

A special place where we learn, grow and have fun together

Sandy Lane Primary School
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CONTENTS

Page No

3	A message from our Headteacher
4	Our Governing Body
5	Mission Statement
6	Admissions Guidelines
7	School Organisation
8	School Hours
9	School Uniform
10	Physical Education
10	Lunchtime Provision
11	Personal Possessions
11	'My' Bus
12	Videoining/Photographing of School Events
12/13	School, Home, Community
13	Parental Involvement
13/14	Teaching and Learning
14	Personal, Social and Health Education
14	Children with Special Education Needs
14	Religious Education
15	Statement of Sex Education
15	Extra Curricular Activities
16	Medical
16	Change of Address, Telephone Numbers of Parents, Place of Work
17	Breaks
17	Water Bottles
17	Milk
17	Educational Excursions and our Charging Policy
18	Positive Behaviour Policy
19	Sandy Lane Rules
20	Bullying and Racist Incident Policy
20	Statutory Information
21	Attendance
22	Privacy Notice
23	Holiday Schedule

A Message from our Headteacher

A very warm welcome to our school

We are fortunate at Sandy Lane Primary School to have a dedicated, passionate staff team who care very much about the community they serve. They work together to provide a happy, nurturing environment for children to begin their learning journey. A visit is an ideal way to discover this for yourself. You will be most welcome.

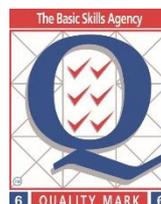
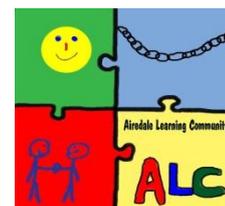
Working with families is a fundamental part of our school - we want you to be fully involved in your child's learning and development. To that end, Staff and Governors ensure that we keep you fully informed about all aspects of school life in many different ways. Our door is always open and we welcome your questions, comments and ideas. They are important to us.

The purpose of this booklet is to provide you with some basic information about the organisation of our school, the curriculum we provide and ways in which we can work together.

We look forward to working in partnership with you over the next few years and know that you will enjoy being part of our school. Your child's primary school years are precious and we thank you for choosing Sandy Lane.

If after reading the booklet you have any further questions do not hesitate to contact me.

Mrs S Curtis
Headteacher



OUR GOVERNING BODY

Headteacher	Mrs S Curtis
Clerk to the Governors	Mrs B Carney / Mrs L Bradley
LA Governors	Ms S Tabassum
Parent Governors	Mr S Ahmed, Mrs N Shah, Mrs A Khan, Vacancy
Community Governors	Mr E Chapman, Mr M McCabe, Mr A Brown (Chair)
Staff Governors	Mrs L Walker
Associate Members	Mrs S Duffy, Mr M Hitchen

As you can see above the Governing Body consists of parents, teachers, members of the local community and people appointed by the Local Authority. Governors are appointed to act together to:

- 1. help to establish the aims and policies of the school*
- 2. interview and select staff*
- 3. advise on spending of the school's budget*
- 4. ensure the National Curriculum is being delivered*
- 5. provide outside advice and support and a link between the local community*

Advice, support and training are provided by the School Governors Service to help Governors fulfil their legal requirements. The school employs a Governors' Clerk to deal with agendas, minutes and correspondence but Governors themselves do not receive any payment for carrying out their duties.

Parents Governors are elected by parents of children in the school and serve on the Governing Body for 4 years, as do all Governors. They can bring views of parents to the Governing Body although they speak and act as individuals.

The Governing Body usually meets twice a term. Dates and minutes of meetings are available from the office. The Governors are responsible for the publication of the Prospectus. Miss Brammah and the staff encourage parental involvement in the life of the school: becoming a Parent Governor or attending a Governors' meeting is another element of "Parents in Partnership".

If you would like more information on any aspect of School Governors please contact Miss Brammah or myself.

Yours sincerely

Mr Alan Brown
Chair of Governors

Mission Statement



At Sandy Lane Primary School we work together to inspire and motivate all our children through a diverse range of opportunities. We develop compassionate individuals who are resilient and optimistic with no limit to their success.

