



"Where Children Come First"

Teaching and Learning Policy

GENERAL ORGANISATION

The planned admission limit for Birchfield Primary School is 30. All children should remain in a single age class throughout the school.

The classes are arranged according to academic years. Children are usually taught most subjects by one teacher for one year and each teacher may arrange their class in different ways according to the age and aptitude of the class. The younger children usually work in groups according to ability and in the older classes seating arrangements may vary to suit whole class teaching. All teachers use a balance of class, group and individual teaching methods and all work is matched to each child's ability. Some ability setting is arranged between classes in Numeracy. At times, other teachers will take a class so that specialist skills may best be utilised throughout the school. In Key Stage 2 the teachers exchange classes in the afternoons to offer specialist teaching in Science, Maths, PE and ICT.

Extra support is provided for children with Special Educational Needs both in and out of the classroom and we have a dedicated non-class based SENCO (Special Needs Co-ordinator). For statemented pupils whenever possible, this help is provided for the children within the normal classroom environment.

FOUNDATION STAGE UNIT FOR CHILDREN AGED 3 TO 5 YEARS

We are very fortunate to have a dedicated Foundation Stage Unit at our school. This is a modern, purpose built unit that offers the very best of facilities for young children.

The Foundation Stage Co-ordinator and the Foundation 2 teacher lead a very well qualified and dedicated team of teaching assistants who will ensure that your child gets the best possible start in their school life.

Through the encouragement of parental involvement the Birchfield Foundation Stage Unit sets out to provide a warm and happy atmosphere where, children, safe in a secure environment, will develop confidence to explore, experiment, make decisions and solve problems. Learning will develop through purposeful play so encouraging: thinking, creating, sharing and understanding. Language, reading and social skills develop through daily conversation with adults and other children, and use of all the different facilities.

Miss Katie Storey – Foundation 1 class (offers part-time places for children aged 3-4 years – some flexible provision is also available)

Miss Michaela Walker – Foundation 2 class (offers full-time places for children aged 4+ starting each September)

A PARTNERSHIP IN LEARNING

Children will only make the best possible progress if parents are willing to accept their responsibilities to support their child's education at home. We therefore ask them to support the principles as set out in our Home/School Agreement.

We encourage parents to talk to their children about what they have done at school, show an interest in what they are saying, extend this knowledge by visiting different places, listen to their child read, read stories at bedtime and in particular ensure that their child has some books at home.

At Birchfield we have a policy that homework will be given to all children although this may be in the form of simple spelling and reading activities for the youngest children.

If a child is having difficulties at school or at home, or if a parent has a particular concern regarding their child's education, we encourage them to see the class teacher or Headteacher. Our school has an open door policy and is always willing to make time to talk to parents.

Formal meetings are organised twice a year so that parents can discuss their child's progress with the class teacher. The first meeting in October/November is to discuss future targets for the year and address any initial concerns. The second meeting in March/April is to discuss their child's progress. Parents also receive a summary of progress – in October and February as well as a full report in July.

In general we encourage good behaviour in our school by the use of rewards, achievement certificates or stickers. We also award 'Citizen of the Week/Term' certificates for those children who consistently demonstrate kindness, exemplary behaviour and positive attitudes towards school. We request that parents make every effort to encourage and congratulate their children when they have been successful at school.

EDUCATION FOR ALL

We believe that equality lies at the heart of a quality education. At Birchfield we will help all children to achieve their full potential in all aspects of school life, irrespective of race, gender, disability, culture or belief. We will aim to create an atmosphere where our children will feel important and respected members of a thriving community where different cultural and social backgrounds can meet with tolerance, respect and sympathetic understanding.

Broad Guidelines

- We should encourage all of our children to be caring, considerate, helpful and polite to others.
- We should recognise that children are greatly influenced by the standards and examples set by the adults around them. It is therefore important that all adults in school are seen to put into practice the statements outlined in this policy.
- The curriculum should be balanced and sensitive to the needs of all of our children. Care should be taken in the selection of materials so that positive images are reflected regarding race, culture, disability and gender.
- The diversity of language and dialects spoken by pupils, staff, parents and governors should be viewed in a positive light.
- Children should be seen as individuals and their particular backgrounds, beliefs and experiences should be used to enrich the culture of our school. Children should be encouraged to take a pride in themselves and to respect and value others according to their differences.
- All forms of abuse will be taken seriously and we will deal with incidents quickly and effectively. The offender will be informed that such behaviour is not tolerated at Birchfield School.
- Any abusive graffiti or symbols will be removed immediately.
- Care will be taken to spell record and pronounce all our pupils' names, and children will be encouraged to respect names of other cultures.

