



School Prospectus

2018-19



Eastburn

Junior and Infant School

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Welcome

On behalf of the staff and Governing Body at Eastburn Junior and Infant School, I would like to extend a warm welcome to you and your child.

At Eastburn, we aim to create a nurturing environment where every single child becomes a powerful learner. We want our pupils to develop resilience, seize opportunities and enjoy new challenges so that they can achieve the highest outcomes.

Mrs Jo Waterhouse
Headteacher



Contact Details

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Website: www.eastburn.bradford.sch.uk

Headteacher: Mrs Jo Waterhouse

Deputy Headteacher: Mr David Wilson

School Business Manager: Mrs Heather Toner

Office Administrator: Mrs Chloe Spence

Please contact school through the main office email address, your enquiry will then be forwarded to the appropriate member of staff.

General Information

School Hours

08:50 am – 12:00 pm

1:00 pm – 3:30 pm (Reception Class finish at 3:20 pm)

Access to School

Eastburn is located at the end of Green Close. The carpark can be accessed by turning on to Green Lane from the Main Road in Eastburn; then turning left on to Green Close. Although pedestrian access is permitted through the Mill Yard, we ask that parents and visitors do not park in this area as it is private land which is not owned by the school.

Children enter the school playground from 8.50 am and come straight in to the building through either the main entrance (Reception and Key Stage 1) or the middle doors (Key Stage 2).

Children should arrive at school no later than 9:00am.

At the end of the day, parents and carers pick up their children from the main playground. Please be aware that the school will only release your child to one of the named adults on your child's admissions form. Please notify the school office if another adult, who is not already registered on the admissions form, will be collecting your child.

Attendance

It is essential that children attend school regularly in order to achieve well at school. The school is required to monitor children's attendance. Attendance below 96% is considered unsatisfactory.

Bradford Local Authority Guidance and the amendment to The Education Regulations 2013, state that Headteachers may now only grant leave in term time where the circumstances are exceptional. Parents who have exceptional circumstances, which lead them to request leave in term time for their child, should complete a leave of absence form and submit it to the Headteacher.

If your child has a minor illness e.g. mild headache, cold or stomach ache please bring them into school and inform their class teacher. If your child is unable to learn or their health/wellbeing deteriorates, we will contact you to collect your child.

If your child is not well enough to attend school, please contact the school office by telephone on the first day of the absence.

We ask that parents avoid arranging medical and dental appointments in school time.

School Dinners

School meals are provided by Facilities Management and prepared on the premises. Our Catering Manager operates a healthy options menu that is published in advance. Children wishing to have a school dinner are able to choose which option they would like from the menu each morning. Many parents use the menu to help their child select what they would like for lunch before they arrive at school. Alternatively, parents are able to provide a packed lunch. We offer a flexible system where children can pick and choose between either a school dinner or a packed lunch on a daily basis. Our catering staff are able to cater for a range of dietary needs and get to know the children's preferences quickly.

At present, all children in Reception, Year 1 and Year 2 receive a free school meal.

Children in Years 3, 4, 5 and 6 must pay for a school meal. The price is £1.70 per day and includes a main meal and a dessert.

Payment for school dinners can be made through Parentpay. The school office will provide parents with log-in details so that you can access your Parentpay account.

If your joint family income is less than £16,190 per year, or if you are in receipt of certain benefits, your child is entitled to a 'free school meal' (regardless of their age) as well as a number of additional benefits. Please see the 'Financial Support' section below for further information.

Packed Lunch

Children are welcome to bring a packed lunch but must not bring fizzy drinks, sweets or products containing nuts (including Nutella).

Morning Snack

Children in Reception, Years 1 and 2 are provided with a fruit or vegetable snack at morning playtime. This is through the National Fruit and Vegetable Scheme and there is no charge.

Children in Years 3, 4, 5 and 6 may purchase a healthy snack at morning playtime. Children may choose from a selection of toast, fruit or fruit juice. A snack is charged at 20p per day.

School Milk

Milk is free for children in Reception Class until the term before in which they turn five.

If you would like your child to have milk after their fifth birthday, please visit www.schoolmilkuk.co.uk for further information about how to order milk for your child.

