

# Boney Hay Primary Academy **Prospectus**



Email: [office@boneyhay.staffs.sch.uk](mailto:office@boneyhay.staffs.sch.uk)  
[www.boneyhayschool.co.uk](http://www.boneyhayschool.co.uk)



# Welcome



Boney Hay Primary Academy has been in Burntwood since 1967, originally on a site in Spinney Lane and on Chorley Road since 1977. The school was under threat of closure in 2006, but due to the commitment and support of local parents, councillors and the community, Boney Hay was reprieved in 2007 and is now a thriving, growing community. It is a true community school of which the Governors and staff are proud. In January 2017, we became part of the Staffordshire University Academy Trust and are now called Boney Hay Primary Academy. We are very proud of our links with Staffordshire University and the enhanced opportunities this brings to our children. We raise expectation, support aspirations and allow the children the chance to be whoever they want to be.

We have a large building which provides a bright attractive environment for pupils, including spacious classrooms, intervention rooms, an ICT Suite and a number of Library areas. We also have a large hall which accommodates PE and a separate dining area. All school meals are cooked fresh on site in our kitchens.

There are three playgrounds with a wide range of outdoor equipment and zoned areas for activities including an outdoor adventure playground. The playing field is extensive and is used for PE, Forest School provision and for playtimes and lunchbreaks in good weather.

Parents are very much part of the school and they have quick and easy access to their child's Teacher and other key adults in school through our Class Dojo Platform. There are a number of assemblies, sports days and open events each year where parents are welcomed into the Academy.

We promote active lifestyles and encourage active travel to and from school, with on-site storage for bikes and scooters.

We believe that the comparatively small size of the school is a great asset with much to commend it.

Every child is an individual and receives the special attention that a small school allows. There is a strong family atmosphere within the Academy.

We are very proud of the strong pastoral support we provide here at Boney Hay and of our positive relationships with parents and the wider community.

We work hard for the individual and it is what the individual achieves that matters to us.

# Contents

---

	<b>Page</b>
Message from the Headteacher	<b>04</b>
The Vision & Values	<b>05</b>
Meet the Staff	<b>06</b>
Local Academy Council	<b>07</b>
Preparing for School	<b>08</b>
Uniform	<b>08</b>
Behaviour Policy	<b>09</b>
Health and Well-being	<b>11</b>
Contacting Parents	<b>11</b>
Accidents and Insurance	<b>11</b>
SEND	<b>12</b>
School Terms and Holiday Dates	<b>13</b>
School Times	<b>13</b>
Absence from School	<b>13</b>
Term Time Holidays	<b>14</b>
School Meals	<b>14</b>
Homework	<b>15</b>
Statutory Assessment Tests	<b>15</b>
Feedback to Parents	<b>16</b>
Formal Complaints Procedure	<b>16</b>
Feedback from Parents	<b>16</b>
The Curriculum	<b>17</b>
Educational Visits	<b>17</b>
Extra-curricular Activities	<b>17</b>
Admissions	<b>18</b>



# Message from the Headteacher

Dear Parents and Carers,

Thank you for choosing Boney Hay Primary Academy as the place for your child's education. We are thrilled to welcome you to the Boney Hay Family and hope that your child quickly settles in.

We believe that in addition to receiving an excellent education, children at Boney Hay have fun and enjoy school life. Starting a new school is a big step for both the child and the parent and we aim to make the process as easy as possible.

By building our partnership through your child's primary years, we can fulfil our vision for every child to be a successful learner and to fulfil their individual potential.

In this booklet, we hope to tell you more about the Academy, but if you still have any questions, feel free to contact us so we can discuss your expectations and the individual needs of your child.

I look forward to a long and happy relationship with you and your family.

Yours sincerely

***Ms Willington***  
***Headteacher***



# Our Mission and Values



This is a place of learning where:

*'The child is the centre'*

## Our HART Values



## Our Mission

Our HART values are promoted in all aspects of our curriculum and in everyday life here at Boney Hay and they epitomise our mission as a school.

