

Hillside Primary School



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2017 – 2018

Dear Parent/Carer,

Welcome to Hillside Primary School!

I am very proud to be Head Teacher at Hillside Primary School. Hillside is an amazing school with a dedicated staff who will always strive to support your child to fulfil their potential. We pride ourselves on a warm and friendly atmosphere combined with the highest of expectations for all pupils. We firmly believe in working in partnership with parents and carers to ensure all pupils succeed.

Hillside has a vibrant school community from many diverse cultural and religious backgrounds. At Hillside we celebrate diversity and expect the highest standards of respect from all. Pupils are encouraged to work together and to co-operate and communicate with others. We aim for all pupils to develop understanding and respect for others, to develop a love of learning and to know and value themselves and their own unique skills and abilities.

We have a beautiful, modern, eco-friendly building and extensive outside space which reflects the 'green' ethos of our school. Sustainability and green issues are also reflected in our exciting, enjoyable and stimulating curriculum. At Hillside Primary School children have space to grow and develop. We are very proud of our 'Green Flag' and being considered to be the 'Greenest' school in Yorkshire. We would encourage all parents to support sustainable issues at home as well as at school.

Hillside is a community school and staff are available to support parents and carers. You may wish to take part in our parent courses, take more formal qualifications or learn about how you can support your child throughout school. If you have skills you can share with us we would also love to hear from you.

This prospectus will tell you more about our school and should provide you with most of the basic information you will need. No pieces of paper, however, can show you the strength and commitment of our very hard working staff or the support provided by our parents and governing body. The very best way to find out more about our school is to come and have a look! You will be made to feel very welcome.

Yours Sincerely

Mrs N Sadler (Head Teacher)

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General Information

Hillside Primary School,
Headfield Road,
Newsome,
Huddersfield.
HD4 6LU

Telephone: - 01484 226834

Fax: - 01484 226835

E-mail:- office.hillside@kirkleeseducation.uk

Website: - www.hillside-primary.co.uk

Head Teacher Mrs N Sadler

Governors

Mrs C. Dawson (Chairperson)

Mrs N Sadler (Headteacher)

Mrs J Mellor (Staff Governor)

Mrs C Waters (Co-opted)

Mr Ian Barrett (Co-opted)

Mr K Lockwood (Co-opted Governor)

Ms Clare Neary (Parent Governor)

Mr U Mukhtar (Co-opted Governor)

Mrs K L Allison (Co-opted)

Chair of Governors

Mrs C Dawson

Parent Governors

Ms Clare Neary

Dr S Thomson

(Correspondence to Governors should be addressed through the school)

Times of the School Day

Nursery	(am) 08.50 to 11.50
Main School	Doors open 08.50 Children should not be left unaccompanied before this time as there is no early morning supervision in the playground. Registration will take place at 08.55 and classroom doors will be closed. If you bring your child to school after the classroom door has closed, please accompany them to the main school office.
Morning session	08.50 to 12.00 (Rec, KS1, 08.50-12.15 (Y3 Wolves class) 08.50-12.30 (KS2)
Afternoon session	13.00-15.15 (Rec, KS1 & Y3 Wolves) 13.15-15.15 (KS2)
Morning Break:	All KS1 and KS2 classes have a supervised break of 15 minutes in the morning 10.45-11am.
Lunch break:	1 hr for EY/KS1 and 45 mins KS2.
Afternoon break:	KS1 have a 15 minute break and KS2 have a break as needed (at the teacher's discretion)

School closes to all pupils at 3.15. Please be punctual to collect your child from their classroom door. We expect all pupils younger than Y5 to be collected by an adult. Please let the office know as soon as possible if a different person will be collecting your child. If you would like a younger child to walk home from school without an adult then please send written permission to school.

After school clubs finish at 4.15. Please collect your child from the place where there club is.

Parents who wish to visit the school should make an appointment with the Headteacher, Mrs N Sadler.

