

# Welcome to Roberttown CE (c) J & I School



## School Prospectus 2022





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## **From the Headteacher**

Welcome from all the staff at Roberttown CE (c) J&I School.

I know that your child will enjoy, and benefit from, their time at Roberttown CE (c) J&I School. We value the partnership between home and school, and look forward to working with you for the benefit of your child.

We are very proud of our children and our school. Everyone at Roberttown CE (c) J&I School works each day to continue to improve standards and ensure our children achieve their personal goals.

It is important to us that as well as striving towards high academic standards that we also provide a broad, balanced and relevant curriculum. In addition we encourage the development of the whole child. We want your child to feel secure and cared for whilst acquiring knowledge, skills and ideas that will be of use to them throughout their lives.

We hope that you will work with us, and that you and your child will enjoy being part of our school 'family'.

If you have a query or concern, a complaint or a compliment, we are keen to hear them. Please come and talk to us, and let us work together to continue to make Roberttown a school where children are valued, supported and encouraged to be the best they can be!

Yours sincerely

Sam Laycock-Smith  
Headteacher

***'The quality of teaching is outstanding and staff, at all levels throughout the school, have very high expectations of pupils.'* Ofsted May 2013**

# Letter from Bishop of West Yorkshire & the Dales



The Rt Revd Nicholas Baines  
Bishop of Leeds

Direct number: 0113 2242789

Email: [bishop.nick@westyorkshiredales.anglican.org](mailto:bishop.nick@westyorkshiredales.anglican.org)

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Bishop of Leeds: Hollin House,  
Weetwood Avenue, Leeds LS16 5NG Tel:  
0113 2742395  
[www.westyorkshiredales.anglican.org](http://www.westyorkshiredales.anglican.org)

Dear Parent,

As the Diocesan Bishop of Leeds I am delighted to welcome your child to this church school, within the Diocese of West Yorkshire and the Dales.

Education is at the heart of the church's mission and I am confident that at this church school your child will enjoy a high quality education within a distinctive Christian context. Our schools reflect the inclusive nature of the love of God by reflecting and celebrating the diversity of the communities within which they are located and establishing values and behaviours rooted in faith.

I am proud of the church's historic commitment to provide schools for local families within local communities. The distinctive and inclusive ethos of this school will create a firm foundation which will prepare your child both educationally and personally for their journey into adult life.

I share my interest in, and commitment to, the life of this church school with your local Area Bishop whom I am sure will become a familiar face to you and your child within the school community.

Please be assured of my prayers for you and your child at this exciting time of your family's life. May God bless you and your family.



The Rt Revd Nicholas Baines  
Bishop of Leeds

## WHAT WE WANT TO ACHIEVE



### Our School Vision

As Good Samaritans we aspire to excellence for the whole of God's ever-changing world.

Working compassionately together nurturing honesty, resilience and curiosity.

## General information about the school

Roberttown CE (c) J&I School is a Church of England voluntary controlled day school for pupils in the age range 4+ to 11. The current school building opened in 1972 after outgrowing a nearby Victorian building. We have 238 children in eight classes; four classes for children in Reception and KS1 and four classes for KS2 (y3-y6) children.

Each classroom is well equipped with computers and an electronic whiteboard. There is also a library and a spacious hall. The school has a secure outdoor play area for the children in the Reception year group and additional playgrounds for children in KS1 and KS2. There is also a ball court and extensive, attractive playing fields.

The ethos of our school is reflected by the parable of 'The Good Samaritan'.

This prospectus will give you a wide range of information. There is also information on our school website - please see below for details. If you would like any further information or you would like to visit school please contact us as below.

**Headteacher:** Mrs J S Laycock-Smith

**School Contact details:** CE (C) Junior and Infant School  
Church Road, Roberttown, Liversedge, West Yorkshire WF15 8BE

**Tel:** 01924 403532

**Email:** [office@rjis.org.uk](mailto:office@rjis.org.uk)

**School website:** [roberttownschool.co.uk](http://roberttownschool.co.uk)

**Chair of Governors:** Mrs M Hoole

**Contact through the school:** [office@rjis.org.uk](mailto:office@rjis.org.uk)

**Local Authority Contact Details:** Learning and Early Support Service  
Civic Centre 3, Market Street, Huddersfield HD1 1WG

**Tel:** 01484 221000

**Strategic Director of Children and Families:**

Mel Meggs



## School Hours

Morning 8.50 - 11.55am (12 noon – Key Stage 2)

Afternoon 1.00 - 3.15pm

Key Stage 1 (KS1) children (children in Y1 & 2) have 15 minutes playtime, morning and afternoon.

Key Stage 2 (KS2) children (children in Years 3, 4, 5 & 6) have a 15 minute morning playtime.

Classroom doors will be open from **8.45am**. For your child's own safety please do not send your children to school **before 8.45am**, as there will be no-one to supervise them.

If your child is late for school please use the **main entrance** as the classroom doors will be locked at **8.55am**.

If your child is ill please ring school **after 8.30am** that morning to inform us.

If your child needs time away from school to visit the doctor or dentist, please send a note to the class teacher.

Please come to the **main entrance** if you need to collect your child during the school day as the classroom doors will be locked.

# ADMISSION TO SCHOOL

## **Admissions Policy**

Roberttown CE (c) J&I School follows the Kirklees Children & Young People's Service Admissions Policy. Full details of the policy are available on the Kirklees Website:

<https://www.kirklees.gov.uk/beta/admissions/apply-primary-school-place.aspx>

The last date for registrations is **15<sup>th</sup> January** in the school or academic year **before** your child starts school. It is **very important** to register your child by **15<sup>th</sup> January** as registrations received after this date will only be dealt with once the applications which arrived on time have been considered.

