



# Parent Handbook

**Taking you step-by-step  
through starting school**

**Working together, learning together,  
growing together - your child, our  
team, Paddock achieves.**







## Thank you for choosing Paddock Primary School

### Mrs Sallie Lumb Headteacher, says...

It's great news that your son or daughter are starting at our wonderful school. Thank you for selecting us!

#### We need some information from you

We need some information from you, so could you please follow the steps in this Parent Handbook, and hand in your completed forms to the school.

#### 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 01484 515 954 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 please refer to the website for term dates.

#### Welcome

Welcome to our school and I look forward to getting to know you and your child.



## Step 1

### STEP 1: PERSONAL DETAIL FORM Paddock Junior Infant & Nursery School

All information will be treated as confidential to the school - **PLEASE PRINT CLEARLY**

Child's Legal Surname:	Legal Forename(s):	Boy <input type="checkbox"/> Girl <input type="checkbox"/>
Preferred Surname:	Preferred Forename(s):	
Middle Name:	Date of Birth: <input type="text"/> / <input type="text"/> / <input type="text"/>	
Address:	Nationality:	
	Home Telephone No:	
Post Code:	Previous School/ Nursery:	

We are required to record the names and addresses of every person who has parental responsibility for the child under the Children Act

#### Parent(s) / Legal Guardian(s) with whom the child lives

Name: <input type="text"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms	Name: <input type="text"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms
Relationship: <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Guardian	Relationship: <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Guardian
Address:	Address:
Telephone Numbers:	Telephone Numbers:
Mobile:	Mobile:
Work:	Work:
Email:	Email:

In case of illness or accident, please provide additional emergency contact numbers.

#### Other Contacts in Case Of Emergency

Contact 1 Name:	Contact 2 Name:
Relationship:	Relationship:
Telephone Numbers:	Telephone Numbers:
Work / Mobile:	Work / Mobile:

Is the child legally 'In Care'? If YES please provide the following information:

#### Other Contacts in Case Of Emergency

Carer's name:	Social Worker's name:
Address:	Address:
Telephone Number:	Telephone Number:

Please write any further information you may wish to give about your child or family circumstances:  
(including court orders, access and contact)

Signature: (parent/carer):	Date: <input type="text"/> / <input type="text"/> / <input type="text"/>

Child's Doctor's

Surgery Address:

Telephone Number:

Medical Conditions: Please give details of any conditions your child suffers from ie: anaphylaxis, asthma, hayfever etc:

Does your child have a brother or sister in the school? If so please state

Name:	Date of birth:    /    /	School attending:
Name:	Date of birth:    /    /	School attending:
Name:	Date of birth:    /    /	School attending:

What type of meal will your child be having at school

Dinners    Free Dinners    Go Home    Sandwiches    (please tick as appropriate)

Travel to School

Please advise us of the main way your child will regularly travel to school:    Bus    Walk    Car    Train    (please tick as appropriate)

Services Children in Education

Are you a Services Family? YES    NO

Are there any Safeguarding issues the school should be aware of?

Please advise:

Special Needs

Does your child have any Special Educational Needs YES/NO. If yes, please state which Special Education Need/s your child has:

Ethnicity	Home Language Spoken	First Language Spoken	Religion

Is English an additional language?

YES    NO

If English is an additional language what level do you consider your child to be at

Fluent    Average    Poor    No English Spoken    (please tick as appropriate)

Please sign the form in the spaces indicated using your usual signature. Where Father and Mother both have Parental Responsibility, the form must be signed by both parents.

Signature of Mother/Guardian:	Date:    /    /
Signature of Father/Guardian	Date:    /    /

FOR SCHOOL USE ONLY

Birth certificate/passport copied

Start Date    /    /

New Class:

CTF/Records requested

Step 1

Step 2

Please tear here

STEP 2: CONSENT

Paddock Junior Infant & Nursery School

During the coming year, the school, local newspaper or other external organisations may take photographs, video or sound recordings of pupils at this school to be used in printed publications or on the internet.

Before using any photographs, video or sound recordings of your child, we need your permission. Please complete this form, then sign and date the form and return to school.

