



Parents' Handbook

2017 - 2018



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1. Contact details

Burley and Woodhead CE Primary School
Sandholme Drive
Burley in Wharfedale
LS29 7RQ

Tel: 01943 862739

Email: office@burleywoodhead.com

Website: www.burleywoodhead.com

DFE number: 380 3031

Education Authority: Bradford

2. Our Vision and Aims (written by Governors and staff September 2016)

As a Church of England school, we are committed to preparing our children for their journey into the 21st century. The world in which they will live as adults will be diverse, uncertain, dynamic and full of opportunities. We recognise this and are committed to giving them a primary education, in partnership with parents, local Churches and the wider community, which prepares them for the rest of their lives.

Our aim is to develop a school that everyone can be proud of which promotes a strong social, moral, spiritual and academic ethos. When children leave our school, they will be respectful, resilient, confident, caring individuals with a love of learning, who are ambitious future leaders of their local and global community.

We will do this by:

- Ensuring the members of our school community can work together in a caring, safe and supportive learning environment.
- Communicating our identity through our six Burley Woodhead me areas: learning me, global me, healthy me, creative me, safe me and collaborative me.
- Underpinning all our work with our twelve Christian values: compassion, courage, forgiveness, friendship, generosity, justice, perseverance, respect, service, thankfulness, trust and truthfulness.
- Promoting a Growth Mindset ethos to ensure that children and adults have the capacity to learn when it is challenging, resilient when approaching unfamiliar tasks and reflective when given feedback.

School ethos

We promote a Growth Mindset ethos through school. Based on the research of Dr Carol Dweck, governors, staff and pupils are encouraged to understand that their talents and abilities can be developed through effort, good teaching and persistence. Staff and pupils are taught about working in their stretch zone, the importance of challenging yourself and learning from mistakes. Please see our teaching and learning policy and "how to help your child develop a Growth Mindset" booklet which are both available on the website.

We communicate our identity through our six Burley Woodhead me areas: learning me (first half of Autumn term), global me (second half of Autumn term), safe me (first half of Spring term), healthy me (second half of Spring term), creative me (first half of Summer term) and collaborator me (second half of Summer term).

All our work is underpinned with our twelve Christian values: compassion, courage, forgiveness, friendship, generosity, justice, perseverance, respect, service, thankfulness, trust and truthfulness. These tie in with our six Burley Woodhead me areas.



3. Staff at Burley & Woodhead C. E. Primary School

<i>Headteacher:</i>	Mrs Jo Siddall
<i>Deputy Headteacher:</i>	Mr Andrew Wilkinson – Y3
<i>School Business Manager:</i>	Mrs Victoria Lister
<i>Teachers:</i>	Mrs Andrea Broadley – Y5 Mrs Natasha Brodaty – Y2 (Tues-Thu pm, All day Fri) Mr Matthew Deery – Y6 Mrs Melissa Gadsby - Y2 (All day Mon, Tues-Thu am) Miss Charlotte James – Y1 Miss Abigail Sowerby - Rec Mrs Helen Whitaker – Y4
<i>Nursery Nurse:</i>	Mrs Sylvia Bellwood
<i>Teaching Assistants:</i>	Mrs Sally Clegg Mrs Rachael Murgatroyd Mrs Fiona Parker Miss Jackie Sellars Mrs Penny Spencer Mrs Stephanie Teesdale (& higher level TA) Mrs Denise Thomas Mrs Sarah White (& higher level TA) Miss Carla Wright (& higher level TA)
<i>Learning mentor:</i>	Mrs Sally Clegg
<i>IT manager:</i>	Mrs Fiona Parker
<i>Admin Support Staff:</i>	Mrs Janet Wormall
<i>Site Manager:</i>	Mr Brendan Gibbons
<i>Cook Supervisor:</i>	Mrs Sue Royston
<i>Kitchen Assistants:</i>	Mrs Cath Connor Mrs Mel Daniel
<i>Care Club Senior Supervisor:</i>	Mrs Sylvia Bellwood
<i>Care Club Supervisor:</i>	Mrs Charlotte Steel / Miss Karen Renton
<i>Care Club Assistants:</i>	Mrs Lyndsey Perkins Mrs Sarah White Mrs Denise Thomas
<i>School nurse</i>	Mrs Andrea Priest



4. Child Protection and Safeguarding

At Burley and Woodhead CE Primary School, we are committed to safeguarding and promoting the well-being of all children and adults. We expect everyone in our community to share this commitment. One of our main priorities in school is to ensure that children can learn in a caring, safe and supportive learning environment.

