

Parent Information Directory 2016/17

Learning for Life

Everything you
need to know for
your child's year
at school.



Everything you need to know...

Helen Thompson, Headteacher, says...

Many thanks for choosing our wonderful school to educate your child.

Support

To help you better understand how our school works, and to remember what we need you to do, we have written this directory. It contains practically everything you will need to know for your child's year at school.

Keep this directory

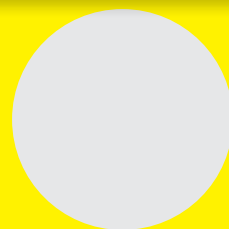
Please keep this directory somewhere safe, and use it regularly.

Let us know

If you have a question or query, the answer should be in here. If it isn't, let us know and we will include it in next year's directory.

You and your child

I look forward to getting to know you and your child over the coming year.



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Working with parents

Parents are always welcome as they are very much a part of the Haworth School community. We know that our children thrive when there is a strong relationship between home and school and we value parental support enormously.

Parent Forum

Our Parent Forum aims to discuss a range of issues and offer opinion on a variety of subjects relating to school life. Although it is not be a decision making body, the forum has the opportunity to influence decisions through an open dialogue with the Headteacher. The forum meets at different times and items are very open and can be suggested by the parents and by the school. It is a genuine attempt to seek the views of parents and develop a stronger partnership, by improving understanding through communication. In summary, the forum will aim to achieve the following outcomes:

- To listen to the voice of Haworth Primary School parents.
- For parents' views to impact on school life and decisions made about local services.
- To have consultations with Parent Forum members.
- To receive information about the school and its activities.
- To participate in deciding how the Parent Forum operates.
- To identify issues parents want the Parent Forum to work on in school.
- To work in partnership with staff.
- To enjoy taking part in the life of the school in whatever way they can.

Do you want to be involved?

The Forum is an open, informal meeting and you are welcome to attend any of the meetings. If you would like to know when the next meeting is, please contact the school office.

Parent's Evenings

Parents' evenings are held each term during the school year. These are an opportunity for you to come into school and meet with your child's teacher to discuss their progress and to view their work. If you have any concerns at any other time, please do not hesitate to make an appointment to speak with your child's teacher.

News and newsletters

Our website is a great resource for keeping updated with events at school. You'll find regular updates on our website. Click on 'Key Information' then the 'Letters and Forms' section. We publish letters to parents on school trips etc as well as our regular school newsletters. You can access our website at: <http://haworth.schooljotter2.com/home>.

Support for Parents

We have a dedicated 'Support for Parents' section on our website (under 'Key Information') that provides information for parents where you can:

- Find out how to join a parent group or parent workshop.
- Explore free downloads with practical tips and ideas for parents.
- Find contact details for organisations offering help and support for children and families.
- Read about Top tips for Parents.
- Access our Step by Step guides for Parents
- Learn about Fun and Free (or cheap) family activities

If you would like to attend one of the parent groups or workshops, or would like further information on our support for parents, please email office@haworth.bradford.sch.uk or ask at the office for further information.

Treetops Children's Centre

Treetops is situated in Haworth and is an exciting extension to Haworth Primary School. All families with children under 5 are welcome at the centre but older siblings up to the age of 8 can attend some weekend and holiday activities. In addition to some great play sessions, parents can receive advice on returning to work, finding childcare and family health. We also have a small team of workers that can provide support to families at home. Families visiting by car can park on Rawdon Road for up to 2 hours.

The Home School Agreement

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

Contacting Parents

In case it is necessary for a child to be sent home because of an accident or illness, it is essential that there is not only a daytime contact phone number, but also an alternative contact. You will appreciate the need to keep this information up to date and it is vital that the school is notified of a change in circumstances as soon as possible.

Emergency texting system

We also use a texting system which enables us to contact you quickly in case of illness, absence, cancellation of an after school activity due to bad weather etc. Again, this makes it very important for you to keep us informed of your current mobile phone number.

Key Information

What are our school times?

Nursery: morning – 8.45am – 11.45am; afternoon – 12.30pm – 3.30pm.

Key Stage 1 - start 8.55am; lunchtime 11.45am – 12.45pm; finish 3.15pm.

Key Stage 2 - start 8.50am; lunchtime 12.15am – 1.15pm; finish 3.20pm.

Wraparound Clubs

We provide good quality, affordable child care for children of Haworth Primary School (or other local schools), from Nursery to Year 6, so that parents can be happy in the knowledge that their children are being looked after in a stimulating and secure environment.

Our clubs provide high quality before and after school care and activities, in a safe and secure environment for children from the age of three years. During each session, the children can take part in a variety of organised games and activities, or they can just unwind, relax and play. The children are supervised by our team of experienced staff, who have all had enhanced DBS checks carried out. The club is managed by school, which ensures that there is continuity of care and standards, consistent with the rest of the school.

Breakfast Club

Opening Hours: 7.30am-9.00am (Breakfast Club)

Timetable:

- 7.30am - School club opens.
- 8.00am - Children go up for Breakfast.
- Play and Activities
- 8.50am - KS2 are taken to class.
- 8.55am - KS1/EYFS are taken to class.

