

HANGING HEATON C.E. (VC) JUNIOR & INFANT SCHOOL



PARENT HANDBOOK

***Hanging Heaton C.E. (VC) Junior & Infant School
High Street, Batley, WF17 6DW***

Telephone: 01924 325252

www.hangingheaton.co.uk

General Information

The school is a voluntary controlled primary co-educational day school, catering for children in the age range 4 to 11 years.

Children are admitted to school annually in September regardless of their birthday.

For admission to all key stages

The criteria for admission to community/controlled schools are shown below:

- *Children in public care (Looked After Children);*
- *Children living in the school's Priority Admission Area (PAA) who have an older brother or sister attending from the same address at the date of admission;*
- *Other children who live in the school's priority admission area;*
- *Children who live outside the school's PAA who have an older brother or sister attending from the same address at the time of admission;*
- *Other children who live outside schools PAA.*

Community and controlled schools will admit children with Statements of Special Educational Needs where the school is named in the statement.

Notes

- *Children in priority 1 above may also be admitted above the Published Admission Limit (PAL).*
- *If the LA cannot agree to requests for admission in priorities 2 to 5 above without exceeding the PAN, they will give priority up to the PAN to children living nearest the school.*
- *Distance is measured in a straight line from a child's home address to the school. Measurements are calculated using six-figure National Grid Co-ordinates taken from the National Land and Property Gazetteer. This grid reference relates to a point that falls within the permanent building structure corresponding to the address. The boundary of the building structure for the address is derived from Ordnance Survey MasterMap. For smaller, residential properties the grid reference denotes a point near the centre of the building. For larger properties, like schools with, for example, multiple buildings and large grounds, the grid reference relates to a point inside the main addressable building structure. The distance calculated is accurate to within 1 metre.*
- *'Live' means the child's permanent home at the date when applications close or, if a significant house move is involved, the latest reasonable date before the final allocation of places. We expect the allocation process for the reception year group will take place on 17 March 2014. The latest reasonable date for evidence of a significant house move will therefore be Wednesday 5 March 2014.*

- ***A Priority Admission Area means a geographical area determined by Kirklees in consultation with the governing body of the school. It is called this because children living there normally have priority for admission over children who live elsewhere. It is also referred to as the catchment area.***
- ***Children with Statements of Special Educational Needs are admitted to mainstream schools, special units and special schools separately from the general admission policies in this booklet.***

The above criteria apply to Kirklees community and voluntary controlled schools.

Parents who are considering sending their child to Hanging Heaton, or those who have already accepted a place are most welcome to arrange a visit to the school at a mutually convenient time.



Please visit our website for further information – www.hangingheaton.co.uk

GOVERNORS

CHAIR

*Mrs R Beaumont
Hanging Heaton C.E. (V) J & J School
High Street
Batley
WF17 6DW*

PARENT

*Mr M Jagger
Mr D Wilson-Law*

STAFF

Mrs S Brooke-Mawson

HEAD TEACHER

Mrs J Thompson

FOUNDATION

*Mrs W Lister
Mr D Lindley*

LEA APPOINTED

Mrs P McDonald

CO-OPTED

*Mr M Howroyd
Mrs R Beaumont
Mrs E Exley
Mrs A Walshaw*

LINK GOVERNORS FOR EACH CLASS:

*Class 1 Mrs P McDonald
Class 2 Mr M Jagger
Class 3 Mrs A Walshaw
Class 4 Mrs W Lister
Class 5 Mrs E Exley*

There are 11 governors at Hanging Heaton School. They all have slightly differing roles, but essentially their aim is the same – to support the school in offering the best quality education for our pupils.

For more information, please see the 'Governors' section on the website.

The School Day

Our school day begins at 8.50am and finishes at 3pm. If the weather is bad, children will be allowed into school before this time. It is however, important that your children do not arrive at school too early as the school does not officially accept responsibility for pupils until school starts at 8.50am. We ask children to arrive at school no earlier than 8.30am.