Sandy Lane provides opportunities to:

- Learn together through a wide range of memorable experiences.
- Achieve the highest standards and do the basics brilliantly.
- Develop a deep understanding of others through the rich diversity of the school community.
- Be nurtured within our school family to become socially confident, kind and considerate young people.
- Embrace new challenges, thinking and reasoning for themselves.
- Have a love of learning that will last a lifetime.

A special place where we learn, grow and have fun together

ADMISSIONS GUIDELINES

We understand that the whole process of your child starting school and the paper work involved can be quite daunting. We can help you with this – do telephone us or pop into the school office and we will be happy to talk you through the process.

Children are admitted into school in the September before they are 5. Our children therefore have the benefit of a full year in our Reception classes.

Bradford Education Authority is our Admissions authority and applications for our school should be made through them. This can be done in three ways:-

online at <https://bso.bradford.gov.uk>

By telephone 01274 385967

By email at schooladmissions@bradford.gov.uk

Applications for entry to Reception

Each year dates vary but the window for applying for Primary School usually opens mid November and closes mid January. Places are then allocated and parents are informed by mid April.

Before your child starts school, you will be invited to school to learn more about Sandy Lane and have opportunity to visit the reception classes and be introduced to all reception staff. Information about these events will be sent to parents in May.

In year applications

In year applications can be made anytime by completing an in year admissions form also available on the Bradford Schools website.

Our school is a 1.5 form entry Primary School. This means we have 45 places per year group. We are often in the positive position of being over-subscribed with many parents choosing to send their children to us.

There is an appeals process should you not be successful in your application. This is detailed on the Bradford Schools website.

SCHOOL ORGANISATION 2015/16

Headteacher
Deputy Headteacher
Assistant Headteacher / Lower Key Stage Two Leader
Inclusion Leader
Key Stage One Leader
Upper Key Stage Two Leader

Mrs S Curtis
Mrs F Newsome
Mr M Hitchen
Mrs L Walker
Mrs E Darley
Miss R Long

SENCO Miss L Johnson

The children are organised, for the academic year 2016/17, into the following classes:

Reception

Ladybirds – Reception children Mrs C Connelly – Class Teacher; Mrs D Armitage – Nursery Nurse, Mrs S Hood –
Nursery Nurse

Butterflies- Reception children Mrs Angela Leach – Class Teacher; Mrs A Chapman – Nursery Nurse, Mrs M Puri, Mrs A
Le Gallez

Key Stage One (KS1)

Priestley Class – Year 1 children Mrs C Shaw – Class Teacher

Bronte Class – Year 1/2 children Mrs J Greenwood – Class Teacher

Lister Class – Year 2 children Miss Long – Class Teacher + KS1 phase leader

Lower Key Stage Two (LKS2)

Delius Class – Year 3/4 children Mr M Hitchen – Class Teacher + LKS2 phase leader

Jowett Class – Year 3 children Miss A De Silva – Class Teacher

Salt Class – Year 4 children Miss L Shinn – Class Teacher

Upper Key Stage Two (UKS2)

Hutton Class – Year 5 children Mr Gardner – Class Teacher

Appleton Class – Year 5 children Miss E Saxton – Class Teacher

Hockney Class – Year 6 children Mrs C Dunsire – Class Teacher

Forster Class – Year 6 children Mrs E Darley – Class Teacher+ UKS2 phase leader

Support Staff

Mrs K Dickinson, Mrs J Kendall, Mrs J King (HLTA), Mrs L Knight (HLTA), Mrs S Lawrance , Mrs A Le-Gallez, Mr P Malin,
Mrs A Naylor, Mrs N Sheffield, Mrs N Sheikh, Miss C Skelly, Mrs J Skelly (HLTA), Mrs S Khan, Mrs H Toft, Miss S
Weisinger, Mrs P Kirkley, Mrs K Bailey, Mrs K Kaur, Miss S Card

Inclusion Leader – behaviour and attendance - Mrs L Walker

Learning Mentor/Parental Involvement - Mrs K Kaur

Administrators - Mrs D Bonham and Mrs S Day

Clerical Assistant - Mrs J Martin

Site Manager - Mr A Ogilvie

Lunchtime Supervisors Ms D Kirk, Mrs S Hamid, Mrs J Stott, Mrs S Afzal, Mrs T Idris, Mrs R Mahay, Mrs A Akhtar, Mrs E
Robershaw, Mrs J Sherrington

Cleaners Mrs J Stott, Mr P Lynch, Mrs E Robertshaw, Miss H Boswell

SCHOOL HOURS

Reception

Reception classrooms are open from 8.45am to 8.55am to bring children and from 3.10pm to collect children.