1. May we use your child's photograph, in printed publications produced by the school? (Full names will not be used)

Yes    No

2. May we use your child's photograph, video or sound recordings on the school website? (Full names or personal identification will not be used)

Yes    No

3. May the press use your child's photograph in the Newspaper? Please note by agreeing to this you are also giving your permission for the press to use the full name of your child in the paper and possibly also on their website.

Yes    No

4. May other external organisations use your child's photograph, video or sound recordings in their publications or on their websites? (Full names or personal identification will not be used)

Yes    No

Do you give permission for your child to participate in Educational Visits that take place during the school day

Yes    No

Does your child agree to abide by the Anti-bullying Policy (please view the website for more details)

Yes    No

Does you child have any Disabilities?

Yes    No

Does your child have any allergies?

Yes    No

Details

Does your child require a special diet?

Yes    No

Details

(Please note we will require written confirmation from your child's doctor of any allergies or special diets)

I give my permission for my child to use the Internet and email in school

Yes    No

To save paper and the environment we send as much information as possible to parents via e-mail, please confirm if you are happy to receive information this way.

Yes    No

If yes please clearly confirm e-mail address


I have read the relevant information for all the above consents.

Signed	Parent/Guardian	
Signed	Pupil	Date    /    /

4

5



	The school will...	As a pupil I will...	As parents/carers we will...
School life	Provide a purposeful, stimulating, safe and secure environment in which children can be challenged, learn and thrive.  Nurture self-belief and understanding in our children.	Work hard as a member of the Paddock Team and try my best to be helpful and polite to everyone.	Talk to my/our child about the school day and encourage them to participate in school life.
Our work	Provide an exciting and stimulating curriculum which will promote and develop skills that prepare the children for the rest of their life.	Do all my work and homework as well as I can.  Try hard to join in all activities.  Follow the non-negotiable agreement in the classroom.	Support my/our child with their work.  Encourage my/our child to do their best.
Communication	Provide 3 pupil progress reports about your child's progress, effort and attainment.  Have 2 open nights in the year.  Welcome parents into school regularly.  Keep parents informed in the best most efficient ways possible.	Talk to my parents about school and share any information or news with them.  Take letters home and invite my parents to special events in school.	Work in partnership with the school.  Attend parents evenings and try to attend special events.  Keep school updated with any change of information.  Check emails, letters and texts to know what is happening at school.
Our behaviour	Promote and reward good behaviour.  Follow the Learning behaviours policy when rewarding or issuing sanctions.  Ensure the school is a positive environment where all adults listen to the children.	Follow the Paddock school rules.  Be polite and helpful to everyone.  Show respect to everyone I meet.	Support my child to understand and follow Paddock school rules.
Attendance, punctuality and presentation	Check attendance and punctuality regularly and contact parents with any concerns.  Provide a free breakfast club and walking bus service.	Attend school every day (except when I am not well)  Arrive at school on time.  Take pride in my appearance and be ready to learn.	Ensure my child(ren) attend school every day and on time.  Let school know by 9am if my child/ren are too unwell to attend school.
	 Headteacher	Pupil signature	Parent signature

Step 3

Step 4

The Local Authority have now developed an on line application and checking system to try and eliminate the need to keep applying and providing proof on an annual basis. In order to minimise the fuss for you the parent we are happy to set you up in the system by completing the on line form on your behalf and just need the information listed on the attached form and a signature giving us permission to complete the application on your behalf.

I understand from the Local Authority that once your details are contained on the data your claim will remain 'live' until such time as your circumstances change which will mean you will need to reapply and will, at that time, need to complete the form yourself.

In order for the form to complete successfully we MUST have ALL the information on the attached form so please do not leave any blanks. If you are not sure of anything on the form then please come to the school office and ask for assistance.

Thank you for your co-operation in this exercise and I hope that this will make the application for free meals much simpler for all of us in the future.