We have an excellent record of punctuality, and all incidents of lateness are recorded in the attendance register. Please notify us if for any reason your child will be late for school; it helps us greatly.

| <i>Time</i> | <i>Key Stage 1 (Reception, Y1, Y2)</i> | <i>Key Stage 2 (Y3, Y4, Y5, Y6)</i> |
|--------------------------|--|---|
| <i>School starts</i> | <i>8.50am</i> | <i>8.50am</i> |
| <i>Mid-morning break</i> | <i>10.30am – 10.45am</i> | <i>10.30am – 10.45am</i> |
| <i>Lunch break</i> | <i>12 noon – 12.55pm</i> | <i>12.05pm – 12.50pm</i> |
| <i>Afternoon break</i> | <i>2.15pm – 2.30pm</i> | <i>NO BREAK</i> |
| <i>School closes</i> | <i>3pm</i> | <i>3pm</i> |



Partnership with Parents

We at Hanging Heaton School actively seek to promote a real partnership between home and school. We feel that when parents and teachers work together, with the best interests of the children at heart, then both learning and behaviour can be enhanced. We are very proud of our relationship with parents, which is built upon mutual respect. By working together as a partnership, the children will benefit greatly.

We aim to provide a welcoming atmosphere and to be accessible to parents whenever possible. To support this we:

- Send out regular News Sheets to keep parents informed*
- Keep in contact via text and e-mail*
- Have an open door policy*

- **Invite parents to class assemblies and special events**
- **Have regular coffee morning events where parents can share their views**
- **Ensure our website is regularly updated with relevant information**

The school offers two opportunities each year for an appointment to discuss children's progress and an additional meeting is arranged where necessary. Parents will receive a full annual written report in the spring term to help you support your child's learning for the remainder of the year. There will also be an additional summative report of results at the end of the year.



Teachers are usually available before and after school sessions for brief informal discussions. Parents are requested to come to the main entrance well before 8.40am if they need to speak to a teacher before school. This enables teachers to be free to receive their children at the start of school. If it is an issue that will take up a considerable amount of time it is helpful to us if you make an appointment. If you wish to speak to a teacher, we will arrange an appointment when the teacher is not teaching. Most problems can be solved and it is essential that you feel able to speak with us about your children, their learning and experience. We are a friendly staff and no matter how small your concern or problem we want to help. We have always valued the views of parents, which over the years have helped in the smooth running of the school. The school as far as security will allow, still manages to operate an 'open door system'.

We hold annual parent/teacher meetings where you can discuss children's progress and where parents are given the opportunity of discussing the annual report. Final test results are sent out at the end of each year.

We hold class assemblies, when parents are invited to attend. These are usually held on a Friday morning and each class takes it in turn to 'host' the assembly. These have proved very enjoyable and well supported in the past.

Many of our parents offer us help in school and this has been gratefully received. If you can come into school to give us some help or to share any special skills that you may have with your children, we would greatly appreciate it. We assure you of a warm welcome!

We do realise that starting school can be a very anxious time, not only for children but also, if not more so for parents. If you have any other queries or concerns, please feel free to talk to us. We will do all we can to help you.

[Friends of Hanging Heaton](#)

We regularly have school events where we require support from parents. Please contact us in school if you are willing to help.

Home/School Agreement

In line with national policy, we have a Home/School Agreement which we issue for the families of all our new pupils. The Agreement outlines what parents can expect from the school, what is expected of a child and how you can support your child's education. There are sections for class teachers, pupils and parents to sign. This agreement is taken seriously as it describes our commitment to supporting each other.

Homework

Children are increasingly asked to work at home, either as a follow up to work already done in the classroom, or as preparation or reinforcement.