## **Admissions to Reception Year Group**

The registration papers are dealt with by Kirklees who usually allocate the school places around Easter in the academic year before your child starts school. You will receive a letter from Kirklees informing you which school your child has been allocated a place at. You will then also receive a letter and further information from your child's school.

## **Starting Roberttown CE (c) J&I School**

At Roberttown CE (c) J&I School we have organised a number of events and activities to introduce and welcome you and your child to school.

## **Pre-school Links**

Children who attend the local pre-schools come on a visit from their pre-school and the Reception teacher also goes to visit each pre-school setting.

## **Information Meeting for Parents**

In June there is an evening meeting for parents to give you an opportunity to meet the Headteacher and staff, to give you further information about school, meet the classteacher and see your child's classroom.

## **Child Visit**

In July the children are invited to spend a morning or afternoon in the reception class to meet the teacher, the children and familiarise him/herself with school.

## **Getting to know you**

We also have 'Meet the Teacher' Sessions. These are held in school, with your child's classteacher. This is an opportunity for us to find out any additional information about your child and for you to ask any questions. Please tell us about any medical problems your child has, so we are aware of anything which may cause a problem. Any information you give us will be confidential unless, of course, other staff members need to know for the well-being of your child.

### **Home Visits**

In some circumstances it is more appropriate to arrange a Home Visit to meet the teacher. If you would like to arrange this please contact the school office.

### **Starting School**

The children then begin school gradually, starting with half days. This helps them to get to know each other and the school routines in a smaller group.

### **Parent Workshop Evening**

Early in the Autumn Term there is a Reception Parent Workshop Evening. This is a workshop style event giving ideas about how to support your child's learning. It is also a chance for an informal meeting and chat with other Reception parents and the Reception classteacher and the Headteacher.

### **Transfer to Secondary School**

Children transfer to a secondary school at the end of Year 6. Children from Roberttown CE (c) J&I School generally transfer to several local schools including Spen Valley Sports College, Mirfield Free Grammar School and Heckmondwike Grammar School. Secondary schools have admission criteria and priority admission areas as primary schools do. For further details please see:

<https://www.kirklees.gov.uk/beta/admissions/apply-secondary-school-place.aspx>

During September when your child is in Year 6 you will receive a transfer form which allows you to list up to three schools in preference order.

Secondary schools hold 'Open Evenings' for prospective pupils in the September before the children transfer to Secondary school. Many parents go along to the 'Open Evenings' when their child is in Year 5 to help them decide which school is most appropriate for their child.

We have well-established relationships with the local high schools and work with them to support the pupils as they prepare to move to their secondary schools.

In the summer term the children in Year 6 have a number of activities to support their transition to their new school. This includes work in school and a transition day at their new school.

***'Pupils are extremely well cared for and they are very polite and well mannered.'***  
***Ofsted May 2013***

# THE CURRICULUM

## Starting School

At Roberttown we aim to provide the highest quality care and education for all our children, thereby giving them a strong foundation for their future learning. We create a safe and happy environment with motivating and enjoyable learning experiences, that enable children to become confident and independent learners.

We build on their experiences before starting school and you as parents can help greatly by ensuring children have the skills to access the curriculum to its fullest.

It will help us if your child can:

- dress and undress
- fasten their own shoes
- zip coat or fasten buttons
- cope at the toilet on their own and with washing their hands
- follow simple instructions
- use a knife and fork
- play with others and share resources

## Early Years Foundation Stage Curriculum

We plan an exciting and challenging curriculum based on our observation of children's needs, interests, and stages of development across the seven areas of learning. This supports the children to achieve the early learning goals by the end of their reception year.

Three areas are particularly crucial for igniting children's curiosity and enthusiasm for learning, and for building their capacity to learn, form relationships and thrive. These three areas are the prime areas:

❖ **Communication and Language**

❖ **Physical Development**

❖ **Personal, Social and Emotional Development**

Children are also supported through the four specific areas:

❖ **Literacy**

❖ **Mathematics**

❖ **Understanding the World**

❖ **Expressive Arts and Design**

Weaving throughout the EYFS curriculum are the three 'Characteristics of Effective Learning' and we use these to plan engaging activities tailored to the children's interests and learning needs.

**Playing and Exploring** – children investigate and experience things and are encouraged to 'have a go'.

**Active Learning** – children concentrate and keep on trying if they encounter difficulties and enjoy their achievements.

**Creating and Thinking Critically** – children have and develop their own ideas, make links between ideas and develop strategies for doing things.

## Reading

We recognise the great importance of early reading and quickly begin our phonics programme in the first weeks of starting school. We will support you through this process by holding a meeting to discuss phonics and by keeping you up to date with all the things we are teaching in class.

Before starting school, children will have developed many skills which will aid them with the process of becoming a reader. Reading to your children is one of the most valuable things you can do at home to ensure children have the language skills to access the curriculum. Games like I spy also help them to become aware of the initial sounds in words. Talking to young children about the world around them and what is happening and why also give them the communication and language skills they need when starting school.

## **Mathematics**

Mathematics is also a very important part of our curriculum and one which again begins long before children start school with the development of counting, shape, size, reasoning and problem solving.

Again, you can help your child to be ready for school by practising counting, recognising numbers in the world around them, looking for shapes, playing dice games, talking about size, ordering and sorting.

## **The Curriculum in years 1-6**

***'The curriculum is very well planned and provides pupils with an interesting range of subjects and topics that ensures that they enjoy school. This also very effectively supports pupils' spiritual, moral, social and cultural development which is outstanding.'* Ofsted May 2013**

Each class within Key Stage 1 (Years 1 & 2) and Key Stage 2 (Years 3,4,5 & 6) follows the National Curriculum. This is a broad and balanced curriculum covering English, Maths, Science, Computing, History, Geography, Technology, Music, Art and Design, PE and PSHE.

