

Lodge Primary School Prospectus

Children at the heart of all we do

2026 - 2027

Head Teacher
Mrs T Khatun

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Welcome to Lodge Primary School

The purpose of this prospectus is to help you know more about life and learning at Lodge Primary School.

Lodge is a fully inclusive community school which always strives to provide education of the highest standard for all children between the ages of 3 and 11.

We welcome visits so we can show our school 'in action' and explain the aims and values we have. Parents are welcome to make an appointment and visit at any time to gain first hand knowledge and understanding of our aims, achievements and the many facilities on offer. Please make an appointment to come and experience the environment in which our children learn, so that we can answer any questions you may have.

We hope that this will be the beginning of a long and successful home school partnership between us. Working closely with parents is an important element of our work for the success of each child.
We look forward to welcoming you and your children to Lodge Primary School.

Yours sincerely,

T Khatun
(Headteacher)



Luke Price
(Chair of the Governing Body)

Children at the heart of all we do

Children at Lodge are:



H appy



E nthusiastic



A spirational



R esilient

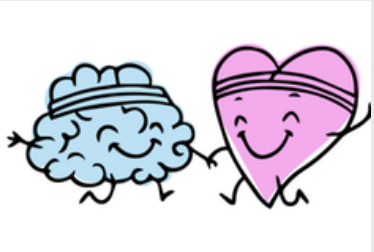


T eam players



Happy

We are happy, healthy and safe.



At Lodge Primary, we provide a safe, nurturing and happy learning environment. Lodge pupils know how to stay safe and speak out if they have any worries. Through a comprehensive and enriched curriculum, children will develop the skills to maintain their own emotional well-being, along with the confidence to talk openly and express their feelings and opinions. Our pupils develop the knowledge and understanding needed to make informed decisions about their physical and mental health.

Enthusiastic

We are enthusiastic and curious about our learning.



Led by an enthusiastic and creative teaching staff, and through a broad and balanced curriculum; we will enable all pupils to be curious and develop their interests and passions. We foster a love of learning in our children; creating a space where learning goes beyond the classroom walls and becomes a lifelong pursuit.

Aspirational

We aspire to dream, believe and achieve.



Lodge Primary is an environment that allows all children to become future ready young people. Children at Lodge are encouraged to believe in themselves and pursue their dreams. We seek to inspire pupils by linking their learning with the world of work and higher education. We support children to become confident communicators who are fully equipped and ready to for this world.

Resilient

We never give up and always bounce back.



Lodge pupils are resilient learners who have the courage to face challenges, take risks and the confidence to learn from their mistakes. As a school, we endeavour to foster independence in children who take ownership of their learning. Lodge pupils always bounce back.

Team Players

We support, we learn and we grow together.



Children at Lodge support, collaborate and celebrate with each other. Lodge Primary is a school that feels like home, with staff that feel like family and where children are not just educated, they are nurtured. Every stakeholder in our school community will feel included, respected, valued and will be encouraged to achieve, regardless of barriers that they may face. We actively promote respect for all cultures and faiths whilst celebrating our similarities and appreciating differences within our rich and diverse community. Like a family, we will support each other through challenging times and take pride in the success and achievements of every member.

School Organisation



Our published admission number each year is 60. The school has capacity for 420 full-time pupils plus a 26 place nursery for 52 part-time pupils.

The School Day: Reception - Year 6



8:45 am Doors open **8:55 am** School starts

12:15 pm Morning session ends

1:15 pm Afternoon session begins

3:15 pm School ends

Nursery Times



8:30 am Morning session begins **11:30 am** Morning session ends

12:10 pm Afternoon session begins **3:10 pm** Afternoon session ends

In line with local authority guidance, children should only be collected from school by a named responsible adult (18 or over). Should you wish your child to be collected by someone who is 16 or 17 years of age or younger, this must be done in consultation with the school. Please note that as part of our safeguarding responsibilities, staff will not release children to anyone who they consider to be incapable of supervising a child.

Children who are in Years 5 and 6 are able, with the written permission of their parents and the school, to walk home alone. Please note that to keep all of our children safe, all children regardless of age must be collected from school by a named responsible adult after any after school activities.