Parents are encouraged to be actively involved in this work, and are encouraged to be partners in the home reading scheme. Your child's teacher will inform you of the homework requirements at the start of the academic year or when children start school in reception. We have a well established home/school learning partnership, and children will be asked to do research for topics, to learn words, tables or read at home. All key stage 2 pupils have mental arithmetic homework and key stage 1 pupils have number games and number work to do each week. We ask for your help and support in this matter.

Pupils in Key Stage 2 may also be offered opportunity to attend homework/revision clubs.

Written Information

We aim to provide adequate information, written in a friendly, informal style. We have a notice board in the playground for displaying community information – e.g. Shaw Cross Children Centre, St. Paul's Parish and other community links. If parents need information sending out in another format e.g. another language, this can be arranged on request.

Special Meetings

Whenever we have special information to pass on, we invite parents to attend specific meetings. Examples of this are the meetings we have had with parents of Year 2 and Year 6 children to discuss the Standard Assessment Tasks (SATs) and information meetings regarding the curriculum and school policies and practice.

Parent Helpers

Some parents are willing and able to help out in school in a variety of ways, and this help is always readily welcomed. We have a team of parents who provide consistent help within the classrooms. Other parents help us on an irregular basis, as the need arises. All parents are given clear guidance from the class teachers to enable them to support our children's education effectively. We encourage our parents into the staffroom and try to make them feel comfortable, welcome and valued. However, all parent-helpers will be required to complete a disclosure application form from the Criminal Records Bureau. A guidance paper has also been provided by school entitled 'Guidance for helpers in school' which should also be read.

Church Links



We are a Church school and have strong links with St. Paul's Church. The Vicar takes Collective Worship, and the children attend services in Church at special times of year. We also have links with other faiths in our community.

Special Educational Needs

The school enjoys a good academic reputation. The staff are committed to placing due emphasis on the core and foundation subjects of the National Curriculum and regularly attend In-Service Training sessions to keep them fully informed on a national and local basis.

Children are seen very much as individuals and are encouraged to develop any special skills and qualities that they possess. Work is carefully planned to enable each child to reach his or her full potential. The school fully supports the principles of inclusion by:

- ***Setting suitable learning challenges***
- ***Responding to pupils' diverse needs***
- ***Overcoming potential barriers to learning and assessment for individuals and groups of children***
- ***Abiding by our Equality, Diversity, Inclusion and Cohesion Policy***

Pupils with Special Educational Needs have individual programmes of work which are appropriate to them. Care is taken to ensure that they are receiving their entitlement to a broad and balanced curriculum. The Headteacher and SEN co-ordinator take responsibility for the day to day provision for pupils with a special educational need. The school has clear procedures for the identification and assessment of pupils with a special need that is linked to the staged procedures in line with the SEN Code of Practice. The governors will discuss the admission arrangements for disabled pupils with Kirklees LA on an individual basis. A copy of the school SEN policy and the SEN Information Report are available for inspection and are on the website.

Extra Curricular Provision



Although we are a small school, we are committed to offering our children as wide a range of extra curricular activities as is possible.

Children are encouraged to learn how to play musical instruments – e.g. recorders, stringed instruments, brass instruments and the organ/keyboard.

We were recognised at our last Ofsted for our after school clubs which can include: baking, sewing, sports activities, gardening, crafts and singing,

We have educational visits throughout the year which support the work being done in the classroom.

We hold concerts each summer and a carol service at Christmas and parents are also given the opportunity of joining us for collective worship on a regular basis.

We hold 'End of Year' and 'Start of Year' services in July and September to say goodbye to Year 6 children and then to welcome the new children to Reception.

Complaints Procedures (Section 23 E.R.A. 1988)

Any concerns expressed by parents and others about the school curriculum and related matters will be in the first instance dealt with in an informal discussion with the class teacher and/or the Headteacher. When a matter cannot be resolved informally, the Headteacher will make available documents to enable you to follow a statutory complaints procedure.

Copies of all Statutory Regulations and all School Policies are available for inspection by appointment.