- Wherever possible we will try to cater for the needs of all children who attend our school and we will aim to provide the extra help required within our resource limitations.
- We will attempt to remove any structural or institutional barriers that may prevent any child from attending our school or gaining full benefit from the curriculum. We will also try to ensure that all children have equal access to all areas of the curriculum offered in our school.
- We support the principle of integration of those children with special needs within the normal mainstream setting. However, decisions made will always consider the best interests of both the individual and peer group concerned.
- A governor will be responsible for the implementation of this policy and to provide on-going evaluation.
- Staff appointments will be made on a best candidate basis according to the recommendations of the Leeds Equal Opportunities Policy Statement. We fully support the Equal Opportunities Policy for Leeds Education Authority and consider that these statements also apply to our school.
- **The school achieved 'Investors in People' in 2000 and again in 2002**
- **The school achieved the 'Leeds Healthy Schools Award' in September 2004 and the new 'Leeds Healthy School Standard' in March 2009.**
- **The school achieved the Stephen Lawrence Standard in 2007**
- **The school received its Activemark in 2008**
- **The school received its Inclusion Chartermark in 2011**



INVESTOR IN PEOPLE

The
**Stephen Lawrence
Education Award**



Healthy School

THE CURRICULUM

At Birchfield we teach all subjects included in the National Curriculum, and follow the guidelines as set out in programmes of study including the Numeracy and Literacy framework. The EYFS guidelines for Foundation subjects are used to form the basis for teaching in these subjects. The Leeds Agreed Syllabus for Religious Education forms the basis for RE teaching. We also extend and supplement this work and include non-statutory areas of the curriculum wherever possible to provide a worthwhile balanced and exciting school experience for all our children. We offer French teaching for all pupils in Years 3, 4, 5 and 6 and this year have run a weekly MFL club for Y1/2 children after school.

At Birchfield Primary School we follow the programmes of study for learning as set out in the new National Curriculum for Key Stage 1 and Key Stage 2. Although officially starting in September 2014, we have used the draft guidelines available to begin our take on the new curriculum in 2013-14. This includes the three core subjects of Maths, English, Science. We also teach the foundation subjects History, Geography, Computing, Design & Technology, Art and Design, Physical Education, Languages (at KS2), Music and RE. Other associated subjects such as Environmental Education, Personal, Social, Citizenship (PSE) and Health Education are included in the curriculum although they are no longer a statutory requirement. The curriculum is taught largely through a topic based approach.

The new Curriculum guidelines allow for greater flexibility. Teachers ensure that all children receive an education appropriate to their aptitude and ability and will arrange groupings of children accordingly. This may include ability based or mixed group arrangements or, particularly for the older children, more formal seating plans for individual or paired work. All teachers will use a balance of different teaching methods to deliver the curriculum most effectively. This will include whole class teaching, group led sessions or individually based help. In KS2 the children may be set according to ability for Mathematics and Literacy but this largely depends upon the cohorts.

The hours available for teaching during a normal school week are as follows: -

Foundation 2/Key Stage 1 - 21 hours 50 minutes
Key Stage 2 - 23 hours 30 minutes

(This excludes registration, daily collective worship and lunch/break times)

The school has a policy for Gifted and Talented pupils and provision is made for these pupils.

MATHEMATICS

At Birchfield we follow the framework as set out in the National Numeracy Framework. The general aims of our mathematics curriculum are to encourage confidence and promote the development of the mathematical skills and concepts required for adult life. At Birchfield the children are encouraged to develop an understanding of number, money, measurement, time, shape, space and capacity and to then apply this knowledge in everyday situations that are relevant to them.

LITERACY

Reading

Reading skills are given top priority at Birchfield as language is the basis of all other subjects. The value of the partnership between teacher and parent in helping children to read is very important and your child's class teacher will be only too willing to give advice about suitable books and methods to use at home. Reading is now taught in groups according to ability. This group reading strategy has proved very successful in improving standards. Children are listened to read regularly, mostly on a daily basis. The children in the Foundation Stage will receive teaching on letter sounds (phonics) and if ready, move to the group reading system.

