



PARENT INFORMATION

2018 - 2019



The school is an outstanding county primary co-educational day school catering for children in the age range 4-11 years
The school is organised into a class per year group (Reception – Year 6)

Head Teacher - Miss R C Kelly
Deputy Head Teacher – Mrs E Barker
Chair of Governors – Mr A Hogley

School Street, Netherthong, Holmfirth, HD9 3EB
01484 681950
office@netherthongprimary.co.uk
<http://www.netherthongprimary.co.uk>

Dear Parents and Carers,

In this booklet we aim to give you as much information as we can about our school. We trust it will be helpful for finding out about the people who are connected with us in many different ways, about how the school is organised and about what happens to your child when they come to school each day.

We want your child to feel happy and secure and we will endeavour to provide an attractive and stimulating environment which will help your child to learn to the best of his/her ability. We will provide for a rich, vibrant, broad, and balanced curriculum so your child can learn knowledge, skills and ideas and acquire positive attitudes to learning in all areas of the curriculum, while surrounded by care and attention, discipline and happy relationships. We have high expectations of our pupils in all aspects of school life and in all areas of their individual development.

We are a school with strong community links, serving the village of Netherthong, and pupils are encouraged to explore the local environment as part of their learning process. We maintain a happy atmosphere, a place where children will want to come, where friends are made, learning is enjoyed and high standards are set. This is as a partnership between school, parents and pupils and for this reason we hope you will support us and visit us frequently. Though we are a non-denominational school we have a strong relationship with the local church. The school is used in the evenings by various groups.

We would like to send your child home looking forward to the next day with enthusiasm and anticipation, sensing the fun, excitement and joy of new goals to be achieved, new things to be learnt and new friends to be made.

Yours sincerely,

Miss R C Kelly
Head Teacher



Netherthong Primary School

Vision and Aims

Our Vision

Nurture

We believe that working in partnership with parents, carers, governors and the community, we offer a learning community, where we strive for quality, enjoyment and success for all, by fostering enquiring minds in a stimulating, caring environment, where everyone is valued.

Progress

We encourage the development of mutual respect and tolerance within a happy, hard-working atmosphere. We prepare pupils for challenges, opportunities and responsibilities for life.

Succeed

Our intention is for all pupils to achieve their full potential – we strive for excellence. We recognise and are constantly aware of the needs of each individual.

Aims:-

- **To help children develop self- respect and respect of society's shared values.**
- **To develop the whole child, recognizing and valuing their individuality.**
- **To have fun, encourage a sense of humour and engender a lifelong love of learning.**
- **To help pupils develop independence and confidence to meet opportunities, responsibilities and experience of their future lives.**
- **To contribute to the individual pupils' understanding of themselves society and the diverse world they live in within the context of our British Values**
- **To encourage value and respect for the environment both globally and locally and to appreciate our privileged opportunity to utilize our special surroundings for learning and enjoyment.**
- **To nurture high self- esteem in a culture that celebrates self- worth so that pupils are able to make positive, well informed decisions about all aspects of their lives.**
- **To help pupils to understand that they will always have more to learn, that they can always learn from others and that others can learn from them.**
- **To ensure all pupils know how to keep themselves safe and secure.**
- **To encourage children to be resilient.**

PEOPLE YOU WILL MEET IN SCHOOL

Staff

Miss R C Kelly	Head Teacher
Mrs E Barker	Deputy Head Teacher, Senco
Mr M Clayton	KS2 Teacher
Miss N Hemingway	KS1 Teacher
Mr G Hobson	KS1 Teacher
Mr L Kershaw	KS2 Teacher
Mrs S Kendal	P/T KS2 Teacher
Mrs E Matthews	KS2 Teacher
Mrs E Oddy	Reception Class Teacher
Ms Z Watkins	P/T KS1/2 Teacher
Mrs J Hemingway	Nursery Nurse
Mrs A Lindley	Higher Level Teaching Assistant and Learning Mentor
Mrs J Scott	Educational Teaching Assistant
Mrs A Johnson	Educational Teaching Assistant
Mrs K Greenwell	Educational Teaching Assistant
Mrs L Cooper	Educational Teaching Assistant
Mrs J Pearce	Educational Teaching Assistant
Miss S Kewley	Educational Teaching Assistant
Mrs M Wilson	Educational Teaching Assistant
Mrs J Moran	School Business Manager
Mrs E Roberts	Business Support Officer
Mr M Ardley	Caretaker/Cleaner
Mrs J Cottey	Cleaner
Mr A Lowe	Catering Manager
Mrs M Wilson	Senior Lunchtime Supervisor
Mrs D Meadows	Lunchtime Supervisor
Ms R Parker	Lunchtime Supervisor
Ms K Begum	Lunchtime Supervisor
Miss S Kewley	Lunchtime Supervisor
Ms L Nuttall	Lunchtime Supervisor
Ms L Morton	Lunchtime Supervisor

Governors

Mr A Hogley	Chair of Governors 01.07.18 - 30.06.22
Miss E Spragg	Parent Governor 05.11.18 – 04.11.22
Mrs K Flynn	Parent Governor 16.10.15 – 15.10.19
Mrs J Palmer	Co-opted Governor 17.07.15 – 16.07.19
Mr G Keighley	Co-opted Governor 21.07.15 – 20.07.19
Mrs C Helm	Co-opted Governor 29.09.16 – 28.09.20
Mrs C Wood	Co-opted Governor 19.07.18 – 18.07.22
Mrs A Lindley	Staff Governor 01.07.14 – 30.06.18
Mrs E Barker	Teacher Governor 08.01.16 – 07.01.20
Miss R C Kelly	Head Teacher 01.09.15
Mrs D Kaye	Co-opted Governor 13.07.17 – 12.07.21

STARTING SCHOOL

Admission to school – Reception Class (COMPULSORY. Full time, age 4-5)

Due to a single point of entry, all children turning 5 within the academic year may start Reception class in the September.