Prices: am sessions £4.50. Price includes home cooked breakfast and refreshments.

Afternoon School Club

3.15pm-6.00pm.

Timetable:

- 3.15pm - Staff collect KS1/EYFS children.
- 3.20pm - KS2 children arrive at club.
- Play and activities.
- 4.20pm - Tidy up in preparation for tea.
- 4.30pm - Washing hands and tea.
- 5.00pm - Play and activities.
- 6.00pm - Club closes.

Prices: pm sessions £8.00. Price includes home cooked tea, refreshments and a healthy snack. Contact telephone number for both clubs is 07745 845510.

Uniform

Our policy on school uniform is based on the notion that school uniform promotes a sense of pride in the school and engenders a sense of community and belonging towards the school.

Footwear

We expect all children to wear plain black, blue or brown shoes in school. Children

can wear boots to school but they need to change into black, brown or blue shoes or black pumps to wear inside the school building. Black, brown, blue or white sandals can be worn in summer. Footwear should not have any adornments such as fur, braid, beads etc. We will also allow plain black or brown trainers without large brand or fashion logos. The school wants all children to grow into healthy adults. We believe that it is dangerous for children to wear footwear that is not suitable for the school environment, i.e high heels, backless sandals, platform shoes or similar. It is essential that children have a change of footwear for PE.

School Uniform: all year wear

- Yellow polo shirt.
- Royal blue sweatshirt or cardigan.
- Plain navy or black joggers, trousers, skirt (knee length), or pinafore (knee length).
- Plain navy, black, or white socks or tights.

Summer options

- Plain standard navy or black school shorts.
- Royal blue or yellow gingham dresses (knee length).

PE kit

- Yellow t-shirt.
- Plain navy or black shorts.
- Plain navy or black joggers (KS2).
- Plain sweatshirt / training top (KS2 Winter).
- Pumps for indoor use (KS1).
- Suitable trainers (KS2).

Optional items

- School logo Fleece jackets.
- School logo tracksuit (KS2).
- School logo Waterproof jackets.
- Baseball caps or summer hat.
- Royal blue book bags.

We request that all uniform be clearly labelled with the pupil's name.

Suppliers

All items with the school logo are available to order from the office. Payment is required at the time of ordering, in the form of cash, cheques (payable to Haworth Primary School) or School Uniform Vouchers (available if you claim free school meals based on benefit entitlement (but not on the Reception to Y2 Universal FSM scheme).

Uniform can also be ordered online direct from our supplier, M C Sports at <http://www.mcsports.org.uk/haworth-primary-school/>. Please note that M C Sports prices do vary from the school prices. When ordering online you can either pay for delivery direct to your home or collect from school free of charge. Uniform can also be purchased from the uniform shop in Keighley. School uniform without our logo can be purchased from any supplier/supermarket chain etc of your choice.

Supporting vulnerable families

We have taken the decision to support vulnerable families in meeting the costs of uniforms. School Uniform Assistance at Haworth Primary School is a voucher worth £25 per child that can be spent on school clothing, through the school supplier only. Please note these vouchers are issued once per financial year (during the Summer Term) and are not transferrable to any other

supplier. For eligibility please contact 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. Our school kitchen team cook meals on-site to provide children with a delicious hot school meal. A vegetarian option is available. Free school meals are available to those children who are in receipt of certain benefits. If you think your family may be eligible please speak to the school office.

Free school meals

For children in the Foundation Stage, and Years 1 and 2, the government provides free school meals. For older children, you need to be in receipt of certain benefits.

Dinner money

Meals cost £1.60 per day and include a main course and a pudding. Meals must be paid for weekly in advance on a Monday. Cheques should be made payable to Bradford Council. Cash or cheques must be labelled with the name of the child and their class name.

Packed lunches

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. Definitely no glass containers for drinks, please. We have a Packed Lunches policy on our website under 'Key information'; then click on 'school Lunches'. This section holds lots of useful suggestions for healthy packed lunches, drinks and snacks as well as the weekly menus for school dinners.

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. Other children may bring in a healthy 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. We provide all children with fresh water. Children up to the age of five are entitled to free school milk.

Fuel for School (in Community Section on School website)

Haworth Primary School are excited to be actively involved in this pioneering new scheme. The Fuel for School campaign has the following objectives:

- Removes hunger as a barrier to learning and improves outcomes for children.
- Enables schools to provide children and families with access to food on a Pay As You Feel basis.
- Provides training for school based staff.
- Highlights global food waste issues.
- Educates children about healthy eating.

We have more information available on our website or via information packs from our school office.