Key Stage 1/2

Morning Session - 8.45am to 12.00noon

Afternoon Session - 1.00pm to 3.15pm

Morning Playtimes

10.15am to 10.30am (KS1 and LKS2)

10.30am to 10.45am (UKS2)

Afternoon Playtime

Taken Flexibly (KS1 and LKS2 only)

The doors open for children to go into class from 8.45am to 8.55am. Doors are locked after this time for security purposes. Children should not arrive after 8.55am as learning begins at this time. If for any reason you are late, you should enter by the front door and sign your child into school. Please be aware that children who arrive after 9.10am will be marked as having an “unauthorised” absence in the Register for that morning’s session.

If you need to drop your children off before 8.45am the school runs a before (and after) school club from 8.15am - details are available from the office.

Children should be collected from the **playground area at 3.15pm**. If for any reason you think you may be late, please inform the school office and we will arrange for your child to be cared for in our after school club. Parents of pupils in Years 5 and 6 often give permission for pupil’s to either go home by themselves, or wait outside the school gates for collection. In these cases if parents are delayed picking up their child the child must come back into school to wait by the Main Office. **Children must not go home with another set of parents unless this has been pre-arranged/authorised by the parents concerned and school is informed.**

Parking is very difficult around the school and there is no access to the school grounds for parents. PLEASE do not park on the roadside near school and leave space for our Crossing Patrol. PLEASE park considerably in the residential areas of Sandy Lane. We advise parents to park away from the school building and walk if possible.

Before and after school care

School provides before school care from 8.15am and after school care until 3.45pm. Each of these sessions is charged at £1 (£10 for a full week). This allows parents the option of bringing / collecting their children before or after the school rush.

There is also a locally run ‘Before & After’ School Club called “Bright Sparks” (Tel. No. 07742 481296). They provide wrap around care earlier or later if parents require this service.

SCHOOL UNIFORM

Please name all items of clothing!



Clothing

Our school uniform comprises a plain navy or black skirt or trousers, a plain white polo shirt and jade sweatshirt or cardigan with the school logo (in September 2015 the new school logo was launched. There is a year of transition where children can wear either the old or new logo. From September 2016 the children will be expected to wear the new logo only). Children in Year 6 wear a purple sweatshirt. The School sweatshirts and cardigans are stocked and can be purchased from the School Office at any time or ordered from the school office at the beginning of the year.

In Summer girls can wear either jade or navy gingham checked dresses which can be purchased from any major High Street store. Plain navy or black tights or shalwar kameez bottoms can be worn under skirts, however **leggings** are not to be worn. Plain black, navy or white headscarves may be worn.

Footwear

Sensible black school shoes without a heel should be worn. Trainers are not allowed for anything except during outside PE lessons. Children can come to school in boots or wellingtons during the Winter months - but must change into their normal school shoes or pumps whilst in school.

Jewellery

Children are not allowed to wear jewellery except for stud earrings and/or a small watch. If parents request that jewellery is to be worn as part of religious practice, this should be discussed with the Class teacher and a written form signed for health and safety reasons.

Hair

We would recommend that girls with long hair tie it back for practical reasons. No extreme haircuts or styles should be worn. This includes no excessive colour and/or lines or patterns cut into the hair. No make-up or nail polish should be worn.

PHYSICAL EDUCATION

Children change into a white T shirt and navy or black shorts and pumps for PE. Key Stage 1 and 2 children also require a navy or black outdoor track suit and trainers (no Logos please). PE clothes should be kept in a named pump bag (available from the school office). For Health and Safety reasons all jewellery must be removed for PE lessons.

Please name all items of PE clothing!



LUNCH TIME PROVISION

School meals

Our school works closely with our catering providers to provide a delicious, nutritious variety of school meals. The children are offered a range of choice including sandwiches, paninis, jacket potatoes, a hot meal, vegetarian and halal, fresh fruit/ desert / yoghurt. **School meals are £1.60 per day.** Each child brings his/her dinner money in a sealed envelope with the child's name and class written on the front. Cheque payments are payable to "Bradford Council". Your cheque card number and the school name should be written on the back of the cheque.



