



Aire View Site
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Silsden, Keighley
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SILSDEN PRIMARY SCHOOL AIRE VIEW SITE

2017-2018



June 2017

Dear Parents/Guardians

On behalf of the staff I should like to welcome you to Silsden Primary School. Our school provides a happy and stimulating environment for learning. Our staff are dedicated and caring, have high standards, and want all our children to achieve their best.

This booklet has been prepared as an introduction to Silsden Primary School and as a handbook of information to keep by you whilst your child is here. It is partly based on factual information, which you need to have and partly on the kinds of questions many parents have asked over the years. We want you to have as much information as possible about your child's school.

The Aire View site exterior is mainly a typical gaunt Victorian building, dated 1876 and 1877 with an extension added in 1990 and a further one in 2005. Inside you will find it is light and airy, attractive and cared for. It provides an environment which is helpful to children's learning. It is a place where children are expected to work, and to work hard. Nevertheless there is no reason why they should not enjoy the work they do and much care is put into helping children appreciate the joys of learning and being aware of the world about them.

We are conscious that educating children is a task shared jointly between home and school. Children benefit most when we work together and there will be many opportunities to be in and around the school informally as well as at more formal and pre-arranged times.

National Curriculum documents are available for you in school, as are our school policies.

Please remember we are always available should you wish to talk over anything with us. Never sit at home worrying about anything and never think something is so small it is not worth contacting us about.

The information in the prospectus is correct at the time of printing, but changes may take place before and during the school year.

We welcome your child into school and we look forward to a growing mutual co-operation over the coming years.

I look forward to meeting you when your child begins at Silsden Primary School.

Yours sincerely

Mrs V Bottomley
(Head Teacher)

NAMES OF PEOPLE WHO CAN HELP YOU

Head Teacher	Mrs Vicky Bottomley
Deputy Head Teacher	Mrs Theresa O'Connor
Finance Manager	Mrs Penny Southgate
Administrator	Mrs Jane Fowler
Parental Involvement Officer	Mrs Louise Heslop
School Nurse	Andrea Priest/Sharon Mason/Jodie Baggs
Education Welfare Officer	Mrs Anila Khan

Governing Body

Chair	Mrs Ellena Cohen
Vice Chair	Mr Steve Wilkinson
Parent representatives	Mrs Jane Ogston Mrs Alison Teasdale Mrs Lynda Whitton
Teacher representative	Mrs Theresa O'Connor
Staff Governor	
LEA representatives	Miss Ellena Cohen Mr George Droogmans
Head Teacher	Mrs Vicky Bottomley
Clerk to the Governors	Mrs Catherine Pratt

Governors are elected/serve for a period of four years. The Chair & Vice-Chair are nominated annually.

The work of the Governing Body

The Head Teacher and the Governing Body work in partnership to:

- Decide the aims and policies of the school
- Draw up the school improvement plan and long term strategic development plan
- Ensure the school meets necessary legal requirements
- Decide how the school budget should be spent
- Ensure the curriculum is taught well
- Set challenging targets for pupils
- Appoint new staff
- Act as a link between the community and the school

STAFF WHO WORK IN SCHOOL

Teaching Staff

Mrs T O'Connor
Mrs A O'Hara
Mrs W Sealey
Mrs S Roberts
Mrs L Tucker
Mrs C Dale
Mrs O Ahmad
Mrs E Walker

Miss F Powell
Mrs S Roberts
Mrs A Travers
Mrs A Fisher
Miss V Law
Mrs C Oswald
Mrs S Walker

Administrative Staff

Mrs P Southgate
Mrs J Fowler

Parental Involvement Officer

Mrs Louise Heslop

ICT Technician

Supplied by Primary Technology

Support Staff –Teaching Assistants

Mrs J Keith
Mrs C Smith
Mrs W Blake
Mrs K Rowling
Mrs S Andrews
Mrs A Emmott
Mrs J Gill
Mrs K Spencer

Mrs J Pickering
Mrs S Grimshaw
Mrs M Pickard
Mrs W Clarkson
Mrs A Ward
Mrs K Coburn
Mrs H Eakin

Kitchen Staff

Mrs V Fieldhouse
Mrs B Brumby
Miss L Parker

Mrs A Crocker
Mrs J Newiss

Lunchtime Supervisors

Mrs K Rowling
Mrs F Watson
Mrs R Hollings
Mrs W Blake

Mrs W Clarkson
Mrs J Firth
Mrs J Saunders
Mrs C Smith

Caretaking Staff

Kitty Wongkalasin
Nid Wongkalasin

Caretaker
Cleaner

Walking Bus/ FootstepsCo-ordinator

Mrs C Smith

USEFUL INFORMATION

ADDRESS Silsden Primary School - Aire View Site
Elliott Street
SILSDEN
Keighley
BD20 0AW

TELEPHONE (01535) 653290
FAX (01535) 653290

E-MAIL office @silsdenprimary.bradford.sch.uk
WEBSITE www.silsdenprimary.co.uk

TELEPHONE Hothfield Junior School (01535) 210666
Health Centre (01535) 652447
School Nurse (01274) 221203

CLASSIFICATION OF SCHOOL

Silsden Primary is a community school catering for children from the age of 3 to 11 years.

SESSION TIMES	EYFS & KS1	
		9.00 am to 12 noon
		1.15 pm to 3.30 pm
		8.45 am to 11.45 am
		12.30 pm to 3.30 pm

Children should not be in school until 8.50 am in the morning and 1.10 pm after dinner if absent in the morning. This is because of the need for adequate supervision to ensure the safety of the children. Supervision is based on the number of children staying at school over the lunch break. Children arriving before 8.50 am and after 3.40pm are the responsibility of the parents.