Who's who

Mrs Helen Thompson - Headteacher
Mrs Caron Stone - Deputy Headteacher, SENCo and Assessment Leader

Leadership Team

Mrs Diane Killock – Year 6 Teacher, Maths and KS2 Leader
 Miss Emma Firth-Rymer – Year 2 Teacher, Literacy, KS1 Coordinator and EYFS Leader
 Miss Tracy Roe - Inclusion and Parental Involvement Manager and Food Leader

Class Teachers

Mrs Laura Stoker - Nursery Teacher
 Mrs Helen Woodthorpe- Nursery Teacher
 Mrs Lucy Williams - Reception Teacher
 Mrs Becky Craven- Reception Teacher
 Miss Tracie Turver - Year 1 Teacher
 Miss Lucy Short - Year 1/2 Teacher
 Miss Zoe Cowen - Year 3 Teacher
 Miss Emma Fawcett - Year 4 Teacher
 Mrs Frances La Via - Year 5 Teacher
 Specialist Teachers
 Mr Chris Holdsworth - DSP Lead, SENCo
 Mrs Sue Roberts - P.E, Outdoor Learning Leader
 Mrs Sue Attwood - Spanish
 Mr David Root - Music

Support Staff

Mrs Claire Garnett - Cover Supervisor
 Mrs Michelle Brady - Cover Supervisor
 Mrs Joanne Paxford - Nursery
 Mrs Fiona Wild - Reception
 Mrs Sarah Woodhouse - EYFS
 Mrs Elizabeth Labbett - Key Stage 1
 Mrs Hazel Richmond - Key Stage 1
 Mrs Helen Feather - Key Stage 1
 Mrs Melissa Callaghan - Key Stage 1
 Mrs Jenny Lorrman - Key Stage 2
 Mrs Tracy Belcher - Key Stage 2
 Mrs Jackie Thorpe - Key Stage 2
 Mrs Holly Marshall - Key Stage 2
 Mrs Mary Stell - Key Stage 2
 Mrs Nicola Karpuz- Key Stage 2
 Mrs Sharon Callaghan - SEN Specialist Provision
 Mrs Helen Keating - SEN Specialist Provision
 Mrs Rebecca Ferguson - SEN Specialist Provision
 Mrs Joanne Haynes - SEN Specialist Provision
 Miss Maxine Sharp – SEN Specialist Provision
 Mrs Claire Dale - SEN Specialist Provision

Lunchtime Supervisors

Mrs Denise Wilcock - Senior Lunchtime Supervisor
 Mrs Marie Henson
 Mrs Helen Brammah
 Mrs Andrea Fletcher
 Mrs Mary Stell
 Mrs Sharan Brownless
 Miss Emma Watts
 Mrs Anna Sollitt

Office Staff

Mrs Ruth Ayres - Senior Administrator
 Mrs Kathy Nutter - Administrative Officer
 Mrs Jan Rutherford - Administrative Officer

Site Manager

Mr Konstantinos Nikolaidis

Cleaning Staff

Mrs Mel Feather
 Mrs Sandra Higgins
 Mrs Tracy Woodhead



Topics that are being taught in each year group in school this year

Nursery/Reception (EYFS)

Children begin their school life in either Nursery or Reception. This is known as the Early Years Foundation Stage. The Early Years Framework (EYFS) sets out the learning and development stages as they grow from birth to five years old. The EYFS outlines what staff need to do to support your child whilst encouraging the children to be active learners. The Early Years Foundation Stage Curriculum is based on seven areas of learning:

- Personal, Social and Emotional Development.
- Communication and Language.
- Physical Development.
- Literacy.
- Mathematics.
- Understanding the World.
- Expressive Arts and Design.

The children are encouraged through play and exploration to develop the skills that form a strong foundation for their future learning. This is supported with the provision of a range of real life experiences through educational visits and visitors in school. In addition, we have carefully planned and resourced continuous provision, which provides our children with a wide range of experiences to learn through play.

As children progress from Nursery to Reception, we aim to provide opportunities for more adult led focused sessions alongside learning through play. The children continue to learn through self directed play for much of the time but there is an expectation that they will attend to adult led focussed activities for increasing periods as they progress through Reception and Year 1.

Key Stage 1 and Key Stage 2 (Years 1-6)

Phonics

We teach synthetic phonics from Nursery, using the Letters and Sounds and the Phonics Bug programs.

Writing

The teaching of writing skills is embedded across the curriculum and is supported by the formal teaching of grammar, punctuation and spelling.

Reading

The teaching of reading is supported by a number of reading schemes in school which, along with our well stocked library, provide a huge range of reading materials for our children to experience. Reading is taught throughout school as a discrete subject as well as being an integral part of English. Children are encouraged to read a range of challenging texts and develop a love of reading. These texts make links to learning in other areas of the curriculum. This is supported by adult led small group, differentiated guided reading sessions. These sessions provide the opportunity for the class teacher to further develop children's independent reading skills. Children are also identified for individual support and intervention, such as daily 1 to 1 reading.

Understanding how our school works

Mathematics

The teaching of Maths is based on the National Curriculum and is supported by our teaching of mental maths skills and our calculation policy. We aim to provide children with the ability to reason in a logical way and to apply mathematics through problem solving in real life contexts. We want to help children to see the links between maths and other subjects and deepen their understanding through investigations and applications of maths across the curriculum. Every opportunity is taken to use, apply and practise Maths and English skills.

Computing, History, Geography, Art, PE, RE, Design Technology, Science, Music, Drama and PSHE

These topics are taught, where appropriate, in an integrated way. By using the natural links between subjects and ideas, the learning becomes real and meaningful to our children. We do not believe in contriving links but in making the most of these where they naturally exist. Science, therefore, is also taught as a stand-alone subject.