Date of 5th Birthday (inclusive)

1st September 2019 – 31st August 2020

Term of Admission (Full time)

Autumn (September 2019)

The deadline for applications for Reception class is normally towards the end of the year prior to children starting school the following September. Parents/carers should complete the online form at www.kirklees.gov.uk/admissions. The LA notifies parents of their child's allocated school place in the spring prior to children starting full time school in the September. Letters inviting the children to visit the school are sent prior to entry. All parents are invited to a meeting with the Head Teacher where information regarding the transition to school will be discussed.

Maximum class numbers

CLASS (PAN)	KEY STAGE	AGE	Published Admissions Number
Reception	-	4-5	30
Year 1	1	5-6	30
Year 2	1	6-7	30
Year 3	2	7-8	32
Year 4	2	8-9	32
Year 5	2	9-10	32
Year 6	2	10-11	32

Moving on...

At the age of eleven, pupils who are resident within the school's priority admission area normally transfer to Holmfirth High School, with whom our school has strong partnership links, known as The Holmfirth Family of Schools. Attending Netherthong Primary School does not guarantee a place at Holmfirth High School.

In Year Admissions

Parents who wish to send their children to Netherthong Primary School are required to complete a Kirklees In-Year Common Application Form (ICAF). The completed ICAF should be returned directly to school. The ICAF and guidance notes can be collected from schools in Kirklees and can also be downloaded from the Kirklees Council website, www.kirklees.gov.uk/admissions. Prospective parents/pupils are welcome to visit the school beforehand – please phone to arrange an appointment with the Head Teacher.

Admissions criteria

If there are fewer applicants than there are places available, everyone who applies will be offered a place. When there are more applicants than there are places available there has to be a way of deciding which children are offered places. This is done by having admission criteria which are considered in order. These criteria can also be called oversubscription criteria. In Kirklees the admission criteria are:

Priority 1: Children in public care (looked after children) or children who were previously looked after

Priority 2: Children who live in the school's Priority Admission Area (PAA) who have a brother or sister attending from the same address at the date of admission (the sibling rule)

Priority 3: Children who live in the school's PAA

Priority 4: Children who live outside the schools' PAA who have a brother or sister attending from the same address at the date of admission (the sibling rule)

Priority 5: Children who live outside the school's PAA

Kirklees Council makes the admission policy and deals with all school admission queries, applications and appeals from Reception Class upwards. Key dates, further details of Kirklees admissions criteria and a link to the online application form can be found on their website. A primary school guide for parents is also available:

www.kirklees.gov.uk/admissions

Should you have any queries or wish to request a paper application form/primary school guide, the admissions department can be contacted on: 01484 225007 or by email: pupiladmissions@kirklees.gov.uk.

GENERAL INFORMATION

THE SCHOOL DAY

A member of staff is on duty at 8.45 a.m. in the playground - pupils should not come to school before 8.45 am.

	<u>Key Stage 1& 2</u>	<u>Reception</u>
Doors Open	8.50	8.50
Registers	8.55	8.55
School Starts	9.00	9.00
Morning Session 1	9.00 – 10.25	9.00 – 10.25
Assembly/Hymn Practice	10.25 – 10.40	10.25 – 10.40
Morning Break	10.40 – 10.55	10.40 – 10.55
Morning Session 2	10.55 – 12.00	10.55 – 12.00
Lunch Break	12.00 – 1.00	12.00 – 1.00
Afternoon Session 1	1.00 – 2.00	1.00 – 2.20
Afternoon Break	2.15 – 2.30 (KS1 only)	2.15 – 2.30
Afternoon Session 2	2.10 – 3.15	2.40 – 3.15
School ends	3.15	3.15

Registers will remain open until 9.05 am and 1.05 pm; if a pupil arrives after this time it will be classed as late and an emergency telephone call will be made to ensure your child is safe.

Parents/Carers should drop off/pick up children outside their classroom but are politely asked not to enter the classroom. All Parents/Carers/Visitors should enter via reception and be signed in. If a parent/carer is running late to pick up their child, please endeavour to inform the school at the earliest opportunity, so that we can pass the message on and keep your child safe until you arrive.

ATTENDANCE

It is important that pupils attend the school regularly to provide continuity and progression in their work. Pupils are expected to be punctual for the start of the school day to help them develop good work habits and life skills. It is not expected that pupils will be taken out of school during term time for holidays.

Changes have recently been announced in relation to regulations around term time holidays. The new regulations stipulate that Head Teachers may NOT authorise any leave of absence during term time, unless there are 'exceptional circumstances'. These changes came into effect from September 2013. Please give very careful consideration to any holidays booked during term time from the next academic year – these will be recorded as unauthorised absences except in the event of 'exceptional circumstances'. Further information can be obtained from www.education.gov.uk/schools/pupilsupport

ABSENCE

On each day of an absence please ensure that the office is informed by **9.15am** either by letter, email or telephone (leaving a message on our absence option if your call cannot be taken). If your child has not registered by 9.15am the school office will make an emergency telephone call to make sure your child is safe. When your child has to visit the doctor, dentist etc during school hours please inform the school beforehand and sign him/her out of the building and in on their return. Children cannot be dismissed to meet a parent at a

predetermined place.

CLOTHING & BELONGINGS

We have a school uniform, which we expect our pupils to wear. This helps develop a sense of belonging and ownership, so that pupils feel they belong to *our Special Netherthong Team*. All clothing/belongings should be labelled with the child's name. Uniform items (and other accessories) with the school logo on can be purchased from; Tesco online: <http://www.schooloffice.co.uk/107660> and also Term Time Wear, 5 St John's Road, Huddersfield, HD1 5AY. Tel: 01484 453534.