Term Time Dates 2017-18

OPEN

CLOSED

Autumn Term 2017

Tuesday 5th September	-	Friday 20th October
Monday 30 th October	-	Friday 22nd December

Spring Term 2018

Monday 8 th January	-	Thursday 15th February
Monday 26 th February	-	Thursday 29 th March

Summer Term 2018

Monday 16th April	-	Friday 25th May
Monday 4 th June	-	Friday 20th July

In addition, **the school will be closed to pupils for 5 additional training days**

Monday 4 th September 2017	Monday 23rd July 2018
Friday 17 th November 2017	Tuesday 24 th July 2018
Friday 16 th February 2018	

School will also be closed for the following public holidays

May Day	-	7th May 2018
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School Organisation

Teaching Staff

The teaching staff consists of the Headteacher, the Deputy Headteacher and two Assistant Headteachers. In addition there are 12 full-time and 3 part-time teachers. There are 14 Educational Teaching Assistants, 2 ICT support assistant, 2 Family Support Officers, a Behaviour Improvement Officer, a Behaviour Support Worker, 2 cover supervisors, 2 Bilingual Support Assistants and 3 Nursery Nurses.

Classes

There are three classes within the **Foundation Stage**; a part-time nursery and two for full time reception classes. The part time Nursery operates in a morning and has a separate entrance to the reception classes

Owlets – Foundation 1 (Nursery – morning session)
Miss R Lamont (maternity leave) - Miss R Taylor (Cover)

Owls – Foundation 2 (Reception children, 2 classes)
Mr R Myers - Snowy Owls
Mrs S Thornton - Barn Owls

Within **Key Stage 1** there is one Year 1 class, one mixed Year 1/2 class and one Year 2 class.

Sharks class (Year 1)	Miss H Kidger
Penguins class (Year 1/2)	Miss R Hinchliffe
Pandas class (Year 2)	Mrs N Kaur

Within **Key Stage 2** there is one Year 3 class, one mixed Year 3/4 class, one Year 4 class, one Year 5 class, one mixed Year 5/6, and one Year 6 class which is taught in 2 separate groups in the mornings only.

Wolves class (Year 3)	Miss J Morley and Mrs N Ali (Job share)
Tigers class (Year 3/4)	Mrs J Forryan
Lemurs class (Year 4)	Miss J Smith
Manatees class (Year 5)	Mr M Nunns
Whales class (Year 5/6)	Miss H Brear
Rhinos class (Year 6) Sumatran	Mr J Lewis
Rhinos class (Year 6) Javan	Mrs M Rogers

School staff

Headteacher	Mrs N Sadler	
Deputy Headteacher	Mr K Lockwood	
Assistant Headteacher	Mrs M Rogers	
Assistant Headteacher/ Inclusion	Mr S White	
Foundation Stage Co-ordinator	Mr R Myers	
Nursery Teacher	Miss R Lamont	
Reception teacher	Mr R Myers	
	Mrs S Thornton	
	Mrs K Peters (PPA)	
Nursery Nurses	Miss S Black	
	Mrs D Mason	
	Miss D McGoldrick	
KS1 Co-ordinator	Mrs N Kaur	
Teachers	Miss H Kidger	
	Miss R Hinchliffe	
KS2 Co-ordinator	Mrs M Rogers	
Teachers	Mrs J Forryan	Mr M Nunns
	Mr J Lewis	Miss J Smith
	Miss J Morley	Mrs N Ali
	Miss H Brear	
PPA Cover Teacher	Mr D Spencer	
Bursar/Business Manager	Mrs W Farrand	
Business Administrations Officer	Mrs K Williams	
Business Administrations Assistant	Miss S Kowalski	Mrs A Beardsell
Behaviour Improvement Officer	Mrs S Barlow	
Behaviour Support Worker	Mrs J Chatterton	
Family Support Officers	Mrs D Heywood	
	Mrs J Mellor	
ICT Support	Mr B Stock	Miss L Stock