PSHCE

Personal, Social, Health and Citizenship Education runs throughout our curriculum and is also taught as part of a weekly assembly.

RE

The children learn about 6 major religions: Buddhism, Christianity, Hinduism, Islam, Judaism and Sikhism, following the 2016-2020 agreed Bradford syllabus. This gives the children a moral understanding and knowledge of religious beliefs and practices to help them become tolerant, caring members of society.

Some examples of our enriched curriculum activities are:

Years 1 and 2

- Field work in the local area, using and making maps and aerial images.
- Food tasting, healthy meals and following recipes, designing an outdoor kitchen.
- Experiment with sounds.
- Famous local artists- collaging views of the local area.
- Observation drawing and model making.
- Creating and debugging programs, use of ICT beyond school, logical reasoning.

Years 3 and 4

- Murton Park visit.
- Patterns and print making, jewellery and weapon making, models of homes.
- Plan and give a presentation.
- Thackrey Museum visit.
- Totem Pole design, silhouette drawings and model making.
- Living Things and Habitats.

Years 5 and 6

- Robinwood Book Week.
- Cities and transport in the Victorian era.
- Visit to Shibden Hall.
- Land use- field work.
- Create masks for Die de los.
- Making a Sampler of Haworth.

What to do if you have a concern/complaint

Aim

Our aim is to resolve concerns informally. If we are unable to do this you may wish or be asked to follow the school's formal Complaints Procedure. For the school to be able to investigate a complaint, it needs to be made within three months of the incident occurring. If a complaint is older than one term it will not normally be investigated. The School Complaints Policy has four main stages. In summary they are as follows:

Stage One: informal conversation

We hope that most issues can be resolved at an early stage by an informal conversation with a member of staff. It will be important to tell the teacher what your concern is, and how it has affected you and your child. If you have discussed the matter with a member of staff before making the complaint, please let us know who you spoke to, and what the response was. The teacher will record your concerns, and the outcome of the conversation.

Stage Two: referral to Head Teacher.

Occasionally matters are not resolved through informal discussion. In these cases the Head teacher will be pleased to assist. The Head Teacher will seek the earliest mutually convenient date for a meeting. The Head Teacher will ensure a written record is maintained of all discussions and communications and use this as a basis for the investigation of the complaint. If a complaint requires an in-depth investigation, the Head Teacher will acknowledge this at the outset.

Stage Three: referral to Chair of Governors

If, after discussion with the Head Teacher under Stage Two, the matter is still not resolved, the matter should be referred to the Chair of Governors. S (h) e will acknowledge receipt of the complaint and reply formally within ten working days.

Complaint about the Head Teacher

If the complaint is about the Head Teacher, the Chair of Governors should be contacted, as in Stage Three (above).

Stage 4:- A Complaint is heard by Governing Body's Complaints Appeal Panel

If the matter has still not been resolved at Stage 3, then the Chair of Governors will pass the matter for consideration to a Governing Body Complaints Panel. The Complaints Committee of the Governing Body deals with any complaint which has reached the formal stage. The clerk or a nominated governor will convene a panel of usually 3 governors. If at all possible, the hearing will take place within 10 school working days of the receipt of the written request for a Stage 4 investigation. The aim of the Appeal Panel Hearing is to impartially resolve the complaint and to achieve reconciliation between the school and the complainant. All parties will be notified of the panel's decision in writing within 5 school working days after the date of the hearing.

The full policy is published on the school website under 'Key Information'; click on 'Policies'.

Understanding how our school works

Assessment: what processes are used to track progress and how this feeds into the classroom?

At Haworth primary school, we believe that assessment forms an integral part of effective teaching and learning, allowing children to achieve their full potential. Ongoing assessment is carried out as part of daily teaching practice. This is in addition to more formal methods of assessment, which include English and maths written tests, which are performed regularly throughout the year.

SATS

At the end of years 2 and 6, children sit the National tests known as 'Key Stage 1 and 2 SATs'. Please see our website for the latest school and comparative national figures. Every child's progress is reviewed through our Monitoring and Assessment framework and interventions are put into place if required. A summary sheet is sent out to parents indicating present attainment, targets and the next steps required for these to be achieved. These can then be discussed at the Summer Term parents' evening if parents wish.

Support for SEN children

We are a fully inclusive, mainstream primary school, who ensures that all pupils achieve their potential personally, socially, emotionally and academically in all areas of the curriculum (regardless of their gender, ethnicity, social background, religion, sexual identity, physical ability or educational needs). Children are identified as having Special Educational Needs when their progress has slowed or stopped and the interventions, resources etc put in place do not enable improvement. We implement a graduated approach to supporting children with SEND; this approach is led by the guidance from Bradford Metropolitan Districts council's guidance for SEND.

What is an Education, Health and Care Plan (EHCP)?