Water Bottles

Children are encouraged to bring in a clearly named water bottle which should be taken home to be washed on a daily basis. The bottle should only contain water, fruit juice is not permitted.

Personal Belongings

We actively encourage children to take responsibility for their own belongings whilst at school. Children are expected to hang their coat and PE bag on their peg. We ask that all items of clothing, including PE kits, are clearly labelled with your child's name. Please ensure that your child's coat has a loop to enable it to be hung up in the cloakroom. Unnamed lost property is kept in school for a half-term period before it is recycled. Please ask at the school office for lost property.

Mobile Phones

Children are not permitted to bring mobile phones (or other devices which are capable of taking photos) in to school.

Medicines in School

We ask that parents administer medication before or after school if at all possible. School staff are unable to administer over the counter medication but may administer prescription medicines if necessary. This will only be done in accordance with the school policy.

The school office must be notified of any medication which is brought in to school, including inhalers. All medicines must be handed in to the school office in order that they can be stored safely. Children must not carry medicines in school.

Prescription medications must be brought in to school in the original packaging with a prescription label stating the child's details, current date and recommended dosage.

Parents must complete, sign and date a parental consent form to allow a member of staff to administer medication in school. For children with longer term medical needs, a care plan will be drawn up.

Financial Support

If you are in receipt of one of the benefits listed below, your child is eligible for free school meals whatever their year group. Even if your child is in Reception, Year 1 or Year 2 (and therefore receiving a free school lunch automatically) it is worth registering him/her for free school meals, because we provide additional benefits for all children who register. The benefits include free school uniform (Sweatshirt or cardigan), free educational visits (including residentials) and help towards the cost of music lessons provided by the local authority.

In addition, for each child registered for free school meals, the school receives a pupil premium of £1,300 per year. This money is to help your child achieve their best at school.

You can apply for free school meals if you receive any of the following:

- Income Support
- Income Based Jobseekers Allowance
- Income Related Employment and Support Allowance
- Child Tax Credit with an annual income of less than £16,190, provided they are not receiving Working Tax Credit
- the 'Guaranteed' element of the State Pension Credit
- support under Part VI of the Immigration and Asylum Act 1999 (you will need to apply directly to the school not Bradford Council)
- Working Tax Credit run-on (paid for 4 weeks after you stop qualifying for Working Tax Credit)
- Universal Credit

Parents who think they may be eligible should complete the online application form at: <https://www.bradford.gov.uk/benefits/applying-for-benefits/free-school-meals>. If you have any questions about the financial support available for your child or you would like support to complete an application, please do not hesitate to contact the school office or Mrs Gornall (Pastoral Manager).

Before and After School Club

Our Before and After School Club is designed to support working parents by providing wraparound childcare and to provide a safe, inclusive, fun and caring environment in which children can play out of school hours.

Charges and Opening Times:

Session		Cost
Before School	7.45 - 9.00am	£4.60
After School Half Session	3.30 - 4.45pm	£4.60
After School Full Session	3.30 - 6.00pm	£9.20

What we offer parents:

We have recently had a significant investment in our Before and After School Club facilities and resources and offer a range of fun and engaging activities for children as well as the opportunity to relax and play with friends.

Many of the staff who work in our Before and After School Club also work in school throughout the day; this means that they are well trained to support the children and get to know them well. All of our staff have up to date First Aid, Food Hygiene and Safeguarding training.

We provide children attending the Before School Club with breakfast (cereal or toast) and those attending the After School session with a snack (pasta, panini, pizzas, beans on toast, crumpets and fruit or yoghurt). Many of our working parents find that this takes the pressure off the beginning and end of the day.

We offer a very flexible service with parents able to book exactly which sessions they need online. In this way, parents only have to pay for the sessions they need. We are also often able to take last minute bookings should your child care needs change unexpectedly. Parents are able to pay using the Childcare Voucher scheme.

If you would like your child to attend the Before or After School Club, please register your child by completing the enclosed contract. A member of office staff will then contact you with information about how to book and pay for sessions.