Educational Teaching Assistants

Mrs S Beck	Mrs D North	Miss C Wells
Miss L Benjamin	Mrs S Price	Mrs L Wrigley
Miss A Furness	Miss V Ramsden	Miss S Ishaq
Miss J Gill	Miss G Medvidova	Miss L Wood
Mrs Z Haddouche	Miss N Rose	Mrs L Storer
Mrs L Heywood	Mrs H Scally	Miss K Kaur
Mrs E Keating	Miss S Steele	

Bi-Lingual Support Assistant

Mrs A Dziopa
Miss R Hanif

Cover Supervisors

Mrs S Beck
Mrs E Keating

Senior Lunchtime Supervisor

Miss V Ramsden

Lunchtime Supervisors

Mrs A Armitage	Miss G Medvidova	Mrs A Craig
Mrs D North	Mrs A Dziopa	Mrs H Rattigan
Miss V Hanson	Mrs C Sykes	Miss S Ishaq
Ms W Sroda		

Breakfast Club

Mrs S Beck	Ms W Sroda
Mrs A Craig	Miss V Hanson

Gardeners / Forest schools leaders

Mr B Bass

Catering Supervisors

Mrs C Simpson

Caretaker

Mr H Marshall

Cleaners

Miss V Hanson	Ms W Sroda
Miss V Ramsden	Ms J Wielgus

Working in partnership with Parents/Carers

As parents/carers you are an integral part of your child's education. If you wish to come into school to discuss your child's progress, you will be most welcome. However, it will be best to arrange a mutually convenient time so that you can be sure that the person you wish to see is available. Teachers are not usually able to discuss matters at the beginning of the school day.

We would also welcome your support; some people can help on a regular basis; some people can come to help when they have spare time. If you would like to help, please see the class teacher. You may have a skill or area of expertise that would be most helpful – don't be shy!! Let us know!

We hold Parent/Carer Consultations at different times throughout the year when you can meet your child's teacher to discuss your child's work and progress. We welcome pupils to come to these meetings as well.

Parent/carers are most welcome to attend Golden Assembly on Fridays at 2:40pm

Your support with your child's learning is invaluable. Talking to your child about their learning is vital to support their progress and development. We will send homework which we hope you will help with by ensuring a quiet place to work, answering any questions and discussing the work. Sometimes work will require research or the use of a computer. We can support with access to ICT at school if this is difficult at home. Local libraries are also a good place to access ICT or undertake research work.

We pride ourselves on our team work, and you are a vital part of that team.

Keeping Children Safe

Our most important role in school is that of keeping the children safe and free from any harm, whether that might take place in school or out of school. If we do have any concerns about the safety of any child, you can rest assured that these concerns will be followed up and acted upon. Equally, if you have any concerns, it is most helpful if you inform us of these.

We will cover many aspects of keeping safe via the school curriculum; this will include e-safety. It is vital pupils are aware of the dangers as well as the amazing possibilities of the internet and know how to keep themselves safe online. As parents it is important you monitor your child's online activity and understand how to keep them safe too.

The Curriculum

Our school curriculum closely matches the aims and values of our school. It is an inclusive curriculum where skills are developed within a thematic based approach with many opportunities for pupils to apply and revisit their learning. The overall aim of our curriculum is to develop successful and confident life-long learners, responsible citizens and provide the best possible outcomes for our children. We believe that every child at Hillside matters and ensure that our curriculum offer enables all children to stay safe, be healthy, enjoy and achieve, have economic well-being and make a positive contribution.