Writing & Communication Skills

We hope to help children to write creatively by encouraging imaginative skills. We also consider spelling, grammar, comprehension and punctuation to be important parts of a child's language development. We provide opportunities for class and group discussions and encourage children to speak confidently in front of an audience. We have a structured programme for developing handwriting and spelling skills throughout the school. We expect children to be able to write neatly and legibly and present their work in attractive manner. A consistent approach is used for the development of spelling skills

SCIENCE

Young children show an amazing amount of curiosity about the environment in which they live. We want to satisfy their curiosity and help them to develop skills that will enable them to make sense of the things around them, whilst covering all aspects of the National Curriculum which in itself covers all aspects of science. We encourage our children to take an active part, setting up experiments and tests, working in groups or as an individual and using common materials to help them to this end. We also help the children to observe accurately and record so that problems can be solved and questions answered. We constantly remind our children that there is often more than one way to solve a problem and that their ideas are valued. We hope that all our children, no matter what their race or gender, leave our school confident and eager to continue to regard science as an enjoyable and challenging subject.

DESIGN & TECHNOLOGY

Design and Technology is a subject, which requires pupils to apply knowledge and skills to solve practical problems. Our pupils start their experience of good technological practice in the Foundation Unit by using construction kits, blocks, paper, card and wood. We encourage our pupils to have a sense of enjoyment and pride in their ability to design, make and evaluate their models. We expect the children to use the materials economically and be responsible for their own working areas. They will also learn to work safely and hygienically. Design is a main feature of this subject and we encourage children to develop their own ideas.

HISTORY & GEOGRAPHY

History and Geography feature in the National Curriculum and as such these subjects will be included in the teaching programme for all children in our school. Learning in these subjects no longer consists merely of memorising lists of dates and names of places; it is far more worthwhile, exciting and rewarding. Children will be asked to do their own research and develop historical and geographical skills by using maps, photographs, artefacts and census returns. They will be encouraged to ask questions, to interview parents and grandparents to gain a better understanding of the local area and of time past. Children will learn map work skills and complete in depth studies of periods in the past including Stone/Iron Age Man, the Romans, Anglo Saxons and Scots, the Vikings. These may form part of cross curricular topics such as: Kings and Queens, Dragons and Castles, Famous Women, Great Inventions, Robbers and Villains, Myths and Legends, Houses and Homes, Diseases and Disasters and a local history topic, some of these extend beyond 1066 to the present day. Much of this classroom work will be supplemented by fieldwork in the local area and may include visits to museums and places of interest.

Similarly, in Geography, topics such as: Oceans and Seas, Seaside to City, Mountains and Rivers, Global Change and Climate, Natural Disasters, My Local World, will cover the national curriculum content. Each class will focus on a country or continent once each year – currently India, Australia, Spain, Africa, South Africa and USA.

There will be locality studies in Britain and other countries of the world and in some cases the children will be able to link with other schools in other countries communicating by letter, video or photographs.

PHYSICAL EDUCATION

Physical Education at Birchfield includes six main areas of activity as set out in the National Curriculum, namely; dance, games, gymnastics, swimming, athletics and outdoor activities. The school aims to promote a healthy attitude towards both competitive and non-competitive sport encouraging as many children to take part as possible. **In June 2009 Ofsted described the school's provision as 'outstanding'.**

- The children in Year 4 are taken to the local swimming baths for weekly swimming lessons and it is our aim that every child should be able swim by the time they leave Birchfield.
- We believe that the extra-curricular sporting activities that we provide at Birchfield are amongst the best in the City of Leeds. We offer a broad range for boys and girls of all ages including Gymnastics for Key Stage 1 children, Fitness Club, Soccer, Netball, Basketball, Dancing, Dodgeball, Gymnastics and Athletics in Key Stage 2.
- The Year 6 children have an opportunity attend a Residential in the Lake District where they can pursue outdoor activities such as climbing, abseiling, canoeing, hiking, orienteering and ghyll scrambling.
- Frequent visitors include Leeds United, Leeds Rhinos, dance, tennis, gymnastics, basketball and netball experts who provide expert coaching in Games lesson

ART and DESIGN

Art, craft and design are developed through use of a large range of materials suitable for each project. Children are encouraged to observe, explore, experiment and understand the different uses of materials and the suitability for the task in hand. By observing their own environment, use of different

materials, language and other artistic pieces of work children develop their own imagination and style. There is an Art Club after school for children in Year 2.

MUSIC

Birchfield School is justifiably proud of its musical tradition and musical activities form part of the children's National Curriculum studies. Children derive a great deal of satisfaction from taking part in all aspects of music making and this helps them to develop physically, mentally, socially and aesthetically.