Parent/Carer details			
1.	Your last name	Mr/Mrs/Miss/Ms	Your first and middle names
	Your address		Your date of birth
	Telephone number (home)		Your relationship to the child(ren)
	Telephone number (mobile)		
Post code:		Your national insurance number or NASS reference number	
2.	Your husband/wife/partners full name		National Insurance Number
		Date of birth	
3.	Please tell us your last address if you have moved in the last 12 months:		
Your dependent children's details			
4.	Please give details of each dependent child who is in full-time education and is living at home and is: (a) under 5; (b) under school leaving age; (c) in full-time education attending a sixth-form centre.		
	Full name of your child/ren	Date of birth	Name of the school they attend
	For Office Use		
	1.		
	2.		
	3.		
	4.		
5.			
6.			
5.	Do you receive Income Support? <input type="checkbox"/> YES <input type="checkbox"/> NO Do you receive Income Based Job Seekers Allowance? <input type="checkbox"/> YES <input type="checkbox"/> NO Do you receive Income Related Employment and Support Allowance? <input type="checkbox"/> YES <input type="checkbox"/> NO Do you receive Child Tax Credit, but are not entitled to Working Tax Credit and your annual income (as assessed by Her Majesty's Revenue and Customs) is less than £16,190? <input type="checkbox"/> YES <input type="checkbox"/> NO Do you receive Support under Part VI of the Immigration and Asylum Act 1999? <input type="checkbox"/> YES <input type="checkbox"/> NO Do you receive Guarantee element of State Pension Credit? <input type="checkbox"/> YES <input type="checkbox"/> NO		
6	I certify that the information given on this form is correct to the best of my knowledge and belief and I will notify the Council immediately of any changes in my circumstances. I understand that the council may check with the Department for Work and Pensions (DWP) and/or Her Majesty's Revenue and Customs regarding my benefits as set out on this form. We may need to use this information for enquiries under section 29.3 of the Data Protection Act amended 1998 – Detection and prevention of crime. I understand that Kirklees Council may check with Housing and Council Benefit records regarding my benefits.		
Signature of parent/guardian		Date	

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STEP 5: BREAKFAST AND AFTER SCHOOL CLUBS

Paddock Junior Infant & Nursery School

If you would like to enrol your child for the Breakfast Club and/or After school Club (fees Applicable see page 11) you should complete the slip below and return it to school. We are strictly limited on numbers so please return your slip as soon as possible.

I am interested in a Breakfast Club place for my child   Free ☐

I am interested in an After School Club place for my child   Fees applicable ☐

Class

Signed parent/guardian

Child's Full Name:

Name to be used at the club:

Date of Birth:   /   /   Gender: ☐ Male ☐ Female   Ethnicity:   Religion:

Names of Parents/Carers:

Home Address:

Post Code:   Telephone Number:

Mobile Number:   E-mail:

Class:   Parents/Carers Place of Work:

Parents/Carers Daytime Telephone Number:

Emergency Contact 1:   Relationship:

Telephone Number:   Mobile Number:

Emergency Contact 2:   Relationship:

Telephone Number:   Mobile Number:

Names of any other persons authorised to drop off/collect your child (including contact numbers) Please remember to contact us if any of these people will be dropping off/collecting your child if possible.

Doctor's Name:   Telephone Number:

Address:

Signed:   Parent/Carer   Date:   /   /

"I saw all the lovely playground equipment and thought how much my children would like to play there. Inside, the classrooms were bright and cheerful and more importantly, the teachers were so friendly and enthusiastic and I just knew this was what a school should be like." **Lynne Hardy lives in Paddock with her daughter Khaya, and son Kalie**



Step 5

Step 6

STEP 6: THRIVE CONSENT FORM

Paddock Junior Infant & Nursery School

We know that children learn best in school when they are happy and settled.

At our school we are using the Thrive Approach to help us develop all our children's emotional and social well being. Thrive helps us to check children's readiness to learn, to identify any gaps and then to plan to meet them. In this way we make sure that all our children have what they need to make the best progress in their learning.

We use the software tool Thrive-Online to screen all children in their class or work groups. The results help us to plan our social and emotional curriculum. We adapt what we teach to best meet the needs that are indicated. We also use Thrive-Online to assess and develop action plans for individual children. This ensures that the adults working with them understand their individual needs and are able to meet these most effectively.

We would like to assess and develop an individual action plan for your child. For reasons of Data Protection, we are requesting your consent for us to do this. We would welcome your involvement in this process. If you wish, the program can also provide some suggestions for activities you and your child can do together at home.

If you have any questions or wish to discuss this further with a member of staff, then please speak to ..... who will be happy to help.