Organisation

We offer a wide ranging and exciting curriculum aimed at the intellectual, social, moral, emotional, physical and spiritual development of each child. Children are taught English (literacy), Mathematics (numeracy), Science, Computing (Information and Communication Technology), History, Geography, PE (Physical Education), Music, Art, Design and Technology, RE (Religious Education) and PSHCE (Personal, Health Social and Citizenship Education). English, Mathematics, Science and Computing are taught as separate subjects and incorporated into topic activities. In addition, we teach French as a modern foreign language in KS2.

The whole school curriculum is organised into termly or half termly units of study to provide structure, continuity and progression. We try to link learning as often as possible via a thematic topic based approach. Pupils tell us this really helps them to understand their learning and remember what has been taught. Some subjects eg Maths, will be taught as separate lessons with opportunities to apply these skills across the curriculum.

Primary National Curriculum 2014 is used as a basis for planning our curriculum offer for KS1 and 2.

Copies of this year's curriculum are available via the school website.

Early Years Education

The Foundation Unit staff use the Early Years Foundation Stage Framework as a basis for their planning. Children are introduced gradually to the routines over a two week induction period. This ensures that their needs can be fully assessed and that they are given the best possible start to their life in school.

English

We promote the early acquisition of basic skills and believe that speaking and listening alongside developing good reading skills and habits underpin all aspects of learning. In Early Years and Key stage 1 children learn phonics to help them understand how to blend and segment words for reading and writing. We use 'Letters and Sounds' to support the teaching of phonics.

As well as learning phonics children also have guided reading sessions and literacy lessons. In Early years, KS1 and Y3 guided reading uses levelled texts from a large range of resources including Oxford Reading Tree, Songbirds and Read Write Inc to ensure children meet a wide range of different text types and genres. From Y3 onwards pupils have whole class guided comprehension lessons to support both reading development and their ability to provide written answers to comprehension questions.

We also use DERIC – Decode, Explain, Retrieve, Infer and Choice; and ERNI – Everybody Reads, No Interruptions; to help develop good reading habits. It is important children read widely, expand their vocabulary and develop a love of reading as often as possible.

We aim to ensure that children learn to read successfully and we encourage a love of books that we hope will continue into adult life. We ask all parents to support home reading and regularly borrow reading books from school to read with your child.

At Hillside we also have a beautiful, large library which is well stocked with both fiction and non-fiction books, which we encourage the children to use. They are taught how to find information, and replace books in their correct place! All classes have access to the internet, and are taught how to use the internet safely and responsibly. We are grateful for your support in promoting reading at home by sharing books and listening to your child read. We have a “Reading Friends” initiative, supporting individual children’s reading with the help of local people who have undergone training. If you are interested in becoming involved in this scheme, please let one of the family support officers know.

We use a variety of resources to develop writing skills, and children are helped to become independent writers at an early stage. We encourage joined writing at an early age as we believe that this helps to improve presentation, writing speed and spelling whole words.



We encourage our children to enjoy books, and hope that this is the starting point for enjoying books for rest of their lives.

Mathematics

We help all our children to enjoy mathematics and to be able to use number confidently and practically. Each class has a dedicated daily maths session (45 minutes KS1- 1 hour KS2).

Science

Children are taught the skills they need to investigate the world of science. They are helped to relate science to everyday life and take part in scientific investigations.

Computing

Every class has its own computers, and access to the internet throughout the day. We also have the use of 126 laptops in school. In each teaching space (including the hall), the Interactive Whiteboards are used to aid teaching. Computing is taught as both a subject itself, and in support of other curriculum areas. We also have floor robots which help to teach control technology, video cameras, CD players and digital cameras.

We have a variety of printers, as well as a large range of up to date software. We recognise the importance of Computing in future educational developments, and life in general.

History and Geography

History and Geography are taught via class topics. Both skills and knowledge are acquired through a variety of activities, including out of school visits and research using the internet.

Design and Technology

Our children are taught practical skills that enable them to make increasingly complex items. We have built up a range of readily available resources to help the children make choices about what they use. Our children work both independently and co-operatively and are encouraged to listen to each other's ideas. They are taught safety procedures when using tools and are encouraged to plan and evaluate their work.

