



**Robin Hood Academy**  
*"We aim high and reach for the stars"*

# **Parent Pack**

## **Academic Year**

### **2019 / 2020**

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## 1. Headteacher's Welcome

Welcome to Robin Hood Academy. This year is a very exciting time. We have spent the last academic year looking carefully at our curriculum and we are relaunching our new topics for 2019-2020. We have had some new rooms built so that our leadership team will now be based in the heart of the school. This means a new library and a new music room. This will ensure that Robin Hood Academy continues to move forward in the ever changing landscape of education.



Although we are a large school, family is a strong part of our everyday work. To us, this is the school family and beyond that, our community families. We work very hard to ensure we retain our community, family ethos. We strongly believe education is a partnership between school, pupils and parents and I very much look forward to the daily interactions with you and your child. To be chosen to be part of their future is a privilege for us as a school.

Mrs Downs, Head Teacher

## 2. Contact details

### **School address:**

Robin Hood Academy

Pitmaston Road

Hall Green

Birmingham

B28 9PP

**Telephone:** 0121 464 2187

**Email address:** [enquiry@robinhoodschool.co.uk](mailto:enquiry@robinhoodschool.co.uk)

**Website:** <https://www.robinhoodprimary.com>

**Twitter:**  **Robin Hood Academy**  
[@robinhood\\_bham](https://twitter.com/robinhood_bham)

### 3. Our visions and values

#### Our School Vision

- To be known as a flagship school; locally, nationally and globally.
- To be a provider of an excellent, world-class education and to celebrate the exceptional achievements of our children.
- To continue to provide the innovative practice that has been established since 1988 when the school was first opened.
- To fully ensure that everyone knows “we aim high and reach for the stars.”

#### Mission Statement

At Robin Hood Academy we have a shared philosophy of what makes us unique. Independent learning is a core feature. These skills are developed and advanced from nursery through to year six, enabling children to problem solve and take risks in a safe, supportive environment.

Computing is embedded and progressive. We have a specialist technology teacher who supports children with innovation and technology projects. Blogs serve to support the curriculum and promote communication across the community. Mandarin is a unique and much celebrated aspect of our school and is taught from the Foundation stage onwards. Pupils have the opportunity to gain a qualification in Mandarin and our Chinese Choir regularly attend events such as the UNICEF celebrations, the Chinese New Year celebrations in town and have performed for the Chinese Ambassador.

Robin Hood provides an exceptionally broad curriculum. We have links with schools in China, Europe and nationally as well as organisations like The Birmingham Repertory Theatre and The Royal Ballet. Specialists provide additional sporting opportunities throughout lunchtime and afterschool, exploiting resources in the local community. PE plays an important role in developing a range of skills and contributes to an enjoyable healthy lifestyle. We are a Healthy School. Our University Challenge sessions empower children to develop aspirations and choose their own subjects to ignite passion. Our development in STEM work links us with higher education establishments and industry. It brings Science to life for our children.

We strongly believe in having an open door approach to parents, so they can participate and engage in their child's education; this is promoted through daily Independence Time, INSPIRE workshops and Parent/Carer forums.

Teamwork is important; we are friendly, forward thinking and reflective practitioners. Cooperative learning and the mastery curriculum is a fundamental part of the school ethos to our teaching. We champion every child to achieve their best. This is embedded through our “No Outsider’s” programme. We ensure that everyone knows “to aim high and reach for the stars” in order to fully succeed.





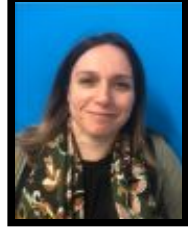

#### Aims








We prepare our pupils to be lifelong learners; critical and collaborative thinkers and global citizens who meet the challenges of life with confidence, optimism and enthusiasm.








#### Core Values








Our core values underpin the ethos of our school. British Values, the UNICEF Rights of the Child and the Equality Act 2010 provide the foundations for our three key drivers: RESPECT, INNOVATION, and EQUALITY.