STARTING NURSERY

Children normally start nursery either at the beginning of the year or the term after their third birthday before moving to the second phase of the Foundation Stage (Reception Year).

There are three intakes during the year to nursery with a total of eighty part time places at any time during the academic year. They are offered to children whose names first appear on the waiting list for the intake period. Choice of mornings or afternoons is offered but first preference is not guaranteed.

Once a nursery place has been accepted for either mornings or afternoons, transfer to the alternative sessions will only be granted in **exceptional circumstances**. Any applications for a transfer must be made to the Head Teacher who will refer each application to the Governing Body. It is in the interest of the child to maintain continuity in their early years' education with their established peer group. Change for any child can be distressing and may have a detrimental effect on their social and emotional development.

STARTING SCHOOL

Children start in the main school in the academic year in which their 5th birthday falls. All children are invited in for several short periods to get to know their class and teacher before starting school. More detailed information is sent when your child is offered a place.

TRANSFER

Children transfer to our Hothfield site in the September following their seventh birthday. There are many liaisons with the Junior School to ensure continuity of work. The children will also visit their new classes before the end of the summer. In addition to this, the staff of the two sites meet at intervals and the co-heads meet regularly. All this is to ensure that the transfer from one school site to the other is as smooth as possible for the children, and is looked upon as an exciting step forward. The children have the opportunity to access Stepping Stones throughout their final year which helps to increase their self confidence prior to transition.

Transfer from the nursery to Reception will be similar. The nursery children visit school and become familiar with the building throughout their time in the nursery. As the time approaches for them to transfer the transition will be made gradually and will include visits to their new class to get to know the teacher and the children.

Transfer to the secondary school is not automatic. However the vast majority of children go to South Craven Comprehensive School. This is in North Yorkshire.

ADMISSIONS POLICY

The school follows Bradford Local Authority's Admissions Policy. Should there be more children requiring admission than the school can accommodate the following criteria are used:

1. Children with brothers or sisters in the school.
2. Children living within the school catchment area.
3. Children living elsewhere in the Authority.
4. Children from outside the Bradford Authority.

Children with disabilities are welcome to attend the school, in line with our equal opportunities policy. The building also has ramped access for wheelchairs and adequate toilet facilities.

As an expanding school, the admissions limit for Silsden Primary is 90.

ATTENDANCE

By law you are responsible for making sure that your children are educated between the ages of 5 and 16. Once your child is registered at school he or she must go to school on time every day during term time unless there is a good reason. It is important for your child's future that he or she makes the most of his or her time at school. This means attending regularly and turning up on time. If attendance problems do develop, the school will support you to improve your child's attendance and only if the issues persist will the matter be referred to the Education Welfare Service.

If you know your child is going to be absent please inform school beforehand. If your child is unexpectedly ill please telephone the school before 9.00 a.m. We will telephone you if your child is absent and you have not contacted us. For safety reasons we need to know the whereabouts of every child each day.

Authorised absences include:

- Illness
- Medical appointments
- Special day for religious observance
- Exceptional circumstances (please see the Head Teacher)

In September 2013, the government changed the regulations for all schools in relation to authorising pupils' leave of absence during term time. Regulations now state that applications for leave must be made in advance by a parent with whom the child lives and can only be authorised by the school in **exceptional circumstances**. The following are examples of the criteria for leave of absence, which may be considered as 'exceptional'.

- Service personnel returning from active deployment.
- When a family needs to spend time together to support each other during or after a crisis.
- Where inflexibility of the parents' leave arrangements is part of the organisational or company policy. **This would need to be evidenced by confirmation from the organisation/company.**
- Where leave is recommended as part of a parent's or child's rehabilitation from medical or emotional problems. **Evidence must be provided.**

This is not an exhaustive list and the Headteacher will consider the individual circumstances of each case. Leave will not be granted on the basis of attendance record, academic performance or the experience being offered and the ability to access a reduced cost holiday does not constitute an exceptional circumstance. Where the Headteacher feels that there may be exceptional circumstances that do not fit the criteria she may refer to the local authority for advice. The decision of the Headteacher is however final.

If any leave of absence is taken that has not been authorised, parents could be subject to a fixed penalty notice issued by Bradford Council, (£60 per parent within 21 days or £120 within 28 days).

It is well recognised and understood that good consistent attendance at school is crucial to a child's future success and we hope our policy sends a clear message that Every Day Counts at school.

We trust that serious consideration is given to any application for leave of absence for the reasons outlined above.

SCHOOL ATTENDANCE FIGURES – September 2016 – May 2017

<u>TOTAL NO OF PUPILS</u>	<u>AUTHORISED ABSENCE</u>			<u>UNAUTHORISED ABSENCE</u>		
	<u>No. of pupils</u>	<u>% of pupils</u>	<u>% of sessions</u>	<u>No. of pupils</u>	<u>% of pupils</u>	<u>% of sessions</u>
179	157	87.7	3.0	57	31.8	0.6

SUMMARY OF KEY STAGE 1 RESULTS – 2016 – At age related expectations

<u>Subject</u>	<u>School %</u>	<u>National %</u>
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Teacher Assessment

Reading	85%	74%
Writing	72%	65%
Mathematics	76%	73%

THE SCHOOL

GENERAL ORGANISATION

At present the school has 22 classes (including two nursery classes). Each September children who are rising 5, both new entrants and children from Nursery move into a Reception Class.