Physical Education



Our PE lessons follow the National Curriculum for PE and incorporate the teaching of gymnastics, games, dance, athletics, outdoor and adventure games.

Year 5 attend swimming lessons at the Huddersfield Leisure Centre once a week. We have a wide range of climbing apparatus in the hall, as well as a variety of portable equipment. Our children practice individual and group skills. We offer a minimum of 2 hours a week of PE and additional hours through our extremely wide ranging and diverse after school activities which range from Zumba to football.

Our children participate in sport competitions throughout the school year in a variety of different sports. We are very proud to hold the Sainsbury's School Games Gold award for the last two years.

Art and Craft

Our children are taught how to draw, paint, weave and model make using a variety of resources and techniques. Emphasis is placed upon experimentation and skills development, rather than the production of artwork to decorate another subject area.

Our whole school display policy ensures that children's work is celebrated, providing a stimulating atmosphere around the school.

We have developed a resource bank of prints and other artefacts so that our children can examine the work of a variety of artists.

Music

Our children take part in music making and singing sessions each week. We have a stock of tuned and un-tuned percussion instruments. Singing and listening to music are also encouraged throughout the curriculum in all classes.

Children who wish to learn orchestral instruments have the opportunity to be taught by the Kirklees Music School, although there is a charge for this facility.

Religious Education

We believe that it is very important to learn to respect each other's views, traditions and values. Our RE teaching aims to enhance the spiritual, moral, social and cultural development of all children.

We spend approximately one hour per week teaching RE, and celebrate major religious festivals from all faiths.

Collective Worship

Although our school is not affiliated to any particular religious denomination, we have a daily act of collective worship which is broadly Christian in nature but includes celebrations from all the major world religions. Assemblies are planned around weekly themes.

Right of withdrawal

Parents have the right to withdraw their children from religious worship or education. If you wish to withdraw your child, please contact the Headteacher. Any child withdrawn from collective worship would be provided with appropriate individual tasks.

Sex and Relationships Education (SRE)

Given the broad backgrounds and multi-cultural nature of our school, and the society for which we are preparing children, we feel it is important that our children are taught SRE within a moral framework which prepares them both to understand and contribute to that society. Our children are taught SRE as part of wider topics from the National Curriculum, for example, in science, PE and Personal, Social, Health and Economic Education lessons. While building an age appropriate understanding of SRE pupils in Year 5 participate in the SPICED (drug awareness) Programme; this is delivered by the teachers. SRE is taught using guidance advised by Kirklees LA and content from the Christopher Winters Project – Teaching SRE with confidence in Primary Schools.

Our children may question beyond the areas of our programme and such enquiries will be dealt with at a level appropriate to their age and understanding. You have the right to withdraw your child from this aspect of the curriculum, but this should be discussed with the Headteacher first.

Extra-curricular clubs

We have an abundance of extra-curricular clubs which we offer to the children at lunchtimes and after school. We offer a full range of sporting, creative, learning and social experiences including: multi-skills, football, crafts, rugby, forest school, ICT....the list is endless!! We hope you will encourage your child to take part. Some clubs are also available to parents and children together and again we would encourage you to join in. It is important children see that learning is fun and is something they will continue to do throughout their lives. We firmly believe that education is about developing lifelong learning habits, and does not take place solely between 9.00 and 12.00 and 1.00 and 3.15.

Admission to Hillside Primary School

Children are able to register for Nursery places when they are 2 and a half; starting Nursery after their 3rd birthday. There are 3 starting dates for Nursery pupils; September, January and April.

All children whose fifth birthday falls within the academic year (i.e. 1st September until 31st August the following year) start school in September.

All admissions are now submitted online.