Payments for school meals are made on Monday morning. This is posted into the secure box in the school entrance. Adjustments will be made if your child is absent after paying for a meal.

Free School Meals

If you are in receipt of the following benefits you may be entitled to free school meals.

- Income Support
- Income Based Jobseekers Allowance
- Child Tax Credit with an annual income of less than £16,190
- Guaranteed element of the state pension credit
- Support under part V1 of the immigration and asylum act 1999
- Universal credit

Please note people receiving working tax credit, regardless of their level of income do not qualify.

If you think you might be entitled Free Meals for your child please apply at

www.bradford.gov.uk/schoolmeals

or collect an application form from the office.

School are offering a uniform package of 2 x free jumpers / cardigans, book bag, PE bag and Kit worth approx. £32 for children who are entitled to Free School Meals. Simply bring proof of your entitlement to free school meals to the office at the beginning of the year.

Universal offer

All children up to the age of 7 are offered a school meal free of charge as part of the Governments 'universal offer'. Parents who are entitled to a 'free school meal' must however still apply in order to receive the uniform package.

LUNCH TIME PROVISION CONTINUED

Packed Lunches

Children may bring a packed lunch, which should be placed in a named hygienic container. We do ask that if your child brings a packed lunch that this meets the school's expectations in limiting the intake of sugar, salt and animal fats and increasing those of fruit and vegetables. No sweets, chocolate or fizzy drinks should be included in the packed lunch. Please encourage fruit to be included and we believe that only one sugary item i.e. biscuit, bun is acceptable. Water is available at lunchtimes.

Supervision

The lunchtime organisation and supervision of meals and play is undertaken by the Learning Mentors and Lunchtime Supervisors. Children play in our secure playground or, during fine weather, are supervised in Greenwood Park in small groups.

Children are able to take lunch at home although this is not encouraged.

PERSONAL POSSESSIONS

Children should not bring toys, personal possessions or **MOBILE PHONES*** to school. We are concerned about loss / damage to children's prized possessions. Everything your child needs will be provided in school.

***Children are not allowed to have mobile phones in school unless authorised by the Headteacher in special circumstances. Authorisation will only be given if parents agree to the handing in of the mobile phone at the school office upon arrival at school. The phone can then be collected at the end of the school day.**

As our cloakroom space is limited, children should not bring large bags or rucksacks to school. Sandy Lane book bags for reading books and gym sacks/pump bags can be purchased from the office.

Please note that whilst the school will take all reasonable care in relation to the safety of pupils and their property the school is unable to make any payment in respect of personal injuries or loss of or damage to personal property except to the extent that such injury, loss or damage arises as a result of the negligence of the Governing Body, Council, their employees or agents. Parents/Guardians may, if they so wish, make their own arrangements in these respects.

'MY' BUS

The 'My' Bus scheme operates bringing children to and from school each day. Further information about the route etc can be sought from the 'My Bus' team on 0113 3481122.



VIDEOING/PHOTOGRAPHING OF SCHOOL EVENTS

During the school year there will be a number of school events, productions, musical concerts and sporting events etc. where parents/carers may wish to take videos/photographs of their child's involvement.

The school/Governors would ask parents who take part in this activity that it is for their personal use only and not to share photographs / video clips on social media / websites as they may contain images of children other than your own. Should any parent object to their child being videoed/photographed during such an event for private use, then the school would have to operate a total ban for that particular performance.

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

SCHOOL, HOME, COMMUNITY

At Sandy Lane we value the partnerships we have with both the home and the community and are keen to explore different ways in which we can all work together.

There are many opportunities for parents to come into school to see the work of the school, and to learn about their child/children's progress but also to extend their own learning through family learning courses and/or take part in a number of family fun activities.

Parents are invited to their child's Class Assemblies each year which gives the children a chance to show the work they have been doing. Reception / Key Stage One parents are also invited to [monthly Birthday assemblies](#). Parents are invited to open evenings in class, end of term celebrations of learning and exhibitions. Letters will be sent in advance to enable parents to make arrangements.

We hold two consultation evenings, one in the Autumn and one in the Spring Term to discuss pupil progress against their targets and parents also have an opportunity to look at the pupils work/books.

At the end of the school year every child receives a written report and parents have another opportunity to discuss this with their child's teacher if they wish.