THRIVE INDIVIDUAL ASSESSMENT CONSENT

- I agree for a THRIVE assessment to be undertaken.
- I agree that information gathered in the THRIVE assessment and action plan may be shared with other adults and agencies supporting my child (except .....).
- I understand that information gathered in the THRIVE assessment will be stored in secure computer systems and anonymous statistical information will be created.

I am the parent/carer [please delete] of Child Name.....

My Name.....

Signed.....Date.....

STEP 7: PRIVACY NOTICE - DATA PROTECTION ACT 1998

Paddock Junior Infant & Nursery School

We Paddock Junior Infant and Nursery School are a data controller for the purposes of the Data Protection Act. We process personal information from you and may receive information about you from your previous school, local authority, the Department for Education and the Learning Records Service. We hold this personal data to:

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

Information about you that we hold includes your contact details, national curriculum assessment results, attendance information1, any exclusion information and personal characteristics such as your ethnic group, any special educational needs you may have and relevant medical information. If you are enrolling for post 14 qualifications the Learning Records Service will give us your unique learner number (ULN) and may also give us details about your learning or qualifications.

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

We are required by law to pass certain information about you to our Local Authority (LA) and the Department for Education (DfE). Further Information may be passed to the LA only, in line with data sharing agreements.

If you want to receive a copy of the information about you that we hold or share, please contact Mrs Sallie Lumb on 01484 515954.

If you need more information about how the LA and DfE store and use your information, then please go to the following websites:

<http://intranet.kirklees.gov.uk/Policies-and-procedures/Service/Schools/Information-systems-guidance/Privacy-Notices>

Or <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

If you cannot access these websites, please contact the LA or DfE as follows:

Kirklees Council, Information Access Officer

Email: [data.protection@kirklees.gov.uk](mailto:data.protection@kirklees.gov.uk) Telephone: 01484 221000

Public Communications Unit, Department for Education, Piccadilly Gate, Manchester M1 2WD

Website: <https://www.gov.uk/government/organisations/departement-for-education>

Email: <http://www.education.gov.uk/help/contactus>

Telephone: 0370 000 2288

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ABSENCE PROCEDURES

It is advised that you read this document carefully to ensure you are fully aware of the implications of the school’s policy.

- All absence due to illness should be reported to the school by telephone on the first day and a letter to school on the child’s return.
- Absence due to religious observance should be notified to the school, in writing, prior to the date.
- If your child is late, they should report to the school office.
- Children leaving the premises before completion of the school day should be signed out at the main office.
- If your child has a medical or dental appointment, you should supply the school with proof either when you sign the child out of school or on their return.
- Request to take children out of school, other than for medical or dental reasons, will be refused. Guidance from Kirklees Council means that absence will not be authorised
- Parents are advised that they should ensure that suitable arrangements are made for the children to be in school by 8.50 am and collected by 3.15 pm.
- Any child who is not collected by 3.30 pm will be placed in our After School Club and late fees will apply.

Please sign the pro-forma below to indicate that you have read and understand the contents of this letter.

Yours sincerely

Sallie Lumb  
Head Teacher  
I have read and understood the contents of the attendance letter and agree to comply with its contents.

Signature: (parent/carer):	Date: [ ]/[ ]/[ ]
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Key Information

What are our school times?

- Nursery**
- Morning Session 8.30am-11.30am
  - Afternoon Session 12.30pm-3.30pm

- Reception**
- Morning Session 8.40am-11.45am
  - Afternoon Session 1.00pm-3.20pm

- School**
- Morning Session 8.50am-12.00noon
  - Afternoon Session 1.00-3.15pm

Arrivals and departures

The school day begins at 8.50am, and children in Key Stage 1 and Key Stage 2 may enter the school building from 8.40 am. Children should not be left in the playground before 8.40 am. Children in Reception and in Key Stage 1 classes should be collected from school. It is important that you let us know if another adult is going to pick your child up from school. If there is an emergency and you are going to be late please let us know.

Paddock School is a smoke free zone. Smoking is not permitted anywhere inside or outside the school building. We are very proud of this positive healthy image we offer to children and thank you for your co-operation. Please do not bring dogs onto the school premises.