<u>Year Group</u>	<u>Age (years)</u>	<u>Number of classes</u>
Nursery (N)	3 – 4	2
Reception (R)	4 – 5	3
Year 1	5 – 6	3
Year 2	6 – 7	3
Year 3	7 - 8	3
Year 4	8 – 9	2
Year 5	9 – 10	3
Year 6	10 – 11	3

All classes have equipment and materials to suit both older and younger children. This means that some children who progress quickly at some stages are not held back whilst children who sometimes need a little longer time still have all the books and equipment they need.

Teaching takes account of the needs of the individual child using a variety of teaching methods. Children are all so very different when they come into school they are encouraged to better their own achievements as they

progress rather than, at this stage, try to vie with someone else. This also means that there is no limit to how far the older children can progress as work is geared to their capabilities and is not restricted by age or year group.

The Early Years Foundation Stage Curriculum and the National Primary Curriculum is followed.

The school curriculum includes language development, (speaking, listening, reading, writing), mathematics, science, technology, (design, construction, information technology), creative and expressive arts, (P.E. music, dance, drama, painting, clay, printing, fabric work, drawing, model making etc.), history, geography and religious education. There are five statutory subjects, i.e. English, Maths, Science, Computing and R.E. The other foundation subjects will be delivered as part of the whole curriculum ensuring a good sound, all round education for all the children.

THE SCHOOL DAY

The school starts at 9.00 a.m., the lunch break is from 12 noon to 1.15 p.m. and the day ends at 3.30 p.m.

The allocation of time during the day.

Teacher Supervision	8.50 am
Registration	9.00 to 9.10 am
Teaching time	9.10 to 10.15 am
Collective Worship	10.20 to 10.35 am
Playtime	10.35 to 10.55 am
Teaching time	10.50 to 12 noon
Lunchtime	12 noon to 1.15 pm
Teaching time	1.15 to 2.25 pm
Playtime	2.40 to 2.55 pm
Teaching time	2.55 to 3.30 pm

THE WORK AND ROLE OF THE SCHOOL

The school is the local community school. It endeavours to serve all the children of Silsden and neighbouring areas, including those with specific needs. New ways of providing contact and support for younger children and their families are constantly being introduced to help provide a sense of involvement with Aire View. This helps to make the transition from home to school an easy one and one which is eagerly anticipated when young children join with local friends and neighbours for their early education in the nursery.

The staff and governors seek to raise the educational achievement of all pupils to the highest possible standard, through their dedication and commitment to the school.

AIMS OF THE SCHOOL

- To develop the full potential of each child through access to all aspects of the curriculum, and by promoting self-esteem and self-confidence.
- To provide a broad balanced and differentiated curriculum which encompasses all National Curriculum statutory requirements.

- To offer a range of learning experiences to each individual child, where possible by first-hand experience, within a warm, caring and stimulating environment.
- To encourage children to use their initiative, consider other people's points of view, and develop lively and enquiring minds.
- To promote an atmosphere of trust and empathy and to develop attitudes of mutual respect and responsibility.
- To encourage an understanding of the Christian faith and show tolerance and concern for other peoples' beliefs and cultures.
- To welcome and encourage parents to take part in all aspects of school life and take an active part in their own child's education.
- To establish an environment where adults and children work together as integral parts of the school and wider community and that all feel happy and fulfilled during their time at Aire View Infant School.

NATIONAL CURRICULUM AND THE CURRICULUM

The National Curriculum is that part of the curriculum which is required by law. As a school we constantly monitor and evaluate our long term planning. The Early Years Foundation Stage Curriculum encompasses Nursery and Reception.

ASSESSMENT AND ITS REPORTING

All children's work is assessed and records are kept. Where possible teachers assess children's work in their presence. Standard Assessment tasks (SATs) in English and Maths are taken in Year 2. A detailed written report is sent out each summer and parents are welcome to discuss this with the teacher. In addition there is a parents evening in the Autumn Term and Spring Term for parents to discuss their child's progress. Ways of recording children's achievements as fully as possible are being developed. Samples of work for each child are retained.

The records are brought up to date regularly and each child's progress carefully tracked and monitored. The children are aware of what is written and have the opportunity to suggest what is of importance to them that they would like included. Targets for the coming period are discussed with the children so they know what we want to help them achieve. The staff welcome every opportunity of sharing this information with you. In this way we hope that your child's early education will be a shared experience. Of course, you are not limited to these invitations. We welcome your interest in your child's education and look forward to developing this partnership with you.

DEVELOPMENT OF WORK AND ATTITUDES

"Children relish what the school has to offer. They enjoy school, feel safe and valued and respond well to adults".

The work is such as will be found in most primary schools and all activities provided are considered necessary to a child's education, including catering for the National Curriculum. The length of time spent on activities varies. Long "general work periods" allow children to spend time over, for instance, an extended piece of writing, or equally

gives the opportunity to work in more than one area during a session. If necessary, work is carried over to the next day so that children do have enough time to work in depth and time to complete work properly.

Because children are encouraged to work in depth, concentrating for relatively long periods of time on the work in hand, you will realise they do not necessarily work in every area every day. The quality of work takes priority over frequency. However, we do ensure that numeracy and literacy are given a daily high priority. Regular and detailed record keeping ensures that children cover all aspects of work, and progress is carefully noted.

HOMEWORK

Regular curriculum newsletters are sent home to offer suggestions of how you can support your child at home. Children may also bring spellings home to learn.