In addition, children from Year 3 to Year 6 learn French each week.

Each subject has a progression of study which specifies the essential teaching in each area. Approximately an hour a day in each class is devoted to both Literacy and Numeracy. .

At the beginning of each half term, the children take home an English and Maths Overview which shows the areas of learning to be covered, the class book that they are reading and the spellings they will be learning. In addition to this, they take home a Foundation Subject Curriculum Overview which shows the areas of learning covered in the other subjects during that half term.

Children use computing throughout the curriculum. We have a number of laptops and ipads which are used in class to support learning. They also have specific computing lessons teaching skills such as touch typing, coding and systems and networks.

Children follow carefully sequenced progressions of learning and work in a variety of different ways. They may work together as a whole class, with an emphasis on interactive teaching and learning. At other times they work by themselves or in groups. We include co-operative learning strategies which continue from class to class. At all times, we match the learning task with the child's ability so that she/he can achieve success and yet be challenged.

Children may be in different groups for different activities; they may be grouped for various reasons. They do not learn at the same rate as each other and the rate of progress varies. At

all levels in the school, children are taught basic skills in all curriculum areas and then given time to practice using these skills in problem solving situations or creative work.

***'The whole-school reading programme is very effective and is helping to develop pupils' literacy skills well. This is helping to support pupils' learning across a range of subjects and topics.'* Ofsted May 2013**

### **Religious Education**

We are a Church school, but follow the locally agreed RE syllabus which covers other faiths including Islam, Hinduism, Judaism and Buddhism in addition to Christianity.

### **Collective Worship**

Schools are legally required to hold an act of worship each day which is broadly Christian in content.

Children in the Reception Year Group have a daily 'Candle Time' Collective Worship in their class. They gradually begin to join the rest of the school for Collective Worship from Easter onwards.

Collective Worship is attended by the children from Year 1 upwards each day.

|           |   |
|-----------|---|
| Monday    | led by the Headteacher                                    |
| Tuesday   | led by local clergy                                       |
| Wednesday | Singing praise Collective Worship                         |
| Thursday  | Class/pupil group Collective Worship                      |
| Friday    | Celebration Collective Worship, parents invited to attend |

Parents are invited to attend their child's Class Collective Worship.

Special services are held in the Parish Church, All Saints', Roberttown, for the children to mark special times in the Christian year, such as Harvest, Christmas and Easter.

It is customary for parents to support the religious life of the school, but provision would be made for any child whose parents wished him/her to be excluded from Collective Worship or RE. All requests should be made in writing to the Headteacher.

Throughout school life, awareness of equal opportunities and multi-cultural issues is actively promoted. We are proud of our pastoral care, and the way in which our pupils care for each other.

## **Monitoring pupil progress Assessment and SATs**

When your child starts school in the Reception class, you will be asked to spend some time talking with his/her class teacher so that they have a better understanding of what your child can do. Throughout the year, as part of the teaching and learning process, the team practitioners will observe/assess each child's development, in relation to the Early Learning Goals. From then on, the progress the children make is continually assessed. You will have the opportunity to discuss your child's progress with the class teacher at Parents' Evenings during the Autumn and Spring terms and also informally during the Summer term.

Teachers assess the children in their class throughout the year. This may take the form of questions during the teaching process, spelling tests, multiplication tables tests or short tests at the end of a unit of work. These help the teacher to check a child's understanding and plan future work for them. During your child's time at school there are also more formal National tests that are taken by children throughout the country. During the Summer term children in Year 2 and Year 6 undertake their national Standard Assessment Tests (SATs). The results are then sent to parents.

Children in Years 3, 4 and 5 take end of year tests, usually in June. The results of these tests help the class teacher to make a judgement about your child's achievements during the year. The results of the 'Teacher Assessment' are then sent to parents.

Once a year you will receive a written report about your child's progress and there will be an opportunity to come into school and talk to your child's class teacher about it at Parents' Evening. There are 3 Parents' Evening each year, one in each term.

If you wish to see your child's official records, please contact the Headteacher so an appointment can be made for you to visit school to view the documents.

## **Relationships and Sex Education**

Sex Education is incorporated into the Personal, Social and Health Curriculum. The Relationship and Sex Education policy is reviewed regularly and is the responsibility of the Governing Body.

Relationships, Sex and Health Education is not just about biology and how the reproductive system works. It is about ensuring that children are able to value themselves and others as unique and wonderfully made, keep themselves safe and are able to form healthy relationships where they respect and afford dignity to others. Through the contents of these subjects – such as family, friendship, safety (including online safety) - it will provide pupils with the knowledge that will enable them to navigate and contextualise a world in which many will try to tell them how to behave, what to do and what to think. It will help them to develop the skills to express their own views, make their own informed decisions and be able to safeguard themselves.

Before a specific programme of Relationships and Sex Education is introduced (in Year 5 & 6), parents are invited into school to look at the materials which will be used during the programme and to raise any queries with the teacher.

The policy is available for parents on the school website. Parents have the statutory right to withdraw their children from Sex Education at primary school, except where it is an integral part of National Curriculum Science but are not able to withdraw their child from Relationships or Health Education. All requests should be made in writing to the Headteacher.

# INCLUSION

## Special Educational Needs (SEN)

At Roberttown CE (c) J&I School, we are committed to providing high quality provision, support and opportunities for all pupils who have special needs of any kind. Most children's needs will be met by school, sometimes with the help of outside specialists. We believe that communication between school and parents/carers is vital and by early discussion and intervention it is hoped that appropriate and effective progress will be achieved.