UNIFORM

Red sweatshirt/cardigan – with or without school logo

White/black polo shirt – with or without school logo OR Plain white blouse/shirt

Plain grey pinafore dress/skirt

Plain grey trousers/tailored knee length shorts – NOT sportswear/jeans/cords

Plain white/grey/black socks (or tights in winter - NOT leggings)

Red gingham dress is optional for girls from Easter – October Half Term

Sensible black school shoes – NOT trainers and must have low heel for safety

Red book bag – with or without school logo



PE KIT

Red round neck t-shirt – **with** school logo

Black shorts

Black jogging/tracksuit bottoms for colder weather (can be worn with school sweater)

Trainers/black pumps

Red drawstring PE Bag (to fit on peg underneath coat!) – **with** school logo

Y4 pupils need a swimsuit and red swim hat for their weekly lesson

Pupils **MUST** wear safe and suitable clothing and footwear for PE and ensure their PE bag is kept in school all week (please take home and wash clothing over a weekend when necessary).

Each child should also have a water bottle in school at all times. Pupils can top up their water using the machine in the Y5/6 shared area, or in the Reception class area downstairs.



PERSONAL APPEARANCE

- Children should not wear jewellery other than watches and earrings (studs/plain earrings and one per ear). These are the child's responsibility if he/she chooses to wear them. All earrings should be removed or covered for Physical Education and removed for swimming.
- Nail varnish or make-up should not be worn in school.
- For hygiene reasons, all pupils with long hair should wear it neatly tied back
- Valuables should not be brought to school
- Children should not bring toys to school i.e. furry animals, plastic figures and cars UNLESS requested. E.g. For 'show and tell', when a 'show and tell' ticket will be issued home
- Children should not bring mobile telephones to school. If they require one for a special reason, the child must leave the telephone in the office. Messages can be passed to pupils via the school office on 681950.
- During hot weather please apply all day suncream to your child and send them in a sunhat. School staff will not apply suncream to your child.
- During cold weather please ensure your child is wearing appropriate clothing – thick waterproof coat, hat/scarf/gloves etc. During snow and extreme wet weather, pupils are asked to come in outdoor shoes such as wellies, and change into their school shoes when indoors

INSTRUMENTAL TUITION

Teachers from Musica give tuition to the children on a weekly basis. Parents wishing their child to commence learning an instrument should contact Musica directly at www.musicakirklees.org or 01484 426426

SCHOOL MEALS, SNACKS AND MILK

From September 2014, all children in Reception and Key Stage 1 (Reception, year 1 and year 2) are universally entitled to free school meals (UFSM). This entitlement stops at the end of year 2.

From September 2018, a school meal can be bought for £2.20 a day (subject to alteration) = £11 a week. Dinner money should be paid for in advance on a Monday each week or you may pay for a half term in advance if you prefer. (Please refer to 'Paying for school dinners/milk etc' below).

KS2 pupils have the option of school dinners every day, or on a Wednesday only ('Wonderful Wednesday'), a Friday only ('Fantastic Friday'), or both a Wednesday and a Friday, with a packed lunch on the other days. KS1 pupils have the option of either school meals under the UIFSM scheme or packed lunches every day only. A packed lunch should be brought in a named bag/box together with a drink in an unbreakable container. **No fizzy drinks, sweets/chocolate or snacks containing nuts please.**

Any changes to a pupil's meal plan can only take place after a school holiday. Please complete a 'change to school meal plan' form and hand to the office prior to a school holiday for the change to take place after the holiday. The form can be downloaded from the virtual office on the school website, or a paper copy is available from the office.

Reception and Key Stage 1 children are all provided with fruit or vegetable snacks for break time. KS2 pupils may bring in a healthy snack to consume during morning break.

- A piece of fruit e.g. apple, banana, orange
- A piece of vegetable e.g. carrot, cucumber, pepper
- A box of dried fruit e.g. raisins, apricots, sultanas
- A piece of cheese e.g. cheese string, Babybel
- Breadsticks/plain crackers

All pupils can have milk every day and it should be ordered on a termly basis at www.schoolmilkuk.co.uk. Children eligible to means tested Free School Meals do not need to pay for milk – please advise the office if your child is eligible to Free School Meals and would like milk.

Information on any matters concerning financial help with school meals and milk may be obtained from the Attendance and Pupil Support Service on 221919.

PAYING FOR SCHOOL DINNERS/MILK ETC

We are a cashless office and use an online system called ParentPay to pay for school meals and other items. Parents/Carers wishing to continue to pay by cash may do so by obtaining a PayPoint card (for school dinners only) and make payments at local convenience stores. The nearest stores at present are the Londis shop in Netherthong and the Co-op in Holmfirth. Full details relating to ParentPay will be provided when your child joins us. School milk should be paid for at www.schoolmilkuk.co.uk

GENERAL HEALTH MATTERS

Please ensure that the school is made aware of your child's medical problems/allergies and that you update the school on any changes. If your child suffers from a severe allergy then we will need a copy of your child's care plan (this can be obtained from your GP). We will then ensure posters with details from the care plan are sensitively displayed in key areas of the

school.

MEDICINES AND ILLNESS

When your child is taking medicine for illness then he/she should be kept at home. **If a child has sickness/diarrhoea they MUST remain away from school for 48 hours after the last occurrence (and be eating again). This also applies to any other contagious condition where medical advice must be acted upon.** Medicine sent into school MUST be in a named bottle clearly labelled with the required dose with the original doctor's label. These must be taken to the office where it will be entered into the medicine book. Parents/carers will need to complete a medication consent form (available from the office or download from our website) before any medication can be administered. Whilst the School will endeavour to carry out parents' instructions, it is possible for events of a busy school day to preclude any guarantees being given.