Our school believes that consultation with parents, pupils and the community is an essential part of our success both now and for the future.

SCHOOL, HOME, COMMUNITY CONTINUED

There are regular opportunities to offer ideas and give feedback through our regular questionnaires, and your view points are much appreciated. The school also operates an “open door” policy which means that if any parents have any comments/concerns they can bring these quickly to our attention. If the teachers have any concerns about a child parents/carers will be asked to come into school to discuss these.

Volunteers

We welcome offers of help from parents and the community to work within classrooms. These could include hearing children read on a weekly basis or a “one off” visit to talk to pupils regarding the skill that you have. Parent and community helpers will require a DBS (formally CRB) check to be undertaken.

The school recognises that it is part of the wider community and endeavours wherever possible to play a meaningful role in the wider community.

PARENTAL INVOLVEMENT STAFF

Sandy Lane has two parental involvement staff – Mrs Walker and Mrs Kaur whose primary responsibility is to liaise with parents and carers and to be the ‘first port of call’ for our families. They identify and offer opportunities for parents to develop their own skills as well as to be able to support their child’s education. The most important benefit of having Parental Involvement Workers is that it creates a positive relationship between home and school which can only improve standards and achievements of pupils

TEACHING AND LEARNING

In Reception the children are taught following the ‘Foundation Stage Curriculum’ made up of different areas of learning.

Prime Areas Personal Social and Emotional Development

- Making relationships
- Self-confidence and self-awareness
- Managing feelings and behaviour

Communication and Language

- Listening and attention
- Understanding
- Speaking

Physical Development

- Moving and Handling
- Health and self-care

Specific Areas Literacy

- Reading
- Writing

Mathematics

- Numbers
- Shape, space and measures

Understanding of the World

- People and communities

- The world
 - Technology
- Expressive Arts and Design
- Exploring and using media and materials
 - Being imaginative

The Reception curriculum is delivered through play, developing three broad 'characteristics of learning' – Playing and Exploring (engagement), Active learning (motivation) and Creating and thinking critically (thinking).

In Key Stages One and Two, the children are taught the 12 subjects of the National Curriculum: English, Maths, Science, Art and Design, Citizenship, Computing, Design and Technology, Geography, History, Languages, Music and Physical Education

Literacy and Numeracy are taught on a daily basis.

Other subjects/skills are blended into termly Creative Curriculum themes. Each half term your child will bring home a curriculum grid outlining the learning that will be taking place.

It is statutory for all pupils at some stage in Key Stage 2 to have opportunity to learn a musical instrument and to learn to swim. At Sandy Lane Primary all pupils in Year 5 learn the recorder and go swimming on a weekly basis. Year 3 and 4 children also have the opportunity to learn to swim, one lesson per week for 10 weeks.

Our home school agreement requests that parents help and encourage their child with his/her work. We have a Home Reading Scheme for all children. Children are given work to do at home and we hope parents will support the school in providing time and opportunity for children to produce work of good quality. All children have a homework diary that parents are asked to sign weekly. The school has a policy containing Homework Guidelines (*under review 2015/16*).

PERSONAL, SOCIAL AND HEALTH EDUCATION

Pastoral Care

The class teacher is concerned not only for the educational progress but also for the personal and social development of your child. We combine high expectations with a sympathetic approach. Sometimes, however, problems do occur and we involve parents at an early stage rather than leave it until later and we hope that you, as parents will also do the same with us. A new baby in the family, a sudden death or some upset at home can cause your child to behave differently at school, just as worry over school work or a fall out with a friend can cause you problems at home.

CHILDREN WITH SPECIAL EDUCATION NEEDS

Children who experience barriers to their learning are given extra tuition, where possible, in small groups or individually. Children with any physical handicap are also catered for as is the more able child. For children who are experiencing prolonged difficulty, parents are invited to discuss the matter

with the class teacher and Head teacher in accordance with the Code of Practice for Special Education Needs. After such consultation, specialist help may be requested from the Support Services. The grounds and building are fully accessible to pupils and staff with any disability.

RELIGIOUS EDUCATION

R.E. is part of the basic school curriculum. It is offered in accordance with the LA agreed syllabus which reflects the fact that the religious traditions in Great Britain are mainly Christian while taking into account other religions.