Curriculum planning in school is carefully matched to the needs of both individuals and groups of children, including children who are gifted and talented and those who have special needs and disabilities. Provision is reviewed regularly to take in to account progress and attainment as well as pupils emotional well-being.

Not all children identified will retain their special need throughout their school careers. Whilst some will continue to need extra help and resources throughout their school days and indeed, throughout their lives, most may just need help for a while to overcome a specific obstacle. Whatever a child's special educational need, its identification and assessment are seen as a positive, supportive and developmental step in a child's education.

At Roberttown CE (c) J&I School we feel that it is important to ascertain the children's views about their own needs, strengths and circumstances, and where possible, about what sort of help they would like to enable them to make the most of their education. Children are encouraged to participate, where appropriate, in the decision making about the provision to meet their special needs at all stages. We also value the additional expertise and support of outside agencies if appropriate.

In providing for a child's special educational need we operate within the framework of the 1988 Education Act. We will also have due regard for the most recent Code of Practice and LA guidelines for monitoring, recording and evaluation of children's progress.

Our SEND policy can be found on our website and the Headteacher has overall responsibility for the policy. Mrs Baker is the SENDCO who supports teaching staff and individual children on a day-to-day basis.

***'This is a very inclusive school where every pupil is equally valued and well cared for through the school's pastoral care systems. Bullying is very rare and pupils feel safe'.  
Ofsted May 2013.***

## Accessibility Strategy

As a school it is important to us that we are accessible to all and we are continuing to work towards further developing this. The school reviews accessibility for all children including those with additional needs on a regular basis.

Our Accessibility Strategy is available on the school website and covers development of the environment, the curriculum and written information.

We aim to ensure that:

- our school building and site is accessible
- our school curriculum is broad, balanced and accessible to all pupils
- we fulfil our duties and responsibilities regarding 'access' in accordance with the requirements of The Special Educational Needs and Disability (SEND) Act 2001
- information about education services is accessible to all
- we enable inclusion for all pupils and further promote equality of opportunity for all.



# BEHAVIOUR AND RULES

***'The behaviour of pupils and their attitudes to learning are often exemplary.'***  
***Ofsted May 2013***

At Roberttown CE (c) J&I School and the Code of Behaviour within our school is underpinned by our biblical root: The Parable of *'The Good Samaritan.'* We have high expectations of all our pupils and promote good behaviour through a system of positive behaviour management using 'Class Dojos.' Children earn dojo points for positive attributes they demonstrate or do such as: showing great effort, being resilient, having a positive playtime, following our Good Samaritan Values and being a role model. The children can then spend their points in the fortnightly dojo shop to purchase a reward.

In addition, children can earn a variety of other positive praise and reward systems such as:

- Verbal praise
- Public celebration and display of what they have done such as half term superstars
- Stickers
- Notes home.

As part of our Investors in Pupils work when the children move into their new class they establish a 'Class Code and Vision' with their new teacher, where both the pupils and the staff in the class make promises about how they will work together. They also agree a class target for the class to work on together. The target is displayed on the Investors in Pupils board.

During the first few weeks of term the children also agree their personal Investors in Pupils targets. These targets may be academic or may be related to behaviour and attitudes. These are also displayed on the Investors in Pupils board. When the target is achieved a new target is chosen and agreed.

We use a restorative approach to behaviour and although positive behaviour strategies are always used first, we understand that there is sometimes a need for stepped sanctions. When these occur, it may involve a verbal warning, time out or loss of privileges. The consequences for serious misconduct will be discussed with the parent or guardian if possible. However, the Headteacher will make the final decision

All children are expected to show a high standard of behaviour when travelling to and from school or when representing the school.

Whenever school property is damaged as a result of poor behaviour, some reimbursement to the school will be necessary.

Parents are encouraged to report any incidents of bullying directly to the Headteacher or her deputy. Such cases will be thoroughly investigated and immediate action taken. Children are encouraged to report incidents of bullying to any member of staff, who will report it to the Headteacher or her deputy. Again, such incidents are thoroughly investigated and appropriate action taken.

# THE WIDER CURRICULUM

## **Befrienders**

Befrienders is a peer support network which provides a service for any child who feels they need someone to talk to. The service is closely monitored and supported by adult Befrienders, Mrs Mott and (Higher Level Teaching Assistant) and Mrs Balbontin (Teaching Assistant).

The Befrienders are volunteers from Years 5 and 6; they are well trained to deal with any problem which may be presented to them. This training includes guidance on when to maintain confidentiality and when a problem is serious enough to be passed over to an adult. The Befrienders not only provide terrific support to the other children in school, but also benefit enormously themselves. Being a Befriender is a great responsibility which the children handle with maturity and respect.

## **Breakfast Club**

We run a Breakfast Club each day from 7.30am in the school Hall. The club is run by school staff and provides a healthy breakfast including cereal, toast and a range of drinks. The club currently costs £4/day and is booked in advance. Payments can be made through ParentPay. For further information see page 41.

***'Some pupils attend the before-school breakfast club and after-school childcare club. Pupils' behaviour is excellent and they are actively engaged in a wide range of interesting activities. These include board games, use of computers and outdoor play that help promote pupils' learning further and develop their social skills well.'***  
***Ofsted May 2013***

## **Rascals After School Club**

We run an After School Club from 3.15-6pm each day after school. The club is run in the school building by school staff. The children can take part in a range of activities and a snack is also provided. The club currently costs £6 from 3.15-5pm or £8 from 3.15-6pm. Sessions need to be booked in advance and payments can be made through ParentPay. For further information see the school website.

