

The logo of Catshill Middle School is a circular emblem. It features a central shield with a mountain range and a building. The shield is surrounded by a laurel wreath. The text "CATSHILL MIDDLE SCHOOL" is written around the bottom edge of the emblem.

**Welcome to  
Catshill Middle School  
2022**



# Contents

1. Welcome to Catshill Middle School
2. Contents
3. Welcome
4. Key Staff
5. Useful information
6. Useful information (part 2)
7. Classroom equipment
8. Sample timetable
9. Daily timings
10. Epraise
11. Rewards
12. Accolades (Headteacher awards)
13. Attendance
14. Uniform
15. CMS provisional plan for September.



# Welcome

## **New Intake 2022**

**Mr Paul Essenhigh - Executive Headteacher** (seated on the right)

Welcome to our school and learning family. What a year 2022/2023 is going to be. Our curriculum goes from strength to strength as we prepare to support children becoming young citizens in 21st century modern Britain. My key role is the strategic leadership of the Catshill Federation (Catshill Middle School & Catshill First School & Nursery) this includes Finance, Human Resources, Premises & Safeguarding. I hope you find the information in this presentation useful as you prepare for September.

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**Mr James Thompson - Head of School** (seated on the left)

I'm responsible for helping your children to achieve the best possible outcomes both personally and academically. I also lead a team of staff that are responsible for ensuring that excellent behaviours for learning are seen on a daily basis.

Thank you for taking time to read through this welcome briefing. It is vital that you feel warmly welcomed into the school as your child makes the transition from their current school. There may be parents or carers reading this who have children starting in different year groups and you are all most welcome. The information in this guide is geared for new Y5 parents but much of it is applicable to every year group. Welcome to our school.

The children will have more opportunities made available to them than ever before over the coming year. Some of these experiences may be different to previous years, but we will adapt and develop our provision as we go forward together.





# Key staff

**Mr Paul Essenhigh** - Executive Headteacher, Strategic Leadership of the Catshill Federation

**Mr James Thompson** - Head of School. Best possible outcomes and behaviours on a daily basis

**Mrs Danielle McCrory** - Assistant Headteacher, Curriculum, Learning & Teaching

**Mr Kenny Hirst** - Assistant Headteacher, Inclusion

**Mr Rick Duerden** - Assistant Headteacher, Pastoral Care

**Mr Dave Hewitt** - Y5 class teacher & Key Stage 2 Pastoral Leader

**Mrs Karen Barton** - Y5 class teacher

**Miss Hannah Woodward** - Y5 class teacher

**Miss Paige Coleman** - Y5 class teacher

**Mrs Abi Dunn** - Y5 class teacher

**Mrs Philippa Nesbitt** - SENDCO

The four year 5 classes will have approximately 30 children in them. There will also be additional sets for English & maths.



# Useful information

**CMS Uniform** is affordable, functional and smart. School Days and Bromsgrove Sports stock the necessary items. Proper school shoes are required, no trainers or boots. The Admin matters booklet both give additional detail to help you with your purchasing. (This information booklet is on the website in useful documents).

If you are eligible for **free school meals** please do claim. Additional funding is made available to the school if you take this up. Worcestershire is one of the lowest funded authorities so it is very important for us  
[http://www.worcestershire.gov.uk/info/20062/schools/684/applying\\_for\\_free\\_school\\_meals/2](http://www.worcestershire.gov.uk/info/20062/schools/684/applying_for_free_school_meals/2)

**Voluntary School Fund contribution** - this small amount of money helps us to provide those extras, minibus, rewards, head teachers awards, extra books in library etc. We will contact you during the autumn term about this.

**Admin Matters booklet** - Contact details are essential. We need to be able to contact someone in an emergency as well as send you messages when we need to. Please keep us up to date with telephone numbers and email addresses. Legally, parents/carers should provide 3 emergency contacts.

**Car Parking** - The Crown Pub permits parking before and after school in the rear car park. (This is on the same side of the road as the school). There is a small amount of parking available in the 'Meadow' car park opposite the school. Please be mindful of our neighbours and avoid blocking their drives. The school car park and the area outside Chadsgrove Special school must not be used for parking by parents and carers.



# Useful information (part 2)

**Mobile phones** - Phones should not be brought to school. If there is an urgent need for your child to bring a mobile phone a permit must be issued. Please contact the school office to apply for one. Please make clear plans with your child before arriving in school to avoid the need for phone calls.

**Attendance** - 97% or higher is expected from all pupils. Term-time holidays are not permitted. Fines are pursued. We will always make contact if your child is absent without a reason. We also visit homes when school attendance is a concern. Please communicate reasons for absence on a daily basis using details found in the Admin matters booklet, you can call, text or email.

**Pre and Post school care** - Hang Out Club information in useful links section on website.

**Clubs & Activities** - You can sign up for clubs on epraise when they are running - have a go and try something new.

**Communicating with parents and carers** - Epraise, the CMS Website ([www.catshill-middle.worcs.sch.uk](http://www.catshill-middle.worcs.sch.uk)) & Twitter (@Catshillmid) are all used to communicate information at different times. From September 2022, epraise messenger will be the default way to communicate. Please ensure you download the app ready for September.

**Arrival and departure times** - Arrive on the playground between **8:30-8:45am**. Staff will be on duty from 8.30am. Children (in year 5) will be dismissed from the bottom gate at **3:20pm**. (Other year groups have different finish times/dismissal locations)

**Governing Body** - Governors at CMS are from all walks of life supporting the school as we move forward. We are always looking to recruit into this team with certain skill sets (staffing, finance, HR, buildings & obviously education). If this is something you think you could be part of do get in touch once you feel you know how our school functions. Please ask for Mr Essenhigh to contact you.