i. Safeguarding

Safeguarding is an umbrella term that we use to cover everything that we do in school to keep children safe. We ask parents to support us to keep our children and staff safe by:

- a. asking parents to only access the school building through the front office unless invited in to school by a member of staff who will supervise you whilst in the building,
- b. requesting that any adult who picks up or drops off your child closely supervises them when on the playground or field,
- c. not sharing information or photographs about the school on the internet (for example through social media),
- d. not letting your child bring any products containing nuts or sesame into school (we have a number of children who are allergic),
- e. informing the office or your child's class teacher/TA if the arrangements for collecting your child at the end of the day change or your contact details change,
- f. filling in the form in the office if your child is walking to and from school on their own (if they do not arrive at school, we can then contact you immediately),
- g. reading and considering the safety advice that school shares with parents, usually through the fortnightly newsletter,
- h. not bringing dogs on to the school site (so if you bring your dog to pick up/drop off, please could you leave it outside the school grounds)

Please note that when children are dismissed to the adult who has come to collect them at the end of the day, they become the responsibility of that adult. If you choose to remain on the school site, please closely supervise your child. We would strongly encourage you to reinforce the school expectation that children do not go behind the pond area or cross the footpath at the bottom of the field.

ii. Child Protection

Our school fully recognises the contribution it can make to protect children and support pupils in school. Our policy regarding child protection is based on:

Providing a positive school atmosphere through teaching and pastoral care and fully supporting all pupils.

Following agreed procedures, outlined by the local education authority, to make sure that all staff are trained to respond appropriately and sensitively to child protection concerns.

Three members of staff are trained to deal with safeguarding concerns: Jo Siddall (Headteacher), Fiona Parker (IT manager) and Sally Clegg (Learning Mentor). If we do have child protection concerns, we are legally bound to report these to Children's Social Care. In most cases, we will contact parents before a referral to Children's Social Care is made.

5. General Information

i. The School

Our school is a co-educational Church of England Primary School catering for up to 210 children aged between 4 and 11 years old. The current site was developed in 1976, replacing the old and much smaller premises at Burley Woodhead where the school had been since 1832. The school falls within Bradford Education Authority. We are situated on the south side of the large village of Burley-in-Wharfedale, on a private housing estate built at a similar time to the school.



The school building is of a modern design. Originally with four classrooms and a large hall, it was then extended in 2000 to add three extra classrooms, a library and a computer suite. It provides a pleasant and effective working environment. We have extensive grounds that include a playground, playing field, conservation area, pond and stream.

ii. Security

Access to the building is restricted and the entrances can only be opened from the inside or by number key pad. Visitors to school are required to sign in and must wear a distinctive badge. Any accident or other incident involving pupils and staff is a high priority and our Health and Safety Policy is regularly reviewed.

iii. Admission Policy

Children are admitted to school in the September following their fourth birthday. All children will be entitled to a full-time place in the Reception class, subject to parental approval.

In the event of school being over-subscribed, the following criteria will be applied in this order:

- children with brothers and/or sisters already in school
- children whose parents are members of the Church of England or other Christian denomination
- children living within the catchment area of the school

We have strong links with the Wharfe Valley Partnership of Schools. The Partnership includes local authority schools in Burley, Ilkley and Addingham.

When your child is admitted in to school, we will discuss transition arrangements with you. For children starting in **Reception**, a new parents' meeting is held in May where opportunities for transition including story times and stay and play sessions are discussed. In September, reception children usually come for half days for the first week before starting full time the week after. However we realise this might not work for all children so we work alongside parents to discuss how best to support their child's transition during the first few weeks. For children starting in **other year groups**, we are very keen to work with parents to establish the best process of transition for individual children. For some, this may involve starting at our school straight away; for others it may involve a series of visits to school before starting full time. Please let us know what you feel would work best for you and your child.

iv. The School Day

Our school day begins at 8:50 a.m. and children should be at school by this time. **The doors are opened from 8.40 onwards Monday to Thursday to ensure a smooth, calm start to the day.** The following is our daily timetable:

School begins	8:50 a.m.
Mid-morning break	10:30 - 10:45 a.m.
Lunch break	12:00 - 1:00 p.m.
Afternoon break (Key Stage 1 only)	2:30 - 2:45 p.m.
School ends	3:15 p.m.