In line with Kirklees admissions policy places are offered in the following order of priority:

1. Children in public care.
2. Children with a statement of Special Educational Needs or an Education, Health and Care Plan which names the school.
3. Children living in the school's priority admission area who have an older brother or sister attending from the same address at the date of admission.
4. Other children living in the school's priority admission area.
5. Children who live outside the priority admission area who have an older brother or sister attending from the same address at the time of admission.
6. Children who live outside the priority area.

Children with Additional Needs (including Special Educational Needs or Disabilities (SEND))

Some children need extra support during their school life. We work in partnership with parents and carers to support pupils with any additional need, including those with SEND, and liaise closely with other agencies, such as Speech and Language Therapy and Educational Psychology. We strive to ensure all pupils fulfil their potential whatever their needs and ensure we remove barriers to learning wherever possible.

Our Assistant Head/Inclusion coordinator Mr Stan White, co-ordinates our provision for children who require additional help. All staff concerned with the education of a child with additional needs meet regularly to plan educational programmes to meet their needs.

The schools within the Newsome pyramid meet regularly to review SEND developments. Our school sets out a framework for identifying and helping children who have additional needs and this framework is contained in the Policy which can be accessed on-line on our website: www.hillside-primary.co.uk

If your child requires glasses or hearing aids, please make sure they bring them to school every day and hearing aids are switched on.

If you have any concerns about additional needs, please contact Mr White.

Our Good Behaviour Policy

In our school we aim to promote good behaviour at all times. In order to create and foster good working relationships between everyone, we have devised a detailed policy.

We have 7 'golden rules'.

- Be gentle – Do not hurt anybody-
- Be kind, helpful and respectful – Do not hurt people's feelings

- Work hard – Do not waste your own or other’s time
- Look after property and our environment – Do not waste or damage things
- Listen to people and follow instructions – do not interrupt
- Be honest – do not cover up the truth
- Walk around school sensibly – do not run or push others

Details of the Good Behaviour Policy can be found on the school website.

Bullying

Bullying in the form of persistent physical, emotional or verbal abuse, or deliberate exclusion will not be tolerated. If your child complains of bullying, please contact school immediately. We treat any such allegations very seriously, although these are very few. A copy of our anti-bullying policy can be obtained from the school or the website.

School Uniform



Our uniform:

- Green sweatshirt/cardigan embroidered with our school logo
- white polo shirt
- Black/dark Grey trousers, skirts or pinafore
- Black sensible school-style shoes or trainers (no logos).

Summer alternatives:

- Green checked dress
- Black/dark Grey school shorts.

Open-toed footwear of any kind is not allowed.

Please ensure that all items of clothing are named. If children come to school in wellingtons or boots they should bring a pair of shoes to change into. Please do not send your child to school in their best clothes. Even though we provide aprons and take as much care as possible, accidents do still happen.

PE Kit

We expect our children to change into a White t-shirt and Black shorts/tracksuit bottoms for PE, and pumps (again all items should be named). These should be kept in a pump bag in school. We send the pump bag and contents home at the end of each half term for washing.

Jewellery /Make up / General school presentation

In school children are allowed to wear one pair of small, plain stud earrings. These must be removed by the child for PE lessons or if your child is unable to remove them they must not be worn on PE days. Our Health and Safety Policy prohibits the wearing of any jewellery in PE. If you are considering having your child's ears pierced, the best time for this to happen is during the summer holidays, to allow healing to take place and therefore the removal of earrings for PE. Our staff will not remove earrings.

Children are expected to be school-ready when they arrive at school each morning, so please do not allow your child/ren to wear make-up or nail varnish. Extreme hair-cuts are not allowed.

School Meals



We have a very good school meals service with healthy and nutritious food cooked on the premises. Our food is excellent, and menus are available for you to view. Pupils are consulted in choosing menus. We currently hold a food for life 'Gold' certificate which reflects the excellent quality of school meals at Hillside.