School Uniform

It is our school policy that all children wear school uniform when attending school or when participating in organised school events. We ask parents to ensure that their child has the correct school uniform and that it is clean and in good repair. It is very important that all items of clothing are clearly named.

The only item the school requires to bear the school logo is the sweatshirt or cardigan. Other items of uniform are available with the logo but they may also be purchased from high street retailers without the logo e.g. plain white polo shirts.

Below is the list of Eastburn School Uniform your child is expected to wear.

School Uniform
White polo shirt Grey or black trousers, shorts, skirt or pinafore Blue check summer dress Blue sweatshirt/cardigan with school logo Grey/white socks or tights Plain black shoes or smart black trainers Blue Eastburn Book Bag
PE Kit
Plain white t-shirt Grey/black shorts or leggings Grey/black tracksuit bottoms and sweatshirt/hoodie (for Outdoor PE) Black pumps or trainers Drawstring PE bag (Please note that due to limited space in cloakrooms, children are not permitted to bring rucksacks/backpacks to school).

It is not appropriate for children to wear jewellery at school, except when plain gold ear studs or sleepers need to be worn. Watches may be worn but school is unable to take responsibility for their loss or damage.

The uniform is available from the following suppliers who supply logo and non-logo items of uniform. You may of course purchase non-logo items of uniform such as polo shirts, trousers and skirts from any high street retailer.

Andrew Firth: 5-7 Low Street, Keighley

MC Sports: 15-17 Sackville Street, Skipton

Tesco: <https://www.tesco.com/direct/eastburn-junior-and-infant-school/12855.school>

Order through school via www.schoolgateway.com – see separate letter for price list

Parents with children who are eligible for 'Free School Meals', should contact the school office to order their free school sweatshirt/cardigan.

Pastoral Care

At Eastburn Junior and Infant School we work hard to create an ethos of trust, support and mutual respect. We want our children to learn in an environment where they feel safe and secure, and are free to be themselves. We regard the welfare of each and every child to be the responsibility of every adult within school.

Our Pastoral Manager, Mrs Hilary Gornall is responsible for supporting individual children and families, and resolving any difficulties which may be hindering your child's progress. Mrs Gornall provides social, emotional or behavioural support for children and families experiencing difficulties as well as parenting advice and support.

Mrs Gornall and Mrs Fowler are our Children's Mental Health Champions and as such are trained to offer further support and advice to children and families who are dealing with mental health issues.

Child Protection and Safeguarding

As a school we are committed to safeguarding and promoting the wellbeing of all of our pupils. Our children have the right to protection, regardless of age, gender, race, religion, culture, sexual orientation or disability. Every child has the right to be safe at school.

At Eastburn Junior and Infant School we aim to create a culture of mutual respect between pupils, parents and staff. We provide opportunities to enable our children to take responsibility for their own actions and to make decisions for themselves.

Our teaching of Personal, Social and Health Education and Citizenship, as part of the National Curriculum, helps our children develop positive attitudes and makes them aware of the impact of their actions on others. We also teach children how to recognise risks in different situations and how to behave in response to them.

Behaviour and Discipline Policy

Eastburn Junior and Infant School has a clear Behaviour and Discipline Policy. Within this policy we have a set of expectations which we ask everyone in the school community; children, staff and parents to adhere to.

They are as follows:

We listen when other people are speaking.

We follow reasonable instructions.

We are kind, considerate and respectful.

We are honest and polite.

We look after equipment and belongings.

We are gentle and safe.

We do our best.

At Eastburn Junior and Infant School we build our ethos around reward and celebration for effort and improvement rather than outcome. Every child and member of staff in school belongs to one of four houses: Bronte, Hoyle, Hockney or Titus.

We recognise children's efforts and improvements through a number of whole school reward systems:

- Children are awarded house points for stretching their 'learning muscles'. Children collect house points from a senior member of staff who praises their effort or improvement. The children are highly motivated to earn house points and work towards winning the house cup at the end of each half-term.
- A child from each class is nominated as the 'Powerful Learner of the Week' and awarded a certificate in celebration assembly. Parents are invited to attend this assembly to join us in celebrating their child's achievements.
- Postcards are sent home to acknowledge children who demonstrate exceptional effort or to recognise acts of kindness.

