



Parent Handbook

Taking you step-by-step through starting school

Welcome to Burley Oaks Oaks Primary School



Belong, Believe, Achieve



Claire Lee, Headteacher, says...

It's great news that your son or daughter will be starting at our wonderful school. We're looking forward to your family being part of the Burley Oaks team.

We need some information from you

Could you please follow the steps in this Parent Handbook and send completed forms to the school office. Those who provide the information before the end of June will receive a complimentary school book bag.

Answering your questions

On page 11 is Key Information and pages 12-13 are answers to Frequently Asked Questions. If you have any questions that are not answered here, please contact the school office on 01943 862642 and we will be happy to help!

Policies and term dates

On page 14 are details of some important policies you need to know about...and page 15 has term dates.

Welcome

We look forward to welcoming you in September.

Step 1

STEP 1: PUPIL ADMISSION FORM

Burley Oaks Primary School

Child's name:

Please complete all areas in blue or black ink.

Child's details

Legal Surname Preferred Surname.....

Legal Forename (s) Preferred Forename (s)

Date of Birth Gender Male / Female

Have you included a copy of your child's birth certificate? Yes/ No
It is a legal requirement for the school to see this.

Home Address:

Post Code:

Home Telephone No. email address

Names and dates of birth of brothers and sisters and other children in the family

Name: Date of birth

Name: Date of birth

Name: Date of birth

Parental responsibility and access arrangements

The Children Act requires that we keep a record of all adults having 'Parental Responsibility'. This refers to parents or legal guardians only - NOT Grandparents or co-habitees. If someone else has legal parental responsibility or you would like to add any further information, please provide the details on the reverse of this sheet. If you are unsure how to complete this section, please contact the office.

Mother's full name

Mrs/Miss/Ms/Dr) Mother's full address.....

..... Post Code:

Does the child live at this address? Yes / No Preferred contact number: Home / Mobile / Work

Contact numbers(home)(mobile)

.....(work)

..... Email address

Father's full name.....

Father's full address

..... Post Code:

Does the child live at this address? Yes / No Preferred contact number: Home / Mobile / Work

Please tear here

Child's name:

Contact numbershome)(mobile)

.....(work)

Email address

What are the usual arrangements if your child lives with different parents on different days of the week?

.....
.....

Who will normally collect your child from school?

.....
.....

Is there any person who SHOULD NOT have access to your child?

.....
.....

Please give the reason e.g. Court Order

.....
.....

Is your child a Looked After Child (i.e. are they under the care of the local authority?) Yes/No

Emergency Contacts (in priority order)
If the details are provided on the previous page, you can just write the person’s name and put “As on previous page” in the address details.

1st contact

Name (Mr/Mrs/Miss/Ms/Dr)

Address:.....

.....Post Code:

Contact numbers(home)(mobile)

(work).....

Preferred contact number: Home / Mobile / Work Relationship to child

Email address

Step 1

Step 1

Child's name:

2nd contact

Name (Mr/Mrs/Miss/Ms/Dr)

Address:.....

.....Post Code:

Contact numbers(home)(mobile)

(work).....

Preferred contact number: Home / Mobile / Work Relationship to child

Email address

3rd contact

Name (Mr/Mrs/Miss/Ms/Dr)

Address:.....

.....Post Code:

Contact numbers(home)(mobile)

(work).....

Preferred contact number: Home / Mobile / Work Relationship to child

Email address

4th contact

Name (Mr/Mrs/Miss/Ms/Dr)

Address:.....

.....Post Code:

Contact numbers(home)(mobile)

(work).....

Preferred contact number: Home / Mobile / Work Relationship to child

Email address

Please tear here

Please give details if your child has any special dietary requirement or food allergies:

.....

.....

.....

Family Doctor

Address

Postcode Tel No.

Does your child have any medical conditions requiring treatment or medication?

