

# Black Horse Hill Infant & Junior Schools Prospectus



## 2023-2024

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# Contents Page

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## Welcome

### Our schools' Vision, Aims and Values.....3

A brief introduction to our schools.

### Admissions Policy and Procedure.....4

How and when pupils join our schools.

### Curriculum.....5

An overview of the lessons we teach.

### PSHE & SEAL Aspects of Learning.....6

Our holistic approach to pupils.

### Code of Conduct.....7

Behaviours expected of children.

### Monitoring Progress.....8

How we judge the progress of your child.

### Inclusion.....9

How all children are included, regardless of ability.

### School Uniform.....10

What pupils are expected to wear.

### Attendance & Leave of Absence.....11

What to do in the event of absence.

### Activities.....12

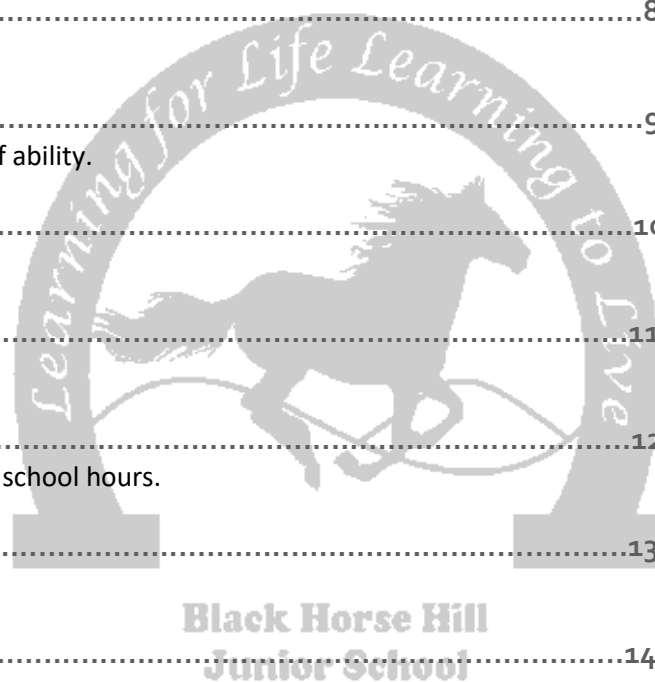
Extra activities available outside of normal school hours.

### Black Horse and the Community.....13

Work we do within the wider community.

### Other Information.....14

### Further Reading.....15



**Dear Parents/Carers,**

**Black Horse Hill Schools have a friendly and hardworking atmosphere, where all children are encouraged to take a pride in their achievements. We have always worked on the basis that close understanding and co-operation between teachers and parents/carers will result in happier, more self-assured children.**

**The aim of this prospectus is to give an insight into the organisation of the schools, their values and beliefs. We hope it will answer some of the questions you may have.**

### **Our Mission Statement**

#### **School Vision**

*Together our schools will:*

**Nurture and empower our children to become creative, compassionate and confident citizens, in a diverse and ever-changing world.**

#### **School Aims**

*Our school community will: -*

- ◆ Have high expectations for all
- ◆ Inspire a passion for learning
- ◆ Provide an enjoyable, ambitious, coherent curriculum
- ◆ Develop positive relationships through collaboration
- ◆ Create a safe and happy environment

#### **School Values**

*All our children, staff and parents/carers will share the same core principles of:*

Respect  
Honesty  
Kindness  
Excellence  
Resilience  
Friendship  
Courtesy



**Black Horse Hill  
Junior School**

## ***Our Admissions Policy and Procedure***

*Both schools comply with Wirral Local Authority's (LA) co-ordinated scheme for primary admissions. Admission to both schools (from Foundation 2 to Year 6) is dealt with by the LA. Parents need to contact Wirral Primary Admission (0151 606 2000) and complete the relevant paperwork. Parents/carers are welcome to visit the schools before applying for admission.*

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### **Foundation Stage**

#### **Foundation 1**

*Admission to Foundation 1 is managed by the Infant School. Parents/ Carers should contact the school office in the September following their child's second birthday. Children can be admitted in the term following their third birthday.*