An EHCP is a legal document which sets out a description of the child's needs (what he or she can and cannot do) and what needs to be done to meet those needs by education, health and social care. Generally, only a very small number of children with especially complex and severe needs - which require very high levels of support - are issued with an EHCP. How is it obtained? The school request an EHCP from the Local Authority when, despite an individualised programme of sustained intervention, the child remains a significant cause for concern. The pupil must meet the Local Authority Criteria for an EHCP. This is discussed with the parents. A Statutory Assessment might also be requested by a parent or outside agency.

Our SEN Policy

Aims

Through the implementation of this policy, Haworth Primary School aims:

- For the fullest possible inclusion of pupils with special educational needs and/or disabilities in the whole life of the school.
- To provide early identification of pupils who have special educational needs.
- To work in close partnership with parents and other identified adults, to remove barriers to achievement and provide the best possible education for the child.
- To take account of the National Strategies Progression Guidance and have an expectation that the majority of SEN Children and/or disabilities will make at least 2 levels progress from their starting point in each key stage.
- To ensure that pupil's educational needs are addressed while recognising their entitlement to be part of the school in terms of its curricular and social activities.
- To maintain and develop the expertise and experience of all members of staff in understanding and providing for pupils with learning difficulties and/or disabilities.

Objectives

Our objectives are:

- To use whole school approaches for children with S.E.N and/or disabilities - assessment and recording, reviewing progress and planning action.
- To use agreed processes for identifying needs.
- To target resources, including support staff, according to identified need.
- To make appropriate use of outside agencies and early involvement of parents.
- To provide for differentiated learning needs through class planning and teaching.

Facilities for Pupils with SEND

There is wheelchair access at the main entrance door, and by the entrances into the Reception Class. The lower corridor has disabled toilet facilities and a lift ensures full access to each floor within school. However, easy access around the whole school building for 4 wheelchair users to hygiene facilities for more severely disabled pupils are still areas for development. There is a specialist SEN room with programmes being run by a specialist support assistant (who is also the SENCo Assistant) under the guidance of the SENCo. In addition each of the 4 wings in school has its own intervention room.

Transfer of Information

Detailed information on all children is sent to their next school when they leave. In addition the SEN records will transfer with the child including information on identified needs, targets for action and provision made available.

WORKING WITH THE SCHOOL

How to become a volunteer or Governor

Do you want to be a Governor?

You will see lots of Governors around the school as they visit the school on a regular basis to challenge what we are doing and support the school. Each Governor has a subject area which they are interested in and they come into school to work with the staff and monitor these areas.

Our Governing Body is an essential part of life at Haworth Primary School. They are involved in helping to improve and sustain school by regulating the curriculum, finance, buildings and staffing amongst other things. The Governing Body is representative of our school community and, therefore, is made up of parents, staff, members of the local community and LEA staff. This means that the decisions made at Governing Body meetings are fair and have school's best interests at heart.

Vacancies for Parent Governors are advertised as they arise. Our Parent Governors give parents a voice in decision making. They are elected by parents through a ballot. If you are interested in becoming a Governor, please contact the school office.

Volunteering in our School

If you have a few hours to spare each week to help in school, we would very much like to hear from you! At Haworth, we value the support from parents and members of our local community.

Working as a volunteer in school, is extremely rewarding and at the same time, is of great benefit to our children in so many ways. We currently have a small number of community volunteers, some listen to children read, some support in class and assist on school trips, and others support with administrative tasks in our school library.

If you want to know more about how you can help in school as a volunteer, please contact Caron Stone, our Deputy Headteacher for more information.

Work Experience

We have a highly trained, skilled and motivated team, here at Haworth Primary. We are keen to share our knowledge and skills with others, to help in their continual professional development. As such, we support a number of local colleges, schools and universities for work experience placements.

If you would like to complete a work experience with us or would like us to consider you for a placement please contact us. All placements are subject to a satisfactory interview and DBS checks. All work experience students are also expected to adhere to a professional code of conduct.

Understanding how our school works

Friends of Haworth

Friends of Haworth is a group of active, supportive parents and staff, sometimes known as the Parent Teacher Association (PTA). 'Friends of Haworth' works extremely well to develop and promote our school community and to provide a strong link between school and home. They also raise funds to provide resources and activities, which the school would not otherwise be able to afford. To do this, they help organise a number of amazing whole-school community events, including the Christmas and Summer Fayre.

Attendance and the impact of taking term time holidays

We are committed to promoting the welfare of your child through regular school attendance. The school staff, alongside the LA, knows that every day lost to education can have a serious impact on your child's attainment and overall progress in school. We, therefore, support good school attendance by providing an environment and ethos where children feel safe and can build positive relationships with their peers. We do all we can to encourage parents/carers to ensure that the children in their care achieve maximum possible attendance and that any problems that prevent full attendance are identified and acted on promptly.

Contact the office

If your child is unable to attend school please notify the school office, either by telephone or by email by 9.00am on the first morning of absence. A written note is also required if your child is unable to take part in PE. You can email the office using the following email address: office@haworth.sch.uk or telephone: 01535 642359.

Collection

If your child has to leave school during the day we must, for safety reasons, have a request from you and he or she must be collected. Children will never be allowed to leave the premises by themselves during school hours. If they are collected during the day you will be asked to sign them out at the office.