- To promote **Honesty** with others and to ourselves, as we constantly evaluate our practice and reflect on ways to further improve
- To promote **Adventure**, as we push ourselves to reach the highest standards and provide the very best for our pupils
- To promote **Resilience**, as we recognise that effective improvement takes perseverance and commitment over time
- To promote **Teamwork**, valuing the contributions and wellbeing of all members of our community, as we know that only by working together can we achieve our goals; we see ourselves as a Community School and we work to build positive relationships with all of our community members, including governors, parents and local residents



# Meet the staff (2023-2024 Current Structure)



**Headteacher:** *Ms Willington*

**Deputy Headteacher:** *Mrs Gaut*

**Senior Leader:** *Mrs Paddock*

**Senior Leader:** *Mr Potter*

**SENDco:** *Miss Langston*

**Reception Teacher:** *Mrs Clayton*

**Year 1 Teacher:** *Mrs Brown*

**Year 2 Teacher:** *Miss Pitt*

**Year 3 Teacher:** *Mr Potter*

**Year 4 Teacher:** *Miss Trubshaw*

**Year 5 Teacher:** *Mrs Paddock*

**Year 6 Teacher:** *Miss Price*

**Forest School & Music Teacher:** *Mr Dunn*

**Pastoral Lead & Attendance Officer:** *Mrs Rogers*

**HLTA:** *Mrs Dunn*

**HLTA:** *Mrs Ellis*

**HLTA:** *Mrs Hackett*

**TA:** *Mrs Crouch*

**TA:** *Mrs Kent*

**TA:** *Mrs Silvester*

**TA:** *Mrs Yates*

**Woodlands Leader:** *Mrs Preston*

**SEND TA:** *Miss Hansson*

**TA & SEND Support:** *Mrs Jones*

**Office Manager:** *Mrs Mees*

**Clerical Assistant:** *Mrs Potter*

**Senior Site Technician:** *Mr Jupp*



# Local Academy Council

*Rev Hood – Chair*

*Mrs Waterman – Vice Chair*

*Mrs Corbally – Co-opted*

*Mr Walklate – Co-opted*

*Mrs Higham – Co-opted*

*Mrs Emery – Co-opted*

*Ms Willington - Headteacher*

*Mrs Yates – Non-teaching Rep*

*Mrs Paddock – Teaching Rep*

*Miss Bishop - Parent*

*Mrs Kearns – Parent*

**Clerk:** *Mrs Buick*

The Local Academy Councillors, with the Headteacher and Staff, help make decisions about the way in which the school is run. Their term of appointment is 4 years.

Local Academy Councillors have legal duties, powers and responsibilities. They act together; they cannot act individually. As well as other related matters, Local Academy Councillors are appointed to:

- Decide how the school budget is set
- Set and monitor a range of policies to ensure teaching and learning is effective, and that children are safe and happy
- Monitor performance of children, cohorts and identified groups, challenging underachievement
- Maintain an Academy Development Plan
- Interview and recruit staff

Minutes of Governors' meetings are available in school.

If you would like information on school governance, please visit the Academy Website for contact details.



# Uniform

**Children are very proud of being part of Boney Hay Academy and take pride in their uniform. For Reception to Year 6 this consists of:**

- Royal Blue school sweatshirt/cardigan
- White short sleeved polo shirt
- Grey trousers, grey skirt or pinafore
- Black shoes/trainers (sensible – low soles and heels/all black)

**During the summer months, children may choose to wear:**

- Grey shorts
- Blue checked dress
- Sandals – ***not slip-ons or open-toed***


**Each child needs a PE Kit for PE Days:**

- Royal blue PE Shorts
- White T Shirt
- Trainers
- Blue sports trousers – ***no logos***
- Children can also purchase an official blue school Hoodie

**It is essential that you name all of your child's possessions.**

**Items embroidered with the school logo are available online from A&J Designs (Staffs) Ltd at Apex Business Park, Norton Canes or from Uniforms Plus at Sankeys Corner, Burntwood.**

*Please note that our insurance does not accept responsibility for personal property and will only compensate for loss and damage when the academy is in some way to blame. The Academy Trust is NOT responsible for property left overnight on the school premises.*





# Behaviour Regulation Policy

At Boney Hay Primary Academy, it is expected that every member of the school community feels valued and respected, and that each person is treated fairly. The Academy's Behaviour Regulation Policy is designed to support the way in which all members of the school can work together in a supportive way. It aims to promote an environment in which everyone feels happy, safe and secure.