Wraparound care

Breakfast club

Our Breakfast Club opens from 7.45am to 8.50am during term time, and aims to provide a safe and secure environment for children before they are taken into school. It is staffed by experienced members of the school team. There is no charge for the service, but the child must be registered to attend. See form on page 8.

After School Club

The After School Club runs from 3.15pm - 6.00pm Monday to Friday, during term time. A fee is charged to cover staffing costs, payable at the beginning of each week or monthly in advance.

Holiday Club

The Holiday Club runs for 4 weeks in the summer holidays from 8am - 6pm. Limited spaces available.

Nursery

Nursery is based in the lower floor of Paddock Junior Infant and Nursery School which also provides a day care facility. It is open from 8am to 6pm Monday to Friday, term time only.

Current sessions are:

- 8.00am - 8.30am including breakfast
- 8.30am - 11.30am (Morning session)
- 11.30am - 12.30pm including a cooked meal
- 12.30am - 3.30pm (Afternoon session)
- 3.30am - 6.00pm (After school session) including a light tea time snack.

For further information on charges please contact the school office.

Uniform

Our school colours are black, red, yellow and white. School clothing consists of a black or red jumper, cardigan or sweatshirt with a black skirt, leggings, pinafore, trousers or shorts; polo shirts, blouses and shirts in red, yellow or white. Shalwar kameez may be worn in the school colours. School shoes should be black.

Jumpers and sweatshirts with the school logo can be purchased from various outlets.

Please ask at the office for our school uniform exchange.

Children should not wear large headbands, coloured trainers or jewellery to school.

P.E. kit

Children are required to change for P.E. and games. For these your child will require a pair of shorts/tight leggings, a T-shirt and a pair of pumps for outdoor P.E. These need to be kept in a bag, with their name clearly marked, on their coat peg.

Swimming

Children in years 5 and 6 go swimming on a Tuesday afternoon. Please note that boys may not wear shorts for swimming; only trunks or lycra shorts that remain tight fitting without pockets.

Please label all uniforms with your child’s name.

Food in school

Paddock School has achieved the Healthy School Award; we encourage parents to send healthy packed lunches, and water to drink.

Meal arrangements

Children may stay for a school dinner, bring a packed lunch or go home for lunch. Our school lunches are healthy and good value. Most dietary requirements can be met if we know about them. A copy of the current terms menu can be found on the school web-site: [www.paddockpri.kgfl.dbprimary.com/](http://www.paddockpri.kgfl.dbprimary.com/) please click on ‘Office info’, and then ‘School Meals’.

Payments should be made online via the ParentPay website.

Packed Lunches

If your child brings a packed lunch to school please make sure that all food and drink is in a suitable container, clearly marked with the child’s name. Please do not include food where the packaging is too difficult for the child to open or food that gets easily squashed or damaged. Drinks can be sent in an unbreakable container; please do not send glass bottles and cans as these can cause accidents.

We encourage healthy eating; packed lunches should not include sweets and fizzy drinks.

Universal Free School Meals

Children in Reception, Year 1 and Year 2 are now entitled to a free hot school meal at lunchtime under the Government’s ‘Universal Infant Free School Meals’ initiative. If you do not wish to take up the free hot meal on particular days or the whole week, please let the School Office know so we can avoid food wastage.

Milk is available throughout the school and can be purchased through Parent Pay at the beginning of each term. Milk is provided free for Reception children until the term in which their child is 5. Your child may be entitled to free milk if you are receiving certain benefits. (The provision of Universal Free School Meals for Reception and Key Stage 1 children does not automatically qualify a child for free milk.

Pupil Premium

If your family are on low income you may qualify for Pupil Premium which would benefit your child in school. Pupil Premium is allocated in school by the government and is used to fund a variety of projects including:

- Targeted after school activities
- One to one tuition costs
- Supporting the child wellbeing team
- Contributing to school trips or visits
- Free school meals and free school milk. See form on page 7

Snacks

Sweets and chewing gum are not allowed in school. If you would like your child to have a snack at break time, please send a piece of fruit or they can choose from a range of healthy snacks and fruit juices on sale every morning break time. Key Stage 1 children are not allowed to buy juice as we have found that this sometimes discourages them from drinking their milk.

As part of a Government initiative every child in our Early Years Unit and Key Stage 1 are given a different piece of fruit or vegetable free of charge at every afternoon break time.