Holidays

The school has a good level of attendance. We do not advocate term time holidays and we expect all holidays, visits to see family etc. to take place during the school closure periods. All school holiday dates are published to parents one year in advance. If you do need to go away in an emergency, there are forms to complete at the school office, and should be completed in advance.

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 appropriate application form, to the Headteacher. Holiday requests during term time are not usually granted apart from very exceptional circumstances. If holidays are taken during term time without permission, this will result in a penalty notice and parents will be fined.



Pupil Premium: why it's important!

Pupil Premium additional funding is given to schools for pupils who have been registered as being entitled to Free School Meals (FSM) at any point in the last six years. You must register for Free School Meals, so we receive this funding.

Extra money for extra support

Schools receive this funding to support their eligible pupils and narrow the attainment gap between them and their peers. We can use this funding to support children in a wide variety of ways which are tailored to the individual's child's needs. Typical examples include assistance with:

The purchase of school uniform/PE kit or other equipment.

The cost of school visits and extracurricular activities.

Fees for breakfast and after school care clubs.

Confidence and skills building experiences.

Specialist/extra tuition.

Free School Meals can be provided if parents/guardians are in receipt of certain Income support benefits. We encourage parents to apply for FSM even if their children do not take up Free School Meals because we can then access this additional funding to benefit your child. Further information about how the school spends these monies can be found on the school website. Please contact our school office who will assist you with the application process.

Pupil Premium for Adopted Children

The government have recently announced that they are extending this to provide additional funds for children who have been adopted from care. However, funding will only be received should parents elect to inform their child's school that their child has been adopted and they would like the school to receive additional Pupil Premium Funding. From April 2014, schools in England can receive the pupil premium for children adopted from care or who left care under a Special Guardianship Order (SGO) on or after 30 December 2005. Schools can also claim the pupil premium for children who left care under a Residence Order (RO) on or after 14 October 1991. To claim the pupil premium for adopted children, and those who are the subject of a SGO and RO, parents will need to inform the school and provide supporting evidence, for example, the Adoption (Court) Order.



What we stand for: Learning for Life and 'REACH'

Learning For Life

Our motto is 'Learning for Life'.

Green curriculum

The children at Haworth exemplify our school motto; and our personalised 'Green' curriculum, based on sustainability, permeates all we do. We are a 'Food for Life' flagship and a Gold Award school. This means the children enjoy a wide range of food-related activities such as cooking, gardening, and farming and value lunchtimes.

Achieving

We expect children to make good educational progress and be proud of their own, and their schools, achievements. The pupil voice is strong, and behaviour is outstanding, with our pupils caring for those around them and in the wider community. We are proud to be at the heart of our community and we believe the successful partnerships between families and Haworth Primary School are vital to the happiness and success of our pupils.

Our goal

We count it as a privilege to be able to educate such wonderful young people and hope that this Directory gives you a flavour of the passion and dedication to learning that is alive in our school. Children are the heart of our school: our goal is to create a vibrant, happy, caring community where all can grow to achieve their fullest potential.



VALUES: Respect, Engage, Aspire, Care and Happiness

It is important to us that every child is valued and that their unique qualities are recognised. The children's self-respect, confidence and ability to work both independently and co-operatively are positively promoted. REACH represents our values of

- Respect.
- Engage.
- Aspire.
- Care.
- Happiness.

Culture of excellence

We actively encourage children to REACH for the stars to achieve great things and embrace future challenges with the confidence to venture outside their comfort zone. As a school, we work in partnership with parents, governors and the local community to provide a culture of excellence where children are encouraged to REACH their full potential.

Respect

Our inclusive curriculum teaches our children to RESPECT each other and to embrace the different cultures and backgrounds that make up our rich and diverse school community. We encourage our children through our wide range of children leader's roles to take responsibility for their actions, enabling them to take an active role in the school. Our wide range of pupil roles, gives children a voice and an ability to influence whole school decision making.

"The staff care about the progress and welfare of the children. All staff are always approachable to discuss any aspect of my child's education/needs." Parent.

Engage

We believe that learning should be fun and we aim to provide a wide variety of opportunities to ENGAGE and motivate the children. Our curriculum is brought to life through first-hand experiences, out of school visits and visitors providing our children with the opportunities to broaden their knowledge and experiences. Our pupils are actively involved in planning and making decisions about their learning. We encourage them to become independent thinkers, collaborative learners and effective communicators. They are encouraged to make informed choices, become more self-aware and confident, so that they can make positive contributions in the local and wider community.

Aspire

Our children ASPIRE to achieve and have therefore have successful lives both in, and out, of school.

Care and Happiness

We CARE about the health, HAPPINESS and well-being of our children and want them to feel safe and secure. Our caring and confident pupils relish getting involved in everything the school has to offer. This can be illustrated through our activities as a Green Flag Eco School and our Gold Food for Life Status; where children learn about growing, food and cooking.

Centre of excellence

We are also a Centre of Excellence for Physical Education and Sport. Our strong partnerships with parents and outside agencies enable us to support the development of the holistic wellbeing of every child.