The Behaviour Regulation Policy is a means of promoting relationships where we understand each other, enabling everyone to work together with the common purpose of helping all pupils to achieve their best. It aims to help pupils to grow in a safe and secure environment, and to become positive, responsible and increasingly independent members of our school and the wider community.

Our policy is designed to recognise, encourage, and promote positive behaviour. In part, through the ongoing development of pupil emotion regulation. All Academy staff are trained in Emotion Coaching techniques.

*A full copy of our policy can be found on our website.*

The expectations are that parents support the actions of the Academy. Parents are able to address any queries regarding Emotion Coaching, co- and self-regulation and restorative approaches firstly to the class teacher, then to a member of the Senior Leadership Team. We aim to work with parents to achieve a shared approach with consistent messages between home and school to support their child's emotional and behaviour development.

Positive awards are available for pupils linked to the Academy values. These aim to promote confidence, competency, motivation, help pupils to develop growth mind-sets and promote social behaviour. These include:

- Verbal praise and personal feedback on behaviour and engagement
- Class Dojo points; pupils can earn points for improvement and challenging themselves, demonstrating the Academy's values and for good sportsmanship and team work
- Sharing work with other teachers, the senior leaders and the Headteacher
- Postcards home
- Messages on Class Dojo
- HART Assembly certificates; every week children from each class are nominated to receive HART awards - if pupils achieve all four values awards in one year, their Parents are invited to an assembly where a special certificate is presented

## Anti-Bullying

Every opportunity will be taken to ensure that an anti-bullying approach is built into the curriculum. Bullying is not tolerated in school and children are encouraged to tell their parents or teacher if they are unhappy for any reason.

## Please note...



- As a Healthy School we don't allow children to bring sweets or fizzy drinks into school
- We are a Nut Aware school and discourage parents from sending nuts into school
- We encourage healthy eating and permit children to bring fruit, cheese or yoghurt to school for a mid-morning snack
- Children are not allowed to bring mobile phones into school; if it is necessary for older children to have a phone for any reason, it must be locked in the school office during the day and school should be informed of the phone number in case of an emergency
- Children are not allowed to wear jewellery for school (with the exception of one pair of stud earrings, if ears are pierced, and a watch)
- All jewellery must be removed for PE lessons
- Earrings must be removed by the child, not the teacher; therefore, it is preferable not to wear them on PE days; if you consider it appropriate for your child to have pierced ears, the best time to do it is at the start of the summer holiday
- The school cannot reclaim the cost of wilful breakages and damage
- We are a smoke-free school, which applies to all adults entering the school grounds and which includes vaping

# Health and Well Being

Please inform us as soon as possible of any medical or other information that could affect your child's health or welfare whilst at school.

We work closely with the School Nurse who will carry out hearing tests as children enter Reception Class. At any age, a child may be referred to the Nurse for a medical examination by a parent or the Headteacher. Parents are always invited to be present at these times. We recommend you arrange for your child to have their eyes tested regularly by an optician.

If either the family or the school has any concerns about the health or well-being of a child, the local authority has a range of multi-agency services for a response. The aim is to provide early intervention to prevent the situation escalating further.

When a child suffers from a disease such as epilepsy, asthma or a significant allergy e.g. to nuts, it is important that all members of staff who may come into contact with the child are fully aware of the problem, or any limitations that need to be applied to the child's activities and what to do in an emergency. A note will be kept in the register to inform supply teachers etc. A personal Health Care Plan will be drawn up in consultation with parents. All children with asthma should always have an inhaler at school, and must always take it with them to out of school activities.

## Contacting Parents / Guardians

It is necessary for us to know where a parent may be contacted in an emergency or for us to know of another person you have asked us to contact e.g. grandparent. In severe weather conditions or at some other time it may be necessary to send the children home. We need to know where your child/children should be sent should you be working or not at home. No child will be sent home without a responsible adult collecting them. **Please be aware that pupils will not be released to anyone under the age of 16.**

## Accidents and Insurance

In the event of a serious accident to a child on school premises, the staff will seek medical help as appropriate and inform parents immediately. Parents and Guardians will always receive an accident form for any minor accidents dealt with at school.