All pupils in Reception and KS1 are eligible for a universal free school meal. From Year 3 dinners must be paid for unless your child is eligible for a free school meal. Applications for free school meals should be made via www.kirklees.gov.uk or telephone 01484 221000 and ask for Free School Meals. It is important to apply for a free school meal if you believe you are eligible (even if you intend to give your child packed lunches or they are in KS1). Pupils in receipt of free school meals are also eligible for £1900 extra funding which supports their development and progress. How we use this money to support pupils can be found under 'pupil premium' on the school's website.

Dinner and Milk money is paid using the ParentPay website. If you are unable to pay using this system, please contact the office for advice.

In the Foundation Stage and Key Stage 1, milk is available at a nominal cost per term, which is payable in advance. Milk is free of charge for those children who are entitled to free school meals

Children may bring a packed lunch, which can include a drink, although water is provided. Glass bottles, cans or hot liquids should not be brought to school, as they can be dangerous.

Children should not bring sweets or chocolate in their lunch boxes. These are 'treats' and we encourage healthy eating in school. Please complete a packed lunch form if you wish your child to have a packed lunch. These are available from the office.

If you wish to change your child's lunch arrangements, two weeks' notice is required.

Milk and Snacks

Children should not bring sweets, crisps or snacks to school, but are very welcome to bring their own fruit. School provides each child within the Foundation Stage and Key Stage 1 with a piece of fruit or a vegetable with no charge – as per Government guidelines. A healthy Tuck shop is also open at morning breaks for pupils to buy a piece of fruit or other healthy food item. Tuck shop usually takes on 3 mornings per week with food items costing no more than 30p. Pupils should not bring more than 30p a day as we do not want to encourage over eating.

Reading Book Bags

Reading book bags are available from the office in school. These are a useful and practical way of carrying precious books and letters to and from school in all weathers, and they have a clear space to write your child's name. Any book borrowed from school needs to be protected in a book bag. Children starting in reception class will be given a free school book bag when they start taking books to and from school.

Personal Property

We discourage children from bringing items of personal property to school, especially valuable items, unless it relates specifically to any topic your child is learning about. We provide materials for the children to use for their school activities. Any personal belongings that a child brings are his/her responsibility. Whilst all reasonable measures are taken to ensure the safe custody of a child's belongings, we cannot accept liability in case of loss or damage. If your child has a valid reason for bringing a mobile phone a request must be made in writing to the Head Teacher. The phone will remain safe in the school office during the day and must be used responsibly eg not be used to take pictures of pupils or staff on the way to, at or after school. School will not be responsible for any loss or damage to phones.

Pastoral Care

All our children are very well cared for in school. If your child is feeling unwell, it may be necessary for him/her to go home and the contact form will be consulted, and an

appropriate person contacted. It is very important to keep the contact arrangements up to date, and please check your mobile regularly when your child is at school.

In the unusual case of a serious accident, the child will be taken to Huddersfield Royal Infirmary or the nearest hospital if the class is on a trip, accompanied by a member of staff. You will be contacted at once, and arrangements will be made to meet them there.

If you have anything to discuss, the class teacher, the Behaviour and Family Support Officers, the Assistant Head/Inclusion coordinator or the Headteacher will be pleased to see you at a mutually convenient time. The beginning of the school day is unlikely to be the best time to see the class teacher. For the benefit of your child, we aim to have an excellent relationship between parent and teachers.

Medicines

If your child needs prescribed medication you will be asked to come in and administer it. If this is not possible, we need written permission from you, and may need to complete an Individual Healthcare Plan. All medicines are locked in a safe place.

School should be notified immediately if asthma, or any other medical condition (such as an allergy) is diagnosed, so that any necessary adjustments can be made, a note can be placed on your child's record and an Individual Healthcare Plan produced where necessary. Asthma sufferers will have their inhalers in an accessible place in the classroom. It is advisable to have two inhalers – one for home, and one for school. GPs are usually happy with this request. The school inhaler should be clearly labelled with your child's name.

