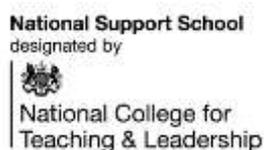


Welcome to Roberttown CE (c) J & I School



School Prospectus 2021



Contents

- | | | |
|-----------|---|----------------|
| 1. | Roberttown CE (c) J&I School | page 5 |
| | <ul style="list-style-type: none">• General Information about the school• Letter from the Headteacher• Letter from the Bishop of Leeds• School Mission Statement• School Aims | |
| 2. | Admissions to School | page 11 |
| | <ul style="list-style-type: none">• Admissions Policy• Admissions to Reception Year Group• Starting School• Transfer to Secondary School | |
| 3. | The Curriculum | page 13 |
| | <ul style="list-style-type: none">• Starting School• Foundation Stage Curriculum• The Curriculum at Roberttown CE (c) J&I School• Religious Education• Collective Worship• Assessment and SATs• Relationships & Sex Education | |
| 5. | Inclusion | page 17 |
| | <ul style="list-style-type: none">• Special Educational Needs• Accessibility | |
| 6. | Behaviour | page 18 |
| 7. | The Wider Curriculum | page 19 |
| | <ul style="list-style-type: none">• Befrienders• Breakfast Club• Rascals After School Club• Educational Visits• Extra Curricular Activities | |
| 7. | Uniform | page 21 |
| 8. | School Lunches, Milk and Snacks | page 22 |
| 9. | Wellbeing and Safety | page 23 |
| | <ul style="list-style-type: none">• Absence and Illness• Safeguarding/ Child Protection Procedures | |

- Headlice
- Jewellery
- Safety
- School Medicine Policy
- Security

- 10. Getting Involved and the PFA** **page 25**
- Communication
 - Helping in School
 - Parents and Friends Association (PFA)
 - Parents in School
- 10. Staff and the Governing Body** **page 27**
- 11. Frequently Asked Questions** **page 29**
- 12. Miscellaneous Information** **page 30**
- Complaints Policy
 - Term Time Holidays

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 242 children in eight classes; four classes for children in Reception and KS1 and four classes for KS2 children.

Each classroom is well equipped with computers and an electronic whiteboard. There is also a library, large computer suite 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, along with our school code of CARE, are at the heart of our school and underpin our work with the children to help them to be the best they can be.

CARE stands for:

Consideration, Affection, Respect for Everyone and Everything.

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

School website: roberttownschool.co.uk

Chair of Governors: Mrs M Hoole

Contact through the school: 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 **8.40am**. For your child's own safety please do not send your children to school **before 8.40am**, 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.



WELCOME

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

Bishop of Leeds: Hollin House,
Weetwood Avenue, Leeds LS16 5NG Tel:
0113 2742395
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 Mission Statement

***We believe that at the heart of our school is
‘The Child first and always.’***

Roberttown J & I School is a Church of England Voluntary Controlled School, committed to fostering and encouraging Christian principles and values. We are proud to be a church school, but we are equally proud that we welcome into our school family children from all faiths, or none. We value the richness and diversity this brings us.

We endeavour to create a safe and welcoming environment that is supportive and happy. We value and actively seek to foster and develop the partnership between home and school. We rejoice in the uniqueness of the individuals that make up our community. Everyone’s individual strengths are nurtured, so that all can experience success.

We believe high quality teaching and learning is essential so that our children can achieve their potential and participate fully in our society. We encourage our children to have ambitious aspirations. We expect high standards in all areas and celebrate effort and achievement in all aspects of life, both in and out of school.

As our children grow we encourage them to develop emotionally, socially and spiritually so that they become confident and fulfilled young people. We help them to develop skills, confidence and independence so that they can make healthy and responsible choices and contribute positively to the local, wider and global community.

We recognise and celebrate the diversity of experiences, cultures, backgrounds, faiths, and learning styles in our school. This helps us as a community to develop positive attitudes, respect and tolerance for others. The contribution made by all to life within school and in the wider community is recognised and valued.