Some parents wrongly assume that if a child is injured at school, the Academy Trust is responsible regardless of the circumstances and that its insurance will automatically apply. This is not so – the Academy Trust's responsibility is strictly limited to cases where there was negligence by them or by their staff. Accidents can happen in school, on the sports field or during school visits, when the Academy Trust or its staff are not in any way at fault and are, therefore, not responsible. The provision of personal accident insurance is considered to be the responsibility of parents.

# Special Educational Needs & Disabilities

The special educational needs and disability code of practice 2014 states that... “A child or young person has a special educational need if he or she has a learning difficulty or a disability which calls for special educational provision to be made for him or her”.

A child of compulsory school age has a learning difficulty or disability if they:

- Have a significantly greater difficulty in learning than the majority of others of the same age

or

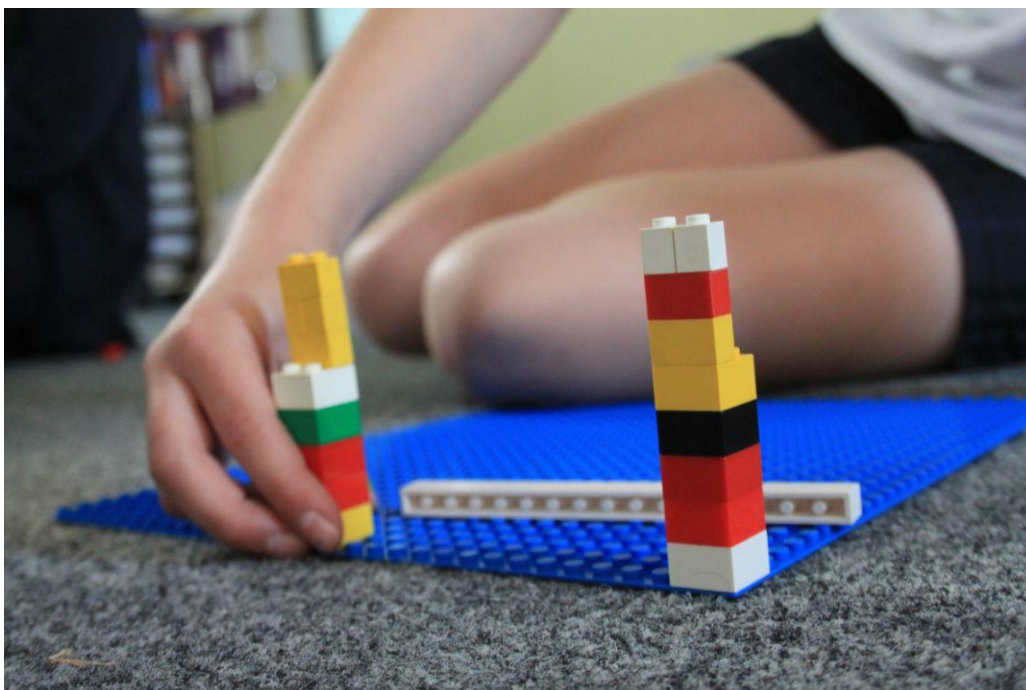
- Have a disability which prevents or hinders them from making use of facilities of a kind generally provided for others of the same age.

The school recognises the importance of early identification of children with special educational needs. Initial identification may be made through the class teacher/teaching assistant observation, or an expression of concern by a parent. Such information will be brought to the attention of the SEND Coordinator.

The school will then use a “graduated approach” as recommended in the Code of Practice 2014. For further information on this please see the ‘Special Educational Needs Policy’. At all stages, parents are closely involved and school will ensure that the pupil receives a fully inclusive education, so far as is reasonably practical and compatible, with the efficient education of the other children in the school and with the efficient use of resources. Children with more significant or complex needs will have drawn up an Education Health Care Plan, involving a number of outside agencies.