## **Educational Visits**

We often arrange visits and trips to support work being undertaken in school. Visits will take place provided sufficient funds are available from voluntary contributions for all children to participate. Payments can be made through ParentPay. For further information see page 41. As much work is done leading up to the visit or as a follow-up, we feel all children should take part. The cost is kept as low as possible, but if there are financial problems, please let us know.

For the past few years the children in Years 5 & 6 have visited an activity centre for a short residential visit. Other recent trips have included Dewsbury Museum, Yorkshire Wildlife Park.

Following the 1988 Education Reform Act, activities provided within school hours must be free of charge. However, the Governors of this school consider it appropriate that parents should be asked to make voluntary contributions to enable educational visits to take place within school hours. They have also agreed to charge parents for board and lodging on residential visits. These charges are subject to exemption for children whose parents receive income support.

The Governors insist that no child will be prevented from taking part because his/her parents have not contributed. However, in the event of insufficient contributions, visits may have to be cancelled.

The school provides insurance for all off-site activities. Details of the cover provided by the policy can be obtained from school.

The safety of all children is paramount. Risk assessments are undertaken for all school visits. All coaches used will be fitted with seat belts.

### **Extra-Curricular Activities**

A number of voluntary clubs are run out of school hours. These are usually aimed at the children in KS2 (Years 3,4,5 & 6) but there are also clubs for children in Years 1 and 2.

Our range of extra-curricular activities varies from year to year. At the present time we have:

Homework Clubs (Y3-Y6)

Computing Club

Multi Sports Club

Football Club (KS1 & KS2)

Art & Craft Club

Maths Club

Clubs require a small charge for materials and towards staffing. Clubs run by external providers, e.g. football, may cost more.

Children are expected to make a definite commitment and attend each week if they join a club.

### **Homework**

We believe that homework is a valuable tool to extend and reinforce work done in class and to continue to develop the partnership between home and school.

Homework can take many forms but from Year 1 homework will be set each week and arrangements for it will be within the half termly curriculum information sheet. The type and amount of work done at home is based upon the professional judgement of the teacher but typically in Year 1 it will include reading, learning some spellings and completing some Maths, Literacy or project work. Children in the Reception year group will bring home a library book to share with an adult and some sounds/phonics to practise.

If at any time you are concerned about any aspect of your child's education, please talk it over with the class teacher as soon as possible. If the concern cannot be resolved, please contact the Headteacher.

### **Music**

Staff from Kirklees Music School come into school each week to teach a variety of instruments. Lessons can be undertaken individually or as part of a small group. Charges are made per term and vary according to the length of the lesson and the size of the group. Please contact the school office for further details.

### **School Council**

We have a well-established School Council who meet on a regular basis with Mrs Goodall. The School Council is made up of representatives from each class from Years 1 to 6.

During the last year the School Council organised Lunchtime Theme Days, a school Talent Competition, organised paper recycling and took part in interviewing for new staff.

### **Sport**

At Roberttown CE (c) J&I School all children have a minimum of two hours PE/week. This covers work in Gymnastics, Games such as football, rounders, cricket and netball and Dance. The children in Year 5 attend swimming lessons each week.

We also work closely with local schools and take part in a variety of inter schools sports events during the year such as the Great North Kirklees Run, High 5 Netball Challenge, Sports Hall Athletics, Football and Tag Rugby.

# UNIFORM

The Governors expect all children to wear the school uniform. Our school uniform provider is Term Time Wear. School sweatshirts, PE kit, Pump bags and Book Bags are available online, bought from their Huddersfield store or ordered and delivered to school for you to collect. The website is: [www.termtimewear.com](http://www.termtimewear.com)

***Please mark all your children's clothes clearly with his/her name. 'Sewn in' nametapes are recommended.***

School uniform is as follows:

- grey or black short trousers/shorts, trousers, skirts, pinafores
- plain style blue and white checked/striped school dress can be worn
- plain white polo shirt/blouse or plain white school type shirt/blouse
- school sweatshirt, sweatshirt cardigan or plain navy cardigan, jumper or sweatshirt may be worn
  
- *No cycling, 'beach type' or jersey shorts.*
- *No denim/tracksuit bottoms/leggings/'skinny' trousers*
- Grey/white jumpers/sweatshirts/cardigans are not acceptable.

## **PE/Games kit**

- Shorts and T-shirt or leotard (plain colours only).
- School PE t-shirts and shorts.
- Pumps or shoe type trainers.

No logo other than the school logo should be worn.

## **Shoes**

- The children are expected to wear plain **black shoes/trainers** that allow them to be physically active.
- High heeled shoes/boots/sling backed, flimsy or 'beach type' footwear are not suitable for school wear and are not permitted.

## **Bags**

As there is only a limited amount of room in the cloakrooms PE/Games kit should be kept in a pump bag.

**Large rucksacks are not suitable and should not be used.**

**Reading Books should be kept in a Book Bag.**

# SCHOOL LUNCHES, MILK AND SNACKS

## School Lunches

A school meal is available daily and meals are cooked on the premises by Mrs Richardson, our cook and Mrs Harris, assistant cook. There is a choice of menu with a salad bar and fresh fruit each day. Children in the Reception class come into the Dining Hall first with their own Lunchtime Supervisor. Other classes take it in turns to go first for lunch on a rota system.

Vegetarians, and children with specific medical dietary needs are catered for. Please let us know if your child has specific dietary requirements, particularly food allergies or intolerances.

Facilities are provided for children who bring a packed lunch. It is the policy of the school that hot food and drinks, fizzy drinks, sweets and chocolate are not brought. Glass bottles should not be brought because of the safety hazards. Children bringing a packed lunch are provided with a drink of water and they are expected to follow the normal dining room routine.