***We believe that our school vision is reflected through the parable of
The Good Samaritan.***

OUR SCHOOL AIMS

- To promote Christian principles and values within an environment which welcomes and accepts all individuals, developing positive attitudes and tolerance.
- To encourage and develop a sense of awe and wonder about the world and an understanding of our responsibilities as we make choices about our lives.
- To continue to develop a welcoming, secure and stimulating environment for which everyone has a sense of ownership, respect and belonging.
- To develop within each child a personal code of behaviour which values:
 - Care and consideration for others
 - Care and consideration for the world
 - Sensitivity
 - Truthfulness
 - Integrity
 - Belief in equality
- To encourage each child to grow personally, intellectually, emotionally and spiritually so that they leave us with confidence and pride in themselves and their achievements and the skills to achieve economic well-being.
- To expect each child to reach their full potential, through a broad, relevant and engaging curriculum which reflects our changing, increasingly technological society.
- To enable children to become independent and able to use their own initiative in a healthy and responsible way.
- To actively value and foster a close partnership between home and school for the benefit of the child and their family.
- To continue to foster links with the local and wider community and to enhance the children's perception of their role as global citizens.

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 **15th January** in the school or academic year **before** your child starts school. It is **very important** to register your child by **15th 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

In September, just before the children begin school, we hold '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 attend a Transition Workshop and spend a day at their new school.

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

THE CURRICULUM

Before Starting School

A child's education begins at birth and as parents you are your child's first teachers. At school we build upon a child's previous experiences. You can help tremendously by talking to your child, singing nursery rhymes, reading stories, asking and answering questions, explaining and discussing, listening together to programmes, etc.

It will help us if your child can:

- dress and undress
- make some attempt to fasten shoes
- zip coat or fasten buttons
- cope at the toilet on their own
- follow simple instructions
- use a knife and fork, if having a school dinner.

Each child develops at a different rate. At all costs, avoid making comparisons between one child and another. We want to build up confidence by praising their efforts.

Writing

Let your child use large crayons, big pencils and large pieces of paper. Let her/him scribble and draw as control gradually develops. Using scissors, cutting out, making models and pictures all help to develop manipulative skills. Your praise and interest are vital.

At some point, your child may want to write his/her own name. Please use lower case letters, apart from the first letter of their name. e.g. Sophie not SOPHIE

It is important that children form letters and numbers correctly from the beginning and children have regular handwriting practise in school. Please ask the teacher for details.

Reading

Before a child begins to read, much preparatory work has to be done first and includes recognition of pictures, matching and sorting, recognition of written words in the environment, e.g., bus stop, shop, telephone, etc. Games such as "I Spy" and "My Aunt went Shopping" help to make a child aware of the initially sounded letters of words.

Some children develop an interest in words and sounds at an early age. If this happens, encourage it and ask the Reception teacher if in doubt.

Please share and enjoy books with your child every day.

Mathematics

There are many opportunities for you to use the language of mathematics in your home, e.g., counting whilst climbing stairs, setting the table, shopping, etc.

You can help build their vocabulary by talking about large and small, wide and narrow, heavy and light, long and short, etc.

At school, we aim to present mathematics in such a way that children will enjoy it and feel confident and able to tackle new work.

Foundation Stage Curriculum

'This high quality provision in all areas of learning enables them to make excellent progress from their individual starting points. By the end of the Reception Year their skills are well above those typically expected for their age across all areas of learning.'
May 2013

Children in the Reception year group follow the Early Years Foundation Stage Curriculum. This builds on their previous experiences and leads into the National Curriculum in Year 1 onwards. The Foundation Stage Curriculum has six areas of learning. These are:

- personal, social and emotional development
- communication, language and literacy
- problem solving
- knowledge and understanding of the world
- creative development
- physical development

The children work both in the inside and outside 'classrooms'. The adults support the children's learning through planned play and through supporting and extending children's spontaneous play. Activities in the Foundation Stage may support work in several areas. For example a 'hospital' role-play may help to develop physical, social, language and literacy skills.

The Curriculum at Roberttown CE (c) J&I School

'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 and PE.

Children from Year 3 to Year 6 receive 30 minutes French teaching each week.

Each subject has a programme 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 in line with Government recommendations. The curriculum also includes Personal, Social and Health Education (PSHE).

At the beginning of each new project the children bring home a Curriculum Outline which shows the areas of learning covered during that half term.

Throughout the school subjects are organised into projects. Theme days and weeks are also organised during the year. These are designed to enhance the learning in a particular subject and help to give it a context. E.g. Y4 children studying India as part of their work in Geography may have an 'Indian theme day'. During the day they will reinforce and extend their work in Geography and also have the chance to learn more about the culture of India through dance, drama, art and food tasting. There are also whole school theme weeks. For example, 'One World Week' where the children have worked in different mixed age groups learning about different cultures from around the world.

We have a designated Computer Suite, and each classroom has an electronic whiteboard. In addition we have a number of laptops and ipads which are used in class to support learning.

Children use computing throughout the curriculum. They also have specific computing lessons teaching skills such as touch typing, using the internet for research.