Term Dates and Training Days

Term Dates

Autumn term 2026

Term starts: Tuesday 1 September 2026
Half-term holiday: Monday 26 October to Friday 30 October 2026
Term ends: Friday 18 December 2026
Christmas holiday: Monday 21 December 2026 to Friday 1 January 2027

Spring term 2027

Term starts: Monday 4 January 2027
Half-term holiday: Monday 15 February to Friday 19 February 2027
Term ends: Thursday 25 March 2027
Easter Holiday: Friday 26 March to Friday 9 April 2027

Summer term 2027

Term starts: Monday 12 April 2027
Half-term holiday: Monday 31 May to Friday 4 June 2027
Term ends: Wednesday 21 July 2027
Summer holiday starts: Thursday 22 July 2027

Training Days

Tuesday 1st September 2026
Monday 2nd November 2026
Friday 18th December 2026
Monday 4th January 2027
Monday 22nd February 2027



The Staff Team

The Senior Leadership Team

Mrs T Khatun - Headteacher, *DDSL*

Miss G McNeela - Assistant Headteacher, *DDSL*

Miss N Steer - Assistant Headteacher, *DDSL*

Mr R Earnshaw - Assistant Headteacher, *DDSL*

Mrs B Munn -Deputy Headteacher, Inclusion Lead, SENDCO, *DDSL*

Mrs J Atkinson - Safeguarding Manager, *DSL*

Mr J Nahal - Business Manager, *DDSL*

Class Teachers

Early Years Foundation Stage Teaching Staff

Mrs N Dawes

Mrs A Macmillan

Mrs E Whitehouse

Key Stage 1 Teaching Staff

Miss G McNeela

Mrs S Gill

Mrs B Virk

Miss L Chefri

Mrs A Begum

Lower Key Stage 2 Teaching Staff

Mrs P Nahal

Miss S Smith

Mrs F Begum

Mrs E Booker

Upper Key Stage 2 Teaching Staff

Mrs C Ruston

Miss P Munn

Mr R Earnshaw

Mr G Phillpott

Miss N Steer

Mrs R Parchment

Teaching Support Staff

Mrs L Clynes (Nursery)

Mrs Z Akhtar (Nursery)

Miss H Kaur(Reception)

Mrs N Karra (Reception)

Mrs N Bibi (SEND support EYFS)

Mrs L Deb (SEND support EYFS)

Mrs M Knott (Year 1)

Miss F Uddin (Year 1)

Miss S Wood (HLTA/Year 2)

Miss S Alkash (Year 2)

Mrs H Gill (SEND Support)

Miss C Lowe (SEND Support)

Mrs A Ademola (SEND Support)

Mrs N Hall (KS2 SEND support)

Mrs R Patel (Year 3)

Mrs T Mahmood (Year 3)

Mrs K Ujjal (Year 4)

Mrs P Akhtar (Year 5)

Miss J Cowan (HLTA/Year 6)

Mrs J Fellows (HLTA)

Non-teaching staff

Mr J Nahal - Business Manager *DDSL*

Mrs J Atkinson - Safeguarding Manager *DSL*

Mrs N Akhtar - School Administrator

Mrs F Akram - Attendance Manager *DDSL*

Mr R Patel - Site Manager

Mrs M McGlashen- Cleaner in Charge

Mrs N Daley - Cleaner/ Dinner Supervisor

Mrs K Knowles - Cleaner/ Dinner Supervisor

Mrs K Kaur - Cleaner/ Dinner Supervisor

Mrs M Khatun - Cleaner/ Dinner Supervisor

Mrs Z Bi - Cleaner

Mrs S Miah - Dinner Supervisor

Mrs H Khatun - Dinner Supervisor

Mrs K Kaur - Dinner Supervisor

Mrs F Begum - Dinner Supervisor

Mrs D Begum - Dinner Supervisor

Mrs A Choudhury - Dinner Supervisor

Mrs S Nessa - Dinner Supervisor

Mrs S Parveen - Dinner Supervisor

School Governors

Chair of Governors	Luke Price
Vice Chair	Charlotte Cotton
Parent Governors	Abdul Khan
	Laila Ali
Staff Governors	Nicola Dawes
LA Governor	Ghulam Ditta
Co-opted Governors	Luke Price
	Charlotte Cotton
	Jaspal Bains
	Daniel Greenaway
Headteacher	Tahirah Khatun

Learning at Lodge

At Lodge, we encourage our pupils to share and value others because of their uniqueness, whilst celebrating and appreciating difference in our school community. Our children are encouraged to be active, responsible team players who care about each other and all members of our society.