#### **Foundation 2**

*Parents/carers who want their child to be educated at Black Horse Hill Infant School must apply for a place through Wirral Local Authority. We then arrange for children to start their full time education at the beginning of the school year in which their 5th birthday falls. We may stage admissions at the start of the school year to provide an opportunity for the children to make new friends and familiarise themselves with school routines in small groups.*

### **Key Stage 2 / Juniors**

*Children who are in Year 2 and are on roll at the Infant School are eligible to transfer to the Junior School automatically even if they do not live in the school's catchment area.*

#### **Transition to the Junior School**

*There is a systematic procedure in place which is sensitive to the needs of the children to ensure that the transfer to the Junior School is as smooth as possible. This includes an Open Afternoon as well as visits for both pupils and their parents/carers to the Junior School.*

#### **Visiting Arrangements**

*Before starting either school, new children and their parents/carers are invited to visit. Children will be able to familiarise themselves with their new surroundings, meet teachers and socialise with other children. Parents/carers, too, will meet the teachers and discuss how best they might prepare their children for starting school. Working and caring together in this way, it is hoped staff and parents/carers will make your child's time in our schools as enjoyable as possible.*

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## **The Curriculum**

*Both schools provide a broad, balanced and creative curriculum which will provide our children with the knowledge, skills and attitudes for now and in the future. For more information about the curriculum that each school provides then please take a look at the school websites.*

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### **Early Years Foundation Stage**

*In the Infant School, Foundation 1 and Foundation 2 children follow the Early Years Foundation Stage Curriculum.*

### **The Core Subjects**

*Both schools follow the National Curriculum in Key Stage One and Two. The core subjects of English, Mathematics, Science and Religious Education (R.E.) are taught throughout the schools.*

*R.E. and collective worship forms part of the school curriculum. Children can be withdrawn from all or part of religious education/ collective worship, at the request of their parents/carers. Alternative provision is detailed in the school policies.*

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### **The Foundation Subjects**

*Information & Communication Technology permeates all areas of the curriculum and the schools have either computer suites or wireless mobile iPad/laptop facilities and full interactive facilities in all classrooms such as projectors and smart boards.*

*The teaching of the Foundation subjects, which include: Art and Design, History, Geography, Design Technology, Music and Physical Education provide the delivery of a broad and balanced curriculum. There is provision in both schools for teaching Modern Foreign Language. There is a thematic approach to learning in both schools.*

*Children have the opportunity to take part in peripatetic music tuition covering a wide range of instruments. Please note there is a charge for this provision.*

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## ***Personal, Social, Health and Education, Citizenship (PSHE) and Relationships, Sex and Health Education (RSE)***

*Both schools follow the National and Local Authority guidance on teaching PSHE, Citizenship, Relationships, Sex and Health Education (RSHE) and drug awareness. The Jigsaw scheme is used across both schools to deliver key PSHE themes. Other external agencies and advising groups visit to support this provision across both key stages.*

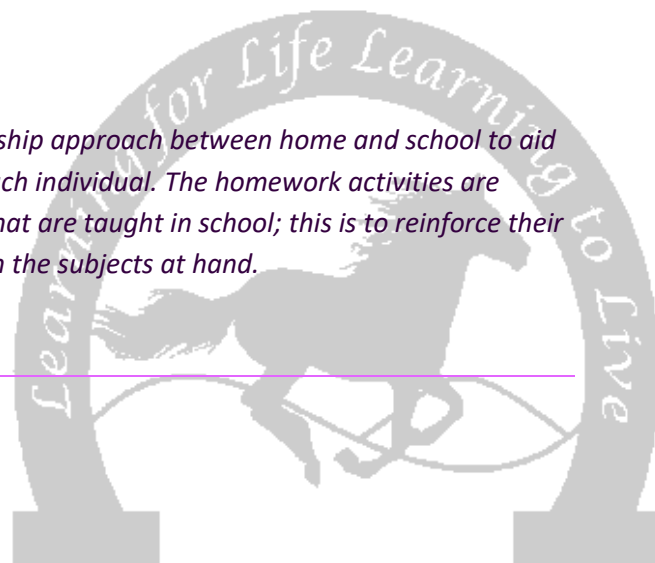
*Note: parents/carers have the statutory right to withdraw their child wholly or partly from receiving sex education in school, by informing the Headteacher in writing.*