We presently make use of our Teaching Assistants to help a number of children in all classes. Mrs Jones is also responsible for specific areas of need including dyslexia, nurture, speech and language and precision teaching.

Our Academy is all on one level and has been adapted where possible to meet the needs of disabled pupils. In the event of a pupil with disabilities being admitted to our Academy, we will do everything we can to accommodate the pupil's needs.



# School Term Dates & Holiday Dates

## Term Dates 2023-24

### Autumn Term 2023

**Term Starts:** Tue 5 September

**Half Term:** Mon 30 October – Fri 3 October

**Term ends:** Fri 22 December

**Holiday:** Mon 25 December – Mon 5 Jan

### Spring Term 2024

**Term Starts:** Mon 8 January

**Half Term:** Mon 12 February – Fri 16 Feb

**Term ends:** Fri 22 March

**Holiday:** Mon 25 April – Fri 5 April

**Easter Sunday:** Sun 31 March

### Summer Term 2024

**Term Starts:** Mon 8 April

**May Day:** Mon 6 May

**Half Term:** Mon 27 May – Fri 31 May

**Term ends:** Mon 22 July

**Holiday:** Fri 23 July – Fri 30 August

### Inset Days 2023-2024 (School Closed)

*Monday 4<sup>th</sup> and  
Tuesday 5<sup>th</sup> September  
Additional days yet to  
be confirmed*

## School Times

**Doors open at 08:45 (registers taken at 08:55).**

**School finishes for all pupils at 15:15 (extra-curricular clubs finish at 16:00).**

All children have a 45 min lunchtime as well as a 15-min playtime in the morning and younger children also have a 15-min playtime in the afternoon. Reception children will be given a longer lunchtime as required.

Please ensure that your child arrives to school on time. Try not to send your child too early as children are only supervised from 08:45. ***We cannot accept responsibility for children before this time.***

## Absence from School

It is necessary for us, by law, to know why a child is absent from school. Parents should text/telephone the office (01543 227555) or message on Class Dojo before 09:00 on the first day of absence, stating the reason.

We value the importance of good attendance. However, there are instances when your child is too unwell to attend or other unavoidable circumstances in which case it is very important to let the school know.

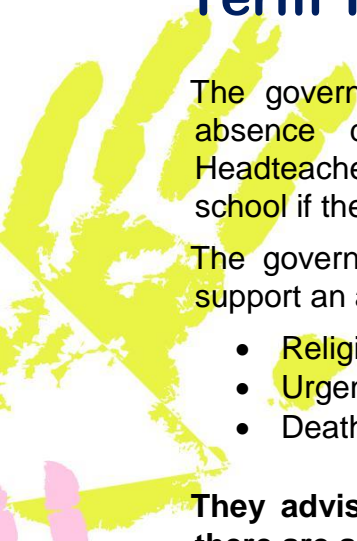
Children suffering from sickness or diarrhoea may not return to school until they have been clear of symptoms for 48 hours. This is to prevent the spread of the illness.

*A full copy of our Attendance policy can be found on our website.*





## Leave for Exceptional Circumstances Term Time Holiday Regulations




The government make it clear that Headteachers may not grant any leave of absence during term time, unless there are exceptional circumstances. Headteachers should determine the number of school days a child can be away from school if the leave is granted.

The government advises that some of the exceptional circumstances that would support an application for a holiday in term time are:

- Religious Observance
- Urgent Medical Appointments
- Death of a close family member

**They advise that the following would generally not meet the criteria unless there are additional circumstances:**

- 
- Relatives coming to visit
  - Cheaper holidays in England and abroad
  - Family day trips
  - Visiting family/friends who have different half term holidays
  - Visiting relatives

These lists are not exhaustive and requests will be considered individually.

Please ensure that you return the request for leave form at least four weeks prior to the date of absence where possible. Forms are available from the Academy Office.