Through our curriculum, all of our children are encouraged to be enthusiastic and curious, take ownership of their learning and be fully engaged children with a lifelong love of learning. Our aim is to provide our pupils with a rich, broad and balanced curriculum which equips them with the skills, knowledge and understanding to be successful in life. Children at Lodge are encouraged to have high aspirations and pursue their dreams. We seek to inspire pupils by linking their learning with the world of work and higher education.



We use a range of local and national resources and schemes to help us underpin a curriculum which is designed for all, despite different starting points. We recognise the importance of core curriculum skills throughout our foundation curriculum and where possible we teach lessons in a cross-curricular way. Throughout our curriculum, we make best use of assessment information to enable our pupils to reach goals and beyond through challenge from adults, their peers and themselves.

Our curriculum features many enrichment experiences and children are provided with lessons where they get to express their ideas and learning through arts. We aim also to take your child out of the classroom to enhance their learning experience whenever possible. We do this by organising trips and enrichment opportunities.

Extra curricular experiences

Educational visits and enrichment activities are an important part of a child's learning, enhancing understanding and reinforcing knowledge. We aim to provide a wide range of enrichment activities throughout your child's time at Lodge.





As part of their, 'Oh I do Like to Be Beside the Seaside' topic, Year 2 visit the beach at Barry Island.

Year 5 visit the Black Country Living Museum as part of their Victorians topic. Children have the opportunity to experience the school life of a Victorian child.



Year 5 and Year 6 pupils experience a three day residential to Frank Chapman. During their stay, children complete several outdoor activities which help them to overcome challenges and develop team building skills..



Year 3 visit Edgmond Hall as part of their Stone Age to the Iron Age topic. Children learn survival skills such as building a shelter and making a fire.

Little people, dream big
Life after Lodge

Workshops and experiences to raise aspirations.

Year 5 took part in a 'mini medics' workshop to learn essential first aid skills and develop their understanding of medical professions.







Year 3 investigated a crime scene using forensics. They also found out all about policing as a profession.