Collective Worship

As a school with a multi cultural population we acknowledge and respect all faiths and explain to children the significance of their festivals e.g. Eid, Diwali, Christmas. This is done so that all pupils are taught to understand that they live in a multi-cultural society with different faiths and beliefs. If a child is asked to speak a word or phrase that their faith does not agree with, we respect the right for that child to remain silent, we do however believe that it is wrong to change words or phrases which alter the meaning or message.

All children join together for a collective act of worship. This is either as a whole school or Key Stage. The daily acts of worship are mainly of a broadly Christian character but do not always contain exclusive Christian material. Parents have the right to withdraw children from religious education and worship if they wish. If this is the case a letter should be sent to the Head teacher requesting exemption.

SEX AND RELATIONSHIPS EDUCATION

Sex education in the school covers reproduction - through work on young animals and plants initially and in Years 5 and 6 human reproduction and puberty are covered as part of the National Curriculum Science syllabus. Parental care, family life and development, personal relationships and caring for others will be integrated into the curriculum. Questions will be answered simply but truthfully. Further information can be found in our SRE policy

EXTRA CURRICULAR ACTIVITIES

The school has a Breakfast and Afterschool club for children from Year 1 upwards; however pupils in Reception who have an older brother or sister in school will also be able to attend. These clubs run for half an hour before and after school. Places are booked in advance at a cost of £1.00 per session. Children are able to join in various activities and a range of healthy food and drinks are available.



Throughout the year we provide children with many “out of hours” learning opportunities covering such things as art, music and sport. These are available for children in the different Key stages and vary from term to term.

Instrument lessons are available to KS2 pupils and are organised in school and provided by the Music Service from Education Bradford. This is a chargeable activity, which is payable direct to Education Bradford.

Sandy Lane is also part of the Airedale Learning Community along with other schools in the district and is committed to providing greater opportunities for parents, pupils and the community both within and outside the normal school day.

COMPLAINTS

The school follows LA guidelines on Complaints Procedure. It is hoped, however, that any problems can be sorted out informally. If you have any concerns or complaints please approach the class teacher, if appropriate, and then the Deputy or Headteacher. If you are still not satisfied you may contact a representative of the Governing Body in writing. The complaints procedure is available on the school website / from the school office

MEDICAL

We will request medical information at the beginning of each school year to update our records. We can only administer medicines to children which have been **prescribed** by a Doctor, and a Medicine Administration form is available from the school office (or can be downloaded from the school website) and this **must be** completed by a parent/carer. Please do not send any other medication to school.

If your child suffers with asthma and you need to leave a spare inhaler at school, an Asthma Permission Sheet must be completed by the parent/carer.

If your child has more complex medical needs please arrange an appointment at the office to discuss the needs of your child. It may be that a health care plan is required.

CHANGE OF ADDRESS, TELEPHONE NUMBERS OR PARENTS PLACE OF WORK

Please let us know immediately of any changes of address, contact numbers and family circumstances. It is very important that we have up to date information in case of illness, accident or emergency. It can be very upsetting for a child if they are feeling poorly and we cannot contact anyone. This information will be requested every school year to ensure the information is up-to-date. It is **important** that you return these as soon as possible.

BREAKS

The school is part of the Government's Fruit & Vegetable scheme, where all children in Reception, Year 1 and Year 2 receive a piece of fruit or vegetable every day. We also make fruit available to children in Key Stage 2 for 20p per day.

Children are allowed to bring only fruit for break times. No sweets are allowed in school because of the health implications for children with allergies or sensitivity to the additives contained in various sweet products.

WATER BOTTLES



All children are provided with a free water bottle for use during the day on admission to the school. It is expected that parents wash out and refill bottle with 'still water' every day. Water coolers are available in school to top them up throughout the day. If further bottles are required these are available from the School Office at a cost of £1.00, or replacement lids at 30p each.

MILK



Children in the Early Years Unit are entitled to free school milk. Children in Years 1 to 6 who are entitled to free school meals can **order** milk "free of charge". Children in Years 1 to 6 who are not entitled to free meals may **order** milk at a charge of £8.00 per term (cheques payable to Sandy Lane Primary School).

EDUCATIONAL EXCURSIONS AND OUR CHARGING POLICY

Our school is committed to enhancing the provision provided within school by organising visits throughout the year both out of school, and for visitors to come into school. A number of these are subsidised either wholly or partly from the school fund account. However, to offer the range of visits that we do, voluntary contributions are requested. Parents are notified well in advance about the nature of the visit and how it enhances the work within school.