There are many individual musical groups within school such as the 30 strong choir and recorder groups. All children are encouraged to learn a musical instrument from an early age. Also, peripatetic teachers visit the school to teach violin, viola, flute, fife, clarinet, djembe drumming and guitar. Children go into the local community and regularly entertain groups. We also have many visiting artists, and musical workshops taking place throughout the year.

All this, of course, needs the help of a keen and enthusiastic staff and musical performances in school reflect this, in particular at Christmas when all the stops are pulled out.

RELIGIOUS EDUCATION & COLLECTIVE WORSHIP

Religious Education is a compulsory subject in this country. We teach the Agreed Syllabus for the Leeds area which is mainly Christian and non-denominational. We also take into account the new DfES Scheme of Work for R.E. This includes the teaching practices of other principal religions in this country. Throughout our school we emphasise a caring attitude and sensitivity towards others. Parents may wish to discuss the content of the R E Syllabus with the Headteacher in more detail. Copies of the Leeds Agreed Syllabus and the school policy are available for parents to loan if required.

At Birchfield we consider the daily assembly to be an important part of school life. During these we try to promote moral as well as religious values and provide opportunities for spiritual development. Parents are invited to see their children during class assembly as and when they are arranged.

Parents have the right to withdraw their child from RE and collective worship. Please contact the Headteacher for more details and information on the alternative arrangements that can be made.

COMPUTING

At Birchfield we aim to develop confidence and competence in both children and staff in the use of the computer for a variety of purposes. The school is fully networked with a computer suite of 30 PC's, as well as at least one Personal Computer and interactive whiteboard in every classroom. All classrooms have Internet access and an e-mail address via School's Broadband. We have a purpose built ICT suite; this gives the facility for whole class teaching of ICT.

From the Foundation Stage to Year 6 we aim to help children develop skills in the following:

- Use of keyboard and word processing programmes, use of databases for collecting and storing information. Also, giving instructions through a computer to control movement of a screen image or robot (turtle), exploring patterns and testing their own predictions.
- Educational software to enhance and develop skills in all curriculum areas
- The children also have opportunities to use hardware such as digital cameras, movie making and musical instruments to enhance their learning.

We aim to have the children and staff seeing the computer as a tool in the classroom to be used across the curriculum in many subjects. This will extend the teaching and learning process to produce work of high quality.

PERSONAL, SOCIAL & HEALTH EDUCATION

Personal, social and health education (PSHE) and citizenship help to give pupils the knowledge, skills and understanding they need to lead confident, healthy, independent lives and to become informed, active, responsible citizens. At Birchfield we follow the SEAL programme (Social and Emotional Aspects of Learning). Pupils are encouraged to take part in a wide range of activities and experiences across and beyond the curriculum, contributing fully to the life of their school and communities.

The school is committed to providing a healthy environment for both children and staff. The School Council, with representatives from all classes Y1-6, meets once a fortnight and Health issues are often high on the agenda.

MODERN FOREIGN LANGUAGES

At Birchfield we are proud to offer Primary French teaching to all children in years 3, 4, 5 and 6. We have a dedicated French teacher who visits the school two afternoons each week. The emphasis is on conversational French presented in a fun and enjoyable way. We also run a MFL Club after school for children from KS1.

Parents if they so wish may make a formal complaint regarding the curriculum taught at Birchfield School, to either the Governing Body or the LEA. For details of how to make a formal complaint contact either Mr Philip Turner (Headteacher) or Mrs Tracey Taylor (Chair of Governors) or contact the LEA direct.

EXTRA CURRICULAR ACTIVITIES

At Birchfield we pride ourselves on the numerous extra-curricular clubs and activities that take place after school. These are mainly of a sporting, artistic or musical nature and are available to all children who wish to develop special skills or interests outside the normal school day.

The school has always offered a number of extra-curriculum activities available to our children as can be seen from the comprehensive list below: -

<u>SPORTING ACTIVITIES (Clubs)</u>	Age Group
Key Stage 1 and 2 Gymnastics Clubs	Y1-6
Football Clubs (Under 9's and Under 11's)	Y2-6
Basketball	Y3-4
Dodgeball Club	Y3-6
Athletics Club	Y3-6
Fitness	Y3-6
Netball	Y5/6
Frisbee club	Y3
Games Club	Y1-2

SPORTING TEAMS

Under 9's and Under 11's Mixed Football Teams
Girls U-11 football

Junior Athletics Teams (boys and girls)
Junior Cross Country Teams (boys and girls)
Dodgeball team (boys and girls)
Cricket and Rugby at various times

MUSICAL CLUBS

Choir

Age Group

Y2-6

GARDENING CLUB

Key Stage 2 Diggers and Dibbers Y5 & 6

MODELLING CLUB

Year 5 and 6

Each year our year 6 children have a residential visit to the Keppleway Activity Centre in the Lake District.