Please note that when school finishes at 3:15pm and children are dismissed on to the playground, they are then the responsibility of the adult who has come to collect them. If you choose to stay on the playground and/or field after school, please can you ensure you keep an eye on your child and discourage them from playing in an unsafe manner (this includes going out of sight where you cannot see them. We would strongly discourage you from letting your child play down at the bottom of the school field by the beck).



v. Attendance

Attendance rates at this school are very high. Following the September 2013 amendment to The Education (Pupil Registration)(England) Regulations 2006, the Headteacher no longer has the discretion to authorise holidays during term time. Leave during term time will only be authorised in exceptional circumstances, for example bereavement or serious illness.

Parents must fill in a leave during term time request form (available from the school office) to request to take their child out of school during term time. If term time leave is not granted, taking a pupil out of school will be recorded as an unauthorised absence and may attract sanctions such as a penalty notice.

If a child is late to school for any reason it is important that a responsible adult reports to the office. This enables us to record the child's arrival and make the necessary arrangements. Lateness after registration has closed is recorded as an unauthorised absence and will be shown on your child's report.

Please see our attendance policy, available on the school website, for more information.

vi. Organisation of classes

We cater for up to 210 children organised into 7 teaching groups as follows:

Key Stage 1		Key Stage 2	
Reception	4-5 year olds	Year 3	7-8 year olds
Year 1	5-6 year olds	Year 4	8-9 year olds
Year 2	6-7 year olds	Year 5	9-10 year olds
		Year 6	10-11 year olds

Each class takes 30 children, although most are over-subscribed.

Class teachers can be contacted on dedicated year group email addresses:

reception@burleywoodhead.com
yearone@burleywoodhead.com
yeartwo@burleywoodhead.com
yearthree@burleywoodhead.com
yearfour@burleywoodhead.com
yearfive@burleywoodhead.com
yearsix@burleywoodhead.com

vii. First Aid

In the event of a child having a minor injury at school (e.g. cuts, bruises and grazes) the following steps are taken:

- staff responsible for supervising the children will deal with the incident
- cuts/grazes are cleaned and dressed with hypo-allergenic dressings if required
- a cold compress is applied to bruises etc.
- a record is made of the injury.

More serious injuries are attended by a Qualified First Aider who will:

- give simple First Aid as above
- assess the situation
- inform parents if required
- seek urgent medical advice/call for an ambulance when necessary.

Any head injury, however minor, is treated seriously. Parents will be informed of the injury in writing and by text message, giving the date and time of the incident.



viii. Illness

If a child is taken ill at school we will:

- inform a parent/carer as soon as possible
- provide a comfortable, secure area in which the child can rest
- seek urgent medical advice when necessary

It is important that, in the event of an accident or sudden illness, we can contact a parent or carer. Each child, on starting school, is given a form for you to complete giving details of where you may be reached in case of emergency. This information is treated as confidential. Please ensure that our records are kept up to date by informing us of any changes in your personal details (work telephone number, hours worked, email address etc.). A pupil data sheet will be given to parents each year to be up-dated.

ix. School Meals

Our school Kitchen Staff provide meals of a high standard and quality. A choice of healthy meals is available every day, including a meat dish, a fish or vegetarian option and sandwiches. If your child has any special dietary requirements, please let us know - it is important that we are aware of any food (s)he must not eat. Special diets can be catered for in most circumstances.

Children in reception and KS1 are entitled to a Universal Free School Meal. This means that parents do not pay for school dinners for children in these year groups. Children in KS2 pay for meals. Dinner money is paid in advance via Parentpay. When you start at the school, the office will set up a Parentpay account for you.

Families on low incomes may be eligible for free school meals. If you think you may be eligible, contact the office in the first instance.

Children order their meal each morning from the three-weekly menu. Parents can order on line with their child in advance. A link will be sent to parents when starting at the school.

Children may bring sandwiches as an alternative to school meals. If you wish your child to change from school dinners to sandwiches, please give notice, in writing, of your intentions.

A daily carton of milk is provided for all children in Reception. For children in Years 1-6, parents can sign up online to pay for milk at www.schoolmilkuk.co.uk. You can choose to pay for half a term or the full school year.

x. Money

To keep our office safe and secure, we are moving towards a cashless system. When your child starts at school, you will be set up with a Parentpay account and we strongly encourage parents to use this system rather than sending cash or cheques in to school. The school office can help you with any questions about how to use Parentpay.

office@burleywoodhead.com

6. School Uniform

The following is a list of suggested items of uniform:

- grey trousers/shorts/skirt/pinafore
- red or white polo shirt or blouse*
- red school sweatshirt, cardigan or jumper*
- red and white checked or striped dress
- plain grey, black or white socks
- plain grey, black or red tights



All items of clothing should be clearly labelled with the child's name.