Race Relations

Any racial incidents are dealt with very seriously. The school meets the requirements of the general duty and the specific duty in the Race Relations (Amendment) Act 2000 and the Commission for Racial Equality (CRE) code of practice.

Health and Safety

The school takes Health and Safety issues very seriously. We have adopted the LA guidelines and model policy 2009 as a governing body and have a governor and teacher who are responsible for Health and Safety. Parents are regularly consulted on these issues and we welcome your suggestions. The policy can be seen on request.

Medicals

Medical inspections are held in school with parental permission. Checks are also made on children's eyes and ears. The school is able to call on the help of other health agencies if parents feel the need for support.

Medicines

***We do not administer medicines** (including antibiotics, cough medicines, ear/eye drops, suncreams or antihistamines). For children with serious allergies requiring EpiPens or other treatment, a health care plan is required and parents must inform school immediately a diagnosis is given by their GP so plans can be implemented safely.*

Headlice

We follow the LA guidance on the issue of headlice in school. Parents of individual pupils seen in school to be affected will be informed. It is parents' responsibility to check their child's hair regularly.

Inhalers

Inhalers, which are clearly named, may be left in the child's classroom in a designated place and parents will be asked to complete a medical form. It is essential that the child knows how to use and maintain the inhaler. It is also essential that parents regularly check that there are plenty of capsules and the inhalers are working properly.

Accidents and emergencies in school

Should a child have a serious accident or sudden illness in school, we will immediately contact a parent or guardian. In the event of us being unable to contact anyone we would then take the appropriate action and involve the medical profession.

We have procedures in school for dealing with minor accidents. The class teacher will inform parents if there has been an accident. If a child has bumped its head, however minor, parents will be sent a short note to inform them.

Records

Records are kept in school with the child's name, parent or guardian's names, addresses and telephone numbers and the name and number of your child's doctor. You will be asked to complete an information sheet when your child enters school and at the beginning of each academic year. It is very important to advise us of any changes – e.g. address, telephone numbers etc. Should your child take part in a school trip off site, then further current information may be requested by the school.

End of day arrangements

Children in Year 5 and 6 are allowed, subject to parental authority, to walk to and from school independently. Parents/Carers need to complete an authority form before this can take

*place so that school is always aware of the situation. The only exception to this rule is following an after school club where due to the late finish children **MUST** be collected. All children in other year groups should be collected as appropriate.*

School Dress

All our children are requested to wear school uniform. We have however tried to give some flexibility to ensure that it can easily be purchased from high street stores or from specialist suppliers like Rawcliffes in Dewsbury. The school colours are navy and white. Children may wear:



- *grey skirts, pinafores or trousers*
- *navy jumpers, cardigans or sweatshirts; preferably with the school badge on*
- *white shirts, worn with the school tie, which is navy and gold striped, or white polo shirts*

In summer, the children may wear:

- *plain grey tailored shorts or for the girls, gingham checked dresses in navy blue. Girls can also wear grey tailored shorts.*

Sports shorts are not allowed to be worn in school.

*Plain, black school shoes **MUST** be worn. Trainers or pumps will be needed for PE/Games only.*

Watches and a single pair of stud earrings are allowed but they must be removed by the child during PE/Games. Please check with the class teacher the days your child has such lessons. School accepts no responsibility for lost, stolen or damaged jewellery.

Pupils are not expected to attend school with braiding, beading, brightly coloured hair dyes or tramline/razor cut patterns in their hair as we wish to discourage any unnecessary attention being drawn to them. All hair bobbles, slides etc must be discreet plain, dark colours.

It is essential that all items of uniform are clearly named. We ask for all parents to support the school in adhering to our dress policy.

Games and PE

All children take part in physical education lessons. They should have a pair of pumps, navy shorts and gold T-shirt. Rawcliffes can usually supply you with these. PE kits should be kept in school at all times in a small named pump bag. Large bags should not be brought to school as we do not have room in our cloakrooms and they can block fire exits. School pump bags can be bought on induction evening or they may be ordered from the office.