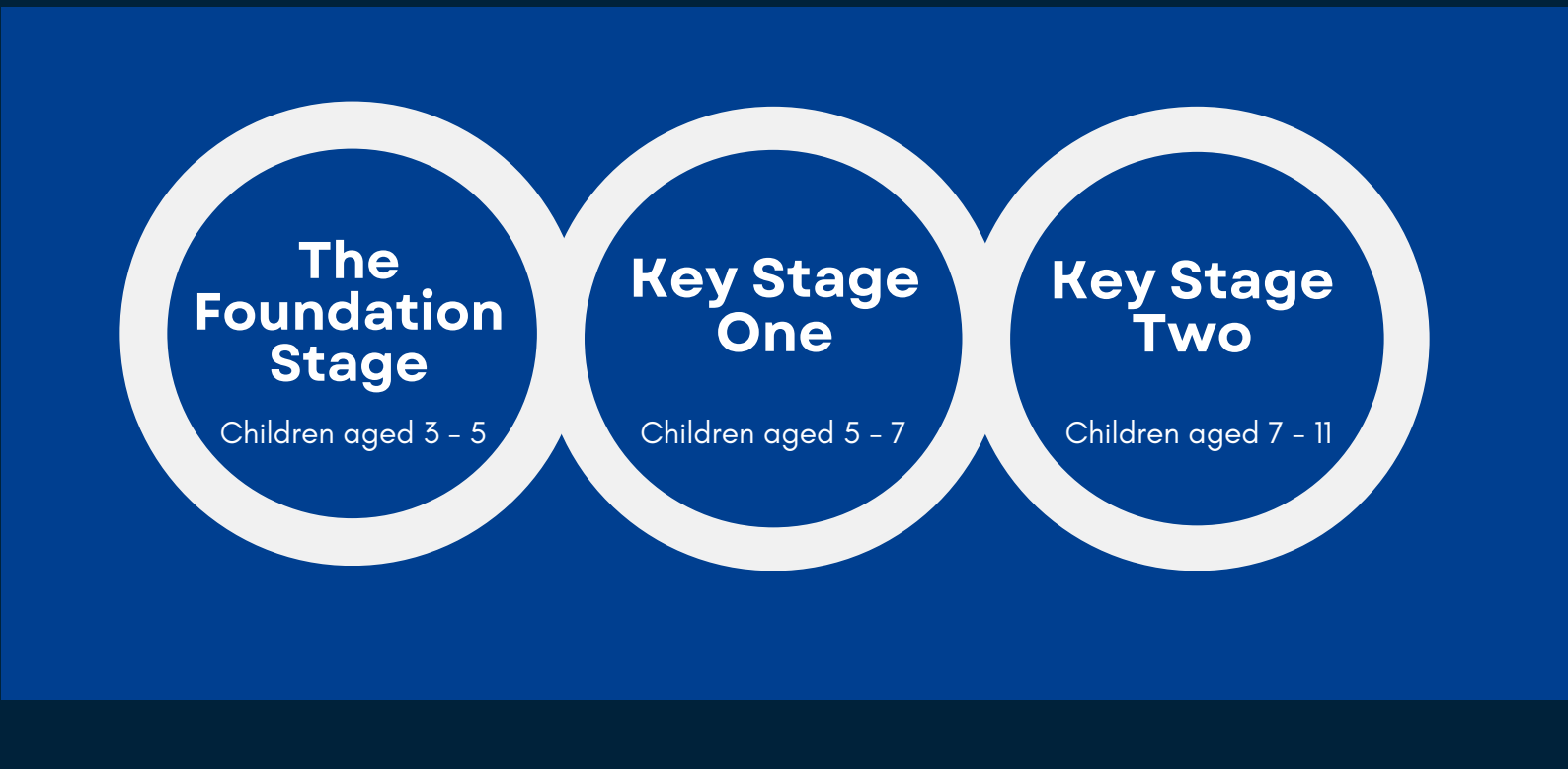
Learning at Lodge

Children's achievements are celebrated and everyone enjoys success and praise regularly during their time in school. We encourage children to become independent and confident in both their work and social development.

The children are taught by their own class teacher in mixed ability classes. Children in Years one and two are in ability groups for their daily phonics sessions. The school follows the RWI approach to the teaching and learning of phonics.

The class teacher will get to know your child very well and will be pleased to involve you in their life at school. Children make progress at their own rates and in their own ways. It is important to value them as individuals and to provide learning opportunities that will build on their strengths and overcome their weaknesses. The curriculum is broad and balanced and provides for the academic, moral, physical, creative and personal and social development of every child.

The school is divided into three key stages.



The Foundation Stage

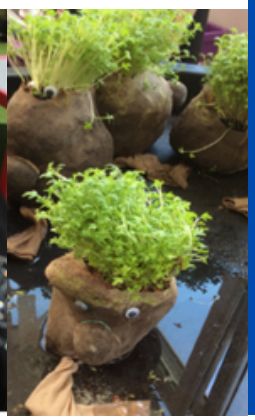
EYFS Curriculum











The Foundation Stage is delivered through the Early Years Foundation Stage (EYFS) curriculum through which we provide children with a rich variety of teaching and learning experiences that are appropriate to their needs.

The EYFS is delivered through three prime areas and four specific areas. These are:

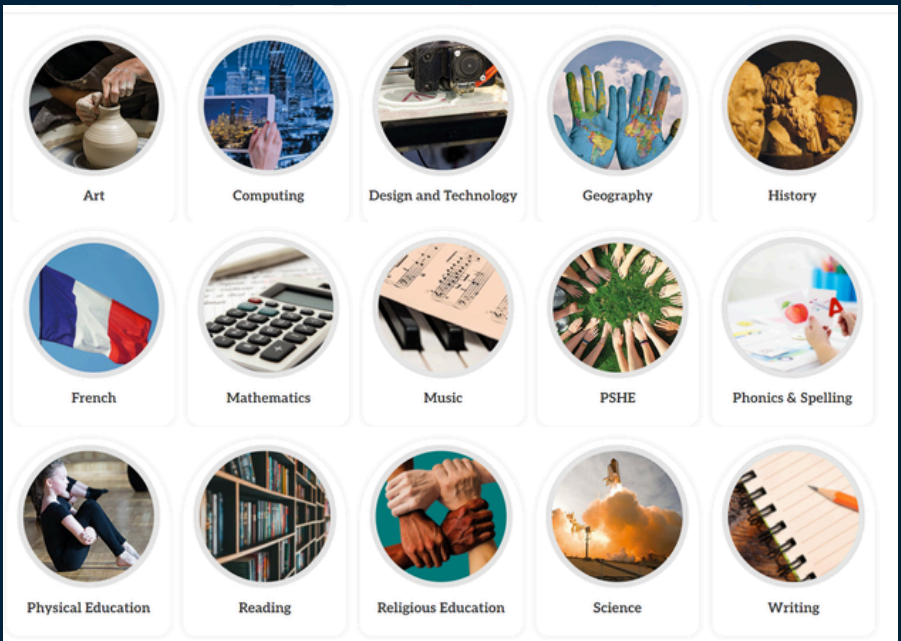
- Communication and Language
- Physical Development
- Personal, Social and Emotional Development
- Literacy including reading and writing
- Mathematics
- Understanding the World
- Expressive Arts and Design