# Classroom equipment

**Pupils starting at Catshill Middle School from September 2022 will require the following in a named pencil case.**

- Handwriting pen
- Pencil
- Rubber
- Sharpener
- Ruler
- Pencil crayons

**Reading books** - A reading book will be provided for each pupil to read in school and take home, you will be able to monitor this from home once the term has started, further information to follow.

**PE Kit** - This must be brought to school on the days that your child has PE. The PE kit is identified in the school prospectus. Please make sure it is all named. A timetable to help with this will be issued on the first day in school. There is no expectation for PE kit to be brought in on day 1.



# Sample Timetable

	Lesson 1	Lesson 2		Lesson 3	Lesson 4			Lesson 5	Assembly
Monday	Maths	Maths	Break	PE	English	Lunch	AR Reading	Hums	Life Skills
Tuesday	DT	English		English	Maths			Hums	Whole School
Wednesday	Art	English		English	Maths			French	Form
Thursday	English	Maths		PE	Maths			Hums	KS2
Friday	ICT	Hums	Science	Science	Music			Whole School	

**You will be able to see this in the epraise app to help you each evening plan for the next day!**





# Daily timings

School starts at **8:45am** prompt please don't leave it to the last minute anytime after 8.30 is fine. Year 5 pupils need to enter the playground through the bottom gate.

Break 10:45am -11:00am - pupils can buy a small selection of snacks at this break and all pupils are encouraged to refuel at this point and have a drink. Please make sure your child has a named **water bottle** which can be filled up during the day if required.

Lunchtime 12:50pm - 1:30pm - pupils can bring their own lunch or can buy from our catering team a variety of meals (£2.30), this includes a variety of hot choices or even a Subway style baguette/roll with a choice of fillings. We all assemble in the main hall on a rota basis for lunchtime. Free school meal entitled children can choose either. You can choose on a daily basis in morning registration if a school lunch is required.

End of day **3:20pm** (for year 5) - bottom gate collection. Please try and plan where you will meet your child in advance as it will get very busy at the end of the day. A short walk to a meeting point is a very good idea. We always say if a parent/carer does not arrive walk back to us and we can help sort this out. As a parent please do not panic, we do not want any accidents as you head to school to pick them up.



# Epraise

[epraise.co.uk](http://epraise.co.uk)

Epraise is a website and app that staff and parents use for many reasons:

- Rewards (epraise points)
- Accolades
- Demerits
- To sign up for clubs
- Parents' evening bookings
- Track attendance
- Set homework
- Communication as required

**It is essential that all parents have access to this app, please take the time to download it for September and we will provide you with the details in the first few days of how to access it effectively.**



# Rewards

## Epraise points

- Turn up to your lesson on time, do as asked and, most importantly, get involved!
- You get prizes for doing the right thing every week. (pens, pencils, rubber, toast and ultimately a non school uniform day)
- For good work, behaviour, manners or kindness.
- You can get a bronze, silver, gold, gold with honours and gold with double honours house point certificates.
- Parents and carers can track epraise points, accolades and attendance on epraise.



# Accolades

- An extra-special reward given by any staff member in school which is presented to you by a member of the Senior Leadership Team.
- You receive a sticker and a wristband and will be mentioned in the celebration assembly that Friday.
- The accolades are saved and stored on epraise



# Attendance

- Each week the class with the highest attendance receives the 'Tendy' trophy and a small reward
- The class with the best attendance across a term receives a non uniform day.
- We have an attendance motto '**In and on time by quarter to nine!**'
- Minutes late in the morning are paid back during social time and children will miss break and/or lunchtimes.

Being frequently late for school adds up to lost learning:

- Arriving 5 minutes late every day adds up to over **3 days** lost each year.
- Arriving 15 minutes late every day is the same as being absent for **2 weeks** a year.
- Arriving 30 minutes late every day is the same as being absent for **19 days** a year.

If your child attends school they are more likely to succeed



# Uniform

## Classroom clothing

- Green V-neck Jumper or Cardigan - CMS Logo is optional
- Girls - White Shirt /Blouse    Boys - White Shirt
- Clip-On School Tie (for all)
- Girls - Grey/Black Skirt/Trousers (not skin tight)                  Boys - Grey/Black Trousers
- Girls - White Socks, Black Tights    Boys - Grey/Black Socks
- Girls - Plain Black/Brown shoes (low heeled)                  Boys - Plain Black/Brown Shoes

**Trainers or Boots of any sort are not permitted**

**No jewellery at all apart from a maximum of one plain gold/silver stud in each year.**

**A school bag - named**

**A PE bag - named**

PE kit (unisex) - new items will be available for September 2022.

- Catshill PE top
- Black Shorts and socks
- Trainers
- Boots - The PE dept will update home when these will be required as well as shin pads etc

**School Coat - we will be using the playground even if the weather is inclement**

**Please name all items of clothing and bags, this will be checked!**

# COVID Update and the CMS provisional plan for September

We will be having a full and proper induction day for our new pupils at the start of the Autumn Term (Tuesday 6th September 2022). This will ensure that they have a gradual transition to Middle School and can get used to their new surroundings without other pupils being in the building.

The start to the Autumn Term will be a difficult one for lots of pupils as they return to school and we will be managing that process carefully as all year groups return.

## September Plan - Timeline for Catshill Middle School

(subject to change by the DFE, Worcestershire Children First or Catshill Middle School)

### **Tuesday 6th September (8:45am - 3:20pm)**

Transition day for new year 5 pupils and other new starters. (School will only be open to new pupils)

**Wednesday 7th September - All year groups return to school.**