Doing homework helps children to develop important skills, in particular those of independent learning. The Government recommends regular homework for all children from Year 1 upwards. Young children should start by reading or sharing a book with you for short periods of time. The Government guidelines state in broad terms that Year 1 and Year 2 children should spend one hour a week on homework (reading, spelling, other literacy work and number work).

Homework given by school will be properly planned and organised so that:

- Children are not expected to do too much
- The tasks will be realistic within the time available
- The tasks will be clearly related to the work they are doing in school and not too difficult or too easy

Although there may be times when we should very much like you to work at home with your child, generally a child has worked long hours at school and extra work at home can have a positively detrimental effect on a child's attitude to work at school, and so it is recommended that at the infant level children should not normally be expected to do too much work in the evenings.

Sometimes a child is very keen to do certain things at home. It is helpful then if you would speak about it with the class teacher so that you and she are working along the same lines.

EXTRA CURRICULAR ACTIVITIES

"The wide range of clubs and activities provided outside lesson times enhances children's well being and increases their enjoyment of learning".

Children have opportunities to participate in a range of extra-curricular activities e.g. French, Football, Sewing, Ukulele and Gymnastics. There are many other opportunities for children to attend other short courses in a variety of sports. Swimming is available for Year 2 children during the school day on a weekly basis.

AWAY FROM SCHOOL ACTIVITIES

We offer an extensive range of activities to enrich the children's curriculum entitlement. For example, visits to the theatre, Hesketh Farm, Nell Bank, Skipton Castle and Blackhills Campsite. We also participate in activities and events in and around the community.

LINKS WITH THE COMMUNITY

“The very wide range of opportunities offered to children to take on responsibilities in school and within the local community means that all are developing a sense of value from working with others”.

Silsden Primary School has enjoyed strong links with the local community of Silsden for many years. The children visit the local churches and are often seen out and about in the village in conjunction with their work relating to the locality in which they live. The children visit residential nursing homes in the area leading up to Christmas and the whole school sings Christmas songs in the village.

Parents and volunteer helpers work in school on a regular basis supporting children’s learning through a wide range of activities eg reading, art and craft etc.

The school continues its commitment to supporting many charities throughout the year both locally and nationally.

Strong links are also maintained with the local health centre and the Children’s Centre. Also we welcome students from the local colleges and Secondary schools.

The police service education officer visits at intervals. The ambulance and fire service and various branches of the police service are generous in their help as are many other visitors.

ACTS OF WORSHIP

“Children’s personal development is outstanding as is their spiritual, moral, social and cultural development. They reflect very sensitively about the world around them and appreciate the influence of different faiths on the ways in which people lead their lives”.

The school complies with the 1988 Education Act in that the school’s acts of worship are “mainly broadly Christian”.

In order not to undervalue the term “worship” and to ensure that it develops a real significance for children the meeting together is still called Assembly. This allows for any occasion, which is not specifically worship.

Assembly has three main forms:

- Worship - these are always Christian acts of worship. Sometimes we have a visiting Church Leader to lead worship.
- Celebration - once a week the school celebrates the worth and the uniqueness of individuals by having an assembly, which highlights those children who have been recognised for their achievements.
- General assemblies - these frequently highlight Christian and other faith’s standards of caring, sharing, truth, honesty etc., but also reflect on families, seasons, sharing experiences etc, and health and safety issues.

Religious Education is taught to all pupils in accordance with the Local Agreed Syllabus for RE, a copy of which is available for parents to borrow from school. The syllabus asks school to introduce pupils to the six main religions of the Bradford District and the world, and to help them to both learn about and learn from these religions.

We regularly invite visitors into school to help with RE, for example members of staff from the Bradford Interfaith Education Centre, and we sometimes arrange for pupils to make study visits to local churches and other places of worship as part of the school's RE curriculum.

Opportunities to participate in collective Worship are provided in assemblies and in classrooms. The 1988 Education Reform Act provides for most acts of worship to be mainly Christian but permits the inclusion of material from other faiths as well.

WITHDRAWAL

Parents (or Guardians) have the legal right to withdraw their children from RE and /or Collective Worship. If you have any concerns about these areas of school life please discuss them with the Headteacher in the first instance. If you wish to exercise either of these rights you should place your wishes in writing addressed to the Head Teacher.

WORK WITH FOOD

During their time in school, children will be introduced to many processes and many ways of preparing food. It extends to cover several mathematical areas as well as aspects of language, history and tradition, technology, geography and science. It is also an area from which a great deal of health and safety education is developed.

SEX EDUCATION (RELATIONSHIPS)

Silsden Primary School views education as a continuous process in which home, school and community work in partnership, to nurture the development of self-esteem and self-confidence in each individual child.

Relationship education is part of the Personal, Social, Health and Economic (PSHE) framework. PSHE addresses relationship education in line with Department of Education guidance, by developing skills, attitudes and understanding to help children form supportive relationships and respect for themselves and others. Also learning how to be able to keep physically, emotionally and socially safe and healthy. The curriculum is tailored to the age and physical and emotional maturity of the children.

Silsden Primary School has a named PSHE teacher who will promote PSHE as a whole school responsibility. The whole school community, parents, staff, school nurse and governors will be engaged in monitoring and reviewing PSHE policies.

At Aire View the PSHE framework is developed through four broad themes:-

- Developing confidence in talking, listening and thinking about feelings and relationships
- Preparing to play an active role as citizens
- Developing a healthier, safer lifestyle
- Developing good relationships and respecting differences between people

At Silsden Primary School, PSHE relationship education will ensure that all children are able to name parts of the body and describe how their bodies work, and can protect themselves and ask for help and support. Relationship education will also focus on friendships, bullying and the building of self-esteem.