All children must have:

- a pair of sensible outdoor shoes/boots (**preferably black**)
- a pair of **black** indoor pumps or shoes with their name written inside (not crocs)

*Uniform items with the school logo can be purchased from:

Dobson & Robinson 46 The Grove, Ilkley LS29 9EE Tel: 01943 608549

For P.E

- red sweatshirt or school hoody (hoodies can be ordered via the school office in November and June each year)
- plain white or school P.E. t shirt
- black** tracksuit bottoms or leggings
- trainers
- red shorts or leggings for summer P.E.

Swimming (Y4)

Swimming trunks, swimsuit or swimming costume
Towel & waterproof bag

Jewellery - On health and safety grounds we do not allow children to wear jewellery in our school. Pupils are allowed to wear a watch, one earring per lobe – small plain sleeper or stud only. Pupils are not permitted to wear necklaces (other than for faith reasons) and bracelets / bands or any kind. *Please Note: No responsibility can be taken for valuable items worn in school.*

Haircuts - Hairstyles should not reflect the extremes of 'youth culture', for example, shaved at the sides and longer on the top. Hair should be cut no shorter than Number 2 Grade and must not have patterns cut into the hair. The school encourages children not to have haircuts that could serve as a distraction to other children. For health and safety reasons, long hair should always be tied back for PE.

Hair accessories – children are permitted to wear discrete sized hair accessories (bows, clips, headbands, bobbles, etc) **in the colours of red and/or white**. Accessories the size of Jojo bows are not appropriate.

7. Curriculum Organisation

i. Content

All pupils, from the Reception class, are taught the following National Curriculum (N.C.) subjects:

- English
- Maths
- Science
- Computing
- Design Technology
- History
- Geography
- P.E.
- Music
- Art
- P.S.H.C.E. (Personal, Social and Health and Citizenship Education)



- French (KS2 only)

and R.E. (Agreed Bradford Council Syllabus) and SRE.

ii. Planning

Subjects are taught through a range of topics and projects that reflect the age and interest levels of our children. Whole school planning ensures a consistent and thorough approach to teaching all aspects of the National Curriculum. All teaching staff work co-operatively to ensure continuity and progression in the delivery of the curriculum and in meeting the needs of all pupils. Most classrooms operate a “challenge by choice” system. Children are encouraged to choose work that they feel meets their current level of understanding rather than waiting to be given a task by an adult. Children are supported in challenging their learning and encouraged to use learning mistakes as a way to move their learning forward.

iii. Classroom Organisation

Successful delivery of the curriculum requires a variety of approaches to teaching and learning. During a week children will experience a balance of:

- whole class teaching
- individual tasks
- small groups working co-operatively

Physical resources in the classrooms are organised to ensure:

- ease of access to materials
- safe-handling of equipment
- increased independence for children
- an effective learning environment

iv. Religious Education and Worship

R.E. is taught to all children in accordance with the Bradford Agreed Syllabus. Each class has a focus religion (Islam, Sikh, Judaism, Hindu or Christianity) which they revisit through the year. Our daily acts of worship are broadly Christian and are led regularly by members of staff and Anglican Ministers. Members of staff and their classes also take occasional assemblies, to which parents are always welcome. These usually take place on a Friday morning. Parents have the right to withdraw their children from religious observance and education. In such cases please contact the Headteacher.

v. Sex Education

The Governing Body has drawn up a Sex and Relationships Education Policy that clearly outlines the nature of Sex Education within this school. This is available to view on the school website. References to human and animal reproduction are made in teaching National Curriculum Science. Any questions asked by children are frankly and honestly answered by teachers in ways which take account of the children's capabilities of understanding and maturity. The need for kind and loving relationships is emphasised in Religious Education and in Personal and Social Education. Parents are notified before the focus half term when Sex and Relationships are taught. A member of the governing body oversees the Sex and Relationships Education Policy and its implementation in school.

vi. Assessment, Recording and Reporting

Ongoing assessment of children's achievement is an integral part of the school day. Throughout the year, teachers build up a profile of a child's attainment through observation, discussion and by collecting evidence from his/her work. More formal assessments include:

- Baseline Assessments and Foundation Stage Profiles in Reception Class,
- Year 1 phonics test,
- Statutory teacher assessment in English, maths and science in Y2
- Key Stage Tests in English and maths in Y6 and teacher assessment of science
- termly assessments in the core subjects
- regular reading, spelling and maths skills tests



Children's achievements are reported to parents on a termly basis. This takes the form of a written report which is sent home towards the end of each term. Parents are invited in to school for parent-pupil consultation evenings in the Autumn and Spring terms.

vii. Special Educational Need and Disabilities

Our Special Educational Needs and Disabilities Policy is based on the National Code of Practice. We work to ensure that the needs of all our children are met appropriately and in full consultation with the parents. For children experiencing a short-term problem we have sufficient experience and expertise amongst the teaching staff to work with parents and children to overcome difficulties. Should other skills be required, we have access to a variety of external agencies including speech and language specialists, child psychologists and support teachers for children with mobility problems, hearing or visual impairment.