### 3. Staff List



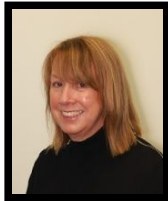




Role	Name	Photograph
Executive Head Teacher	Mr S Taylor	
Head Teacher (DSL)	Mrs R Downs	
Deputy Head Teachers	Mrs O'Connor (Mon-Wed) (DSL) EYS Phase Leader	
	Mrs Underwood (Tues - Thurs) (DSL)	
	Miss McClelland (Lead DSL)	
Assistant Head Teacher	Mrs Farrell	

<b>SEN Co</b>	<b>Miss Whitcombe (DSL)</b>	
<b>Nursery Team</b>	<b>Mrs K Moule Class Teacher</b>	
	<b>Mrs A Sami</b>	
	<b>Mrs S Badaruddin</b>	
<b>Reception Team</b>	<b>Mrs K Evans (Rec A and B) Class Teacher</b>	
	<b>Mrs F Edwards (Rec A) Wed-Fri Class Teacher</b>	
	<b>Mrs J Robinson (Rec B - Mon - Thurs) Class Teacher</b>	







	<b>Miss S Cook</b> <b>(Rec C)</b> <b>Class Teacher</b>	
	<b>Miss K Borton</b> <b>Support Staff</b>	
	<b>Mrs L Isam</b> <b>Support Staff</b>	
	<b>Miss H Nawaz</b> <b>Support Staff</b>	
	<b>Mrs N Phillips</b> <b>Support Staff (Fridays)</b>	
<b>Year 1 team</b>	<b>Mrs J Curthoys</b> <b>Class Teacher</b>	
	<b>Mrs M Bains</b> <b>Class Teacher</b>	



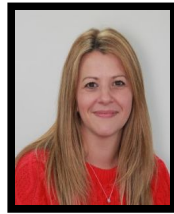




	<b>Miss A Stokes</b> <b>Class Teacher</b>	
	<b>Mrs S Pearce</b> <b>Support Staff</b>	
	<b>Mrs J Chandegra</b> <b>Support Staff</b>	
	<b>Mr I Walby</b> <b>Support Staff</b>	
<b>Year 2 team</b>	<b>Mrs B Hughes</b> <b>KS1 Phase Leader</b>	
	<b>Ms Z Younis</b> <b>Class Teacher</b>	
	<b>Mrs R Ward</b> <b>Class Teacher</b>	










	<b>Mrs J Gilbert Support Staff</b>	
	<b>Mrs J Parker Support Staff</b>	
	<b>Mrs B Simpson Support Staff</b>	
<b>Year 3 Team</b>	<b>Miss N Goddard Class Teacher</b>	
	<b>Mr P Miah Class Teacher</b>	
	<b>Mrs L Griffiths Class Teacher</b>	
	<b>Miss N Phillips Support Staff</b>	





	<b>Mrs C Travers Support Staff</b>	
<b>Year 4</b>	<b>Mrs S Verdier Y3/4 Phase Leader</b>	
	<b>Miss B Chudasama Class Teacher</b>	
	<b>Miss L Arnold Class Teacher</b>	
	<b>Mrs S Davis Support Staff</b>	
	<b>Mrs C Rogers Support Staff</b>	













<b>Year 5</b>	<b>Miss G Dooley Class Teacher</b>	
	<b>Mrs G Thornton Class Teacher</b>	
	<b>Mrs H Finnigan Class Teacher (Mon-Wed)</b>	
	<b>Mrs K Starling Class Teacher (Wed-Fri)</b>	
	<b>Mrs D Walker Support Staff</b>	
	<b>Mrs S Budd Support Staff</b>	
<b>Year 6</b>	<b>Miss E Adams Class Teacher Yr 5 and 6 Phase Leader</b>	

	<b>Miss A McClenaghan Class Teacher</b>	
	<b>Mrs Sohal Class Teacher</b>	
	<b>Mrs Cunningham Support Staff</b>	
<b>Specialist Teaching Staff</b>	<b>Mr Holland PE/Sports</b>	
	<b>Mr Cooper ICT</b>	
	<b>Mrs Haughey Languages</b>	

	<b>Mrs N McKenna EYFS</b>	
<b>Administration Team</b>	<b>Mrs S Price Business Manager</b>	
	<b>Mr Pavel ICT Manager</b>	
	<b>Mrs Goodwin Senior Office Manager</b>	
	<b>Mrs Pell Office Manager</b>	
	<b>Miss Williams Administration Assistant</b>	
	<b>Mrs C Bracken Attendance Support for the School</b>	

<b>Site Staff</b>	<b>Mr Townsend BSS</b>	
<b>Maternity</b>	<b>Mrs T Desborough</b>	

### Dinner Supervisor Team

					
<b>Mrs S Nawaz</b>	<b>Mrs N Qayyum</b>	<b>Mrs T Mughal</b>	<b>Mrs N Lateef</b>	<b>Mrs A Nawaz</b>	<b>Mrs K Begum</b>
					