Does your child have a disability or serious medical condition? Yes ☐ No ☐

If yes, please give details (use a continuation sheet if needed):

Does your child have medical conditions we need to know about e.g. asthma, eczema? Yes ☐ No ☐

If so, please list below:

.....

.....

Is your child attending any clinics etc. to assist with difficulties with speech, sight, hearing etc? Yes ☐ No ☐

If so, where does he/she attend?

What difficulties does your child have?

Does your child have a statement of special educational needs? Yes/No

Is your child allergic to anything, including plasters or any medication? Yes ☐ No ☐

If so, please give details

When did your child last have a Tetanus injection?/...../.....

Only prescribed medicines in the original container labelled with the child's name and dosage will be accepted in school with written consent from the parent.

- Medicines should only be brought to school when essential, i.e. where it would be detrimental to the child's health if the medicine were not administered during the school day.
- In the case of antibiotics, only those prescribed four times a day may be administered at school.
- Medicines will not be accepted in school that require medical expertise or intimate contact.
- All medicines must be brought to the school office by an adult.
- Medicines must NEVER be brought to school in a child's possession.

The parent/carer is required to complete a parental agreement form at the school office for the medicine to be administered by school staff.

Ethnicity and faith

We apologise if none of the options match your child's details correctly. The suggested options are those which are available to enter on our computerised system.

If there is any religious or cultural information about your child which will help us provide and care for your child, please give the details here. You could include for example, any religious festivals which your family celebrates or any strong beliefs which might affect your child's education and care:

.....

National Identity
(British/Welsh/English/Irish/Scottish/Other/Prefer not to say)

Religion.....
(Anglican/Baptist/Buddhist/Christian/Jewish/Hindu/Methodist/Muslim/No religion/Other religion/Sikh/United Reform Church)

Please tick the box that you believe best describes your child's ethnicity:		
☐ White - English	☐ Asian & any other ethnic group	☐ Libyan
☐ White - Scottish	☐ Asian & Black	☐ Malay
☐ White - Welsh	☐ Asian & Chinese	☐ Malaysian Chinese
☐ White - Irish	☐ Afghan	☐ Mirpuri Pakistani
☐ White - Cornish	☐ African Asian	☐ Moroccan
☐ White Other	☐ Albanian	☐ Nepali
☐ White & Black Caribbean	☐ Arab	☐ Other Asian
☐ White & Black African	☐ Bangladeshi	☐ Other Chinese
☐ White & Chinese	☐ Bosnian-Herzegovinian	☐ Other ethnic group
☐ White & Indian	☐ Chinese & any other ethnic group	☐ Other mixed background
☐ White & Pakistani	☐ Croatian	☐ Other Pakistani
☐ White & any other Asian background	☐ Egyptian	☐ Other White British
☐ White Eastern European	☐ Filipino	☐ Polynesian
☐ White Western European	☐ Greek	☐ Portuguese
☐ White & any other ethnic group	☐ Greek Cypriot	☐ Prefer not to say
☐ Black - Angolan	☐ Gypsy/Roma	☐ Serbian
☐ Black - Congolese	☐ Hong Kong Chinese	☐ Singaporean Chinese
☐ Black - Ghanaian	☐ Indian	☐ Sri Lankan Other
☐ Black - Nigerian	☐ Iranian	☐ Sri Lankan Sinhalese
☐ Black - Sierra Leonian	☐ Iraqi	☐ Sri Lankan Tamil
☐ Black- Somali	☐ Italian	☐ Taiwanese
☐ Black - Sudanese	☐ Japanese	☐ Thai
☐ Black and any other ethnic group	☐ Kashmiri other	☐ Traveller of Irish heritage
☐ Black & Chinese	☐ Kashmiri Pakistani	☐ Turkish
☐ Black Caribbean	☐ Korean	☐ Turkish Cypriot
☐ Black European	☐ Kosovan	☐ Vietnamese
☐ Black North American	☐ Kurdish	☐ Yemeni
☐ Other Black	☐ Latin/South/Central American	☐ Prefer not to say
☐ Other Black African	☐ Lebanese	☐ No option matches my child's ethnicity

Child's name:

Eligibility for extra funding

We don't want to pry into your personal circumstances, but many children are eligible for additional funds for schools to support them and help them to achieve well in school. Please check the categories below to see if you can provide us with any information which will attract extra funds so that we can help make their education and care as effective as possible.