EMERGENCIES

Should a pupil fall ill or have an accident during the school day, our staff will take all possible steps to contact you immediately. It is essential that a pupil's emergency contact details are kept up to date for such instances. The first priority will be to arrange treatment for your child and it may be necessary for a member of staff to accompany your child to hospital if you cannot be reached straight away.

COMMUNICATION

We have an open door policy. Teachers are available on most occasions at the end of the school day to discuss any concerns. On occasions the teacher is not available, please contact the office to arrange an appointment. Class teachers should always be the first port of call. However, should you have a concern you feel needs escalation, please do not hesitate to phone and make an appointment to see the Head Teacher or Deputy Head Teacher.

Our website holds a host of information and is constantly kept up to date – we would encourage you to visit this regularly.

A fortnightly newsletter is published on a Wednesday informing parents of school activities, events, and news. Community associations also contribute details of events. The newsletter is sent via the School Jotter app and can also be viewed on our website. It is also displayed on the school notice board. **It is very important that you read each Newsletter to keep up with events in school.**

Reminders will be issued each week to pupils whose dinner money account has gone into debit, with details of what is due. Wherever possible we aim to distribute other letters/leaflets via email. There are occasions when we are unable to do this, so please check your child's book bag regularly. Pupils should bring any slips/letters to Head Teacher etc into the classroom and place them in the class wallet. The class representative will then take the wallet up to the office after registration. This helps to reduce congestion near the office in a morning.

AFTER SCHOOL ACTIVITIES

Various activities are offered out of regular session times. There is an up to date timetable of clubs viewable on our website. Pupils receive a letter each half term giving every pupil the opportunity to apply for a place on clubs that may appeal.

NETHERTHONG PRESCHOOL & PLAYGROUP

The school has strong links with Preschool & Playgroup where their setting can be accessed by 3 and 4 year olds as part of the Nursery Education Funding Scheme. Netherthong Preschool & Playgroup are able to offer full day Early Years Provision to children following their 3rd birthday.

Netherthong Preschool & Playgroup meets in its building within the school grounds. Children can be registered for admission to start following their 2nd birthday by contacting the leaders at the Preschool & Playgroup on week days between 9.00am and 3.10pm. Telephone: 07808 005095 or e-mail netherthongplaygroup@hotmail.com.

NETHERTHONG WRAP AROUND CLUB

Netherthong Wrap Around Club is our Out of School Club, which operates from the secure and spacious school hall, offering quality childcare for children aged 3-11years from pre-school right through to class 6. Our breakfast club is open Monday to Friday from 7.45-8.55am and our after school club is open Monday to Thursday from 3.15-6pm and to 5.15pm on Fridays. For further details please click on the link on the school's website under "more" or contact Lorna on 07720 716108 or email wraparoundclub@tiscali.co.uk.

HOMEWORK

We expect pupils to work very hard during every lesson, to listen intently, to question, to reason, to reflect and to respond appropriately. It is this interaction with the teacher that helps to produce good progress in learning. We know that many parents share our view about the importance of developing 'the whole child' through extra curricular activities and out of school pursuits. We believe that it is important to ensure that any additional academic work from school should not prevent pupils from widening their interests in sport, music and clubs. However, regular, additional work at home can reinforce skills through short, regular 'bursts' of practice, usually with an adult. The length of time that children are expected to work at home increases as they get older:

Reception, Y1, Y2	around one hour each week (including reading books)
Y3, Y4	around one and a half hours each week
Y5, Y6	around two and a half hours each week

Key Stage 2 pupils have a homework diary/planner, in order that they can take ownership of their school work and to allow parents/pupils/Teachers an ongoing dialogue. A homework club also operates one lunchtime a week in school, with Teachers available to provide assistance. Parents are encouraged to contact school if they have any concerns or questions about the work given to be done at home either personally or by telephone.

PUPIL PROGRESS

Teachers complete a profile about pupils when they first start school. Ongoing assessment takes place throughout the year, with NFER testing taking place in the summer term each year. Y2 and Y6 SATs take place in the Summer Term. Parent evenings are held twice a year

to discuss progress and an end of year report is sent home in the summer term. In addition to an end of year report, Reception class parents receive their child's Foundation Stage Profile Record of Achievement.

For further curriculum information or to find out more about pupil progress, please contact the office to arrange a meeting with the Head Teacher.

OTHER INFORMATION

SPECIAL EDUCATIONAL NEEDS PUPILS

Many pupils have special educational needs due to learning difficulties at some stage in their school life and need special provision. These needs are found across the ability range and may only be temporary. We recognise the importance of early identification, assessment and provision for pupils who may have special educational needs.

Our Approach – the fundamental principles are:

- Pupils with special educational needs require the greatest possible access to a broad and balanced education, including the National Curriculum
- The school seeks to recognise and be aware of the needs of each individual child, according to ability and aptitude
- The school endeavours to identify and assess, as early as possible, all pupils with special educational needs
- Partnerships with parents is of vital importance and our parents are involved at each stage
- Where it is appropriate, in light of the pupil's age and understanding, we consider the wishes of the pupil
- A staged model of special educational needs is used in accordance with the SEND Code of Practice
- There is careful recording of pupils' special educational needs, targets set, action taken and the outcome
- As appropriate, outside specialists will be involved
- All members of staff are responsible for raising pupils' self esteem

This approach is effective in reducing pupils' difficulties and allowing them to take as full a part as possible in all areas of the curriculum and in extra curricular activities. Our policy emphasises that special needs pupils are equal and integral members of the school community. The attitude and acceptance of their peers is a key part of achieving successful inclusion and the children in school do show understanding and appreciation of the needs of other pupils.