Children with disabilities are admitted into school in the same way as other children and are treated, in all aspects of school life, in exactly the same way. Modified materials and equipment may be used to allow a child with disabilities full access to the curriculum. We are fully accessible for wheelchair users and have a fully equipped hygiene room for disabled pupils and visitors.

The SEND leader in school can be contacted at: SENCO@burleywoodhead.com

viii. Pastoral support

We want to ensure that your child is happy and ready to learn when they are in school. From time to time, children may need additional support, on top of the support available in class. This may be because of issues they are experiencing at home, such as bereavement, or issues in school, such as friendship groups. Each classroom has a chill area where children can have time out during the busy day. Each classroom has a worry box where children can post their worries. Boxes are checked on a daily basis by members of staff and support given appropriately. On occasion, staff will refer children to Mrs Sally Clegg, our learning mentor. Mrs Clegg will work with children and parents, sometimes on a one-off basis or sometimes on a more regular basis to help them deal with difficulties.

Our learning mentor can be contacted at: learningmentor@burleywoodhead.com

ix. School Council

The School Council discusses and makes decisions on a range of issues of importance to the children, including playtime activities and the development of the school grounds. Pupils from Year 2 upwards are elected termly to become School Councillors. The Council meets each week with Mrs Clegg, the Learning Mentor.

x. School Houses

There are four School Houses which children are allocated to when they join school. Siblings are placed in the same house. Our Houses take their names from planets:

Mercury	Green
Jupiter	Red
Saturn	Yellow
Neptune	Blue

Each term, children in each house are rewarded with house points which are collected towards a termly celebration. This is organised by the house captains.

xi. Leadership opportunities

We offer children through school many different opportunities to develop their leadership skills. Pupils can apply to be play leaders, Science leaders, R.E. leaders, Digital leaders and journalists for the fortnightly school newsletter.



8. Home / School Liaison

Strong links between home and school are essential if children are to benefit fully from their primary education. Please help your child and us by taking an interest in all that happens at school. This is a family school and we want you, as parents, to be part of the family.

Parents are always welcome in school and the Headteacher and staff will be pleased to deal with any problems which may arise. Small queries can usually be dealt with immediately but, if you would like to discuss something in greater detail, it would help if you could first make an appointment in order to ensure staff have sufficient time available for you.

The school produces a fortnightly newsletter which is emailed to all parents and is available on the school website. We would strongly encourage you to read this newsletter so you can keep up to date with everything that is happening in school. Please ensure the office have an up to date email address and mobile number for any adult contacts. Text messages are sent for important information. We also have a school Twitter (@burleywoodheadp) and Facebook account.

i. Parental Involvement

Staff welcome the help of parents in the classroom to assist in a variety of tasks. Offers of help need to be on a regular basis, however, to enable teachers to plan work effectively. If you would like further information about becoming involved in the classroom please contact the Headteacher.

For Parents who are unable to make a regular commitment there are often short term activities with which help would be appreciated. These may include: day-trips, backing books, helping at school events.

If you haven't the time to spare on a regular basis, please do support the PTA functions, meetings arranged to inform you of the school's activities and any out-of-school events in which your child may be involved.

An understanding of how children learn and why the school has specific or particular teaching methods is vital if parents and teachers are to work together to give your children the benefits of a full and meaningful education. We have produced a booklet sharing ways of developing a Growth Mindset in your child and our approach to teaching and learning in school. A copy is available on the school website.

ii. Consultation with Parents

Parents may make an appointment at any time during the year to discuss a child's progress or any other concern. Please contact your child's teacher or the Headteacher if you wish to make an appointment. More formal consultation evenings are held in the Autumn and Spring Terms. Written reports, in line with Government regulations, are sent to parents towards the end of each term.

Your child's teacher will contact you if (s)he has cause for concern over any aspect of your child's work or behaviour. In this way, we can work together to overcome any difficulties your child may be experiencing.