Languages spoken at home

Does your child hear or speak any language apart from English at home? Yes ☐ No ☐

Languages spoken at home

If your child hears or speaks any languages at home apart from English, we may contact you discuss this with you in more detail, as it:

- helps us to get to know your child better, and also
- can affect the amount of funding the school receives (even if your child speaks English well and as their main language).

Care history

Has your child ever been in care (even just for one day)? Yes ☐ No ☐

If your child was adopted from care or left care under a Special Guardianship Order or a Residence Order, the school could receive this extra funding to support them.

If so, you can self-declare the information to trigger a Pupil Premium payment to the school. If you are happy to share this information with us, please contact the school office or Mrs Lee and ask to speak to them privately. We may ask you to provide a copy of the Adoption Order, Special Guardianship Order or Residence Order, but you would not need to provide any other details of the circumstances.

We appreciate that this information is particularly sensitive and any information provided will be treated with complete confidentiality. The school must always comply with our responsibilities with respect to the Data Protection Act when processing this information.

Service Children

Does your child have a parent who is currently or has previously served in the armed forces? Yes ☐ No ☐

If the answer is yes, someone from the school may contact you to discuss whether the school could be eligible for extra funding each year to support them.

Free School Meals

If your family is on a low income, your child could receive £30 towards school uniform as well as free trips and other subsidies. The school may also be eligible for the Pupil Premium Grant every year to further support their education in school. ***This was previously known as the Free School Meals grant, however, children in Reception and Key Stage 1 currently receive the universal free school meal.***

If you receive any of the following benefits you will need to apply to Bradford Council: https://www.bradford.gov.uk/bmdc/advice/benefits_and_council_tax/benefits/free_school_meals.

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 you are not receiving Working Tax Credit; The 'Guaranteed' element of the State Pension Credit; Universal Credit; Support under Part VI of the Immigration and Asylum Act 1999

Are you eligible for Free School Meals and going to apply online? Yes ☐ No ☐

Transport

Child's Name:

How will your child travel to school?

Previous School Experience

Pre School or Nursery

Address.....

Step 2

Step 3

Child's name:

.....Post Code Tel. No.

Last Primary School

Address.....

.....Post Code Tel. No.

Parental Agreement/Permission

Occasionally your child's studies will involve short trips around the village. We would be grateful for permission to take your child on supervised tours of the local community from time to time.

☐ I consent for my child to participate in supervised excursions in the local community

At various stages of your child's time at Burley Oaks Primary School, they will participate in the making and subsequent tasting of food and drinks, and we seek your consent for your child's participation in such activities.

☐ I consent for my child to participate in supervised food preparation/cooking and tasting activities

We use photographs and multimedia to enhance learning, which may have been taken by a staff member, a parent or a school nominated individual. In addition, we may use images to publicise school activities in school publications, on the school website, Twitter feed or in the local press. The school has adopted certain safeguards in order to minimise any risk to your child:

- We will avoid publication of your child's name with an image
- Only appropriate images will be taken -i.e. children will always be fully clothed
- Images will be stored safely

Please indicate below your authorisation for us to use such images

☐ I consent for my child to be present in photographs and/ or videos whilst in the care of the school for the above purposes.

As a learning school, staff may take part in educational research. Some observations of children's learning will be written down to compile portfolios or in essays. Only a child's initials would be used to ensure confidentiality.

Signed:.....Dated:(Parent/Carer)

NB. Please ensure that all three boxes are ticked to ensure that your child is included in all school activities.