Much of children's learning in the Foundation Stage will be delivered through play and exploration in the classroom and in the outdoor classroom.

Assessments of development and learning needs will be on going throughout the school year. During the first half of the autumn term staff will carry out a baseline assessment for every child. This will establish where they are in aspects of their learning and development and help future planning. The results of this early assessment will be shared with parents at the parents' evening in the autumn term. By the end of the year, the teacher will have built up an accurate profile of each child's development.

Key Stage 1 and Key Stage 2

The curriculum at Key Stages 1 and 2 comprises:



- English
- Mathematics
- Science
- Computing

Children also study the subjects below as part of the National Curriculum. These are called foundation subjects.

- Art and Design
- Design Technology (DT)
- History
- Geography
- Music
- Physical Education

Children are also taught Relationships and Health Education and Religious Education.
Non-denominational Religious Education is provided for all children as part of the curriculum and is in accordance with the Sandwell Agreed Religious Education syllabus. Assembly is an important part of the week when we meet together as a community. It is a time when we place emphasis on the development of values and attitudes towards each other and the world around us. Assemblies are non-denominational and although they are of a broadly Christian nature, due consideration is given to the multicultural society in which we live.

Parents have the right to withdraw their children from religious education and collective worship should they so wish. If parents do not wish their child to be taught the agreed syllabus or take part in short acts of collective worship, then they should inform us in writing. Their child can then be excused and suitable alternative arrangements made.

Sex Education
The school has an agreed Relationships and Health Education policy which ensures the school meets statutory requirements. This policy was written in consultation with our staff, governors and parents.

PE

As part of the curriculum our children receive PE sessions per week. The government has awarded all primary schools with extra money to enhance PE provision. We have allocated some of our money to buy in a fully qualified sports coach. The coach is supporting our teachers to deliver quality PE sessions. We also offer a wide range of sports clubs after school.



ICT

We have a wireless network which supports the laptops and iPads we have available for children to use to support their learning.



Home learning

Pupils are set homework whilst at Lodge. Your help and support in encouraging them to do this will further their achievement at school. All children will be set home learning activities on a weekly basis for English and Maths. We also regularly set creative home learning activities and activities linked to online learning. As part of our offer, we give our children the opportunity to attend our lunchtime home learning club if they need extra support to complete their home learning.

Behaviour

We have a clear behaviour policy which is available to parents on request, and is on our website.

The school aims to encourage positive behaviour in the following ways:

·We make clear our stages of emotion coaching and share the importance of expressing how we feel.
·We utilise zones of regulation within our classrooms to calm, reflect and refocus.
·We offer the use of a 'calm box' to support emotional wellbeing.
·We discourage unsociable behaviour by promoting mutual respect and giving opportunities to self-correct.
·We encourage children to take responsibility for their own actions and behaviour, to make the right choices and consider the consequences of their actions by offering time to reflect and through a restorative conversation where necessary.
·We identify positive behaviour as a priority in all situations and operate on a system of Golden Time on a Thursday or Friday afternoon as a reward for good behaviour throughout the week.
·We refer to the Class/School charter regularly.

Assessing your child

During the first few weeks in Reception, staff will carry out a baseline assessment for every child. This will establish where they are in aspects of their learning and development and help future planning.