Co-operation between school and home is the only way to ensure the best education and welfare for each child in our care. We welcome your support and enthusiasm for our efforts to aid progress and ensure the happiness of your children.

Many parents volunteer to be part of the Parents' Forum – a group of parents who are contacted via email when new ideas are proposed to gauge parental feedback. Please send your email address to the school office if you would like to be included in the group.



iii. Homework

All children can benefit from the help parents give at home. Our homework policy and guidelines aim to provide guidance on what is appropriate and desirable for our children.

Through our homework policy we aim to:

- ensure a consistent approach to homework throughout school
- promote parental understanding and home support for children's learning
- encourage children to develop independent study strategies
- raise individual achievement
- extend and reinforce learning through consolidation and revision
- make better use of the learning resources families and homes can offer.

Our expectations for homework are as follows:

Homework routines for Y1 – Y6

- Where appropriate, homework will be differentiated on a challenge by choice basis so that it is differentiated effectively.

English Homework

- R-Y6 Reading expectations 10 - 20 minutes each night with a simple parent signature in the reading log. Children will be provided with new reading books from the school reading scheme on a regular basis while they are still using it.
- Y3-6 Reading comprehension or a focussed grammar skills task homework to be set once a week. By using a comprehension exercise or a grammar task from a published scheme, children can observe their scores week on week and chart improvements. Feedback will be provided in lessons to correct errors and misconceptions. These tasks should take 10 – 20 minutes and be completed independently.
- Y1 – Y6 Spellings once a week – blind test at the start of the week followed by a progress test at the end of the week.

Maths Homework

- The focus for maths homework will be on fluency and investigative problem solving activities that are linked to consolidating skills taught in class to be sent once a week.

Eg –

- Written methods
- Puzzles linked to mental calculations
- Short investigations to promote problem solving and parental involvement
- Timed tasks that focus on fluency and improvement
- Game playing to promote parental involvement and mastery

You will be given a copy of the class homework routines when your child starts in school.

iv. Health

The School Nurse carries out regular checks on growth, sight and hearing. Parents are informed when these are taking place.

It is helpful if you let us know of any medical history which may affect your child in school. If you have any concerns that you wish to raise with the School Nurse, please contact the Headteacher

v. Medicines

It is school policy, in line with Bradford Council and teachers' professional association guidelines, that no medicines will be given to children with two exceptions:



- inhalers - these may be kept in the office or a safe place in the classroom
- prescribed medicines where the frequency of dosage makes this necessary

Any medicine should be brought to the office by an adult and must be clearly marked with the child's name and dosage. We can take no responsibility for a missed dose - children will need to remember to come to the office at the correct time. Parents may choose to come in and administer medicines themselves. Children should not bring throat lozenges, creams or other non-prescribed medicines to school.

vi. Extra-curricular Activities

Children are able to take part in a variety of clubs which run before school, at lunchtime and after-school. The activities on offer vary depending on the season and staff availability. Recent activities have included:

- | | |
|------------------------|-------------------|
| ● Music Club | ● Football |
| ● Instrumental Tuition | ● Coding Club |
| ● Netball | ● Choir |
| ● Lego Club | ● Gardening Club |
| ● Newsletter Club | ● Art Club |
| ● Science Leaders | ● Digital Leaders |
| ● R.E. Leaders | ● Zumba |

There is a charge for after school clubs to cover the cost of resources and staffing costs. Offers of help from parents are always welcome!

Children in Yrs. 4 and 6 undertake residential educational visits, giving them experience of 'adventurous' activities in an alternative locality. Pupils in Yrs. 3 and 5 are given the opportunity to spend a day in a different period in history – perhaps as Vikings or Victorians.

As well as P.E. in the National Curriculum children in Key Stage 2 (Yrs. 3,4,5 and 6) have the opportunity of taking part in events organised by Wharfedale Schools Sports Association. These include cross-country events, athletics meetings, swimming galas and 5-a-side football tournaments. There are opportunities throughout the year for pupils to take part in rugby, football and cricket events with local schools. We hold an annual Sports Day to which parents are invited when all children take part in races, team games and athletic events.

9. Sunrise and Sunset Club

Club facilities are available to children who attend this school for a reasonable fee. The Club offers the following:

- pre-school facility 7.45 - 8.50 a.m.
- after-school facility 3.15 - 5.30 p.m.
- care by experienced supervisors in the school premises
- the opportunity to enjoy games, toys and other activities
- a safe and relaxed environment
- time for a light snack after school (provided by parents)
- regular or occasional use (please give 24 hours notice to ensure sufficient staffing).