ParentPay – our online payment service

We accept payments online for items such as School Meals, School Milk, After School Club, Trips and Book Bags. Using a secure website called ParentPay you can pay online using your credit or debit card. ParentPay is our only method of making payments to school.



# 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!

## Contact details and medicinal information

It is very important that the school has up-to-date contact and medical information for all pupils. Parents are asked to inform the school immediately if there are any changes to the information held about their child. We will contact you if your child is taken ill or has a serious accident in school.

### Medication

If you require us to give your child medicine during the school day, then you will be required to fill in a consent form. Please give the medicine to the class teacher with your child's name on it and dosage instructions from the pharmacy. If your child has asthma we will need to have one lot of medication which will be kept in the child's classroom. Please fill in an asthma card so that we are fully aware of your child's needs. The asthma card can be obtained from the school office.

### School Nurse

The school nurse will on occasions visit school to carry out health interviews. You will be notified if these involve your child and you will be invited to attend.

## Clubs and activities

We offer a variety of extra-curricular clubs throughout the school year, at break times and after school, as well as one-off events to involve the whole family. We try to offer a range of clubs to the different year groups; please see our website for a current list of clubs on offer. An example is as follows:

- **Sports:** Fitness, Football, and Netball Clubs.
- **Dance:** Ballroom Dancing, and Cheerleading.
- **Games:** Games Club.
- **Music clubs:** Choir.
- **Arts:** Creative, and Drama Clubs.
- **Language:** French Club.
- **Learning:** Reading, Homework, and Phonics Clubs
- **Librarians:** Librarians Club.

If your child is interested in one of the clubs, they will bring home a letter. You will then need to sign this and you will be informed whether your child has been successful in securing a place. Unfortunately, if we do not have enough interest in any of these clubs then that specific club may have to be cancelled.

## Sport and PE

All children in school take part in a variety of physical education including dance, skill work, apparatus and gymnastics. The amount of time varies in line with the age of the children:

- Key Stage 1 2 hours
- Key Stage 2 2 hours
- Swimming (Y5/6) 30 minutes in the water

### Sport partnerships

Members of the Huddersfield Town Football Club visit school during the school year to work with children in Key Stage 2. We have developed close links with Paddock Cricket Club and have helped to establish the under 11s team. We hold a Sports Afternoon once a year where parents are invited to come along.

We are also part of the Schools Sports Partnership. This will bring more adventurous sports such as orienteering, trampolining and multi-skills sports, with specialist dance and gymnastics coaching having taken place.

### Swimming

Children in Year 5 and Year 6 go swimming at Huddersfield Sports Centre on a Tuesday afternoon. **All** children will need a swimming hat, costumes, swimming trunks and towels. Transport is provided. They will work towards certificates in line with National Curriculum requirements. We also enter the Huddersfield School Swimming Gala.

## Homework

The purpose of home learning is to support and enrich children's learning; develop independence; and encourage personal organization. We believe that parents have an important part to play in encouraging and supporting their child with their homework. Throughout the year homework will be set for children attending full-time in our Early Years Unit, Key Stages 1 and 2. It would be helpful if you could ensure your child can work in a quiet environment and by all means do help them but please don't do it for them. It is also important that your child brings the homework back to school on time. School book bags are available from the office and can be paid for on ParentPay.

## Special Educational Needs

Children with special educational needs have learning difficulties that call for special provision to be made. All children may have special needs at some time in their lives. Children have a learning difficulty if:

- they have significantly greater difficulty in learning than the majority of children of the same age
- they have a disability which prevents or hinders them from making use of the educational facilities that are provided for children of the same age.

At Paddock Junior Infant and Nursery School we are committed to including children with Special educational needs in all aspects of school life, and the needs of these children are specifically considered in lesson planning, grouping and the provision of additional support. We aim to work as a team including the children and their parents in the planning of targets and assessment of progress.

### Pupils with a disability

Pupils with a disability will be admitted in accordance with LEA policy.

### Disability Access

The entrance areas to Key Stage 1 and Key Stage 2 have disabled access and an external lift gives access to the Early Years Unit.