In the summer term of Year 1, children take the phonic assessment task in order to assess whether they are reading at an appropriate level for their age. Children who do not meet the threshold, or were absent in Year 1 are reassessed on their phonetic knowledge in the summer term of Year 2.

Children in Year 4 are assessed on their recall of the times tables up to 12 x 12. This is an online assessment which takes place in the summer term.

In the summer term of Year 6, children are assessed using nationally produced Standard Assessment Tasks and Tests (SATs). Children take tests in reading, spelling, punctuation and grammar and mathematics. Teacher assessment is used to determine the child's standard of writing.

Parents are informed of how their child has done at the end of the summer term as part of their child's annual school report.
Please note that during the global pandemic, no standardised assessments took place in 2020 or 2021. For up to date information regarding the school's performance, please visit the school website.

Local Authority Admission Arrangements

Children in Sandwell are admitted to school at the beginning of the academic year in which they are 5, provided a school is available. The admission priorities for the allocation of places are given below:

Sandwell Metropolitan Borough Council Education and Lifelong Learning Admission Priorities

Where there are more applications for a school than places available, places will be allocated on the basis of the following priorities:

1. Children who are in Public Care.
2. Children with a particular medical condition which can be met most appropriately by the preferred school. Applications must be accompanied by a medical declaration form signed by the child's General Practitioner or Consultant confirming the condition and detailing the child's needs. All applications under this criterion will be assessed by the LA to decide whether the child's needs can be met most appropriately by the preferred school.
3. (a) Having a brother or sister at the preferred school (not nursery) at the time of admission.
(b) For admissions to Infant Schools, having a brother or sister at the preferred school or at a linked Junior School on the same site or nearby at the time of admission.
(c) For admissions to Junior Schools, being on roll at the linked Infant school at the closing date for applications. Priority will be given to pupils who have a brother or sister at the preferred school or at a linked Infant School (not nursery) on the same site or nearby at the time of admission.
4. Distance measured in a straight line from a child's home to the school's main entrance (as determined by the Head Teacher).

In all cases, should the number of applicants exceed the number of places available, places will be allocated on the basis of distance between home and school, as measured in a straight line from the home to the main entrance of the school with priority given to those living closest to the school.

Foundation Stage Admission Arrangements

Children are admitted to nursery classes in primary schools at around 3 years of age.

We are able to offer some flexibility with the times nursery age children are in school.
Parents should complete an application form which is available from the school office; it is helpful if you bring your child's birth certificate with you when calling to register them for entry to the Nursery Class.
Please note, the offer of a nursery place does not guarantee admission to the reception class.
If you would like to view the school, please telephone for an appointment. We would love to show you around!

Reception

Admission to Reception Class will be made in accordance with Sandwell Primary Admissions Procedure. You may register your request for a place in the Reception Classes by completing an online form at www.sandwell.gov.uk. This is available to access from September 2025 until January 2026. If you need support in completing the form, then our school staff will be pleased to help you.
If the school has more requests than the places available then the council will operate its appeals procedures and will allocate places according to its admissions arrangements

Children transferring to/from another school

The authority controls all admissions to Sandwell schools. If you wish to transfer to Lodge, you will need to complete a transfer form (available from school).
If your child is transferring from another school, we encourage you to discuss this with your child's current Headteacher and also with Lodge Primary School staff.
You will then be invited to visit the school with your child prior to their transfer.

Starting School



Once your child has been allocated a place at Lodge, there are the following opportunities for you and your child to visit the school and meet the staff.

Children starting Nursery

At the beginning of the term, your child starts at Lodge. A home visit is made to ensure we have as full a picture as possible of your child before they begin their learning journey with us.

Children starting Reception

A parents' meeting is also held for parents prior to children beginning new Reception Classes. At this meeting, we will explain the approaches taken in school to ensure children's learning is extended and challenged. Children who come to our Nursery have the opportunity to mix with the older children in Reception as the staff and children work across the whole foundation stage.

Charging and Remissions Policy

For activities during the school day, we try to obtain funding from a variety of sources but some activities, could not go ahead unless we ask for voluntary contributions from parents. It is our policy to do this when we feel it is necessary but we try to keep costs as low as possible.

No child is ever excluded from an activity because their parents have not made a contribution, but if we did not have the support of the majority of parents, then the activity may not take place.
A copy of this policy is available on our school website.