Further details are available on the school website.



10. Parent Teacher Association

Here at Burley & Woodhead C. E. Primary School we have a very active P.T.A., which supports the school by organising a variety of events such as:

- Evening Socials – a chance to get to know other parents
- Christmas Fair
- Children's Discos held in the School Hall

The P.T.A. Committee welcomes suggestions for forthcoming events, and they are always in need of help from parents. The acquisition of many of our 'extras'- such as complete computer systems and software, musical instruments, audio-visual equipment, visits from theatre groups, to name but a few - have been made possible by the tremendous support given to the school by the P.T.A. If you wish to join the P.T.A. there will be an AGM held at school in September.

The committee at present consists of:

Chair:	Emma Cobb-Webb
Secretary:	Jane Jones
Treasurer:	Andy Plaxton
Additional committee member:	Michael Todd
Staff Representatives:	Jo Siddall Sally Clegg

The PTA can be contacted at PTA@burleywoodhead.com

11. Governors

The School is governed by a group of people drawn from different parts of the local community. It comprises:

- 3 Foundation Governors appointed by the Church
- 1 Local Authority Governor
- 3 Co-opted Governors, appointed by the Governing body for skill base
- 4 Governors elected by the parents (Term: 4 years)
- 2 Governors elected by the staff (1 teacher, 1 non-teaching member)
- Headteacher.

The Governing Body is actively involved in policy-making and effective management of finances, human resources and premises. The Governing Body is as follows: (the dates record when a Governor's term of office ends)

Chair: (Foundation Governor)	Mr Mark Selby	Sept 2017
Vice-Chair: (Parent Governor)	Mrs Eleanor Nossiter	Sept 2017
Headteacher:	Mrs Joanne Siddall	Ex Officio
Staff Governor:	Mr Andrew Wilkinson	June 2020
Staff Governor:	Mrs Victoria Lister	July 2020
Foundation Governor:	Rev. Alastair Kirk	Ex Officio
Foundation Governor:	Mrs Mary Brooks	Sept 2017
Parent Governor:	Mr Jon Lee	Sept 2019



Parent Governor:	Mr Adam Cobb-Webb	Sept 2019
Parent Governor:	Mrs Sarah Lewthwaite	Nov 2020
Co-opted Governor:	Mr Chris Tindall	May 2021
Co-opted Governor:	vacancy	
LEA Representative:	Mrs Xialolei Wang	May 2021
Clerk to the Governors:	Mrs Fiona Parker	

12. Complaints Procedure

(Curriculum, Collective Worship and Related Matters)

Section 23 of the Education Reform Act requires the Local Education Authority to make arrangements for the investigation of complaints about curriculum and collective worship. Bradford Council is the Local Authority for the school.

Complaints about the education provided for pupils are to be considered as complaints about the exercise of the Governing Body's responsibilities in respect of the school curriculum.

The full LA document on complaints is available for inspection, free of charge, at all schools maintained by the LA, at public libraries and education offices, together with copies in appropriate community languages and a copy of the advice given by the Department for Education and Employment.

Any person wishing to purchase a copy of these documents will be charged at the cost of producing a copy.

The duties to be covered by complaints arrangements (which are common to LEAs and Governing Bodies, except where noted) are specified in the Education Reform Act as:

1. the provision of a curriculum, including religious education and worship;
2. the implementation of the National Curriculum;
3. provision of pupils of compulsory school age of courses, leading to an external qualification;
4. provision of religious education and worship as required by the Act and other enactments;
5. in the case of an LA, establishment of a Standing Advisory Council on Religious Education (SACRE) and review of the agreed syllabus for the area if the SACRE so requires;
6. the need to act reasonably in deciding whether or not to be associated with an application for exemption for all or part of the National Curriculum in order to carry out developmental work;
7. in the case of a Governing Body, consideration of appeals by parents about the temporary withdrawal of pupils from part or all of the provisions of the National Curriculum;
8. operation of charging policies in relation to the curriculum;
9. compliance with regulations about the provision of information;
10. compliance with any other enactments relating to the curriculum.



Charges And Remissions Policy

The Governing Body of Burley & Woodhead C. E. Primary School adopts the charges and remissions policy of Bradford LA. The document is available in school.

The Governing Body has agreed to the following modification to the policy regarding Burley & Woodhead C.E. Primary School.