Consequences

We have also agreed a whole school approach to sanctions to ensure that staff are consistent and fair in responding to any instance of inappropriate behaviour.

Consequences will take into account the needs of the individual pupil as well as the needs of the wider school community and are designed to be reasonable and proportionate.

- Children will be given up to two verbal reminders regarding inappropriate behaviour, making reference to the school's expectations. On being given a third warning, the child will be sent to work in a different class for ten minutes and their name recorded.
- Repeated incidents of disruptive or inappropriate behaviour will result in a child's parents/carers being contacted by the class teacher to arrange a meeting. The focus of this meeting will be to discuss the behaviour with parents, share concerns and develop a way forward for the future.
- Any further misbehaviour will be treated as a serious incident in school and will be dealt with according to the Behaviour and Discipline Policy.

The school aims to develop a close working partnership with children, parents and families to ensure that any incidents of inappropriate behaviour are addressed quickly.

Bullying:

Bullying is defined as deliberately hurtful behaviour, repeated over a period of time, where it is difficult for those being bullied to defend themselves.

This includes:

- physical (threatening behaviour, pushing, hitting, kicking, theft)
- verbal (name calling, negative comments, racist or homophobic remarks)
- indirect (spreading rumours, excluding someone from the group, cyber bullying)

Bullying of any kind is not tolerated in school.

Children are encouraged to '**stand up and speak out**' if they feel hurt, upset or bullied in any way. If children are aware of a bullying situation involving another child, we expect them to take action by speaking to an adult on the child's behalf.

Staff at Eastburn take incidents of bullying very seriously and spend time with all of the children involved to resolve the situation. All incidents of bullying are logged and followed up by a member of the Senior Leadership Team.

Home-School Partnership

Each year, we ask that children, parents and teachers sign a Home-School Agreement. The agreement outlines what is expected of children, what is required of parents as well as what parents can expect from school. As part of this agreement, parents are expected to actively support their child's education at home, including reading with their child on daily basis and helping them to learn basic number facts and spellings.

In addition, we work with parents to ensure that children gradually develop greater levels of independence and the life skills necessary to grow in to responsible adults. It is essential that parents ensure that their child can manage their own personal hygiene after using the toilet and dress and undress independently, before they start school. During Reception class, we encourage children to take responsibility for their own belongings and to pack/unpack and carry their own book bag.

Parents Consultations Evenings

There are three Parents Consultation Evenings each the academic year. At the first, your child's class teacher will discuss how your child has settled in to his/her class including their attitude towards learning. The subsequent Consultation Evenings provide an opportunity to discuss their academic progress, including next steps and the chance to look at your child's books.

A written report is sent home to parents at the end of each academic year. This gives you a summary of your child's progress against national Age Related Expectations and describes the next steps in their learning.

Curriculum

At Eastburn we aim to create a nurturing environment where every child becomes a powerful learner. We want our pupils to develop resilience, seize opportunities and enjoy new challenges so that they can achieve the highest outcomes. We follow the National Curriculum to provide children with a rich syllabus and a wide range of experiences, which match their learning needs and interests.

Building Learning Power

We believe in 'Nurturing Powerful Learners'. As our children progress through school and into adult-life, they will face an ever-increasing number of challenges in the modern day world. At Eastburn Junior and Infant School we feel it is important to prepare our children for these challenges, by ensuring that they are not only literate and numerate, but that they have the necessary learning skills to succeed. To do this, we focus on stretching key 'learning muscles' such as building perseverance, being able to make links and working collaboratively. These muscles are not only useful in school, but are life-long learning skills which will enable children to be successful in the wider world.

Early Years Curriculum

Children in Reception Class follow the Early Years Foundation Stage Curriculum which includes the following areas of learning:

- Communication and language;
- Physical development;
- Personal, social and emotional development;
- Literacy;
- Mathematics;
- Understanding the world and
- Expressive Arts and Design.

An integral part of the Foundation Stage Curriculum is looking at how children learn and the characteristics of their learning. This supports our whole school initiative of 'Nurturing Powerful Learners'.