The Special Needs & Disability Coordinator (SENDCO) works closely with the Head Teacher, Class Teacher, Educational Teaching Assistant and Learning Mentor who give additional help to pupils so that their educational plans (EPs) are covered. The SEND list is kept up to date and EPs are reviewed regularly. Please see the website for further details.

PUPILS WITH DISABILITIES

Netherthong Primary is an inclusive school where we strive to provide equal opportunities for all. This means we look at how children access the curriculum. We consider how information could be provided in alternative formats for disabled pupils/staff/visitors.

We also consider physical access in and around the school site. All staff and Governors are aware of their responsibilities. Although space restrictions prevent us from having a permanent 'Disabled Driver' parking space in the school car park, the school is happy to allocate an existing space for this purpose. Please contact the school office in advance to arrange this. We seek to ensure that disabled pupils are not treated less favourably and that reasonable adjustments will be made to avoid substantially disadvantaging them.

BEHAVIOUR AND DISCIPLINE

Pupils are expected to care for the internal and external environment and behave in ways that safeguard themselves and others. Pupils are expected to behave courteously and with respect to each other and to all adults. All cases of bullying and aggressive behaviour, either verbal or physical, are dealt with immediately. We have a clear anti-bullying and behaviour policy in school.

Every school needs to have some rules and to make sure that they are followed if children are to be safe and have good opportunities for learning. Our pupils help develop effective rules by annually designing their own class charters. All pupils follow the 4 'umbrella' rules. If these are broken then a pupil will lose a lunch or a break time.

- 1) We will only go inside at playtime if we have permission
- 2) We will make the right decisions on the playground
- 3) We will not hurt other people
- 4) We will always try to do as we are kindly asked
 - Pupils are expected to observe safe play rules in and around the school grounds at all times, including before and after the school day. Parents are asked to pay for any damage to the school building, fixtures/equipment that result from a pupil's misbehaviour. Payment for loss of school property/equipment is also expected.
 - Parents are asked to support the school's approach to Online Safety and not upload or post to the internet any pictures, video or text that could upset, offend or threaten the safety of any member of the school community or bring the school into disrepute.

WORKING ATMOSPHERE AND REWARDS

All children are encouraged to do their best, to share learning experiences together, to co-operate and negotiate, talk and discuss, think and reflect on experiences and opportunities available to them. We encourage our pupils to create a 'thinking' school that is based on a shared understanding of the best conditions we all need for learning. There are various awards/rewards in place for good behaviour and attainment, including:

- Weekly Netherthong Class Attendance Award
- Weekly Netherthong Class Tidy Cloakroom Award
- Weekly Merit Assemblies
- Half Termly CARE Awards
- Termly and annual 100% Attendance certificates

Pupils are awarded points throughout the term for good behaviour/attainment. Each class has its own class specific reward system in place.

PUPIL ROLES AROUND SCHOOL

Pupils from year 2 to year 6 have the opportunity to become elected for the school council each year (2 members per class). School Council members are involved in lots of important decisions that the school make and help by putting forward the ideas of other pupils in the school.

In Year 6, prefects are selected to take on a variety of duties throughout school.

- Setting up the media system for assembly
- Manning the doors during lunchtime (informing a member of staff in the event of someone arriving at the entrance)

Year 5 pupils are offered the opportunity of becoming a Playworker (creating games and setting up toys for the younger pupils). Pupils taking on these roles are chosen based on their maturity and sensibility.

ALL pupils in school are assigned a 'buddy' in a different year group, with children having the continuation of the same buddy from Reception to year 3. During this time they learn how to be a buddy, before taking on the role themselves from years 4-6. This has been very effective with ALL age groups, as they negotiate their way through the school, having expectations and behaviour modelled by older children, who thrive on the responsibility and trust shown in them.

PARENT VOICE

The group includes parents who represent all year groups, a parent governor and the Head/Deputy Head Teacher. The group meets every half term to discuss and provide solutions to issues that have been raised by parents, the school or the local community.

It is an opportunity for parents to work with school to allow it to provide the best possible education and experience for all children and the local community.

RELATIONSHIPS/PASTORAL CARE

Each child is valued as an individual and a unique person with talents and skills, views and attitudes. He/she is encouraged to work in harmony, given an understanding of fair play and justice and be given equal opportunities and access to all areas of learning and experience. Staff work together to provide a caring environment for your child. We offer a learning mentor service by qualified staff in order to support pupils and their families in any area where this may be required. Concerns may occur regarding social/friendship, welfare, work/homework or health related issues or worries. Easing or resolving problems (no matter how small), thereby making school life safe, happy, stress free and a positive experience is important.

SAFEGUARDING

All staff in schools and other educational establishments are bound by law to help protect children under the age of eighteen years from abuse. The school's designated senior person for safeguarding is the Head Teacher (Miss R Kelly) and in her absence Mrs A Lindley and Mrs E Barker. Each class teacher is responsible for the general welfare of his or her pupils and is the first point of contact for parents. Problems that persist, or are of a more serious nature, should be brought to the attention of the Head Teacher. Please do inform school of any medical problems your child may develop. If your child is ill or absent, please let us know as soon as possible, firstly by telephone and then formally by letter. We need to know beforehand if a child has to leave school early or have time off during the day for medical appointments. If children are ill at school then we will make them as comfortable as possible and contact you as soon as possible.

It is important that we are updated immediately if you should change address or telephone number in case your child is ill. We aim to work in partnership with you in promoting the well-being of your child. There may be times when we need to seek the advice and support of other agencies. We must consult you prior to this. However, should we be concerned about a child protection issue, we may be obliged to contact a Child Protection Officer without discussing this with you. We would then act in accordance with their advice. All staff and Governors are DBS cleared to work with children. Parents who volunteer in school and any visiting coaches/artists etc are also asked to provide DBS evidence. A central record of staff/volunteers is kept by the school and the Local Authority. Staff receive regular training in child protection.