## School Meals

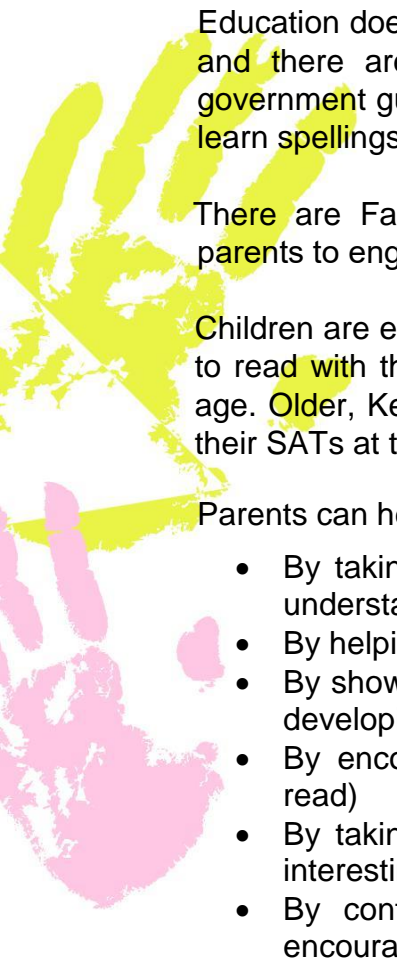
Meals are cooked in our kitchen and served in the school hall. We are committed to providing meals of high nutritional value and use locally sourced ingredients wherever possible. Currently (Spring 2023) the cost of a meal is £2.60.

All children in Reception, Year 1 and Year 2 receive a free school meal. There is always a vegetarian option available. Packed lunches may be eaten by those children who do not wish to have a school meal. Please inform the school office if your child has any dietary requirements.

We encourage eligible parents from all years to claim for 'Free School Meals' status as the Government provides us with Pupil Premium Funding for these pupils to enhance support in the curriculum. If you are unsure about how to apply, please speak to our Office Staff.



## Homework



Education does not just consist of work done in school, it spills over into life at home and there are many things that parents can do to help. In line with current government guidelines, children will be asked to work at home on a regular basis, to learn spellings, times tables or other number facts and to practise their reading skills.

There are Family Homework Projects each term and this is an opportunity for parents to engage with their children's learning at home.

Children are encouraged to take home their reading books and we strongly urge you to read with them. We recommend between 10 to 20 minutes a day depending on age. Older, Key Stage 2 children, may be sent work necessary to prepare them for their SATs at the end of Year 6.

Parents can help children in other ways:

- By taking an interest in home working and helping children understand if necessary
- By helping with the learning of times tables, telling the times, spellings etc
- By showing an interest in what the child is doing at school and at home and developing your child's interest by learning about his or her world
- By encouraging your child's reading (and discussing the books they have read)
- By taking your child out to places of interest and involving them in interesting activities
- By controlling the amount of television your child watches and encouraging your child to view it critically
- By ensuring that your child goes to bed at a reasonable time and has no distractions in the bedroom (TVs, Ipads, smartphones etc.)

## Standard Assessment Tests (SATs)


Standard Assessment Tests are a requirement of the Department for Education and are a package of assessment tasks given to all children at the end of Key Stage 2 (Year 6). Parents will be informed of the results of these tests.

Children in Reception will be assessed using the Early Years Foundation Stage Profile during the first year at school. This assesses language, communication, number skills, development and learning and will be discussed with Parents at Parents' Evening.

Children in Year 1 are given a statutory Phonic Check Test where they have a number of words and non – words to read/decode. Children in Year 4 are given a Multiplication Tables Check. Again, parents will be informed of the results of these tests.



## Feedback to Parents



In the Autumn and Spring Terms, parents are invited into school and given the opportunity to look at their child's work and discuss progress with the teachers. In the Summer Term, parents are given a written report of their child's progress and any relevant statutory test results.

There are also assemblies, plays, sports days and other events during the year when parents, prospective parents and other interested parties from the community are invited into school.

The Office for Standards in Education (OFSTED) monitors standards in all schools. Boney Hay Primary Academy was last inspected in December 2019 and was graded as Good.

*This report can be found on the Ofsted website.*

Newsletters and information are sent out regularly. We also use text messages and emails to keep parents informed of events in school. Please ensure we have an up to date mobile number and email address for this.

In addition, we have recently introduced Class Dojo as a communication platform. Through Class Dojo, parents and teachers can easily communicate, parents can be kept informed of upcoming events and achievements can be celebrated.