Please tear here

Fair Processing of Personal Data

The information you have given on this form will be held by the school and Bradford Metropolitan District Council Children’s Services. It will be shared within Bradford Metropolitan District Council and its contractors in order to provide and plan services e.g. School Transport. It will be used to administer health, social and welfare care and will be shared with healthcare advisors, practitioners and other relevant agencies such as Children’s centres to inform their practice. It will be used as necessary to support the school’s own contractual requirements. It will be forwarded to your child’s new school if and when s/he changes school. It will also be used for statutory returns and for research purposes. All information given will be held in the strictest confidence under the requirements of the Data Protection Act 1998.Further information about how we process personal data can be found in the school handbook.

By signing this form:

You agree to the above statements and permissions,

You confirm the information provided in this form to be correct as of this date.

You agree that you will inform the school of any changes that may occur to the above information whilst your child attends this school.

Name of Parent/Guardian:		
Signed (parent):		Date:

Behaviour and Attendance Agreement

I have read the Behaviour and Attendance policies (found on the school website) and will support the school in order to ensure that the school can continue to provide a safe environment in which children feel secure in the knowledge of what they can expect of staff and what staff can expect of them.

Signed:.....Dated:
(Parent/Carer)

Toilet accidents in school

Children do occasionally have an ‘accident’ when they go to the toilet. The outcomes can range from drying a wet area to a complete change of clothing. The action needed is obviously in a very personal area and our policy is to help the child clean themselves up, in the medical room, if necessary. As required, clean clothing will be provided and parents will be informed of the incident. If staff members feel that soiling is such that a shower is needed, we will contact the parent so that this can be done at home. If a child’s ‘accidents’ become frequent or regular, we will guide parents to meet with the school nurse who can offer advice and support.

To this end, we are seeking your approval to act as described above should your child have a toilet related accident whilst at school. Clearly, if you do not agree, your child will have to wait to be properly sorted out until such time as we can make contact with a parent and someone arrives in school.

I agree/disagree with the above statement.

Signed:.....Dated:
(Parent/Carer)



Key Information

What are our school times?

School times

- School Doors Open: 8.40am.
- Start (Registration): 8.50am.
- Morning Break: 10.50am-11.05am.
- Lunchtime: 11.45 – 12.45pm (Reception).
- 12.00-1.00pm (KS1).
- 12.15 – 1.15pm (KS2-Years 3,4,5,6).
- Afternoon Break: 2.25 -2.40pm (Reception & KS1).
- End of Day: 3.15pm.

School gates are locked during the school day. Late arrivals must report to the school office.

Wraparound Clubs

Early Birds and Night Owls

Before School Club Early Birds + begins at 7.45a.m until start of school: £4.00

Early Birds begins at 8am until start of school: £3.00

After School Club Night Owls starts at 3.15pm when school finishes until 5.45pm.

The charges are: £5.25 per session

Sessions are: 3.15-4.30p.m. and/or 4.30 - 5.45pm

Uniform

We believe that school uniform gives our children the feeling that they belong to a close school community as well as giving them a sense of pride in their school and their appearance. Our uniform consists of:

Boys

- Royal blue sweatshirt.
- White or royal blue polo shirt.
- Grey trousers or shorts.

Girls

- Royal blue sweatshirt or cardigan.
- White or royal blue polo shirt.
- Grey skirts, pinafores, shorts or trousers.
- Blue/White checked summer dress (optional).

Some children prefer to wear shorts, particularly in the Summer Term. This is perfectly acceptable as long as the shorts are consistent in colour and styling with other items of school uniform.

Footwear

All children must wear formal, plain black school shoes below the ankle.

Partly due to certain environmental characteristics of the school building and partly for safety reasons we ask all our families to provide their children with indoor footwear – usually black plimsolls. These are kept permanently in school.

PE Kit

For safety reasons, particularly when using sports apparatus equipment, we feel a sensible PE kit is very important.

- Navy blue shorts (or a gym skirt for older girls).
- White printed logo t-shirt.
- Embroidered royal blue shoe bag.
- Royal blue fleece (optional).
- Royal blue book bag.
- Black pumps.