DISCIPLINE AND BEHAVIOUR

"The care shown by the school for the children is outstanding and lies at the heart of all it does. Behaviour is good both in classrooms and around the school".

You have a very important role in encouraging your child to behave well and your influence is critical in shaping your child's attitude and behaviour.

We believe that good behaviour and discipline in children should come from a partnership between home and school. We expect children to keep to the School rules and that you will support the School in maintaining good behaviour and discipline.

There are very few rules in school (see section on Home School Agreement). Most are related to safety or to respect for people, materials and environment. Children who break any of the rules are usually dealt with by discussion, withdrawing privileges and/or making restitution. Where there is a persistent problem there is usually consultation with parents so that we can work together to try and sort out the difficulty.

The school has a clearly defined written policy on the wider aspects of discipline, which is available for parents to read.

Bullying - is taken very seriously and we consider name calling and teasing to be forms of bullying as well as more physical forms.

EXCLUSION

Children will only be excluded from school for serious breaches of discipline such as:

- physical violence or abuse to staff,
- a violent attack on another pupil,
- wilful damage to school property.

Usual exclusions are for a short period of time. A contract will be drawn up to ensure the child has a successful re-entry into school.

If a child damages school property or the premises as a result of misbehaving, parents may be asked to meet the cost of these repairs.

SPECIAL EDUCATIONAL NEEDS

"Children with learning difficulties and/or disabilities also achieve well. This is because teachers assess their needs very accurately. They provide them with challenging tasks and high quality support."

Every effort is made to ensure children remain in mainstream education, at their local school, whatever their particular needs are. At Silsden Primary School there is a Special Educational Needs Co-ordinator for each site.

Many children need help or support at some time in their school life. For some this help will always be needed; for others it may be just for a very short time to overcome a particular difficulty; then there will be children at all stages in between.

This continuum extends to children who have particular strengths in one or more areas. For these children help may be given to develop these strengths. Our aim throughout is to enable all children to fulfil their potential at whatever level this may be.

Funds are occasionally made available to provide additional staff support for a child, a teacher or a class. In addition, the school uses some of the teaching assistants' time to support individual children for limited periods.

Any specialist provision made for your child will be discussed with you and, as with all children, the education of children with special needs is regarded as a partnership between home and school.

SUPPORT SERVICES

The school is able to draw on many support services either to complement or supplement what is provided within school.

The school nurse and speech therapist visit regularly throughout the year to work with children in connection with our health and language programmes. Some children have one full medical inspection during their time in the infants. You will be informed and invited to be present, also at any subsequent review.

The school nurse also checks vision and hearing, and you will be informed if there is anything amiss. The school also facilitates an annual fluoride varnish campaign.

The school has contact with many educationalists with special skills and we draw on them very regularly. These include staff from special schools and support units, psychologists, social workers, local inspectors and advisory teachers. Through these contacts we are often able to borrow equipment and materials for individual children

COMPLAINTS PROCEDURE

Any complaints should be addressed to the Headteacher in the first instance and hopefully these can be resolved through informal discussion. We shall endeavour to deal with any complaint quickly and efficiently in the best interest of the children.

Should anyone wish to take a complaint further, the governing body should be approached through the clerk. If there is no satisfactory outcome from this, the LA should be approached.

A copy of the complaints procedure is available in school and on the website.

Confidential Information

Information we ask for at the beginning of each school year is treated confidentially. If your circumstances change please inform school immediately.

SAFEGUARDING CHILDREN

SAFEGUARDING – KEEPING CHILDREN HEALTHY AND SAFE FROM HARM

School policies are in place to ensure that there is a consistent approach to practices throughout the school and that they are understood and adhered to by staff, governors and volunteers. Adults have a tremendous impact on young children and with this in mind adults at Silsden Primary School.

- Are good role models for children
- Enjoy their work and working with children
- Are conscientious and hard working
- Welcome and support visitors to school
- Recognise and value strengths in each other and use these to support everyone
- Work within the agreed policies of the school

- Promote a happy, caring and safe school
- Encourage children to think for themselves, ask questions and to find answers
- Create an environment of trust whereby children are trusted to work seriously
- Challenge and support children in their learning

There are numerous policies in place to safeguard our children and they include:

- Child Protection – this is a sensitive area in which all staff do receive regular training. Here school, along with other services for children and families all work together to support the needs of children. There is also a named Governor for Child Protection.
- Attendance – children’s attendance at school is monitored on a daily basis and notable absences or patterns of absences are followed up by the Parental Involvement Officer and in more serious cases the Education Welfare Service and in extreme cases services for children (most commonly known as Social Services). The school prides itself on our very good attendance figures.
- Behaviour – high standards of behaviour are expected in school. However, from time as we all know children do fall out from time to time. Where this is the case it is dealt with sensitively by an adult who gives both children time to explain what the problem is and helps the issue to be resolved. Children are often reminded about our school rules and they know that we have them in order for everyone to be happy and keep safe.
- Health and Safety – everyone here at Silsden Primary School knows they have a responsibility to ensure that children and adults are able to work in a healthy and safe environment. The school has several fully trained Paediatric First Aid members of staff who deal with accidents should they occur. There is a named Governor responsible for Health and Safety.
- Curriculum – through the planned curriculum we ensure that the issues of healthy eating, physical exercise and safety are taught. This aspect is enhanced by the many visitors to school e.g. Police Officers who talk to the children about issues such as road safety, safe people and dug awareness for our older children
- Safer Recruitment and Selection – this aspect is taken very seriously. Governors and the school ensure that all staff new to the school and volunteers who work in school on a regular basis undertake a DBS check and full references are acquired before a person takes up post
- Complaints – should parents have any complaints the school staff will listen to your concerns and will follow up any issues arising. There is a clear procedure in place. The Head Teacher will always be happy to meet with you and help resolve any issues. The school is committed to working closely with parents/carers for the benefit of the children. Remember no problem is too small and can often be prevented from becoming a bigger issue. If you continue to feel an issue has not been resolved then you could contact the Complaints Committee of the Governing Body.