<b>Mrs S Dilley</b>	<b>Mrs S Coleman</b>	<b>Mrs E Ansermoz</b>	<b>Mrs S Lawley</b>	<b>Ms K Bloxham</b>	<b>Lead Dinner Supervisor</b>

## 5. School dates

### Autumn Term 2019

- Term Starts: Monday 2 September 2019  
Half Term: Monday 28 October 2019 to Friday 1 November 2019  
Term Ends: Friday 20 December 2019
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### Spring Term 2020

- Term Starts: Monday 6 January 2020  
Half Term: Monday 17 February 2020 to Friday 21 February 2020  
Term Ends: Friday 3 April 2020
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### Summer Term 2020

- Term Starts: Monday 20 April 2020  
Half Term: Monday 25 May 2020 to Friday 29 May 2020  
Term Ends: Monday 20 July 2020

#### Additional School closure days

Monday 2<sup>nd</sup> and Tuesday 3<sup>rd</sup> September 2019

Monday 7<sup>th</sup> October 2019

Monday 6<sup>th</sup> January 2020

Friday 22<sup>nd</sup> May 2020

Monday 20<sup>th</sup> July 2020



## 6. Who to contact when...

If you have questions about any of the topics in the table below, or would like to speak to a member of staff:

- Email [enquiry@roinhoodschool.co.uk](mailto:enquiry@roinhoodschool.co.uk)
- Put the subject and the name of the relevant member of staff (from the list below) in the subject line
- We'll forward your email on to the relevant member of staff

**Remember:** check our website first, much of the information you need is posted there.

We try to respond to all emails within **48 hours**

I HAVE A QUESTION ABOUT...	WHO YOU NEED TO TALK TO
Class activities/lessons/homework	Your child's class teacher
Safeguarding Concerns	Miss McClelland as Lead DSL or any of the other DSLs: Miss Whitcombe, Mrs Underwood, Mrs O'Connor or Mrs Downs
Payments	Mrs E Pell (School Office)
School trips	Mrs D Williams (School Office)
Uniform/lost and found	Mrs V Goodwin (School Office)
Attendance and absence requests	If you need to report your child's absence, call: <b>0121 464 2187</b> If you want to request approval for term-time absence, contact Mrs Goodwin, Miss McClelland (Attendance Lead) or Mrs Downs
Bullying and behavior	Any member of the Senior Leadership Team
School events/the school calendar	School office
Special educational needs	Miss Whitcombe
Before and after-school clubs	Mrs Williams
The PTA	Mrs Walker



The governing board	School office
Catering/meals	Mrs Cunningham / Mrs Pell
Parent Forum	Parent Forum Reps (See board located at exit) or via School Office
School Admissions	Mrs Pell or 0121 303 1888 for Birmingham Local Authority

## 7. Timing of the school day

### Foundation stage

TIME	ACTIVITY
8:45am to 9.25am	Independence Time
9.30am to 10.30am	Lesson 1 Literacy/numeracy
10:30am to 10:45am	Playtime
10:45am to 11.00am	Snack and reflection time
11:10am	Read Write inc (Phonics)
11:40am	Storytime
11:45am	Lunchtime
1:00pm	Literacy or Numeracy session
1:25pm	Topic lesson
2:15pm	Playtime
2:30pm	PSHE /assembly
2:45pm	Storytime
3:05pm	Hometime

### Key stage one

TIME	ACTIVITY
8.45am to 9.10am	Independence Time
9.15am to 10.00am	Read Write Inc (Phonics)
10.00am to 10.30am 10.00am to 11.00am	Year 1 Drink, fruit and Playtime Year 2 English lesson
10.30am to 12.00am 11.00am to 11.15am 11.15am to 12.00pm	Year 1 English and Maths Year 2 Break Year 2 Maths lesson
1.00pm to 1.30pm	Maths MOT
1.30pm to 2.30pm	Topic and Interventions
2.30pm to 3.05pm	Assembly or class read

### Year 3/4

TIME	ACTIVITY
9:20am -11.00am	Lesson 1 and 2
11: 00am - 11:15am	Break time
11: 15am - 12:15pm	Lesson 3
12:15pm - 13:15pm	Lunchtime
13:15pm - 15:15pm	Lesson 4 and 5 / assemblies

## Year 5/6

TIME	ACTIVITY
9:15am -11.00am	Lesson 1 and 2
10:40-10:55am	Break time
11: 15am - 12:15am	Lesson 3
12:00pm - 13:00m	Lunchtime
13:00pm - 15:15pm	Lesson 4 and 5 /assemblies

### **Breakfast and after school clubs**

We are fortunate that Kidzone run from the New Hall at Robin Hood Academy. If you are interested in the provision offered before and after school, please contact the school office for the latest prices and information.