The pupil's skills in Drama and Music are often on show in the regular shows and concerts held throughout the year.

At Birchfield the school day is often extended well beyond normal school hours and we believe that the opportunities we offer our pupils to take part in extra-curricular activities are second to none.

SPECIAL EDUCATIONAL NEEDS POLICY

At Birchfield School we will try to integrate the teaching of children with SEN within the normal classroom setting. However, at times it is more appropriate to organise individual or group work in a quiet and more relaxed atmosphere. We have a dedicated SEN co-ordinator who works with children and all members of staff to provide support for children with SEN in order that they have access to the whole of the school curriculum.

If the child has physical difficulties that inhibit access the team will make sure that all the practical advantages available are obtained.

If a child has behavioural/emotional problems a behaviour modification programme will be put into operation after discussion with the SENCO, Class Teacher and parents.

If a child lacks basic skills, which give access to the curriculum, the SENCO and Class Teachers make an IEP (Individual Education Plan). This aims to overcome some of the child's difficulties and will be reviewed termly to ensure that the child is progressing.

A Special Educational Need is defined as:

A significantly greater difficulty in learning than the majority of children of the same age and/or a disability which either prevents or hinders a child making use of educational facilities of a kind provided for children of the same age in schools within the area of the Local Education Authority (LEA)

Objectives of the SEN Policy:

- There is identification and monitoring of a child's needs at the earliest possible stage.
- Procedures for identifying children with SEN are known by all staff.

- Parents are involved from an early stage and they are encouraged to be involved in their children's education.
 - Records follow the child through school and they are clear, reliable, factual and up to date.
 - Children with SEN have equal access to the curriculum and equal opportunities within school.
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- SEN children are catered for within constraints of staffing and budget resources and they are given a positive image.
 - Parents and Governors are aware of our school policy.

The Special Educational Needs:

Mrs Fiona Rainford (SEN Co-ordinator) is responsible for the day to day coordination of SEN support for children.

*This information is only a summary of the schools **Special Educational Needs Policy** the full policy is available in school and on our website.*

PROVISION OF CHILDREN WHO ARE GIFTED AND TALENTED

Gifted and Talented children are defined as follows:

“Children who are capable either academically or in a specific field of achieving a level significantly higher than that of their peers.”

Identified children will have access to an enriched curriculum. This may involve small group teaching, outside visits and access to expertise. Maths groups are set throughout KS2 using an ‘escalator system’ - the children grouped according to their ability rather than their age and this involves some movement between classes – we feel it is vital the children feel challenged and have the opportunity to make the most of their potential

PUPIL PREMIUM

SEX EDUCATION POLICY

At Birchfield we aim to develop a Sex Education programme that will be developmental and form a foundation for further work in the secondary school.

Sex education at Birchfield will contribute to the requirement of the Education Reform Act 1988 as follows:

- to promote the spiritual, moral, cultural, mental and physical development of pupils at the school
- prepare such pupils for the opportunities, responsibilities and experiences of adult life.

The school will work towards this aim in partnership with parents.

The aim of the Sex Education Policy is to clarify the content and the manner in which sex education is delivered in this school.

The sex education programme will reflect the school ethos and demonstrate and encourage the following values:

- respect for self.
- respect for others.

- responsibility for their own action.
- responsibility for family, friends, school and the wider community.

Birchfield Primary School is committed to working towards equality of opportunity in all aspects of school life. The delivery of the sex education programme will be checked in this respect.

The sex education programme will:

- provide information which is easy to understand and relevant and appropriate to the age and maturity of the pupils.
- include the development of communication and social skills.
- encourage the exploration and clarification of values and attitudes.

Sex education will be taught in the context of relationships. Topics and themes will be repeated from year to year in greater depth taking account of the pupil's development according to the spiral curriculum concept.

*This information is only a summary of the schools **Sex Education Policy** the full policy may be requested in school or viewed on our website.*

*Phil Turner
Headteacher
January 2013*

Reviewed and updated January 2014