We all know that children thrive better and will be able to reach their full potential when school and families work closely together. All of us here at Silsden Primary School are totally committed to this.

Within our school, we have a Family Support Group that meets regularly. The group is aimed at families who have adopted, fostered children or suffered a parent bereavement within school. Dates of meetings are sent out to all parents and carers. Any further information, please contact Mrs Louise Heslop, Parental Involvement Officer.

A Privately Fostered Child means a child who is under the age of sixteen (or eighteen if disabled) and who is cared for and provided with accommodation by someone other than a parent or a relative (defined as step-parents, siblings, brothers or sisters of a parent or grandparent. To foster a child privately means to look after the child for a period of twenty eight days or more. If this is your current situation you have a legal obligation to inform Children’s Social Care because school also has to inform the relevant authority.

The abuse of children is a matter of deep concern to all of us. The School is committed to protecting children from abuse.

Committees of Enquiry have recommended that procedures should be set up for co-operation between departments (in particular Social Services and Education). Reports have also advised that a point of contact should be available in schools.

All Bradford schools have a "Designated Lead Person" who has access to the Child Protection Service. He or she will co-ordinate information and action in the case of suspicion or discovery of the abuse of a child.

The named persons for Child Protection are Mrs V Bottomley, Mrs T O'Connor, Mrs O'Hara, Mrs L Heslop and Mrs Sealey.

SAFETY, HEALTH AND HYGIENE

SAFETY IN SCHOOL

The Safety Officer from the Directorate of Educational Services has pointed out the hazards resulting from congestion in the corridors, and, supported by the Schools Officer, made the following recommendation:

"I recommend that all parents wait for their children outside to avoid congestion in the corridors that have limited space".

We are sorry that this may cause discomfort in the cold or rainy weather. However, we try to ensure that children come out promptly and fully dressed at 3.30 p.m.

Congestion can also occur before school when children are taking off coats and changing shoes. This can be dangerous. We do ask for your consideration with regard to keeping the corridors safe for children. We would ask that you encourage your child to come into school without you, leaving the limited space available for children, and also the parents of children who have only just started school. We also ask you not to bring pushchairs into the school building.

This is the one time in the day when we ask that you help us balance the welcome we offer you with the needs of safety for our children.

Dogs are not allowed in the playground and should also not be tied up to the railings and left unaccompanied.

Please ensure all school gates are fastened at all times. **No parking is permitted on the yellow zig-zag lines outside school entrances.**

ILLNESS

A telephone call explaining a child's absence is expected. If school does not receive a telephone call or message we will contact you. You will not be required to notify us in writing upon your child's return to school.

It is not current practice for staff to give children medicine in school. As children taking medicine are normally unfit to be working hard all day in class, taking their full part, the situation should rarely arise.

Exceptions to all the above are children with long term health problems or who are on long term medication. For children who need regular access to an inhaler, the inhalers should be clearly labelled with the child's name and correct dosage and given to the class teacher.

If a child feels too ill to cope in school, or if he or she is sick, we shall need to contact you and ask you to collect your child. If you are not available we shall contact the person you have named for emergencies. If a child has

a head bump we shall inform you then you can decide if you would like to take your child home to keep under observation.

Should there be an accident requiring medical attention it is essential that we are able to contact a parent or the child's guardian. It is therefore very important that in addition to the name of a neighbour or friend we also have your work telephone number. Each year we send out a proforma in order for you to update the information.

If your child has had an attack of sickness/diarrhoea they must not return to school for at least **48 hours** after the symptoms have ceased.

HAIR

It is possible that at some point, despite great care over hygiene (regular washing and daily brushing) your child may catch head-lice. Lice often prefer the cleanest hair!

If this happens, please do not be alarmed. There is a straightforward procedure to be followed.

Examine your child's head regularly for nits and lice. If you are not sure what you are looking for, call in at the Health Centre and they will be pleased to help you.

FOOD

MILK

Our school provides a milk scheme that is available to all of our pupils. School milk is free for under-5s, and for over-5s it is available at a subsidised* price of £0.22 per day.

How to register

If your child is under five:

- Register online at www.coolmilk.com or complete a registration form available from the school office
- Register by a Tuesday at 5pm for your child's free milk to start the following week
- **Free milk will continue until the Friday before your child's fifth birthday. You will receive a payment request four weeks before their birthday - if you wish your child to continue to receive school milk, simply make a payment.**

If your child is five or older:

- Register and pay online at www.coolmilk.com
- Alternatively, fill in a registration form available from the school office – once Cool Milk has processed your form, you will receive a payment request
- You can pay Cool Milk either online, over the phone or at a local PayPoint in half-termly, termly or annual instalments.
- Please pay by a Tuesday at 5pm for your child's milk to start the following week

Please note your child will not receive milk if you have not registered

SNACKS

In keeping with our policy on healthy eating, children are not allowed sweets in school. We believe healthy eating and drinking is achieved by maintaining a balance of healthy food and drink and occasional treats.