1. Voluntary contributions will be requested from parents before any excursion during school hours is arranged. If insufficient contributions are received to finance the excursion, it will be cancelled;
2. Voluntary contributions may also be requested for assistance in financing any professional theatrical performances arranged in school;
3. Small donations to cover items cooked in school, and taken home by children, may be requested;
4. Parents will be asked to contribute to the replacement cost of any school books that are lost or damaged;
5. Parents may be asked to contribute to the repair or replacement cost of school equipment if their child has caused non-accidental damage.

Public Access To Documents In School

The following documents are available in school if parents wish to see them:

1. The statutory instruments of governing bodies;
2. The statutory orders for National Curriculum subjects;
3. Schemes of work prepared by the school;
4. The arrangements for the consideration of complaints about the school curriculum;
5. The LEA's agreed syllabus for Religious Education.

Parents also have the right of access to any records kept on their children. If parents wish to see their child's individual records they should make an appointment with the Headteacher. A small charge may be made if parents require copies of any information or policy documents.

Paying for information

Information published on our website is free, although you may incur costs from your Internet service provider. If you don't have Internet access, you can access our website using a local library or an Internet café.

Single copies of information covered by this publication are provided free unless stated otherwise. If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or is for a priced item such as some printed publications or videos we will let you know the cost before fulfilling your request.



Classes of Information Currently Published (all available on the school website)

Information	Description
Accessibility Plan	Plan for increasing participation of disabled pupils in the school's curriculum, improving the accessibility of the physical environment and improving delivery of information to disabled pupils.
Anti-bullying Policy	Statement on the school's approach to preventing bullying incidents and dealing with any accusations of bullying. We also have a child-friendly anti-bullying policy written by the children for children.
Attendance Policy	Based on Bradford Council's policy, statement regarding attendance of pupils at Burley and Woodhead CE Primary School
Bad weather – school closure protocol	The steps we will take if it becomes necessary to close the school due to bad weather
Charges and Remissions Policy	Statement about when we will ask parents for financial contributions
CCTV Policy	As the school has installed CCTV cameras outside the school, covering the school grounds, a statement about their use and how we use the data collected
Complaints Policy	Policy outlining the steps that need to be taken when making a complaint to the school
Data Protection Policy	Statement outlining how data is used in the school
Equality Policy	Policy regarding how we promote and ensure equality for all in the school
Exclusion Policy	Protocol that is followed if a child is excluded from the school
Freedom of Information Policy	
Health and Safety Policy	Policy about how we ensure health and safety practices are followed
Lettings Policy	Statement regarding letting of the school premises and associated charges
Missing and Uncollected Child Policy	Protocol which is followed if a child is not collected or goes missing during the school day
Positive Behaviour Policy	Policy regarding the behaviour we expect in school, our rewards to recognise good behaviour and the sanctions in place across school.
Positive Handling Policy	Policy outlining how staff will physically handle children if it becomes necessary.
Privacy Notice	Statement regarding the personal information the school holds.
Safeguarding Policy	Policy regarding how we keep children and adults safe in school.
Sex and Relationships Education Policy	Statement of policy with regard to sex and relationship education
Special Education Needs and Disabilities Policy	Information about the school's policy on providing for pupils with special educational needs
Uniform Policy	Guidance on items of school uniform for children.

Additional information also available on the website

Information	Description
Newsletters	Fortnightly newsletters published by the school containing important information and articles about children's learning and experiences.
Published reports of Ofsted referring expressly to the school	Published report of the last inspection of the school and the summary of the report and where appropriate inspection reports of religious education in those schools designated as having a religious character
Pupil Premium report	A statutory report indicating how the Pupil Premium funding received by the school was spent during the academic year



School Sport Premium report	A statutory report indicating how the School Sport Premium funding received by the school was spent during the academic year
SEND local offer	A statutory report indicating our provision for children with SEND

Feedback and Complaints

We welcome any comments or suggestions you may have about the school. If you want to make any comments, require further assistance or wish to make a complaint then initially this should be addressed to Mrs J Siddall

If you are not satisfied with the assistance that you get or if we have not been able to resolve your complaint and you feel that a formal complaint needs to be made then this should be addressed to the Information Commissioner's Office. This is the organisation that ensures compliance with the Freedom of Information Act 2000 and that deals with formal complaints. They can be contacted at:

Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

or

Enquiry/Information Line: 01625 545 700

E-mail: publications@ic-foi.demon.co.uk.

Website : www.informationcommissioner.gov.uk

13. New starter checklist

- ✓ Logon to ParentPay issued (after start date)
- ✓ Admission forms completed
- ✓ Year group homework guidance issued
- ✓ Parent Consent form completed
- ✓ Sunrise / Sunset Club request form completed if necessary
- ✓ Start date agreed