At the end of the EYFS, children are assessed using the Early Years Foundation Stage Profile. The EYFS Profile assesses against the seven areas of learning, broken down into seventeen learning goals. Learners work towards the Early Learning Goals throughout the year with the EYFS framework providing guidelines to inform planning and learning. Assessment data is submitted to the Local Authority at the end of Summer Term.

Religious Education

At Eastburn, Religious Education is taught in accordance with the Bradford Agreed Syllabus for Religious Education. An introduction is provided to the traditions and beliefs of the Christian faith as well as building an awareness of the other faiths and cultures which enrich our community. Parents wishing to exercise their right to withdraw their child from collective worship and/or religious education are invited to discuss the matter with the Headteacher.

Sex Education

The school has an agreed policy for Sex Education which parents are welcome to view (copies are available from the school office). The Governors believe that our school has the responsibility to meet the educational needs of all pupils. All pupils have the right to know how to develop healthy life styles and

have the right to know what physical changes will take place within their bodies and how these changes may affect their development and attitudes. The Governors have ensured that the policy for the teaching of Sex Education is age appropriate, giving due regard to moral considerations. Parents wishing to exercise their right to withdraw their child from Sex Education are invited to discuss the matter with the Headteacher.

Accessibility

Eastburn Junior and Infant School is fully accessible to all. The school has an action plan to ensure that Governors actively consider the needs of people with disabilities in all areas of school life in accordance with the Disability Discriminatory Act (2001).

Community Involvement in School

Coffee Afternoons

Mrs Hilary Gornall (Pastoral Manager) provides an open coffee afternoon for parents every Friday afternoon in the Qube. Parents are welcome to drop in for a chat or discuss any questions or concerns.

Friends of Eastburn School

The school has an active Parent Teacher Association (PTA) which organise fund raising and social events that enhance the school and help foster links with the local community. Fund raising is targeted at projects that will support and improve the learning environment for the children. Friends hold a number of events throughout the year, such as Christmas and summer fairs, cake sales and sponsored events. Friends are a friendly and open group who welcome new members.

Governing Body

The Governing Body is made of up parents, staff and members of the local community who work together to provide strategic leadership for the school.

The Governing Body has three key functions:

- Overseeing the financial performance of the school and making sure its money is well spent.
- Holding the Headteacher to account for the educational performance of the school and its pupils.
- Ensuring clarity of vision, ethos and strategic direction.

If you would like to be involved in the school's governing body, or know of someone within the local community who might be interested in this role, please contact the school office for more information.

School Policy Documents

Parents are welcome to view the school's policy documents which are available to download from the school website.

Charges and Remissions

Whilst recognising the contribution that a wide range of activities and learning experiences make to the education of the children at Eastburn, the Governing Body, through the Headteacher, reserves the right to invite parents to make voluntary contributions towards the cost of any school activity in which the children may be asked to take part and which might incur costs to the school. If there are insufficient contributions the activities may not be able to take place.

It is also the policy of the Governing Body to remit the charges of certain activities, the circumstances of which are described in the Charging and Remissions Policy.

Complaints Procedures

A copy of the full Complaints Procedure is available from the school office.

Stage 1 - Parents should discuss any concerns with the appropriate member of staff e.g. the Class Teacher. In most cases parents' concerns are resolved at this stage.

Stage 2 - For serious matters or where the issue cannot be resolved at Stage 1, the issue should be referred to the Headteacher. The Headteacher will make a full response within ten working days.

Stage 3 – If the matter has still not been resolved at Stage 2, then the Headteacher will pass the matter for consideration to a panel of the Governing Body. The clerk will convene a panel of usually three governors. If at all possible, the hearing will take place within ten school working days of the receipt of the written request for a Stage 3 investigation. The aim of the hearing is to impartially resolve the complaint and to achieve reconciliation between the school and the complainant. All parties will be notified of the panel's decision in writing within five school working days after the date of the hearing.

Further Information

The school website contains lots of useful and up to date information for parents. Should you have any further questions, please do not hesitate to contact the school office on: 01535 653293.