School lunches currently cost £2.35/day which is payable weekly, half termly or termly. Payments can be made through ParentPay. For further information see page 25. Children may change from packed lunch to school lunches, and from school lunches to packed lunches, provided that **two school weeks written notice is given**.

Children of families in receipt of certain benefits are eligible for free school meals. If you would like any further information about this please contact the school office.

Children who stay for school dinners or sandwiches are not allowed to leave school premises during the lunch break.

We expect children to behave appropriately at lunchtime. If they do not, they see the Senior Lunchtime Supervisor. If necessary, the children are seen by the Headteacher. If their misbehaviour continues, we ask parents/guardians into school to talk about this and what we should do about it. As a last resort, we may refuse to keep children at school during lunchtime.

## Snacks

### KS1 (Reception, Y1,2) Milk

A third of a pint of milk is available daily for which a small parental contribution is required. This is payable termly and the cost is subsidised. An envelope and note is sent home each term with the weekly Newsletter. Payments can be made through ParentPay. For further information see page 41.

As a school we are keen to promote Healthy Eating and consequently we do not allow sweets at school. The only exception to this are birthdays etc. when children *may* bring in sweets for other children in the class.

### Foundation Stage & KS1 (Reception, Y1,2) Snacks

The children are provided with a piece of fruit/vegetable each day through the Government 5 A Day scheme.

### KS2 (Y3,4,5,6) Fruit and Milk

Fruit and milk may be ordered for children in KS2. This is ordered termly and payments are made using ParentPay

The children may bring a piece of fruit from home to eat at break.

# WELLBEING AND SAFETY

## Absence and Illness

If your child is ill please ring school, before **9am** that morning to inform us. An absence is classed as unauthorised if the school is not informed of the reason why your child is absent. This absence figure has to be recorded on your child's report and has to be included in publicly reported information about the school.

It is **very important** that home/work contact numbers are kept up-to-date so that we can get in touch with you if your child becomes ill at school. Please inform the school office, in writing, of any changes.

If your child needs time away from school to visit the doctor or dentist, please send a note to the class teacher. Please come to the main entrance if you need to collect your child during the school day as the classroom doors will be locked

If your child has suffered from a bout of sickness or diarrhoea they may not come back to school until **48 hours** after the last symptoms.

***'Pupils feel very safe in school and parents overwhelmingly support this view.'***  
***Ofsted May 2013***

## Safeguarding (Child Protection) Procedures

Roberttown CE (c) J&I School is committed to ensuring the welfare and safety of all children in school. All Kirklees schools, including Roberttown CE (c) J&I School, follow the Keeping Children Safe in Education guidelines. The school will endeavour to discuss all concerns with parents about their children. However, there may be exceptional circumstances when the school will discuss concerns with Duty and Assessment and/or the Police without parental knowledge (in accordance with Keeping Children Safe in Education guidelines). The school will, of course, always aim to maintain a positive relationship with all parents. The school's Safeguarding/child protection policy is available on the school website.

All schools are required to have a Designated Safeguarding Leader (DSL) with responsibility for Safeguarding, Mrs Smith, Headteacher, and Mrs Wood, Deputy Headteacher, are both Safeguarding leads. All staff have undergone safeguarding procedures training.

If you are worried a child is at risk of harm then please consult the information for parents at [www.kirkleessafeguardingchildren.co.uk](http://www.kirkleessafeguardingchildren.co.uk); [www.nspcc.org.uk](http://www.nspcc.org.uk); or contact Kirklees Duty and Assessment Team on 01924 456848.

## Headlice

**Please** let us know if your child has headlice. Please don't be embarrassed. If we are informed that a child has headlice we send a letter home to all the children in the class concerned asking them to check their child's hair. Please check your child's' hair for headlice on a regular basis.

## Jewellery

Jewellery should not be worn in school for safety reasons.

Children with pierced ears may wear one small stud earring in each ear. In the interests of safety earrings must be removed for games, physical education, swimming and sometimes during practical lessons. The children will be asked to remove these items and school staff cannot be responsible for their safe-keeping.

As the activities occur very regularly during the school week, the Governors strongly advise that earrings should not be worn during the school day.

## **Pupils in the Media**

From time to time children's photos may appear in the local press or on the school website/social media. Many parents also like to photograph and video Sports Days and school concerts. When your child joins Roberttown CE (c) J&I School you will be asked to complete a form indicating whether you wish your child to be included in named or unnamed photographs, on the school web site/social media and on videos. If at any point during your child's' time at Roberttown CE (c) J&I School you wish to change/amend your permission form please contact the School Office as soon as possible.

Parents are expected to ensure that any photographs/videos are for personal use only and are not uploaded to the internet or shared electronically in any way.

## **Traffic outside school**

Due to the level of congestion outside school we would recommend that you walk your children to school if at all possible.

### **Please DO NOT:**

- Park on the yellow zigzag lines in front of both school entrances
- Stop on the yellow zigzag lines in front of both school entrances to let your children out of the car
- Obstruct private driveways or double park
- Use the school car park

We recommend you accompany your child to and from school until she/he can be relied on to cope with the traffic and is thoroughly familiar with the Green Cross Code.

Please do not send your children to school before **8.40am** and please collect them promptly at **3.15pm** as we do not provide supervision before and after school.

Parents with a disabled parking badge may use the disabled space in the car park if they are coming to drop off or collect children. We ask that parents are particularly careful when parking on Commonsides. Please do not block the road by double parking or park across residents' driveways.