## **8. School meals information**

Robin Hood Academy has a kitchen on site operated via our catering company, currently Caterlink. All food is cooked on site and the caterers produce a menu which is available to view on the website. The school also offers an option to bring packed lunches.

Children in Reception, year 1 and year 2 are entitled to a free school meal. There is a charge of **£2.20** for each meal in key stage 2. Lunches have to be taken for a term at a time. Payment is required in advance and can be made through the school office or via the Parent Pay payment system. The school operates a strict no debt policy and copies of the policy are available from the school offices and on the school website.

All pupils in both key stage 1 and key stage 2 can choose to bring a packed lunch to eat. We do encourage healthy lunches and have an information sheet to support with this. We advise that all packed lunches need to be considerate of pupils with allergies in school, particularly air borne allergies such as nuts.

### **Snacks**

Children in Foundation and key stage 1 are provided with fruit every day at no cost. Children in the foundation stage are also entitled to free milk. Pupils in key stage 2 may also bring a healthy snack to eat at break time.

## Free school meals

Your child might be eligible for free school meals if you access:

- Income Support
- Income-based Jobseeker's Allowance or Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on
- Universal Credit, provided you have an annual net earned income not exceeding £7,400 (£616.67 per month)

## How do I register?

You only need to register once at the school.

To register, please contact Mrs Goodwin in the school office

## More information

If you have any questions or specific concerns, please contact Mrs Downs




## 9. Uniform

School uniform bearing the Robin Hood Academy logo can be purchased from the school office. Parents can of course purchase items from other providers, so long as the school colours are adhered to and the clothing is plain, without logos or other designs.

We strongly recommend that jewellery is not worn at all in school. Only watches and stud earrings are permitted. Make-up is not to be worn in any circumstances. PE kits are worn all day on PE days. This means we do not need to change for sessions, maximising lesson time.

Boys	Girls
<b>In class</b>	<b>In Class</b>
Plain white polo shirt	Plain white polo shirt
Plain white collared shirt	Plain white collared shirt
Red jumper/sweatshirt	Red jumper /sweatshirt/ cardigan
Grey/black trousers or knee length shorts	Grey/black trousers or knee length shorts or skirt
Black shoes	Black shoes (no heels)
	Red gingham summer dress
<b>All pupils – PE Days (y1-6)</b>	
Plain red t-shirt, black shorts/tracksuit bottoms/leggings	
Black pumps/trainers	
Black socks	
Long hair must be tied back	



## 10. Illness and Absence

Please contact the school office before 9:30am on the morning of the first absence.

Please note that term time absence is not regularly authorised and is only permitted in exceptional circumstances.

Authorisation must be gained in advance of travel as the new DFE guidance in July 2019 stipulates authorisation can not be gained retrospectively.

Any medication needs will need to be discussed with Mrs Downs and Mrs Cunningham so please arrange an appointment via the school office.

## 11. Homework

Staff and pupils regard homework as an integral part of the curriculum – it is planned and prepared alongside all other programmes of learning.

### Early Years:

In Early Years this may be supporting children with a tricky concept; phonics, rhymes and simple number games. Each week the 'Rhyme of the Week' is sent home with children for them to learn with their families. Books that match a child's reading age are also sent home and parents are encouraged to read with their child 'little and often'.

### **Key Stage One:**

In Key Stage 1, reading forms the basis of learning at home. Ideally parents should read with or to their children every day to help them develop a love of reading. Books that match a child's reading age are sent home as well as a 'free choice' book, which also matches a child's reading age.

From year 2, children take part in Times Tables Rockstars. An engaging, competitive online game that improves times-table fluency.