School Meals

Free School Meals

If you are in receipt of Income Support, Job Seekers Allowance or Universal Credit, you may be entitled to free school meals for your children. Further information is available from the school office. We fully encourage you to access this support if you are entitled to it, as the school will receive extra money. Our office staff will speak to you in confidence regarding your child's eligibility for FSM. This extra funding enables our school to purchase extra resources to support the children.

School Meals

Since the introduction of Universal Free School Meals in September 2014, all children in Reception and Key Stage 1 are entitled to have a free dinner, regardless of family income.

For Key Stage 2, school meals are available in the dining room at a cost of £2.60 per day, £13.00 per week (correct as of July 2025). They are prepared and cooked at the school; a choice of meal is offered which provides an exciting and balanced diet. A vegetarian choice is always available. Special dietary requirements may also be met.

School meals must be ordered in advance to allow for the correct numbers to be prepared, and therefore are only available on a regular basis. Payment is collected weekly on a Monday morning. Please send your child's dinner money into school in an envelope clearly labelled with your child's name and class. The school is using ParentPay and parents are encouraged to use this option.

Packed Lunches

Children may bring a packed lunch which will be eaten in the dining hall; alternatively they may go home for lunch. Children going home for lunch must be collected from the Oak Lane entrance of school.



Healthy Snacks



Healthy lifestyles

Lodge Primary promotes a healthy lifestyle. All our school meals are carefully planned to deliver children with a healthy option. We also encourage a balanced diet approach to packed lunches. During break times, children are encouraged and rewarded for eating fruit or healthy snacks.

Milk

Children in the Foundation Stage will be provided with free milk until the age of 5, and there after a charge per term (dependent upon term duration) will be payable at the beginning of each term. Children who are entitled to pupil premium funding are offered milk free of charge throughout the school.

* Prices are subject to change



School Uniform

There is a school uniform, which all Children are expected to wear the following:

- Blue sweatshirt or jumper
- White polo shirt, shirt or blouse
- Black/grey trousers (not jeans) or skirt
- Summer blue and white dress
- Sensible flat black school shoes.
- Head scarves if worn, should be black.









Please note we do not expect children to wear branded school uniform, therefore our uniform can be purchased from many high street shops including supermarkets.

However, if you would like to purchase an item of uniform with the school logo on, then the following items of uniform may be purchased from CC Uniforms (available online and in store):

- Blue sweatshirt
- Blue fleece (by special order only)
- Book & PE bags

LODGE PRIMARY SCHOOL

PE Kit

White t-shirt, black shorts, joggers or leggings and black pumps/trainers.

Pupils will be expected to bring their PE kit into school on a Monday and take it home on a Friday to be washed every week.



No jewellery should be worn in school. If your child has pierced ears, small studs are permitted. However, these should be removed by the child for PE.

We do not permit the children to wear false nails/extensions, make up or nail polish.

Caring for your child

Health Checks

Children will receive checks on hearing, height and weight at selected stages. The school also works with the NHS to offer the annual flu jab to all children.

Accidents and Illness

If your child becomes ill or has an accident at school we will care for your child and make every effort to contact you. Your child will be treated by one of our trained first aiders appropriately.

We will need your telephone numbers (preferably three contact numbers) and numbers of other emergency contacts in school. Please ensure that these are kept up to date in the event we have to contact you.

Prescribed Medication

If your child has any prescribed medication that you need us to administer in school, you need to complete an 'Administering Medication Form' which is available at the school office. Please note that we can only accept medication which displays a pharmacy label.

Asthma, allergies and medication

If your child has asthma or any allergies, please make sure you inform the school office. You will be asked to complete a permission form and you will need to supply the prescribed inhaler or EpiPen. You will also need to ensure the inhaler or EpiPen is always in date and notify the school immediately if there are any changes.

Safeguarding your child

Please speak to your child's class teacher if you have any concerns. If you are still concerned, see Mrs Atkinson our Safeguarding Manager, our Assistant Headteachers or the Deputy Head Teacher. If your concern involves the organisation or management of the school, then please see the Head Teacher.

Safeguarding your child

We have a duty of care for all children who attend Lodge and are bound by laws governing child protection issues. On rare occasions when we have a concern about a child, this may mean contacting the necessary authorities, as we are legally bound to do so. Where possible we will discuss our concerns with you before making contact with other agencies.