Children follow carefully structured learning schemes and work in a variety of different ways. They may be working 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 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 and as a church school our Collective Worship 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.

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

Monday	led by the Headteacher
Tuesday	led by local clergy
Wednesday	KS1 and KS2 meet separately for 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 which is followed by an opportunity to have a look at their child's work and talk informally with the classteacher.

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. This meeting will form part of your child's Foundation Profile. 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, Health and Citizenship Curriculum. The Relationship and Sex Education policy is reviewed regularly and is the responsibility of the Governing Body.

Relationships and Sex Education is not just about Biology and how the reproductive system works. It is about relating to other people, respecting the rights and feelings of others, developing loving, caring relationships as friends, parents, members of a family and sexual partners. It also involves learning how to say "no" to unwanted sexual advances.

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 parental consultation. Parents have the statutory right to withdraw their children from Sex Education, except where it is an integral part of National Curriculum Science. All requests should be made in writing to the Headteacher.

INCLUSION

Special Educational Needs (SEN)

At Roberttown CE (c) J&I School, a child will be identified as having a special educational need if, after the everyday range of classroom teaching strategies have been used, he or she is still experiencing greater difficulties than his or her peers in one or more areas of the curriculum. A child may also have a special educational need if he or she is encountering behavioural or emotional difficulties. If this situation arises an Individual Education Plan (IEP) will be created for the child, to identify their specific needs.

Not all children so 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 will 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.

Children may experience difficulties at any stage of their education. We identify these by observation and assessment, record our findings, discuss with parents, set targets and regularly review progress. We welcome parental support and involvement, and we recognise the vital role of parents in the learning process. We try to keep them involved in their child's progress.

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.

At Roberttown CE (c) J&I School, the Headteacher has overall responsibility for the policy. Mrs Baker is the SENCO 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 over the next few years we are continuing to work towards further developing this.

The Governing Body has recently reviewed its plans to make the school even more accessible. The plan covers 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

Our school code is CARE. This stands for Consideration, Affection, Respect, for Everyone and Everything. Through this we try to encourage the children to develop self-discipline and an awareness of the needs and rights of others in our society.

As part of our Investors in Pupils work when the children move into their new class they establish a 'Class Code' 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 approach discipline in a positive way and use praise and reward systems:

- Verbal praise
- Public celebration and display of what they have done
- Table points

Table points are used from Year 1 upwards, and are awarded for good work, helping, politeness etc. Each class is divided into groups who collect Table Points. When the group reaches a required number of Table Points each member of the group receives a sticker. The group receiving the most stickers in a term or half term receives an additional playtime.

Children in KS1 use a Weather Behaviour system and children in KS2 use a Space system. Each child has a peg which is moved along their class' system to represent their behaviour.

At the end of each day, children in KS1 who have reached the 'pot of gold', receive a reward. At the end of the week, children in KS2 receive an amount of 'Golden Time' (free choice) depending upon their position on their system.

We use punishment as little as possible. When used, it may involve the withdrawal of privileges or a report system. The consequences for serious misconduct will be discussed with the parent or guardian if possible. However, the Headteacher will make the final decision.

The 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 Assistants) and Mrs Smith (Headteacher).

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 Years 4 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

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 or culottes
- 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 can be worn

No cycling, 'beach type' or jersey shorts.

No denim, tracksuit bottoms, leggings please

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 **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, Mrs Harris, assistant cook and Miss Hooley, kitchen assistant. 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; 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 weekly Celebration Collective Worship held at 9am on

Fridays, and 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 2021/22

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 C Dolby	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
Mrs A Walsh	Business Support Officer (p/t)

School Support Staff

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

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 A Walsh	Lunchtime Supervisor

Breakfast/Rascals Club

Ms L Harris	Breakfast Club/Rascals Leader
Mrs S Hall	Breakfast Club/Rascals Assistant
Ms A Turner	Breakfast Club/Rascals Assistant
Mrs A Walsh	Breakfast Club/Rascals Assistant

Premises Staff

Mr M Parr	Caretaker
Mrs L Crowther	Cleaner

1:1 Support TA

Mrs S Khan	Mrs A Ratcliffe
Mrs V Boselli	Mrs J Wood

THE GOVERNING BODY

Governing Body September 2021

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

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.

You can only do this if:

- you make an application to the head teacher in advance (as a parent the child normally lives with)
- there are exceptional circumstances

It's up to the head teacher how many days your child can be away from school if leave is granted.

Please see the school attendance policy for further details.