Car Parking and Driving near School

Pupil's safety will always take priority over speed. Please drive in a way that respects the safety of others and reflects the care you would want taken when driving near to your own children.

For the safety of all pupils we aim to reduce the amount of cars in the immediate vicinity of the school. If you live near school, it would probably be best to walk – it's much better for you and the environment too! If it is necessary to bring a car it is important that you park sensibly; preferably away from school and walk the last remaining streets. There is a designated dropping zone on White Hart Drive, where children can be dropped safely to enter school by the top gate. Please do not stop on the roundabout outside school – it is not a stopping point, but a roundabout the same as anywhere else on the public highway. You would not dream of parking on the Shore Head roundabout – please don't do it here as many children cross at this point. Please do not enter or park in either of the school car parks.

Any parent who has a disabled child is welcome to discuss this with the Headteacher, and appropriate arrangements will be made.

Road Safety

For the safety of your child, we ask that a responsible adult brings them to school and collects them at home time. Please let the school office know immediately if a different person is collecting your child, and make sure that your child knows too.

Breakfast Club

There is a Breakfast Club available in the Hall from 7.45am until school starts. This is free of charge. Breakfast is served until 8.15am. Indoor and outdoor sport as well as table top games are available after 8.15am

Absence from School

Please let us know if your child is ill on the first day of absence. We will try and contact you if we do not hear from you. Upon their return, a note is required explaining their absence. In the case of foreseeable problems with attendance, please contact school in advance. Any absence for which we do not receive an explanation will be regarded as unauthorised and recorded as such on your child's report.

In line with Government guidelines, leave of absence/holiday in term time will not be authorised by the Headteacher unless there are exceptional circumstances and evidence is provided. If this is the case, you will need to discuss the matter with the school, so please make an appointment to do so. Request for absence from school can be completed on a form available from the office. Unauthorised absence may result in a fixed term penalty fine.

The law requires children to attend school every day unless they are ill. Please ensure that your child arrives at school between 8.50 and 8.55 am. Registers open at 8.55am and close at 9.05am. Any child arriving after 9.05am will be classed as being late. Children arriving after 9.30am will be entered as an unauthorised absence unless they have been to a medical appointment. If your child is late, they will miss important parts of their learning. 5 minutes a day adds up to almost half an hour a week of missed learning time. If you arrive at school with your child after 9.00 am, please go with them to the school office to register. If a child has a persistent late record, parent/carers will be asked into school to meet with the Attendance Officer to resolve the problem.

We monitor attendance on a weekly basis. If your child's attendance is dropping below 90% (Government recommended levels to identify persistent absence) you will be contacted to try to find ways to improve attendance.

Charging Policy

The Governing Body levies charges in conformity with Sections 449-462 of the Education Act 1996. For certain activities such as educational visits, a financial contribution is requested from each parent to cover all or part of the costs involved. This contribution is voluntary and no child will be penalized because of a parent's inability or unwillingness to contribute. If however insufficient funds are raised trips will be cancelled.

Payments will be sought from parents for damage to or loss of school property caused wilfully or negligently by their children.

The Chair of the Governing Body and the Headteacher will determine any individual case arising from the implementation of this policy.

Compliments and Complaints

We are always pleased to receive compliments – please address them to either the school or the Chair of Governors.

We have set procedures for dealing with complaints about the school. Depending on the nature of the complaint, it will usually be appropriate to see your child's teacher in the first instance. Otherwise, please make an appointment with the Headteacher. If meeting with the Headteacher does not resolve the complaint to your satisfaction, you will be advised to put your complaint in writing to the school's governing body. If your complaint remains unresolved, you may complain to the Secretary of State for Education asking him to look into your complaint. The Secretary of State may not consider any complaints unless the above stages have been completed.

This information is published in compliance with Education Law. The details given were correct at July 2015. The Complaints policy is available on the school website.