Snacks are allowed for children to eat during playtime as for some children it is a long time between having breakfast and their mid-day meal.

In addition we are fortunate to be in a position to provide free of charge, a piece of fresh fruit or vegetable each day to every child in school. If parents wish to send an additional or alternative snack the following food items are allowed:

- Piece of fresh fruit
- Plain dried fruit e.g. raisins, dried apricots
- Piece(s) of vegetable e.g. cucumber, celery, carrots
- Piece(s) of cheese or cheese string
- Plain rice cakes

The following food items **are not** considered appropriate for school on account of additives, high salt, sugar or fat content:

- Cereal bar
- Cheese dipper
- Pepperami
- Fruit winders
- School bars
- Fruit flakes
- **Nuts of any description (we have children with extreme nut allergies)**

WATER

Several years ago we launched a new initiative in school to enable the children to have access to a drink of water during the working day. It has been proven that there are many health benefits to drinking water regularly throughout the day, including improved concentration particularly in the afternoons which will obviously have educational benefits for the children.

Children can bring a sports cap type bottle which must be clearly labelled with their name. It is suggested that the bottles are kept in school during the week to be refilled by the children and taken home on a Friday to be washed. The bottles must be filled with **water only**.

DINNERS

Dinners are provided from Education Catering service. Dinners are prepared and cooked in the school kitchen at Aire View Infant School. There is an emphasis on wholesome food and healthy eating. Care is taken over the use of sweeteners, additives etc. Meals are planned on a four week rolling programme which is available from school and the current week's menu is also on display in school. Please inform us if your child has any specific dietary requirements.

It is also very important if your child has any dietary needs e.g. vegetarian/food/nut allergies, that this is put in writing for the attention of the Unit Manager at school (even if your child is on packed lunch).

Universal school meals are provided for all children in Reception, Year 1 and Year 2 classes. However, if you are in receipt of certain benefits, please visit www.bradford.gov.uk to check eligibility to claim free additional entitlements i.e. school uniform, school trips and extra-curricular clubs.

CLOTHING

SCHOOL UNIFORM

The new school colour from September 2017 is purple. You can order items via the online Uniform Embroidery Service from F&F (tesco.com/ues). They can provide the uniform of your choice with a 5% cash donation on every purchase you make to school.

Alternatively, school uniform is available to purchase directly from Andrew Firths, 5 Low Street, Keighley or Golden Leaf (Silsden).

It is helpful if children wear clothes, which are easy to manage for P.E. so that they can undress and dress themselves.

Clothing should be named (and checked regularly) especially shoes and pumps. Coats should have a strong loop by which they can be hung.

Please note that as the children do spend time outside in the winter we would appreciate it if they had appropriate clothing ie warm coats with hoods. A named spring peg is useful for keeping wellingtons together in bad weather.

There are spare clothes in school in case of accidents. It is much appreciated if these are washed and returned as soon as possible. We are grateful for outgrown clothes in reasonable condition, especially knickers and pants, but also other garments to keep our stock replenished.

CLOTHING FOR P.E.

For P.E children require a T-shirt, shorts and a pair of well- fitting pumps (please check sizes regularly as children do tend to grow out of them quickly at this age). Jogging bottoms are optional.

Please also note that jewellery (including earrings) must not be worn in the interest of safety.

All P.E clothing and footwear needs to be in a **NAMED PUMP BAG** which will be left on the child's peg and perhaps taken home to be washed half termly.

SWIMMING

Year 2 children are offered the chance to have swimming lessons at the Stanley Bell Memorial Pool. They will require swimming costume/trunks etc. and further details will be given to you when appropriate. Earrings are not allowed.

It is essential that you inform the class teacher by letter if your child is not able to swim on a particular day for any reason.

SHOES

Children are only required to change into "indoor" shoes in wet weather. Pumps or alternative soft shoes should be kept in a pump bag for this purpose. Black shoes for school are required.

EAR RINGS

The Authority does not allow children to wear ear rings during P.E. for safety reasons. If children wish to wear ear rings in school they must be able to deal with their removal and re-insertion themselves.

LOST PROPERTY

Lost property is kept in a container in the school entrance. This is where all articles left lying around are put except for small valuables which are kept separately by the Head.

On a termly basis notice will be given that lost property is on display. Anything which is then left unclaimed will be disposed of.

Will you kindly ensure that all lunch boxes and containers are clearly labelled (flasks, sandwich boxes etc.)

HOME AND SCHOOL

"Parents are very appreciative of the excellent care, guidance and support that the school gives to their children. They say that their children grow in a supportive environment and that the staff and teachers all want the children to succeed".

INTRODUCTORY SESSIONS

During your child's time in school you will be invited to some informal sessions to hear about the school and some of the work your child will be doing. This will include a general introduction, a look at mathematics, and a session on language including reading and writing, and a look at some of the other areas in which children engage.

At each session there will be opportunities to ask questions, and for general discussion.

REVIEWING CHILDREN'S WORK

If your child wants to show you a piece of work, a model, or whatever, just pop into the classroom. However, you will want to review your child's work regularly and teachers welcome this. Please make an appointment to ensure that the teacher is not otherwise engaged. Immediately after 3.30 p.m. is usually a good time. If you have particular difficulty in managing this, there are usually three evenings during the year when you will be invited in, or sometimes special arrangements can be made. If this is necessary, please see the Head about it.