It should be emphasised that, although there is no obligation to make the voluntary contribution, these activities cannot take place without parental support. All pupils will be treated equally. If insufficient funds are not available however, the Governors do reserve the right to cancel the activity.

The school presently also offers pupils in KS2 the opportunity of taking part in residential visits.

Children will also make local visits around the school environment as part of their work. On such visits the children will naturally be well supervised.

POSITIVE BEHAVIOUR POLICY

The school has a policy of promoting positive behaviour in school. Good relationships with the children are a pre-requisite to everything. All staff form positive relationships with the children so that children know that they care and that they are important as individuals. There are 5 simple rules that the children should comply to.

Sandy Lane Rules

1. Follow instructions from any adult the first time
2. Keep hands, feet and objects to yourself
3. Walk calmly and quietly in school
4. Show respect to everyone
5. Never swear or use unkind words

There are a series of rewards and Consequences in place to promote positive behaviour.

Rewards in place in school

1. Stars and smiley faces
 - Good behaviour is rewarded with a smiley face on a class chart. 10 smiley faces receive a smiley face certificate delivered to be presented in class each Friday. Teaching staff keep a record of the number of times the children in their class have reached 10.
 - Star learning is rewarded a star on a class chart. 10 stars receive a star certificate delivered to be presented in class each Friday. Teaching staff keep a record the number of times the children in their class have reached 10.
 - Stars and smileys can be awarded by any adult to any child in school. This re-enforces good behaviour in communal areas and around school. Children can receive good learning and behaviour tokens and add them to their class charts.
 - At the point of collecting 100 stars or smileys, the children receive a '100 club' certificate in assembly and go on the school roll of honour.

Behaviour book

- Children who have not been in the behaviour book all week are entered into a weekly draw during celebrations assembly. The winners of this draw receive a Friday afternoon treat with a member of staff.
- Children who have not been in the behaviour book all week have this recorded in their planners.

Stars and students of the week

- There will be a sticker and certificate presented at the weekly 'well done' assembly to two selected pupils from each class in Foundation Stage and KS1 and a badge and a certificate to one pupil, for outstanding achievement (this could be for academic achievement, good citizenship or extra effort) that week. This may be linked to a whole school focus.

- These pupils will have their achievement recorded in the Well Done Book explaining specifically the child's achievement. Their names are reported on the electronic noticeboard and website. A group photograph will be taken and displayed in the 'celebration file' in the entrance hall and on the hall display.

Consequences

1 rule broken– name in the behaviour book

- When a pupil breaks a rule their name is written down in a behaviour book alongside the number of the rule they have broken. This is recorded in the child's planner by the class teacher

2 rules broken - working alone in class for 5 minutes

- If the pupil breaks a second rule this is recorded by adding the number of the second rule broken next to their name. They then work alone in class for 5 minutes. This is recorded in the child's planner by the class teacher.

3 rules broken - work in another class for 10 minutes

- If the pupil breaks a third rule this is recorded in the same way. They then work in their partner class for 10 minutes. This is recorded in the child's planner by the class teacher.

4 rules broken - see Miss Brammah or a Senior Teacher

- If a pupil breaks a fourth rule they go to the Head or Deputy with the behaviour book to discuss their behaviour. A letter is sent home to parents with the expectation that the parent signs it and returns it to school. The sanction would be considered on an individual basis depending on the number of times the child had been in the behaviour book and the rules broken

Persistent Poor Behaviour

If a pupil is in the behaviour book on a regular basis, this will result in one to one discussions with a learning mentor to support the child in improving. The focus will always be on changing the behaviour. This may result in:-

A meeting with parents, the child and the Headteacher

A behaviour chart / contract being established

Short term internal intervention

Referral to external agency

One to one support in class

Behaviour books will be monitored regularly by phase leaders and the SLT to identify trends in behaviour for individuals, groups and/or specific rules that are regularly being broken.

Severe Behaviour

Incidents of severe behaviour – bullying, stealing, fighting, violent behaviour, defacing property or vandalism, racist incidents etc will be dealt with by a member of the Senior Leadership Team. Parents will be contacted by telephone and a serious incident letter will be sent home. The Senior Leadership Team will investigate the incident in full before sanctioning the behaviour. They will take into account the specific incident, the individual needs of the child and how many occasions severe behaviour has been recorded.