### ***The School Council***

*Both schools have active school councils made up of pupil representatives from each class. On the school council the children discuss key school and citizenship issues affecting them and their environment.*

### ***Homework***

*We strongly believe in a partnership approach between home and school to aid in the further development of each individual. The homework activities are based on skills and knowledge that are taught in school; this is to reinforce their knowledge and understanding in the subjects at hand.*



**Black Horse Hill  
Junior School**

## *Equal Opportunities and Accessibility*

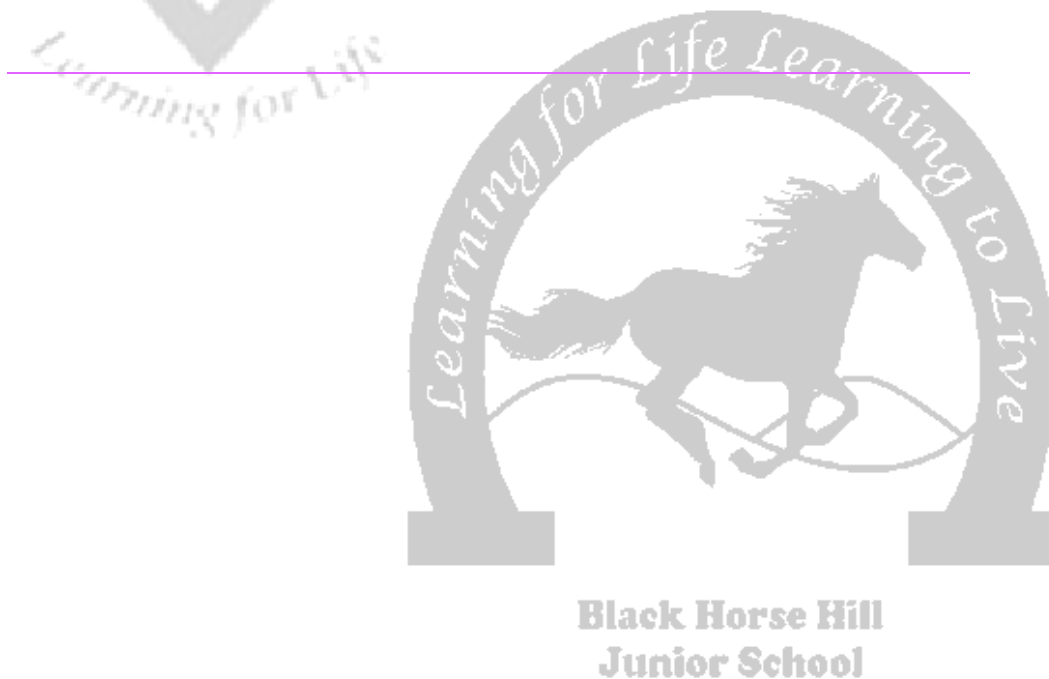
*We promote a fully inclusive environment and curriculum that meets the needs of all pupils, irrespective of age, disability, gender, race, religion or beliefs. Whilst at our school we teach pupils to understand that difference is a positive and that individual characteristics make people unique. Both schools are fully accessible.*

## *Code of Conduct*

*The schools encourage children to make informed choices about their own behaviour based on respect for themselves, others and their environment.*

*We believe strongly in rewarding children for good behaviour, for example with certificates, celebration assemblies and communal treats.*

*In the event of children making the wrong choices, an agreed system of sanctions will be consistently followed. For further information please see our Behaviour policies which are available on our school websites.*