What to do if...

My child is having difficulty making friends?

For many children, difficulty making friends can have a detrimental effect on their self-esteem and confidence, and also keep them from trying new activities. It can also be difficult for them to manage intense feelings. We operate a 'buddy' system for all children joining our school to help new pupils make friends and settle in.

"We have a buddy bench in the playground. If we fall out with each other the teachers help us to talk and make friends" Pupil.

Talking

Encourage your child to talk about their feelings, and what has happened in the school day. Just knowing that these feelings are normal, and that they have someone to talk with, can help a lot!

Invite friends over

Ask your child who they enjoy spending time with at school. Start by inviting one or two of these friends over to your house, or arrange a get-together at a local park.

Talk to your child's teacher

Contact the school office and ask to talk with your child's teacher. Have a chat about your concerns. Don't be worried, we deal with friendship worries regularly. It's part of being a teacher!

Have your own friends over

Since children pay close attention to what grown-ups do, model friendship behaviours for your child by having your friends over, especially in ways that include the younger generation.

Try not to expect too much

Take it slowly and don't 'force' your child to make friends. Sometimes making friends can take time!

Get help if you sense a real problem

In the majority of cases, shyness or difficulty making friends in childhood is perfectly normal. If your child rarely holds eye contact, is unusually withdrawn, throws tantrums or cries whenever other children are around, or seems terrified of going to school or the playground, then please talk to us again.

I'm struggling to help my child with their homework?

If you are finding it difficult to help your child with their homework...don't worry! Lots of parents have difficulties with this.

Talk to us

The way subjects are now taught in school is probably different to when you attended school. The first thing to do is talk to the school office. All conversations are confidential. They will then either book you an appointment to come and chat with your child's teacher, or book a time for your child's teacher to phone you.

We will help you

It's nothing to worry about. We will help you understand how child learn in a modern school, and you can then enjoy helping your child with their homework.

If I think my child is struggling with school work... or not being challenged enough?

The first thing to do is contact the school office to talk with your child's teacher.

Ongoing assessment

Your child is assessed regularly by their teacher, so we will be able to tell you how they are performing and how this relates to what is expected at this stage of your child's education.

Activities at home

Your child's teacher can provide you with some fun activities to do at home that will compliment what is happening in class, and give your child that extra help.

Ongoing problems

It may be that your child needs glasses in class, or are dyslexic. All of these concerns can be discussed with your child's teacher. We want to help your child, as much as you do!

Gifted and Talented Register

Some children progress significantly beyond what is expected for their age. The ongoing assessment, and the parent and teacher, would recognise this, and we would provide work that is more challenging. We would also register your child on the Gifted and Talented Register. Gifted children often need more support at school, but not necessarily more structured activities. They may need more freedom to learn at their own pace, and more guidance.

How to develop a bedtime and morning routine, so children get enough sleep for school

The most important thing is that children get enough sleep for school.

Getting enough sleep

Children of school age experience enormous growth, are very active and need lots of sleep. A child aged 3-6 years needs to be asleep from 6pm-8pm, and a child aged 7-12 years needs to be asleep by 7.30pm-9pm. Most experts agree that children need between 9 and 10 hours of sleep each night to be at their best, with 8 hours the absolute minimum.

Routine

By establishing a bedtime routine, you can relax your child. For example, bath-time, reading a book, listening to story tapes or music, can all relax a child and be part of such a routine. Children will soon associate a repeated activity with relaxing and going to sleep.

In bed

Once your child is in bed, dim the lights or put on a lamp. Perhaps read a story or talk to them about school that day.

Getting up

Breakfast is very important. If you have a routine for morning, it helps the child to get up and dressed and downstairs for breakfast. If you don't have much time in the morning, it may be an idea to prepare as much as you

can the night before. You can make packed lunches, sort breakfast food, layout school clothes and even assign a shelf or hook for school essentials (so you don't have to go searching for things as yr due to go out the door!).

List chart

It may seem like overkill, but a morning routine chart is great for children to follow. They enjoy following lists and ticking off what they have done. You could always give them a reward on Friday for following the list. Your list could feature some of the following:

- Getting dressed.
- Combing hair.
- Eating Breakfast
- Brushing teeth.
- Washing face.
- Putting shoes on.
- Grab backpack/lunchbox... then off to school!

Doesn't want to eat breakfast?

If your child doesn't want to eat a full breakfast, find foods that they can eat quickly but that will still provide the nutrients that their body needs. Most experts recommend eating a serving of protein first thing in the morning. Scrambled eggs on toast, yogurt and fruit, or a peanut butter and jam sandwich on whole wheat bread are good options for breakfast. Be creative with breakfast!

What happens when my child transfers to secondary school?

Our effective partnerships with local secondary schools ensure a seamless transition. Applications for Secondary school places are made to City of Bradford Metropolitan District Council (MDC) if you live in the Bradford district. Apply online by 31 October each year at: www.bradford.gov.uk/admissions. The following is an extract from their procedure:

- Visit schools before you apply.
- List five schools, within or outside the Bradford district.
- Fill in and return supplementary information forms to schools that require them
- If applying for medical or social reasons, ensure you make this clear at the time of application and provide supporting evidence from relevant professionals.
- Have you moved recently or are about to move? If so, you will need to provide evidence.