Please see our Safeguarding Policy on our website for further information.

HELPERS IN SCHOOL

Parents/carers/grandparents are encouraged to help in school both in and out of the classroom in a variety of ways, however all helpers need an enhanced DBS certificate. Please contact the Head Teacher if you wish to help in school or on school trips.

PRIVACY NOTICE – DATA PROTECTION ACT 1988

Netherthong Primary School processes personal data about its pupils and is 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.

We hold this personal data and use it to support teaching and learning, monitor and report on their progress, provide appropriate pastoral care, and assess how well the school is doing.

This information includes contact details, national curriculum assessment results, attendance information and personal characteristics such as 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 requires it.

We are required by law to pass some information about you to the Local Authority (LA) 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 Head Teacher.

If you require more information about how Kirklees Council store and use this data, please go to the Kirklees Council website:

<http://www.kirklees.gov.uk/community/education-learning/PrivacyNotice-Additional.pdf>.

If you are unable to access these websites we can send you a copy of this information. If you would like to get in touch with either Kirklees Council and/or the Department for Education please contact:

- Information Access Officer
Email: data.protection@kirklees.gov.uk
Telephone: 01484 225985
- Public Communications Unit Department for Education
Sanctuary Buildings, Great Smith Street, London SW1P 3BT
email: <http://www.education.gov.uk/help/contactus>

COMPLAINTS AND COMPLIMENTS

Complaints and Compliments We welcome views from all of our parents/carers about all aspects of school life. We have an ‘open door’ policy which means that we are welcoming to parents/carers at any time. There is a suggestion box in the main entrance for parents/carers to use should they so wish.

If parents have a concern or complaint we have an agreed formal procedure, a full copy of which is available on the school website. First of all parents/carers discuss the issue with the class teacher. If the issue is unresolved speak to the Deputy Head. If parents are still unsatisfied the complaint should be discussed with and/or put in writing to the Head teacher. If the matter is still not resolved parents should then write to the Chair of the Governing Body, care of the school. As a last resort a formal complaint can be made to:- Kirklees Local Education Authority, Civic Centre 1, High Street, Huddersfield.

PARENT TEACHER ASSOCIATION

There is an active parent-teacher association holding regular social events and fund raising activities. The annual general meeting is held in September. The PTA is invaluable in raising money for our pupils and strengthening home/school links. All parents are welcome to join in PTA organisation and activities and should contact the office for details.

THE GOVERNING BODY

The School’s Governing Body is made up of local people, parents and staff who voluntarily give up their time to serve the community by working to ensure that our pupils receive the best possible education. Governors are like a Board of Directors who take a role in decision making on how the school is run. Governors meet half termly with sub-committee meetings

when needed. Details of our current Governing Body can be found on the school website.

SCHOOL SECURITY

The school has a video intercom system at the main entrance. There are crash bars on the inside of all other exit doors which cannot be opened from the outside during school hours. There is a gate to the Key Stage 1 playground which is only opened from 8.50am – 9.00am and at the end of the school day until 3.30pm. Visitors are asked to enter by the school reception, sign in and to wear a visitor badge. On those occasions when parents take their children out of school during session times, we monitor pupil numbers in school through the signing in and out book.

DRIVING AND PARKING ROUND SCHOOL

Please do not park in the school car park at the beginning and end of the school day as traffic entering the car park cuts across the main pathway that the children use. Please do not reverse into the main drive to turn round. A small child can easily be missed.

School Street is very narrow. If you pick your child up by car please park safely and be aware of pedestrians. Between 8.30 – 9.00 the *Drop and Go Zone* is intended for cars to just pull in to the marked area, stop long enough for the child(ren) to get out and then move off. Residents may be parked in this area, but it is not to be used for longer term parking for the school. It provides a place for dropping off the children near to the school and will be appropriate for certain parents. It should release longer term parking areas in the village for those who park for longer in order to bring their children into the school. It is not intended to be operational in the evening, but to help in a morning. Children do not always remember their road safety and in a morning and at the close of school the school entrance is very busy.

ONE WAY SYSTEM

Netherthong School has developed a voluntary one way system which we ask all parents to follow between 8.30am – 9.15am and 2.45pm – 3.30pm, to help reduce congestion, problems and stress around school. Routes are as detailed below:

From Moor Lane:

Turn left down Holmdale Crescent, bearing right on Denham Drive. Follow the hill down Dean Avenue. At the bottom, turn right into Miry Lane and then left into Giles Street.

From Deanbrook Road/Miry Lane:

Come up Giles Street

From Thong Lane:

Carry straight through Church Street to Moor Lane or New Road

From New Road:

Either go left down Moor Lane and follow the Holmdale Crescent Route (above) or right down Outlane.

Using Outlane can be quite tricky due to the narrow streets so it may be better where possible to use Holmdale Crescent as the roads are wider and the turning points are easier. There can also be congestion at this point when the shop is taking deliveries.

Please note: Thong Lane is two way until it turns into Church Street, which is 1 way.

APPENDIX 1 – No smoking policy

We embrace a ‘No Smoking Policy’ in our school environment and thank all visitors for supporting us.