Should you be worried about any aspect of your child's work do not hesitate to contact the class teacher or the Head. Similarly, if we have a particular concern we shall contact you.

However, there does not need to be a problem before you can come into school. Your general interest is appreciated and it is usually found that such visits are helpful all round.

COMMUNICATION

There are several means of communication. Newsletters go to many people in the community who have shown an interest in our school, as well as to the parents and children both in school and near entry. It is intended as a means of giving information and drawing together the events and activities of the term.

There are several notice boards outside in the playground for parents and visitors, giving up to date information of current activities, a calendar of events and the holiday list.

Inevitably matters arise during the term and for anything of importance you are sent a note or text message. Sometimes these seem rather frequent but it is felt to be important that you are kept as fully informed as possible.

PARENTS VIDEOING SCHOOL EVENTS

During the school year there will be a number of school events, productions, musical concerts and sporting events etc. that parents/carers may wish to take videos/photographs of the child's involvement. The school/Governors would wish parents to take part in this activity for personal use.

These videos/photographs are not for sale under any circumstances. However should any parent object to their child being videoed or photographed then the school would have to operate a total ban for that event.

If you wish to object to your child being videoed/photographed, please contact the school within 20 days of the event, or as soon as possible if you are totally opposed to your child being videoed/photographed.

Where the children are performing for parents e.g. Christmas assemblies we ask that parents do not take photographs/videos **during** the event. There will always be an opportunity for this at the end. I trust you will appreciate that the children are very young and it can be quite daunting for them, performing in front of a large audience. In addition, for safeguarding reasons, there will be some children that could be at risk if for example photographs/videos were shared on social media.

LIBRARY

The library is available to each class on a weekly basis. In this way we are trying to make a wide selection of suitable, good quality books available to all children. Each class has a library time where they can change books. You will be informed by letter the day allocated to your child's class.

In addition to story books there are books which are mainly pictures to talk about, factual books, poetry and rhymes, counting books and some books which have been chosen to meet certain situations such as going into hospital, a new baby, a death in the family etc. There are also some about children with a particular problems, such as deafness or asthma.

The children will then have an opportunity each week to borrow books from the library. In this way we are hoping to extend the use of the library, to give children experience of borrowing books, and to introduce them to a wider range of books than is normally available to them.

TOYS

Children are discouraged from bringing toys mainly because they so often get lost or broken and then children are upset.

USEFUL MATERIALS

In connection with Art, Science, Design and Technology we use a lot of materials which are normally thrown away. Please send us anything which you think we could use, eg plastic bottles, yogurt pots, cotton reels, fabric off cuts, fir cones etc.

CHARGING

From time to time classes organise visits to support the work they are doing. Under present legislation schools can ask only for voluntary contributions towards the cost. However, no extra funding is available and therefore visits can take place only if the cost can be covered. If you are in receipt of benefit related support, clubs and trips will be covered by school.

OUTLINE OF SCHOOL BUDGET

Governors are responsible for almost all aspects of the financial running of the school. This includes salaries, repairs and maintenance, heating and lighting, water and provision of all materials. More information is available on request.

To supplement the work with children the school has money-making efforts during the year. Currently we raise about £1000 a year overall, and this provides extras within the school and also major items of equipment. The support of parents and friends on these occasions is invaluable.

HOME SCHOOL AGREEMENT

All schools are now required to have a home school agreement setting out aims and values, your responsibilities and what we as a school expect of all our children. You will receive one of these with your information pack which will be signed by the Head Teacher. This should be signed by your child and yourself and returned to school.

For your reference the home school agreement states the following:

The child will make every effort to keep the five special rules:

- Take care of everybody and everything
- Keep safe hands and feet
- Walk quietly in school
- Tell someone when you are worried
- Listen carefully and behave sensibly

Parents/carers will make every effort to:

- Make sure my child arrives at school regularly and on time
- Make sure my child does not take holidays during term time
- Make the school aware of any concerns or problems that might affect my child's work or behaviour

- Attend parents' evenings and discussions about my child's progress
- Support the school's policies and guidelines for behaviour
- Encourage my child to keep the 5 special rules

The School will make every effort to:

- Care for your child's safety and happiness
- Encourage your child to take care of their surroundings and others around them
- Provide a balanced curriculum and meet the individual needs of your child
- Keep you informed about general school matters and about your child's progress
- Be open and welcoming and offer opportunities for you to become involved in the daily life of the school

DISCLAIMER

It should be noted that the information in this booklet was correct at the time of issue. It should not be assumed that there will be no changes affecting the relevant information before or during the next school year.

SCRIPT USED IN SCHOOL

Children often want to do some writing at home and will ask you to write down words for them. Sometimes the teacher will ask you to do a few minutes writing practice with your child to help with letter formation.

The attached page shows the script we use for the alphabet, also the number formation which we use.

HOLIDAY LIST – September 2017 to July 2018

	CLOSE	RE-OPEN
Autumn Term		Tuesday 5th September 2017
Half Term	Friday 20th October 2017	Tuesday 31 st October 2017
Christmas	Friday 15th December 2017	Wednesday 3rd January 2018
Half Term	Friday 9th February 2018	Monday 19th February 2018
Easter	Thursday 29th March 2018	Monday 16th April 2018
May Day	<i>Monday 7th May 2018</i>	
Spring Bank	Friday 25th May 2018	Wednesday 6th June 2018
Summer	Wednesday 25 th July 2018	