Any intentional violence towards a member of staff will result in the child working in isolation for 1 week and missing all playtimes. Behaviour involving bullying, racism or exclusion will be reported to Bradford LA.

Repeated incidents of severe behaviour may result in an exclusion from school.

BULLYING AND RACIST INCIDENT POLICY

Bullying can be described as being ‘a deliberate act done to cause distress solely in order to give a feeling of power, status or other gratification to the bully. Bullying can range from ostracising, name-calling, teasing, threats and extortion, through to physical intimidation, assault on persons and/or their property. It can be an unresolved single frightening incident that casts a shadow over a child’s life, or a series of such incidents.’

We regard bullying as particularly serious and always take firm action against it. We encourage children and parents to work against it and to report any incidents of bullying. Bullying can be physical, verbal emotional or cyber bullying by a single person or a gang.

All incidents of bullying or racist behaviour will be investigated and action taken as stated in our Behaviour Policy.

STATUTORY INFORMATION

The Freedom of Information Act gives parents and Government Agencies the right to see a variety of documents referring to the school’s policy and performance.

To ensure confidentiality parents only have the right to see information about their own child and generic information about the school, its policies, curriculum and practices which do not allow them to identify any other pupils.

These include:

- **Any statutory instruments and guidance documents sent to schools by D.F.E. about the Curriculum & National Curricula.**
- **OFSTED reports which refer to the school.**
- **Schemes of work showing how the National Curriculum is provided.**
- **Complaints Procedure Document.**
- **School Policies e.g. SEN.**
- **The School Profile**
- **The School Prospectus**

These documents can be accessed on the website but if a paper copy can be provided by request.

ATTENDANCE

It is crucial that, whenever possible all children are in school, on time. Our attendance leaflet gives further information about our expectations regarding attendance.

No holidays in term time will be authorised.

Absence during term time will only be authorised in exceptional circumstances.

Privacy Notice - Data Protection Act 1998

We, **Sandy Lane Primary School**, are a data controller for the purposes of the Data Protection Act. We collect information from you and may receive information about you from your previous school and the Learning Records Service. We hold this personal data and use it to:

- Support your teaching and learning;
- Monitor and report on your progress;
- Provide appropriate pastoral care, and
- Assess how well your school is doing.

This information includes your contact details, national curriculum assessment results, attendance information and personal characteristics such as your ethnic group, any special educational needs and relevant medical information.

We will not give information about you to anyone outside the school without your consent unless the law and our rules allow us to.

We are required by law to pass some information about you to the Local Authority and the Department for Education (DfE)

If you want to see a copy of the information about you that we hold and/or share, please contact the Office Manager, Mrs D Bonham.

If you require more information about how the Local Authority (LA) and/or DfE store and use your information, then please go to the following websites:

bradford.gov.uk and
<http://www.education.gov.uk/researchandstatistics/datatdatam/b00212337/datause>

If you are unable to access these websites we can send you a copy of this information. Please contact the LA or DfE as follows:

LA: Information Management Team, Children's Services, Future House, Bolling Road, Bradford, BD4 7EB

Tel: **01274 385929**

DFE: Public Communications Unit, Department for Education
Sanctuary Buildings, Great Smith Street, London
SW1P 3BT

Website: www.education.gov.uk
email: <http://www.education.gov.uk/help/contactus>
Telephone: 0370 000 2



2016/2017
SANDY LANE PRIMARY SCHOOL
HOLIDAY SCHEDULE FOR PARENTS

2016

	Re-open	Monday	5 th September
EID	Closed	Monday	12 th September
EID	Closed	Tuesday	13 th September
Half Term	Close	Friday	21 st October
	Open	Monday	31 st October
Christmas	Close	Friday	16 th December

2017

	Open	Tuesday	3 rd January
Half Term	Close	Friday	17 th February
	Open	Monday	27 th February
Easter	Close	Friday	7 th April
	Open	Monday	24 th April
MAYDAY	Closed	Monday	1 st May
Spring Bank	Close	Friday	26 th May
	Open	Monday	5 th June
EID	Closed	Monday	26 th June
Summer	Close	Friday	21 st July