APPENDIX 2 – Attendance Data 2017/2018 (source: Integris G2 & census submission)

Numbers on roll (age 5+): 218 (04//05/18 census)	Autumn Term 2017	Spring Term 2018	Summer Term 2018
Authorised absence as a percentage of total possible sessions	1.88%	3.21%	2.38%
Unauthorised absence as a percentage of total possible sessions	0.4%	0.37%	0.87%

APPENDIX 3 – EYFS Good Level of Development Results 2018

- 83.9% Pass rate

APPENDIX 4 – Y1 Phonics Screening Results 2018

- 83.3% Pass rate

APPENDIX 5 – KS1 Results 2018

	Netherthong	Kirklees	National
% achieving expected standard in reading	90	72.4	75.5
% achieving expected standard in writing	73.3	67.1	70
% achieving expected standard in maths	90	74.4	76.1
% achieving high standard in reading	26.7	22.9	25.7
% achieving high standard in writing	20	13	15.9
% achieving high level in maths	26.7	19	21.8

APPENDIX 6 – KS2 Results 2018

31 eligible pupils

	Netherthong	Kirklees	National
% achieving expected standard in reading	80.6	71.9	75
% achieving			

expected standard in writing	87.1	75.8	78.2
% achieving expected standard in GPS	80.6	75.5	77.4
% achieving expected level in maths	77.4	73	75.3
Combined % of RWM (floor target = 65%)	77.4	61.1	64.1
% achieving high standard in RWM	22.6	7.8	9.7
% achieving high standard in reading	35.5	24.5	27.8
% achieving high standard in writing	35.5	15.1	19.7
% achieving high level in maths	32.3	21.3	23.3
% achieving high standard in GPS	41.9	32.7	34.1
Av scaled score in reading	106.2	104.1	105
Av scaled score in GPS	106.4	105.7	106.1
Av scaled score in maths	104.8	103.7	104.3
For value added progress measures, this comparison is based on the average progress made by similar pupils across the country. By “similar pupils” we mean pupils with similar prior attainment, gender and month of birth. Progress is calculated differently from previously and the national average is zero			
Av progress in reading	-1.5	-1.1	0
Av progress in writing	-1.0	-0.3	0
Av progress in maths	-2.2	-0.7	0

APPENDIX 7 – Home-school agreement

Teaching and Learning - pupils deserve the highest possible standard of teaching and support to help them learn

School will:

Provide a broad and balanced curriculum which challenges and motivates pupils.

Tell parents about the work their child is doing.

Home will:

Take an interest in what their child is learning.

Praise their child for effort and good work.

Pupils will:

Come to school ready to learn.

Work hard in lessons.

Attendance - pupils have a right to education and parents have a legal responsibility to make sure that children attend regularly

School will:

Try to contact parents on the first day of absence if their child is absent without an explanation from home

expect good attendance

Home will:

make every effort to make sure that their child attends school regularly and on time

inform the school about any absence and the reason by 9.15 a.m. on the first (and every) day of absence

notify school of any change of address or contact telephone numbers

request leave of absence for holidays during school time

Pupils will:

attend regularly and arrive on time

Behaviour and discipline - pupils learn best in an orderly environment where everyone knows what is expected of them

School will:

have a code of behaviour which creates a safe and caring environment for everyone

make sure that all staff, pupils and parents know what behaviour is expected

Home will:

give praise at home for good behaviour at school

work with the school to find solutions in cases of unacceptable behaviour

recognise the values of the school

Pupils will:

keep school and class rules

wear school uniform at all times

Homework - learning at home has an important part to play in helping pupils to achieve

School will:

keep parents informed about our arrangements for homework and consult them if changes are planned

provide suitable materials for homework and advice on supporting their child's learning

Home will:

offer help and support with learning at home

encourage their child to read regularly

make sure that materials borrowed from school are returned

Pupils will:

take home any work set
do homework and take it back to school on time
read regularly and return books to school

Communication - good communication between home and school is essential to make sure that pupils get the support they need

School will:

make sure that parents have information about their child's progress, behaviour, and the life of the school
arrange for parents to discuss their child's progress and to set targets for the future
make sure that we listen to concerns and do our best to help

Home will:

tell school about anything which might affect their child's work or behaviour
discuss with teachers on parents' evenings or at other times their child's progress
raise concerns directly and promptly with school
help the school by returning forms promptly

Pupils will:

take home letters, notes and reports from school and give them to parents or carers
talk with parents or carers and teachers about any worries in school

Security - pupils learn best in a secure, caring environment and parents need to be confident their child is safe and secure

School will:

work to provide a secure environment

Home will:

observe the school's security systems

Pupils will:

observe safety rules

APPENDIX 8 – ICT Acceptable Use Policy for Primary Pupils in school

- I will only use the school ICT equipment for purposes I have agreed with a member of staff
- I will keep my password and login private
- I will not interfere with anyone else's passwords, logins settings or files on the computer
- I will always seek permission before downloading material from the internet or using material I have brought into school because I understand the risks from virus infections
- I understand that I should only publish material on the internet that is my own work
- I know I need permission to take someone's photograph or video them
- Any messages I post on the Learning Platform or send in an email will be polite and responsible
- I will not send or forward messages or create material which is deliberately intended to cause upset to other people

- I will inform an adult if I see or receive any unpleasant material or messages
- I know I must take care about giving away my personal information and making contact with people I do not know using the internet
- I understand that the school may check my use of ICT and contact my parent/carer if they are concerned about my eSafety
- I understand that if I do not follow these rules I may not be allowed to use the school computers or access the internet for a period of time and that this may apply even if the activity was done outside school.