Please ensure that all items of clothing are clearly labelled with your child’s full name

Where to buy:

All items of uniform are available from the school office. We offer second hand uniform - most items are £1 each. Please enquire at the school office.

Food in school

School Meals

Our children are busy growing, not just through their learning, but physically too. We know that to perform at their best they need a balanced and nutritious diet. School meals are cooked in the school’s own kitchen and comply with the nutritional guidelines set for schools. Our school meals service offers a choice of menu with alternative main meals for vegetarians and a sweet course. We provide all children with fresh water. Current menus are available on the school website under ‘Virtual Office’.

Free school meals

All children in Reception, Years 1 and 2 (Key Stage 1) can have free school meals. To continue receiving free school meals from Year 3 upwards, families need to receive the following:

- Income support
- Job seekers’ allowance
- Child tax credit
- Or be asylum seekers or refugees.

All applications are treated confidentially.

Dinner money

The cost of a school dinner is £1.60 per day. For children in Key Stage 2, dinner money should be paid in advance. We prefer to receive your child’s dinner money through our online system: ParentPay. Alternatively, cash can be provided in an envelope marked with your child’s name, class and the amount contained inside. Cheques should be made payable to Bradford Metropolitan District Council (School Meals).

Pupil Premium Support

If you are in receipt of any of the benefits listed above it’s important to still apply for free school meals for the children in Foundation and Years 1 and 2 because any child registered for Free School Meals may get other help too with uniform, residential trips and travel costs etc from the Government’s Pupil Premium programme. For more information, please contact the school office; or follow the link on the school website.

Packed lunch

As part of our healthy eating policy, we encourage pupils who eat a packed lunch to enjoy a balanced diet including, for example, a sandwich, cereal bar and a piece of fruit. If your child brings a packed lunch to school, it must be in an unbreakable container, clearly labelled with the child’s name and class. Children should not bring in any drinks for lunchtime.

Fruit and drinks

All children in Reception, Year 1 and Year 2 are provided with free fruit every day and so snacks do not need to be provided from home. If your child has any allergies, please ensure your child’s class teacher is made aware so that an alternative fruit may be provided that day.

Year 3, Year 4, Year 5 and Year 6

Children in Key Stage 2 may bring in a snack from home. Mid-morning snacks may include a piece of fresh or dried fruit. Please ensure children do not bring in biscuits or chocolate bars for snack time.

Water and milk

We provide all children with fresh water. Children in Reception are entitled to free school milk. Cooled water dispensers have been installed around school giving all children access to water throughout the day. Milk can be supplied to all year groups throughout school.

Nut-Free School

Burley Oaks is a nut-free school and, therefore, we ask parents to ensure that no foods containing nuts or nut products are brought into the school building.

Frequently Asked Questions

Here are our answers, to what we find, are the most frequently asked questions. If you have any questions that are not answered here, please contact the school office and we will be happy to help!

Attendance and absence

We are committed to promoting excellent levels of attendance and punctuality, enabling our pupils to take full advantage of the educational opportunities available to them. We recognise that positive behaviour and attendance have a significant impact on our children's attainment and the life chances as it maximises their learning opportunities.

We aim to encourage and assist all children to achieve excellent levels of attendance and punctuality and reduce persistent absence, in order that all pupils are assisted in reaching their potential. If your child is ill, please let the school office know by 9:00am on the first day of absence. There are a variety of ways to get information to us, either telephone the school office on 01943 862642 or email office@burleyoaks.co.uk

Holidays

All school holiday dates are published to parents one year in advance. Parents are notified, in advance, of proposed dates for School Assessment Testing (SATs) and they should make every effort to ensure their child attends school during that period.

Request for absence

With this in mind, the Government and Local Education Authority have now put in place new procedures regarding absence during term time. A request for leave of absence must be applied for in writing, using the application form (available on the school website under 'Virtual Office') to the Head Teacher. Only in exceptional circumstances will holiday requests in term time be granted. If holidays are taken during term time without permission, this may result in a penalty notice and parents may be fined.