Designated Members of Staff

If you have any worries, then please speak to Mrs Atkinson our Designated Safeguarding Lead (DSL).



Deputy DSLs are Mrs Khatun (Headteacher), Mrs Munn (Deputy HT), Miss Steer (Assistant HT). Mr Earnshaw (Assistant HT), Mrs McNeela (Assistant HT), Mr Nahal (Business Manager), Mrs Mahoney (Learning Mentor) and Mrs Akram (Attendance Lead). Our Designated members of staff are fully trained and receive updated training every 2 years.

Attendance and Punctuality



Absence

If your child is unable to come to school because of an illness please telephone the school to explain why. We will request a doctor's note for all medical absences where a child's attendance falls below 90%. Without a doctor's note we will not authorise the absence. School will reimburse parents if any costs are accrued for medical evidence.

Pupil absence is monitored by the school and the Local Authority's Attendance and Prosecution Service. Only in cases where a child is really ill should they be kept away from school. In these instances, parents should phone school and explain the reasons for their child's absence.

Holidays During Term Time

The school follows the guidance from the DFE and therefore holidays during term time will not be authorised. Our attendance policy is available on request from the school office or via our school website.

Punctuality

Please ensure that your child attends school on time so that they are not missing valuable learning. The gates open from 8:40am to 8:55am. Punctuality is monitored and the school will be in contact if your child is late more than three times in a week.

Inclusion at Lodge

Special Education Needs and Disability (SEND)

Many children at some stage in their school career will have special educational needs of some kind. There is a SEND Code of Practice which all schools and local authorities must have regard to when helping children who have SEND. The Health and Social Services must also have regard to the code when helping LAs.

About 1 in 5 children may have learning difficulties at some time. Most children get over their difficulties. For others, the effects may last longer. Children may have general difficulties caused by:

- A physical disability
- A problem with sight, hearing or speech
- Emotional or behaviour problems
- A medical or health problem
- Difficulties with reading, writing, speaking or mathematics

All schools must have regard of the SEND Code of Practice, which recommends that the school should make a graduated response to children's needs in stages matching the level of help to the needs of the child.

All schools should:

- Have a teacher who is responsible for children with Special Educational Needs (At Lodge, this is Mrs. Munn)



- Have a Special Educational Needs Information Report
- Operate stages of referral within school

Inclusion at Lodge

Our stages of referral are:

1. **Special Educational Needs**
The class teacher and Special Educational Needs Co-ordinator, in partnership with parents ensure that work is appropriate and support is allocated.

2. **Special Educational Needs Support (external agencies)**
As SEND but help is also sought from other services, e.g. Inclusion Support, Speech Therapist, or any other outside agency. Children will also have an individual plan for provision which is regularly reviewed and updated. Parents are fully involved, invited to regular meetings at school and consulted about the help their child needs and receives.

There are 2 further stages:

A) **Statutory Assessment**
B) **EHCP (Education, Health and Care Plan)** is written by the LA to enable additional support or provision for a child. These stages involve the LA. If in the future your child does have a Special Educational Need, we will refer to the stages, and you will be consulted and be involved with any additional support or help your child needs. Mrs. Munn will be able to give you advice and support.

All children receiving additional support for SEND will have an Individual Provision Map (IPM) which will clearly states the targets and provision for the child. In addition to this, regular reviews of their progress will take place and parents will be invited to this review.

Access to information

Access to Information

Parents may request information regarding the school under the Freedom of Information Act 2000. Requests for information should be made to the school office in writing.

The school will respond accordingly within the legal time frame work and the response will be within 20 working days.

Information such as the school prospectus, LA's agreed syllabus for RE, the latest school Ofsted report, Annual reports to parents LA complaints arrangements School's charging policy and current schemes of work can be provided on request or are available on our website. The school's Privacy Notice is available to view on the school website and a copy can be requested from the school office.

Our website at www.lodgeprimary.co.uk features the policies mentioned in this prospectus as well as information on extra funding received by school. Policies are also available on request from the school office.

We wish your child many happy years at Lodge Primary School. Please contact us if you wish to discuss anything further.

LODGE PRIMARY SCHOOL

Contact us

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mailbox@lodge.sandwell.sch.uk

www.lodgeprimary.co.uk