APPENDIX 9 –Term Dates

ACADEMIC YEAR 2018/19								
196 DAYS - FIVE OF WHICH ARE TO BE PUPIL OCCASIONAL HOLIDAYS (INSET DAYS)								
AUTUMN TERM Days 75			SPRING TERM Days 65			SUMMER TERM Days 56		
FIRST DAY	HALF TERM	LAST DAY	FIRST DAY	HALF TERM	LAST DAY	FIRST DAY	HALF TERM	LAST DAY
Monday 3 Sept	Monday 29 Oct to Friday 2 Nov Inclusive	Friday 21 Dec	Monday 7 Jan	Monday 18 Feb to Friday 22 Feb inclusive	Friday 12 Apr	Monday 29 April	Monday 27 May to Friday 31 May inclusive	Mon 22 July

DATES TO REMEMBER – SCHOOL CLOSED

MAY DAY Monday 6th May 2019

NETHERTHONG PRIMARY INSET DAYS – SCHOOL CLOSED TO PUPILS

Monday 3rd September 2018

Tuesday 4th September 2018

Monday 5th November 2018

Friday 24th May 2019

Monday 22nd July 2019

- Netherthong Primary School adheres to the Freedom of Information Act

Netherthong Primary school

Community Code of Conduct

This Code of Conduct is an unsigned agreement between the Parent, Carer, Visitor and Netherthong Primary School.

At Netherthong Primary School we are very proud and fortunate to have a very dedicated and supportive school community. At our school the staff, governors, parents and carers all recognise that the education of our children is a partnership between us.

We expect our school community to respect our school ethos, keep our school tidy, set a good example of their own behaviour both on school premises and when accompanying classes on school visits.

In addition, we also expect our parents, carers and visitors to keep our children safe by adhering to the school's request to park safely outside the school gates during morning and afternoon collections.

As a partnership we are all aware of the importance of good working relationships and all recognise the importance of these relationships to equip our children with the necessary skills for their education. For these reasons we welcome and encourage parents and carers to participate fully in the life of our school.

The purpose of this code of conduct is to provide the expectations around the conduct of all parents, carers and visitors connected to our school.

We are committed to resolving difficulties in a constructive manner, through an open and positive dialogue. However, we understand that everyday misunderstandings can cause frustrations and have a negative impact on our relationships. Where issues arise or misconceptions take place, please contact your child's teacher or the Headteacher, who will be available to meet with you and go through the issue and hopefully resolve it. Where issues remain unresolved, please follow the school's complaints procedure. This is available on the school website or a copy can be requested from the school office.

This code aims to clarify the types of behaviour that will not be tolerated and seeks parental agreement to these expectations.

The code of conduct also sets out the actions the school can take should this code be ignored or where breaches occur.

Behaviour that will not be tolerated:

- Disruptive behaviour which interferes or threatens to interfere with any of the schools' normal operation or activities anywhere on the school premises.
- Any inappropriate behaviour on the school premises.
- Using loud or offensive language or displaying temper.
- Threatening in any way, a member of staff, visitor, fellow parent/carer or child.
- Damaging or destroying school property.
- Sending abusive or threatening emails or text/voicemail/phone messages or other written communications (including social media) to anyone within the school community.

- Defamatory, offensive or derogatory comments regarding the school or any of the pupils/parents/staff/governors at the school on Facebook or other sites
- The use of physical, verbal or written aggression towards another adult or child.
- Approaching someone else's child in order to discuss or chastise them because of the actions of this child towards their own child.
- Smoking, taking illegal drugs or the consumption of alcohol on school premises. (Alcohol may only be consumed during authorised events)
- Dogs (other than Guide Dogs) being brought on to the school premises.

Should **any** of the above occur on school premises or in connection with school the school may feel it is necessary to take action by contacting the appropriate authorities or consider banning the offending adult from entering the school premises.

Thank you for abiding by this code in our school. Together we create a positive and uplifting environment not only for the children but also all who work and visit our school.

It is important for parents and carers to make sure any persons collecting their children are aware of this policy.

What happens if someone ignores or breaks the code?

In the event of any parent/carer or visitor of the school breaking, this code then proportionate actions will be taken as follows:

In cases where the unacceptable behaviour is considered to be a serious and potentially criminal matter, the concerns will in the first instance be referred to the Police. This will include any or all cases of threats of violence and actual violence to any child, staff or governor in the school. This will also include anything that could be seen as a sign of harassment of any member of the school community, such as any form of insulting social media post or any form of social media cyber bullying. In cases where evidence suggests that behaviour would be tantamount to libel or slander, then the school will refer the matter to the Local Authorities Legal Team for further action. In cases where the code of conduct has been broken but the breach was not libellous, slanderous or criminal matter, then the school will send out a formal letter to the parent/carer with an invite to a meeting.

If the parent/carer refuses to attend the meeting, then the school will write to the parent/carer and ask them to stop the behaviour causing the concern and warn that if they do not they may be banned from the school premises. If after this behaviour continues, the parent/carer will again be written to and informed that a ban is now in place.

Issues of conduct with the use of Social Media

Most people take part in online activities and social media. It's fun, interesting and keeps us connected.

The school has a Facebook page which allows parents to receive and respond to messages about school events. We encourage you to positively participate if you wish.

Within these spaces however we ask that you use common sense when discussing school life online.

‘Think before you post’ We ask that social media, whether public or private, should not be used to fuel campaigns and voice complaints against the school, school staff, parents or children.

We take very seriously inappropriate use of social media by a parent to publicly humiliate or criticise another parent, member of staff or child.

If parents have any concerns about their child in relation to the school as we have said above they should:

1. Initially contact the class teacher
2. If the concern remains they should contact the Headteacher
3. If still unresolved, contact the school governors through the complaints procedure

They should not use social media as a medium to air any concerns or grievances.

Online activity which we consider inappropriate:

- Identifying or posting images/videos of children
- Abusive or personal comments about staff, governors, children or other parents
- Bringing the school into disrepute
- Posting defamatory or libellous comments
- Emails circulated or sent directly with abusive or personal comments about staff or children
- Using social media to publicly challenge school policies or discuss issues about individual children or members of staff
- Threatening behaviour, such as verbally intimidating staff, or using bad language
- Breaching school security procedures

At our school we take our safeguarding responsibilities seriously and will deal with any reported incidents appropriately in line with the actions outlined above.

N P S

Nurture, Progress, Succeed

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