Medical appointment

Routine medical or dentist appointments should, wherever possible, be arranged out of school hours.

Jewellery and other valuables

Jewellery worn by children in school can constitute a very real safety risk. Items that have to be removed during the course of the day and are then misplaced can become a very time consuming problem for staff. For these reasons school policy is that children can wear only one pair of ear studs, should they have pierced ears. Wristwatches are allowed but must be removed for PE and Games. Should your child need to wear jewellery to identify a medical condition please inform the school office.

Sport

A wealth of sporting activities is offered where we seek to support the development of skills, teamwork, sportsmanship and fair play. The children can choose from a wide range of sports such as football, rugby, gymnastics, tennis, cricket, athletics etc. We encourage involvement with the local community and other schools both in friendly and competitive tournaments. Burley Oaks is a member of the inter-schools competitive league with primaries from across the Wharfe Valley.

Music

In music, the children have the opportunity to learn a variety of instruments, encouraged by performing solos, duets and ensemble pieces in concerts. They can also sing in the choir and produce musical and dramatic performances. We provide a range of clubs and welcome professional visitors to the school to support and develop our work.

Wider Opportunities

Our 'Wider Opportunities in Music' provision means that all children in Y3 take part in recorder lessons and all children in Year 5 take part in our Learn to Rock programme of study. This enables them to play the electric guitar, keyboards and drums over a series of lessons. The children perform in their bands at the end of the year in a concert known as 'Battle of the Bands'.

Each year we organise performances, for all pupils, by a range of artists/theatre groups etc.

Clubs

At Burley Oaks there is a wide range of activities for children to participate in outside the classroom to enrich and enhance their educational experiences. As well as after-school clubs, children also have opportunities to take part in residential visits. The children are always enthusiastic about our extra-curricular activities which include:

Running	Football	Cricket
Tennis	Netball	Cycling
Multi-Skills	Lego	Musical Theatre
Cookery	Choir	

Seek permission

We will always seek your permission if any activity takes place after school. If we are playing a sport at another venue we will try to arrange transport - but it may involve children sharing lifts in other parents' cars. We will always inform you of the arrangements. We will ensure that children are brought back to school but it is the parents' responsibility for ensuring that appropriate arrangements are made for their child to get home from school.

Positive behaviour

Positive behaviour and high expectations are key foundations of a good school. Where expectations are clear, visible and fair, children feel happy, safe and able to succeed. Our policy is designed to encourage and reward excellent behaviour through positive systems so that all children observe our school motto, principles and rules in action.

Special Educational Needs

All children are treated as unique individuals and we strive to meet their every need. Quality first teaching is key to successful learning. We promote inclusion in the broadest sense. All activities (including extra-curricular and visits) are assessed and monitored to ensure that access is available to all and in doing so we recognise and celebrate the achievements of all pupils. Some children, will have further additional needs which may be for a short or longer term. We adopt a graduated approach to 'assess, plan, do and review' provision in consultation with parents.

Every Child Matters

At Burley Oaks Primary we recognise that we have More Able, Most Able and Talented children. Each and every child should be encouraged to develop their attributes, skills and potential within a learning environment that embraces equality of opportunity and provision. Abilities and talents will emerge in a wide range of subjects and fields; it is important to develop the whole child. Schools and individuals can thrive in a culture of ambition and aspiration. Our curriculum is broad, deep, relevant and meaningful to ensure that children are motivated by their learning and challenged appropriately.

Emergency arrangements

We will always endeavour to open the school, but in cases of bad weather or other emergency that may affect access, our essential services or the health and safety of our children and staff, closure may be unavoidable. During severe weather please check <https://bso.bradford.gov.uk/council/schools/schoolclosures.aspx> and/or the school website home page www.burleyoaks.co.uk, the twitter feed @BurleyOaks where we will post any important information. If the school will remain closed then these details will be broadcast from approximately 7.00am onwards. We will also aim to alert parents by email and text.