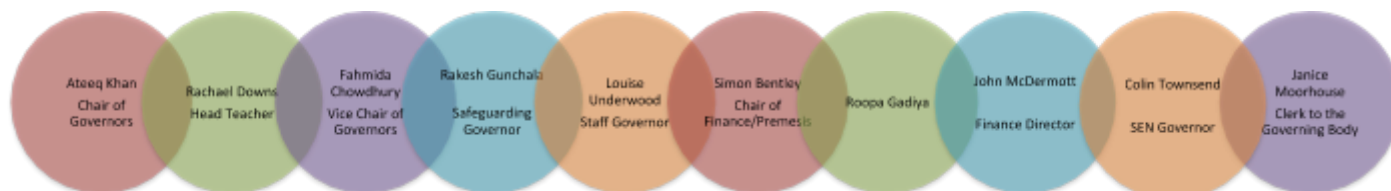
### **Key Stage Two:**

In Key Stage 2, at the start of each half term, topics and research projects are shared with the children. Children can direct their own learning based on their new topic. In addition, weekly homework is shared which links to the current Maths and English learning. Children are also expected to read a minimum of three times a week and visit the local library regularly. They have access to a variety of online English resources including Letterjoin for handwriting, Bug Club for reading and Spelling Shed for spelling.

Please click here for further information:

[-Robin Hood Academy Homework Policy](#)

## **12. Governing board**



**Chair of Governors** Mr Ateeq Khan

**Vice Chair of Governors** Mrs Farnida Chowdhury

### **Role of the Governing Body**

- Working with the Headteacher and the leadership team to set the strategic direction for Robin Hood Academy
- Ensuring the School's leaders and staff are well managed, accountable and effective
- Ensuring the highest quality of teaching and learning
- Monitoring pupil progress and areas for concern or improvement
- Ensuring the school is well-organised and makes best use of resources
- Protecting the safety of children, staff and visitors and ensuring that concerns are identified early and escalated appropriately
- Promoting best practice through a broad, balanced curriculum including an innovative use of foreign languages, school clubs, trips, IT, sport, music and the arts.
- Maintaining effective support and growth of staff with a particular emphasis on developing opportunities from our school to school partnership work.

### 13. Complaints

The [Complaints Policy](#) can be found on the website. In the first instance, please speak to the Head Teacher, Mrs Downs.

### 14. Behaviour

The [Behaviour policy](#) can be found on the website.

### 15. Special educational needs (SEN)

At Robin Hood Academy, we are dedicated to supporting all children to reach their potential and achieve their goals and aspirations. Our school's Inclusion Lead is Miss Whitcombe and she supports the learning, wellbeing and behaviour of all children across the School. Miss Whitcombe also supports children who have English as an Additional Language and More-Able Children.

If you would like to meet with Miss Whitcombe to discuss your child's needs and the support which they are being provided with in School, then please contact the School Office to arrange an appointment. You can also find further information about SEND at Robin Hood Academy through the following information resources:

- [Our SEND Policy](#)
- [Our SEND Information Report](#)

### 16. Road Safety and Parking

The road outside the school, Pitmaston Road, is a residential street and can be exceptionally busy at drop off and collection times. The school highly recommends that all children are supervised into the school grounds due to the numbers of pedestrians and vehicles around at key times. This is especially important for pupils below year 5. Please support us by:

- Dropping pupils off on the zig zag lines outside of the school is discouraged as it places pupils in a dangerous position and can lead to traffic delays.
- Residents also ask us to please remind you to park considerately so that driveways are not used by parents of the school or blocked by cars.
- The car park based at the Toby Carvery on the Robin Hood Island can be used for parking and can accommodate many vehicles. This will reduce congestion in the road outside of the school.

### 17. Using Social Media

Robin Hood Academy embraces the positive impact and educational benefits that can be achieved through appropriate use of the Internet and associated communications technologies such as social media. We are also aware that inappropriate or misguided use can expose both adults and young people to unacceptable risks and dangers. To that end, we aim to provide a safe and secure environment which not only protects all people on the premises but also educates them on how to stay safe in the wider world.



We recognise the numerous benefits and opportunities which a social media presence offers. However, there are some risks associated with social media use, especially around the issues of safeguarding, bullying and personal reputation. School staff and parents must work together to ensure these risks are minimised.

Digital communications by staff and parents must be professional and respectful at all times. Parents/Carers are encouraged to comment or post appropriately about the school. In the event of any offensive or inappropriate comments being made, the school will ask the parent/carer to remove the post and invite them to discuss the issues in person.

## **18. Parent Evening Dates 2019/2020**

**22nd October 2019** - Open evening to look at books (3:30pm-4:00pm)

**23rd October 2019** - Parents Evening Appointment Evening

**25th March 2020** - Open evening to look at books (3:30pm-4:00pm)

**26th March 2020** - Parents Evening Appointment Evening

If preferred, please speak to the class teacher about a telephone appointment.