## **School Medicine Policy**

Schools are not obliged to administer medicine to children, but our policy is that we will administer medicine if it is **prescribed by a doctor** and is **required 4 times per day**. Medicine Forms are available from the school office and must be completed before medicine can be administered. Medicine should never be entrusted to a child to carry to school, but should be delivered to the school office by a parent or adult in charge and collected at the end of the school day.

If your child suffers from a condition such as asthma, epilepsy or diabetes please let us know so we can make any appropriate arrangements to support their health and well-being. Please also keep us informed of any changes in medication. Children who suffer from asthma **must keep an inhaler at school** and **may not** take part in swimming or go on a school trip if they do not have their inhaler with them.

## **Security**

Security measures include locks to all doors in the main building. The main entrance and Breakfast Club/Rascals entrance are controlled by a buzzer system. The children are instructed that they must not open the main entrance door to anyone.

All staff in school wear photo id badges. All other visitors, Governors, students and supply teachers wear id badges. All adults helping in school on a regular basis will be required to undergo DBS (Disclosure & Barring Service) checks.



# GETTING INVOLVED & THE PFA

## Communication

We use a range of ways to keep in touch with you. We will be using:



**Parent Hub-** will be used for short reminders of dates and meetings  
**The details for Parent Hub are attached to this letter. Please contact the school office if you have any issues accessing the information.**



**Parent Mail-** will be used for letters and items requiring permission  
e.g trip letters



**Parent Pay** – will be used for payments for school meals, Rascals and Breakfast Club, after school clubs and trips.

Also during the term we send out Newsletters giving an overview of some of the work in school. You will find an example of this on our school website.

## Helping in School

Children benefit from working in small groups with an adult close at hand to give help and encouragement as it is needed. For example, baking is an activity where an adult's constant attention is essential. If you feel that you would enjoy spending an hour or two in the classroom, please get in touch with the Headteacher.

You may feel that you would like to help in other ways, e.g., hearing children read, arranging a display, mounting work, helping to duplicate material. Help from parents or grandparents is always appreciated.

DfES regulations regarding helping in schools mean that parent/volunteer helpers need to undertake a DBS (disclosure & Barring Service) check before helping in school or accompanying a trip.

## Parents and Friends Association (PFA)

This association meets regularly, usually once each term. Through school functions the PFA raises money for the school and has donated £3500 to school each year for the last few years. The money has enabled us to further improve our provision by paying for items such as computers, PE equipment and outdoor play facilities. Each year at the Annual General Meeting, a committee is elected, which organises these events. All parents are automatically members of the PFA and are more than welcome to join the committee.

The PFA organises a range of events during the year. Please do come and join us.



## **Parents in School**

As well as our open evenings, there are other occasions on which parents are welcomed into school and these include our regular Class Collective Worship held on Thursdays at 9am. There are also plays, Christmas concerts, etc. Our annual Harvest Festival is held in the local Church.

At Roberttown CE (c) J&I School we have an 'Open Door' policy. This means that we want parents and carers to feel that they are welcome to pop in at the beginning or end of school to have a chat, rather than waiting for Parents Evening! Usually, if we talk to each other, problems can be easily resolved. If you think there is a problem, or if you are simply not sure about something please come and talk it over with the class teacher. It is usually better to arrange to discuss matters at the end of the day, when the teacher has more time.

If you are concerned about something and are unable to get into school please use the class email address or write a note in your child's Reading Record Book and we will get back to you.

We all need to work towards the same goals, we would therefore stress the need not to discuss any problems in front of the child but with the staff, or Headteacher, in private.

If something happens at home that you think may affect your child's day at school, please do not hesitate to mention it to your child's teacher; even the loss of a goldfish can be very upsetting for some children.

# SCHOOL STAFF 2022/23

## School Teaching Staff

|                       |                                     |
|-----------------------|-------------------------------------|
| Mrs J S Laycock-Smith | Headteacher                         |
| Mrs L Wood            | Deputy Headteacher/Y5 class teacher |
| Mrs E Baker           | SENCo/Y6 class teacher (p/t)        |
| Mrs J Murphy          | Y6 class teacher (p/t)              |
| Mrs S Glaves          | KS2 Lead/Y3 class teacher           |
| Mrs K Bordman         | Y4 class teacher                    |
| Miss N Wiles          | KS1 Lead/Y1/2 class teacher         |
| Mrs T Horner          | Y1/2 class teacher                  |
| Mrs H Burgin          | R/Y1 class teacher                  |
| Mrs J Clayton         | Reception class teacher (p/t)       |
| Mrs L McCann          | Reception class teacher (p/t)       |

## School Office Staff

|              |                                 |
|--------------|---------------------------------|
| Mrs J Malone | School Business Manager         |
| Ms A Cooper  | Senior Business Support Officer |

## School Support Staff

|                 |                            |
|-----------------|----------------------------|
| Mrs S Goodall   | HLTA                       |
| Mrs S Mott      | HLTA                       |
| Mrs R Balbontin | Y5/6 TA                    |
| Mr A Booth      | KS2 Cover Supervisor (p/t) |
| Mrs K Frost     | KS2 Cover Supervisor (p/t) |
| Ms S Oldfield   | Y1/2 Cover Supervisor      |
| Mrs K Schofield | Rec/Y1 TA                  |
| Mrs M Brunt     | Rec TA                     |
| Mrs J Robertson | Intervention Support       |

## 1:1 Support TA

|              |                 |
|--------------|-----------------|
| Mrs S Khan   | Mrs A Ratcliffe |
| Mrs J Hudson | Mrs J Wood      |
| Mrs A Walsh  | Miss B West     |