Risk of Sunburn

We recommend that 24 hour sun cream is applied before your child comes to school and that a sun hat is provided.

Collecting your child

If school closure is announced during the day due to severe weather conditions, every effort must be taken to collect your child as soon as possible. If you personally cannot get to school, or you work out of the local area, please have a contingency plan i.e. please nominate an adult to collect your child in your absence and organise this beforehand as the weather forecast is likely to have alerted us to the fact that the weather may become hazardous during the day. Please make sure that we have at least two current contact numbers, in case we need to contact you urgently.

Health and Welfare

We liaise closely with the school nursing team and Area Health Authority who oversee a wide range of services such as medicals, hearing /vision tests and health interviews. The School Nurse is available in school by appointment and, as part of her role, offers a drop-in service for parents. A referral form for her support regarding any issue within her remit is available from the office.

Medicines

In line with the L.E.A. and teachers' professional association guidelines, no medicines will be given to children with the following exceptions:

- Inhalers - two should be kept in school: one for the office and one in a safe place in the classroom
- Prescribed medicines where the frequency of dosage makes this necessary.
- Medication cited in a medical care plan.

Any medicine should be brought to the office by an adult and must be clearly marked with the child's name and dosage. We can take no responsibility for a missed dose. Parents may choose to come and administer medicines themselves. Children should not bring throat lozenges, creams or other non-prescribed medicines to school.

Sickness

Children who are absent from school because of vomiting and/or diarrhoea must be kept at home for 48 hours following the sickness.

Ill at school

If your child is ill whilst at school, or involved in an accident, we will attempt to contact you immediately. **Please make sure that contact numbers are kept up to date.**

Working together

Parental involvement

Working in strong partnership is very important to every child's learning journey. Parents obviously have the most powerful influence on their child's development and we aim to help parents 'belong' and to feel that Burley Oaks is their school too. Children make maximum progress when home and school work closely together. Reading and homework is an important part of this partnership. It allows the pupil to improve his or her own standards and potential beyond the classroom environment. Class Assemblies are held throughout the year where the children showcase their learning. This is another great opportunity for parents to see their child's achievements for themselves and also develops confidence and public speaking skills.

Partnership with parents

In addition to all of this many parents and other volunteers come into school to share their skills. Even a few hours a week is very much appreciated. Perhaps you may like to join us by:

- Signing up as a regular classroom helper.
- Helping on school visits.
- Helping with out of school activities and clubs.

BOPSA

BOPSA is the Burley Oaks Primary School Association. We are made up of parent volunteers and staff and work together to create exciting and fun events, which also raise enormous funds for the school. If you would like to help out at any event, please contact pta@burleyoaks.co.uk, follow us on twitter or join the facebook page.

Assessment

A verbal or written report is provided each term. We encourage parents to liaise with the class teacher as necessary throughout the year. A problem no matter how small is better dealt with quickly and can stop minor niggles escalating to bigger issues.

Parent evenings

We encourage you to attend our Parent Consultation Evenings. We will advise you when they are taking place. The link to book appointments online is <https://burleyoaks.parentseveningsystem.co.uk>. To help you support your child/ren at home, we have developed information evenings throughout the course of the year which are very well attended.

Communication with Parents

At Burley Oaks we strongly believe that communication is key to ensuring all children are happy, secure, motivated and, ultimately, successful. We have a wide variety of means of communication alongside the termly reports and parents' meetings:

Electronic Communication with parents

- Teachers can be contacted (on non urgent matters) by email. Emails can be sent to teachers using the following format: the teacher's first initial and last name @burleyoaks.co.uk. For example, rsells@burleyoaks.co.uk.
- Teachers regularly update their year group section of the website and their class blog.
- We subscribe to the Parentmail system therefore parents can be updated quickly and effectively.
- Whole school newsletters are monthly, and Year Group newsletters are produced termly. These can be downloaded in the 'Newsletters' section of the school website under the 'Our School' and 'Communication' website headings.