## Monitoring Progress

*Each child's needs are considered and catered for on an individual basis. To ensure progress the teachers carry out thorough planning and regular assessments of each child's progress. These influence the target setting procedures across both schools, which provides continuity in the transfer from the Infant School to the Junior School.*

*Pupils' progress will be monitored through the following statutory assessments:*

*End of Foundation Stage Assessments*

*End of Key Stage 1 & 2 Statutory Assessment Tests (SATs)*

*Phonics Screening Check for year 1*

*Multiplication tables check for year 4*

*Parents will receive an annual report at the end of the year outlining achievements and attainment.*

*Two parents' evenings during the course of the year.*

*In addition to the formal systems in place, parents/carers are welcome to discuss their child's progress with the class teacher or Headteacher. Note: appointments can be made through the school secretaries.*

*Parent Workshops*

*Both schools hold curriculum evenings and workshops throughout the year to provide parents/carers with an opportunity to develop their knowledge of the school curriculum.*

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**Black Horse Hill  
Junior School**



## Inclusion

### Specific Educational Needs

*Both schools provide an inclusive atmosphere. If children are identified as having special educational needs then school will work in partnership with parents and other agencies, if required, to meet the needs of the pupil. Both schools believe that the inclusion of pupils with such needs has a positive benefit for all.*

*Both schools are fully accessible and copies of the schools' accessibility plans are available, by request, from the Headteachers.*

### SEN Procedure and Provision

*Early identification is vital in the efficient management of SEN matters. Copies of the SEN Information Report are available from both schools and are also published on the websites of both schools. Guidance set out in "The SEN Code of Practice (2014)" is followed at all times.*

*Should concerns arise, pupil progress will be assessed and monitored. In the event of additional intervention being required parents/carers will be informed and relevant SEN paperwork will be completed.*

*If concerns continue extra support will be sought from external agencies and other professionals.*



**Black Horse Hill  
Junior School**

## School Uniform

Please note that many of the following items can be purchased from the schools. Please mark all your children's possessions with their names so that we can ensure their safe return to your child.

<i>Winter</i>	School Tie (Juniors) Grey Trousers Grey Skirt or Pinafore White Shirt (Juniors) White Polo Shirt (Infants) Sweatshirt or Cardigan (Infant – Grey Junior – Purple)
<i>Summer</i>	Grey Shorts White Polo Shirt or Purple and White Checked Dress  <i>Sun Hat</i>

### **Shoes**

*We request that children wear formal footwear and not training shoes, boots or high-heeled shoes.*

### **Physical Education**

*Infants – Children should come to school on their allocated PE day dressed in the PE kit with jogging pants and sweatshirt if necessary.*

Children are not permitted to wear football kits.

### **Both Infant and Junior**

*Blue/black shorts*

*Plain white t-shirt/polo shirt*

*Black pumps or suitable footwear*

### **Juniors**

*Tracksuits for outdoor games*

**Art** (This only applies to the Junior School)

*An old shirt which is to protect uniform from mess.*

**Rainy Day Bags** (This only applies to the Infant School)

*To include inexpensive table-top toys, books, games etc. for children to play with in their classrooms when it is wet.*

Also note that the wearing of jewellery is not permitted in school in the interest of safety. Parents/carers are requested not to allow children to have their ears pierced during term time.

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## Attendance

### ***Sickness/Unauthorised Absences***

*We would request parents/carers inform the school of their child's absence as early as possible on the day of the absence. Messages can be left on the Junior School's answering machine which will be picked up by the school secretary. Any absences not reported will be marked as unauthorised.*

*If an appointment is unavoidably scheduled for during the school day an authorised absence pass must be sought from the school office and be returned to the school office when your child returns to school.*

*All late arrivals must report to the school office, to be marked late, as soon as they arrive. Failure to do this will result in an absence being recorded.*

### ***Holidays***

*Amendments to The Education (Pupil Registration) (England) Regulations 2006 remove references to family holiday and extended leave. The amendments make clear that Headteachers may not grant leave of absence during term time unless there are "special circumstances relating to the application."*

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**Black Horse Hill  
Junior School**