There is a useful guide on the Bradford Council website to show you how to apply online.

- * Visit : Admissions Team: Margaret McMillan Tower, Princes Way, Bradford BD1 1NN
- Telephone: 01274 439200
- Email: secondaryadmissions@bradford.gov.uk
- Website: www.bradford.gov.uk/admissions.

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!

Jewellery, Watches and Hairstyles

On health and safety grounds, we do not allow children to wear jewellery in our school, with the exceptions of ear studs in pierced ears, and a watch. Children will be asked to remove watches during PE or games.

Extreme Haircuts

The school does not permit children to have 'extreme' haircuts or non-natural hair colours that could serve as a distraction to other children. Children should not wear colourful, unnecessary and distracting hair adornments. Long hair needs to be tied back.

Emergency arrangements

The School will only be closed when exceptional circumstances make it absolutely necessary and when it is in the best interest of the pupils, i.e. snow, floods, power failure, widespread illness, or pandemic, etc. In the event of an emergency school closure, we will seek to advise you promptly. Please keep an eye on the school website, which is a good source of information as it will be regularly updated. Bradford Schools Online also lists school closures. We will make every effort to update the message on the school telephone, but very bad weather conditions may mean that we are unable to get into school. The texting system will also be used to keep you up to date. Please make sure that the school office has up to date telephone numbers.

Local radio stations are informed of our closure plans directly through Bradford Schools Online.

Pulse Radio 97.5 FM.

Radio Leeds 92.4 FM.

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 (within an hour). 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.

It is important that we have current contact details for all parents/guardians, so that we can contact you via text and/or email, if necessary. Please notify any changes to the School Office on tel no. : 01535 642359 or email: office@haworth.sch.uk

Medicine in school

Should your child require medication during the school day, a medication notification form is required. School staff are only authorised to administer medication prescribed by a doctor. Non-prescription medicines may be given by parents throughout the school day. The medication form is available for parents to complete from the school office. In addition to signing the 'Child Medication Request Form' we may also require your child to sign the form when self-medicating, i.e. if they use an inhaler.

Please note it is the responsibility of the child to come to the office and request their medicine.

Nut allergies

Those children who have a known nut allergy must supply school with an Epi-pen. Staff are trained to administer this should an emergency arise.

Inhalers

All prescribed inhalers will be kept with the individual child or in class within easy access at all times to the children. These inhalers must be taken on school trips and be adequately full, labelled with the child's name and class. The expiry date should be checked by parents please on a regular basis.

Charging policy

The school has a charging policy, in accordance with the requirement of Section 110 of the Education Reform Act 1988 and Chapter 32 in the 2002 Education Act. The policy is annually agreed by Governors and applicable to all registered pupils. Parents may be asked to make voluntary contributions to cover the cost of trips or visits to the school etc. The full policy can be obtained from the school office or by visiting our website. The policy is located under 'Key Information' and 'Policies' at: <http://haworth.schooljotter2.com/home>.



Clubs and activities

The School offers a range of extra curricula activities to extend learning. Examples include:

- Book.
- Sportscool.
- Cooking.
- Gymnastics.
- Football.
- Photography.
- Table Tennis.
- Zumba.

In addition to these clubs, the school also involves the children in musical productions, theatre trips, residential trips and trips linked to the curriculum.

Sport and Physical Fitness

The school has a good reputation for the range of physical activities offered and for its success in local sports. The children are taught dance, games, gymnastics and swimming and develop sports skills including control and ball handling. We encourage a positive approach towards dance, fitness and movement. The school takes part in many inter-school activities and has achieved success at both school and district level. We have recently participated in a pioneering National research project and a video of our involvement is being used by the Youth Sport Trust to promote the Start to Move Programme. Our under 11 girls' football team came top of their group in the recent Oakbank cluster tournament and went on to take part in the Keighley area finals. The standard was exceptionally high and they played very skilfully. Both our girls and boys football teams have been very busy representing Haworth at recent tournaments at Oakbank School. We entered teams in both the under-11's and under-9's. In addition, we competed in Cross Country races at Cliffe Castle.



Term dates

Autumn Term

Tuesday, 6th September 2016	School re-opens after Summer holidays
Thursday, 20th October 2016	School closes for half term at the end of the day
Monday, 31st October 2016	School re-opens after October half term
Friday, 16th December 2016	School closes for Christmas holidays at the end of the day

Spring Term

Wednesday, 4th January 2017	School re-opens
Friday, 17th February 2017	School closes for half term at the end of the day
Monday, 27th February 2017	School re-opens after February half term
Friday, 7th April 2017	School closes for Easter holidays at the end of the day

Summer Term

Monday, 24th April 2017	School re-opens
Monday, 1st May 2017	School closed for May Day holiday
Friday, 26th May 2017	School closes for Spring Bank at the end of the day
Wednesday, 7th June 2017	School re-opens
Tuesday, 25th July 2017	School closes for Summer holidays at the end of the day





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