints within three weeks of receipt. It arranges a meeting to discuss the complaint, and invites the person making it to attend the meeting, so that s/he can explain her complaint in more detail. The school gives the complainant at least three days' notice of the meeting.
- After hearing all the evidence, the governors consider their decision and inform the parent about it in writing. The governors do all they can at this stage to resolve the complaint to the parent's satisfaction.
- If the complaint is not resolved, a parent may make representation to the LEA. Further information about this process is available from the school or from the LEA. A further meeting is chaired by an independent person, who considers all the evidence and makes a further judgement in an attempt to resolve the complaint.
- If any parent is still not content that the complaint has been dealt with properly, then s/he is entitled to appeal to the Secretary of State for Education.

# **Behaviour**

All procedures ensure the excellent behaviour of our pupils and have a specific purpose which is positive and constructive.

Our Positive Behaviour Policy aims to encourage every child to develop a sensible approach to self-discipline. Children will be made aware that they have a responsibility towards the school, their family, teachers and friends. High standards of courtesy, conduct and mutual respect are expected. We strive to ensure that our school is frequently praised for the good conduct of its pupils.

Bullying is not tolerated in any form and is acted upon swiftly.

# **Concluding Note**

Parents are welcome to visit the school at any time to discuss their children's education and wellbeing, however we would appreciate a phone call so that an appointment can be made at a suitable time.

Formal complaints about the curriculum or any related matter should be forwarded through the Headteacher, or directly, to the Governing Body or LEA or both. Upon receiving a formal complaint the school will strictly adhere to LEA arrangements and inform parents of their rights.

# **Term Dates**



## Black Lane School Academic Year dates 2025-2026

Autumn Term	
Term Opens	Monday 1st September 2025
Half Term Close	Friday 24th October 2025
Half Term Open	Monday 3rd November 2025
Term Close	Friday 19th December 2025

Spring Term		
Term Opens	Monday 5th January 2026	
Half Term Close	Friday 13th February 2026	
Half Term Open	Monday 23rd February 2026	
Term Closes	Friday 27th March 2026	
Easter	Good Friday 3rd April 2026 Easter Sunday 5th April 2026	

Summer Term		
Term Opens	Monday 13th April 2026	
May Day	Monday 4th May 2026	
Half Term Close	Friday 22nd May 2026	
Half Term Open	Monday 1st June 2026	
Common Transfer Day	Thursday 25th June 2025	
Term Closes	Monday 20th July 2026	

2025-2026 Training Days	
	1st September 2025
	24th October 2025
	19th December 2025
	5th January 2026
	13th April 2026
	20th July 2026



# **Disclaimer**

This prospectus is intended to provide parents and prospective parents with information about our school. It was correct at the time of publication but circumstances might create the need for organisational changes, or changes to policy.

Thank you for your interest.