## Activities

### **Charges for activities**

*The Governors have adopted the Wirral Borough Council's Policy, which can be summarised as follows: -*

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*"Children will not be charged for any equipment used in school apart from ingredients or resources used in practical activities. Contributions are required for activities taking place in school time and donations will be asked for to cover transport and admission costs for educational visits. A charge is made for instrumental music tuition provided by the Authority's Instrumental Music Service in groups of up to four children."*

### **Extra-Curricular Activities**

*Over the year, a wide range of extra-curricular activities are available some of which are listed below:*

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#### **Juniors**

**Athletics**  
**Cheerleading**  
**Choir**  
**Dodgeball**  
**Fencing**  
**Football**  
**Gardening Club**  
**Judo**  
**Netball**  
**Multi Sports**

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#### **Infants**

**Athletics**  
**Cheerleading**  
**Football**  
**Gymnastics**  
**Judo**  
**Mini Olympics**  
**Street Dance**  
**Tennis**  
**Ukulele**

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**Black Horse Hill  
Junior School**

*Other Activities are offered as appropriate  
when members of staff are available.*

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## ***Black Horse Hill and our Community***

### ***Parent Teacher Association & Parent Council***

*We are fortunate in having an enthusiastic and committed Parent Association which is called Friends of Black Horse Hill Schools (FOBHHS), which not only raises funds, but also organises activities that greatly enhance the ethos of the schools. Note: the FOBHHS committee regularly contacts parents/carers to enlist their support. If you wish to help, you can contact the FOBHHS secretary by writing to, or telephoning, either school.*

### ***Community Links***

*The school believes strongly in fostering and maintaining strong links with the community. This includes inviting visitors into the schools, such as local church representatives, artists in residence and local charities. We also visit a range of places of interest and people in our local community.*

### ***School Meals***

*Both schools offer healthy school meals at lunchtime. Parents/carers also have the opportunity to provide children with their own healthy packed lunch. Fees are applicable at the Junior School and Foundation One at the Infant School. Please contact the school for the current price.*

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**Black Horse Hill  
Junior School**

## Other Information

### **Educational Legislation**

*Whilst the Governors and Headteachers believe that the schools operate in accordance with current educational legislation, we do have a procedure for any complaints that may arise. Although the Headteachers deal with most complaints efficiently and effectively, parents/carers should note that there are more formal channels that may be used if believed to be necessary.*

*In accordance with the Freedom of Information Act, copies of all school policies, most recent inspection reports and other Government documentation are available from the schools upon request.*

### **ParentPay**

*Payments to Black Horse Hill Infant School are to be made through ParentPay only as we are a cashless school. Account details will be provided.*

### **eSchools**

*Communications via text and letter are sent through eSchools to parents/carers at Black Horse Hill Infant School. Parents evening appointments can be booked on this platform also. Login details will be supplied by school.*

### **ParentMail**

*Black Horse Hill Junior School communicates with parents via ParentMail. This is an app that allows us to send messages, collect payments and organise parents' evening slots.*

### **Before and After School Club provision**

*There is a before and after school club which operates from Black Horse Hill Infant School Annexe. Wrap-around care is provided for pupils from Foundation 1 to Year 6. There is a charge for this service.*

*For more information please look on the Infant School website or contact the Infant School Office.*

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## *Further Reading*

*We have more information available on some of the following areas, feel free to ask and we will provide you with a copy, or you can download copies from our websites.*

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*<http://www.blackhorsehillinfant.co.uk>*

*[http:// www.blackhorsehill.andrewgreenhalgh.co.uk](http://www.blackhorsehill.andrewgreenhalgh.co.uk)*

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### *Subjects Covered:*

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- *OFSTED reports*
  - *Numbers of pupils on roll*
  - *Attendance data*
  - *Term dates*
  - *Out of Hours Club (at Infant site)*
  - *National Curriculum Assessment results for both Key Stages*
  - *SEN Information*
  - *Details of Complaints Procedure*
  - *Home-School Agreement*
  - *Behaviour Booklet*
  - *Sample Lunchtime menu*
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