Other means of communication

- A member of staff will be at the cloakroom doors at the start and end of the school day so that messages can be passed on.
- We encourage communication through the use of home-school diaries. Teachers are asked to ensure that homework is set in line with the timetable contained in the diary and the details of that homework are written in the diary. Parents are asked to look at the diary and sign it once a week. At any point, the diary is a useful tool to pass on messages...no matter how small the message.

The Home School Agreement

We believe it is essential to have strong links between home, school and the community. All children, parents and the headteacher are asked to sign a Home School Agreement that outlines the intentions of all three parties.

Why do we need policies?

For a school to offer high quality education and care, it needs policies. Policies help develop and define a set of consistent rules, regulations, procedures and protocols.

Parents need policies

Policies are also useful to parents. For example, a prospective parent might wish to view a school's behaviour policy or special educational needs policy, before deciding whether to apply for their child to attend the school.

High standards

Policies are vitally important, and help us to create standards of quality for learning and safety, as well as expectations and accountability. If you want to know what policies we have you can visit the school website: <http://www.burleyoaks.co.uk/> and click on 'Our School' and then scroll down to 'Policies' to read some of our policies.

Key policies

Some of our key policies are:

- Charging & Remissions Policy.
- Data Protection.
- Anti Bullying.
- Safeguarding.
- SEN Policy.
- Behaviour.
- Attendance.
- School Handbook 2016.

Step 1

Step 2

Step 3



AUTUMN TERM 2016

Reopen: Tuesday 6 September 2016
Half Term: Close: Friday 21 October 2016
Reopen: Monday 31 October 2016
Close: Friday 16 December 2016

SPRING TERM 2017

Reopen: Wednesday 4 January 2017
Half Term: Close: Thursday 16 February 2017
Reopen: Monday 27 February 2017
Close: Friday 7 April 2017

SUMMER TERM 2017

Reopen: Monday 24 April 2017
Closed: Monday 1 May 2017 (May Day)
Half Term: Close: Friday 26 May 2017
Reopen: Monday 5 June 2017
Close: Friday 21 July 2017



Ethos and Values

At Burley Oaks we are all proud to 'Belong, Believe, Achieve'.

There is no distinction between pupils and staff. Every child is of equal importance and unique in their own way.

We belong because...

- we support and value everyone and make a positive effort to care and nurture
- every child is of utmost importance in everything that they bring to the school in terms of life experiences, personality and potential to achieve
- we are a team - we value everybody's contribution and make sure everyone contributes
- we are responsible and take pride in our school, one we love

We believe because...

- we know we have potential and that achievement is valued at every level
- we see other people having confidence in our abilities and being proud of our achievements
- our teachers, teaching assistants, parents and community have high expectations of us
- school is committed to providing what we need on a daily basis and on a strategic, long term basis
- we care about each other and learn to develop high levels of emotional intelligence

We achieve because...

- we are active learners
- music, art and sport provide the foundation for and enhance our everyday existence which sustains a vibrant culture of purpose, positivity, teamwork and success
- we care and prioritise meaningful collaboration to make a difference for each child
- we accept nothing less than our best from everyone - our standards are high
- we thrive on challenges and learn to learn with resilience
- we recognise talent, interest and passion
- we learn together across the school so that children from different year groups respond and connect at different levels
- we enjoy our school days and look forward to new learning
- our curriculum is exciting and connects with the community, local and global picture
- we celebrate learning and achievement through project-work e.g. SHINE days, themed creative curriculum activities

'Belong, Believe, Achieve' drives all that we do.

Burley Oaks Primary School
Langford Lane, Burley in Wharfedale
West Yorkshire
LS29 7EJ

Website: <http://www.burleyoaks.co.uk/>

Tel: 01943 862642

Email: office@burleyoaks.co.uk