## Gifted and talented children

We recognise that all children are individuals with their own specific needs, gifts and talents. Children who are identified as being exceptionally able or talented are monitored and provided with stimulating and enriching lessons appropriate to their needs. Please see our Gifted and Talented Policy for details.

## Charging policy

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip.

# Frequently Asked Questions

## Working with parents

### Parental involvement

Paddock School is a happy, caring, friendly school, which places great importance on developing good links with the community, believing that this will provide the support which is essential for children's personal wellbeing. Paddock school has been chosen to benefit from the 'Making a Difference Locally' scheme.

### Parent Consultations

Parent consultations will take place at least twice during the school year. Parents are always welcome to make an appointment with their child's class teacher if they wish to discuss progress and behaviour.

### Reports

A written report will be sent home during the Spring Term. The results of the standard attainment tasks and tests (SATs) will be sent to parents of children in Year 2 and Year 6 during July. Please let us know it at any time you need to discuss a problem about your child. We are always ready to listen and to help where we can.

### Paddock Stars

There are special occasions we love to share with the community throughout the year. You are invited to join us for special assemblies, sports events, performances and much more. One example of our special occasions is our Paddock Stars; each week children are chosen by their class teacher for outstanding effort or achievement in a particular area of work or school life. Certificates are awarded in a special assembly to which parents are invited.

### Communication

We like to keep you informed as much as possible. Regular newsletters throughout the term cover dates and general information and are emailed to you. You can also visit our website for further news on events.



"I have always loved the school ever since Rebecca and Thomas started there at Nursery. It is invariably friendly and demonstrates a strong community spirit whereby all the teachers and children look out for each other." **Yvonne and Russell Joyce live in Paddock and have three children. Twins Thomas and Rebecca and Katie.**



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 behavior 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://paddockpri.kgfl.dbprimary.com/kgfl/primary/paddockpri> and click on 'Policies' to read some of our policies.

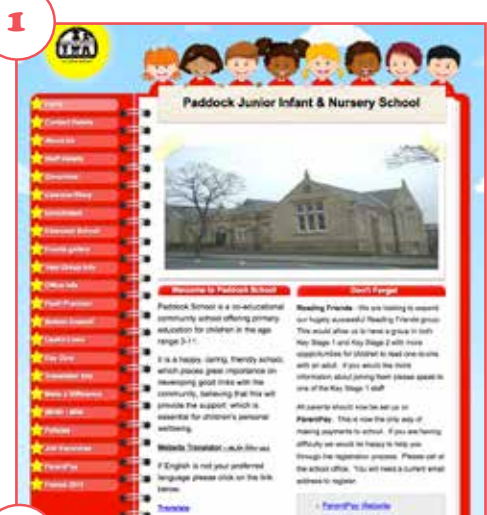
Key policies

Some of our key policies are:

- Anti-bullying
- Attendance
- Behaviour
- Charging
- Data Protection
- Emergency School Closure
- English
- Equal Opportunities
- Foundation Stage
- Handwriting
- Health, Safety & Welfare
- Homework
- Inclusion
- Managing Medicines
- Marking
- Nursery Admissions
- Safe touch and positive handling
- Safeguarding
- Special educational needs and disability (SEND)



"This school recognises that children need more than just classroom teaching; they may need help to achieve independence, additional support in their learning, or someone outside the family to listen if they have a personal problem. I also love the way that the children are given opportunities some of them might otherwise not have, such as an outing to the seaside: to see the look on their faces when we arrive is absolutely wonderful. This is why I work there and why I send my son there – because it is a place in which I have complete trust." **Angela and Anthony Crane live in Paddock with their son Luke. Angela is a member of the Educational Support Staff at Paddock School.**



"I saw how happy the children in the playground looked, and several of them waved to me and said 'hello' and I thought what a lovely place it seemed. Since then we have moved house several times but I have never, ever considered moving my children from Paddock School." **Shahlaa Asghar lives near Huddersfield with her children Aneesha, 18, Farris, nine and Safiya, seven.**





"It is also very reassuring that the pastoral care is excellent – Raihan is asthmatic and on medication, which I completely trust his teacher to administer to him when necessary. As a parent, I value that reassurance." **Hajra and her husband Sajid live in Huddersfield with their four sons Raihan, Arsalaan, Farhaan and Kamran.**



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