## Lunchtime Supervisors

|                |                             |
|----------------|-----------------------------|
| Mrs C Turton   | Senior Lunchtime Supervisor |
| Mrs L Crowther | Lunchtime Supervisor        |
| Mrs S Hall     | Lunchtime Supervisor (p/t)  |
| Ms L Harris    | Lunchtime Supervisor (p/t)  |
| Mrs Z Hemmins  | Lunchtime Supervisor        |
| Mrs O Bray     | Lunchtime Supervisor        |

## Breakfast/Rascals Club

|              |                                  |
|--------------|----------------------------------|
| Ms L Harris  | Breakfast Club/Rascals Leader    |
| Mrs S Hall   | Breakfast Club/Rascals Assistant |
| Ms A Turner  | Breakfast Club                   |
| Mrs S Saleem | Rascals Assistant                |

## Premises Staff

|                |           |
|----------------|-----------|
| Mr P Gaynor    | Caretaker |
| Mrs L Crowther | Cleaner   |
| Mrs E Purdy    | Cleaner   |

# THE GOVERNING BODY

## Governing Body September 2022

| Governor                  | Name                  | Responsibility               |
|---------------------------|-----------------------|------------------------------|
| Head Teacher (ex officio) | Mrs J S Laycock-Smith |                              |
| Foundation                | Mrs M Hoole           | Chair of Governors           |
| Foundation                | Mrs C Scott           |                              |
| Foundation (ex officio)   | Rev S Wallace-Jones   |                              |
| Staff                     | Louise Wood           |                              |
| LA                        | Mrs H Wells           |                              |
| Parent                    | Mrs C Cockerill       | Chair of Resources Committee |
| Parent                    | Miss K Hydes          |                              |
| Co-opted                  | Mrs L Bolt            |                              |
| Co-opted                  | Mrs S Goodall         |                              |
| Co-opted                  | Mr J Pickles          | Chair of Standards Committee |
| Co-opted                  | Vacancy               |                              |

All schools are required to have a Governing Body which usually comprises of the Head Teacher and staff, parent, Local Authority and community representatives. As we are a church of England school we also have Foundation Governors, appointed by the church and local diocese. All governors are volunteers and omit their time to help the school improve and develop.

Governors meetings are usually held twice each term. Inspection copies of the minutes of the meetings, together with other relevant documents, are on display in school and on the school website. The Governors meet each half term and discuss the developments and achievements of our school. Governors are also regular visitors to school, spending time seeing the school in action.

The legal responsibilities of the Governors include responsibilities for the curriculum, appointments and staffing, discipline, financial management, the use and the care of the buildings and reporting to parents.

The Headteacher is responsible for the internal organisation and management of the school.

Any problem relating to the curriculum or Collective Worship should be discussed in the first instance with the Headteacher. Whenever a satisfactory conclusion cannot be reached, a parent can appeal to the Governing Body as set out in the school Complaints policy.

## FREQUENTLY ASKED QUESTIONS

### **What should I do if my child is unhappy at school?**

Come and tell us. We would much rather talk to you and sort out any concerns as soon as possible, so please talk to your child's class teacher.

### **What should I do if I am concerned/unhappy about an issue/incident at school?**

Please come and talk to us as soon as possible. Usually issues concerning your child should be raised with the class teacher in the first place.

### **What should I tell my child to do if he/she is unhappy?**

We tell the children that there are lots of different people that they can talk to if they are unhappy. These people are:

- Class teacher
- Lunchtime Supervisor
- Member of staff on playground duty
- Befrienders
- Any member of school staff

### **What should I do if my child doesn't understand their homework/it takes my child a very long time to do their homework?**

Please talk to your child's class teacher.

## **What does it mean?**

### **What is KS1/KS2?**

KS1, or Key Stage 1 refers to the children in Reception and Year 1 and 2.

KS2, or Key Stage 2 refers to the children in Years 3,4,5 & 6.

### **What are SATs?**

At the end of Year 2 and Year 6 the children have to take national end-of-key-stage tests which are usually referred to as SATs. This stands for Standard Attainment Tests.

The results from your child's SATs are used as a way of measuring your child's achievements to date, and helps us to plan future work.

## MISCELLANEOUS INFORMATION



### **ParentPay**

ParentPay offers you the freedom to make payments whenever and wherever you like, 24 hours a day, 7 days a week - safe in the knowledge that the technology used is of the highest internet security available.

Making a payment is straightforward and ParentPay holds a payment history for you to view at a later date; no card details are stored in any part of the system. Once you've activated your account you can make online payments straight away.

You will be given a user name and password when your child starts school.

### **Complaints Policy**

It is important to us that school and home work closely together and we hope that most issues can be resolved informally. If you have a concern/complaint this should be addressed initially to the classteacher. If no satisfactory solution to the complaint has been agreed then the complaint should be referred to the Headteacher. If, after the Headteacher has attempted to resolve the issue, the complainant is still unsatisfied they will be advised to address their complaint, in writing, to the Chair of Governors. If the Chair of Governors is unable to resolve the issue the matter will be referred to the Governing Body Complaints Panel. Please see the school website for the Complaints policy for further details.

### **Personal Items**

We know how distressed children become when their personal items are lost or broken. For this reason, we ask that your child does not bring toys to school. The school cannot accept any responsibility for the loss or damage of any items, although we do all we can to see that they are looked after.

### **Holidays during term time - what the law says**

You have to get permission from the head teacher if you want to take your child out of school during term time.

As a school the governing body takes the view that there are 13 school holiday weeks each year that are available for holidays.

We rarely grant permission for term time absence and are only able to do so if there are exceptional circumstances.

If you would like to apply you need to put your application in writing and email it to the school office.

Please see the school attendance policy (available on the school website) for further details.