## Formal Complaints Procedure

If you become concerned in any way about your child's education it is important that you tell us about it. As a first step, you should discuss your concerns with the Class Teacher. Obviously, the staff will do all they can to resolve your concerns and to ensure that you are happy with your child's education.

There may be some occasions when parents wish to complain about matters which are the responsibility of the Governors. The Governors may be contacted through the Chair of the Governors – [chair@boneyhay.staffs.sch.uk](mailto:chair@boneyhay.staffs.sch.uk).

*For further details, please see our Complaints and Compliments Policy on our website.*

## Feedback from Parents

We welcome feedback from parents, either informally or through our annual Parent Questionnaire. Parents are also able to record their views formally on the OFSTED website ([www.ofsted.gov.uk](http://www.ofsted.gov.uk)) on Parent View.

# The National Curriculum

At Boney Hay we aim to deliver an exciting curriculum for our pupils which is broad and balanced, meets the requirements of the National Curriculum and which supports pupils to develop the cultural capital they need to succeed in their future lives. To this end, we use high quality resources to support our planning. To find out more, click on the links below or visit our Website.

## [English](#)



## [Mathematics](#)



## [Phonics](#)

## [Wider Curriculum](#)



## [Forest School](#)

# Educational Visits

Through educational visits, children can see, hear and experience things first hand which is how children learn best. We are committed to offering a number of educational visits for our pupils across the school.

Many of the visits we offer are to the local area, using the outdoor environment on our doorstep as much as possible. One visit each year is an enhanced visit, where children travel further afield to experience new things and make lasting memories. We are committed to keeping costs as low as we can for parents, by subsidising trips where we are able to from the school budget. These enhanced visits however require parental contributions and without these contributions will not be able to go ahead.


Children are offered residential trips in Years 4 and Y6. A residential experience provides opportunities for personal development, self-discipline, self-reliance and responsibility as well as acquiring new skills and knowledge.

# Extra-Curricular Activities

The school offers a range of free after-school clubs covering a wide range of subjects including football, archery, gardening, cooking and construction. These clubs are run throughout the year by teachers or qualified coaches/instructors.



## Deferred Entry to Reception Class



The Local Authority will consider requests from parents to retain a place in the preferred school where the parents wish to defer their child's entry to a Reception Class until later in the same academic year or until the term in which the child reaches compulsory school age. The effect is that the place will be held for the child and is not available to be offered to any other child. Where it is possible to offer a place, deferral will be supported if the request is made at the normal time of application. A parent may not defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the application was accepted. The Local Authority will also consider requests from parents who wish their child to attend Reception Class on a part-time basis until the child reaches compulsory school age.



## Waiting Lists

Unsuccessful applicants will be placed on a waiting list in accordance with the over-subscription criteria and not based on the date their application was received. If places become available after the offer date they will be offered according to the child at the top of the waiting list.

Inclusion on a school's waiting list does not mean that a place will eventually become available at the preferred school. A child's position on a waiting list is not fixed and is subject to change during the year i.e. they can go up or down the list since each added child will require the list to be ranked again in line with the over-subscription criteria. Children who are subject of a direction by a local authority to admit or who are allocated to a school in accordance with the Fair Access Protocol will take precedence over those on the waiting list.

## “In Year” Transfer Applications

Parents or carers seeking to transfer mid-year may make an application using the appropriate application form. This application will be processed in line with the procedure outlined in the determined admission arrangements and parents and carers need to be aware that any date set for joining the new school may be after the next term or half term holiday and those parents/carers are responsible for ensuring that their child continues to receive appropriate education in the interim.

*More information regarding Admissions can be found on our Website or by visiting Staffordshire County Council's Admissions:*

<https://www.staffordshire.gov.uk/Education/Admissions-primary/Apply/Overview.aspx>





# ‘The child is the centre’

Boney Hay Primary Academy  
Chorley Road  
Burntwood  
WS7 2PF  
01543 227555

Email: [office@boneyhay.staffs.sch.uk](mailto:office@boneyhay.staffs.sch.uk)  
[www.boneyhayschool.co.uk](http://www.boneyhayschool.co.uk)