School Meals

School meals are provided on the premises. All children in Key stage 1 will be entitled to a free school meal. When parents are receiving family credit and income support, free meals and milk may be applied for and we would urge you to do this as our school receives extra money to support your child. We have a system in place to ensure that children having free meals are not singled out.

Children in key stage 2 will need to pay for school meals unless you are entitled to claim free school meals. As the cost of meals change, you will be advised at the time of enquiry of the current cost. (Currently the cost is £1.90 per day, £9.50 per week.) Dinner money is payable for the week on a Monday morning in advance and should be placed in a named envelope or purse which is handed to the class teacher at registration. Alternatively, payment may be made at the school office. Cheques are acceptable if you prefer. Please make them payable to school.

Children may bring a packed lunch to school but drinks must be brought in unbreakable containers. We do not wish children to bring hot drinks or soup in the interest of safety.

School Milk

Milk is provided for key stage 1 children. A request/reminder letter is sent to parents towards the end of each term. Payment for milk should be sent to school with the completed request.

Drinks

Children are provided with a bottle in which they may keep water during the day. When children start school a bottle is provided free of charge. However, if any bottle needs replacing there will be a charge of £1.00. We recognise the importance of drinking water and actively encourage this. Fruit juice, squash and fizzy drinks are not allowed in classrooms.

Healthy Eating Days

We do encourage healthy eating in school and children should only bring either a piece of fresh fruit or vegetables (eg apples, pears, carrot sticks, celery, grapes, raisins etc) for their morning snack. This helps to encourage the children to take an active role in choosing healthy snacks.

Fresh fruit or vegetables are provided daily as afternoon snacks for all children in key stage 1.

Unauthorised absence

At Hanging Heaton, we work very closely with our parents to ensure that our children regularly attend school and we are very fortunate that at the time of printing, we have an excellent attendance record.

When your child is ill, please contact school as soon as possible to notify us. Please arrange routine dentist/doctor appointments outside school hours.

From September 2013, new regulations for requesting time out of school were implemented. What was previously 'Term Time' holidays has now become 'Leave of Absence'. Current legislation states that in 'exceptional circumstances' up to 10 days can be requested. There is no longer a category of Term Time Holidays. The exceptional circumstances remain for the new Leave of Absence, however there is no longer a 10 day 'allocation'. It may be helpful to give you a definition of exceptional circumstances; we perceive this to be when you do not have any choice.

Our school pyramid have implemented a cohesive approach to ensure parents understand what we will consider authorising.

*We **DO NOT** consider the following as exceptional circumstances; these are not however an exhaustive list:*

- Parent/s work/holiday rota*
- A family holiday at a lower cost*
- Parent/s wedding of a child at the school as this can be arranged during school holidays*
- Booked by a member of the extended family without your knowledge*
- Family reunions or gatherings*
-

Examples of what we would consider to be exceptional are:

- A serving soldier's leave*
- The funeral of a family member necessitating significant travel.*

***JN ALL CASES**, authorisation must be obtained from the Headteacher **PRJOR** to making arrangements. Failure to do so may mean a Penalty Notice is issued. Currently this is £60 per parent and £60 per child; if this is not paid within 21 days then this increases to £120 per parent/child.*

*If a parent takes an unauthorised leave of absence, then a warning letter will be issued. If this were to occur on a second occasion then a Penalty Notice will be issued. It is possible that a Penalty Notice could be issued on the first occasion, certainly if it exceeds 5 days. **PLEASE NOTE SCHOOL DOES NOT RECEJVE ANY OF THE FJNE.***

[Attendance 2013/2014](#)

| <i>Actual attendance</i> | <i>Authorised Absence</i> | <i>Unauthorised absence</i> |
|--------------------------|---------------------------|-----------------------------|
| <i>97.04%</i> | <i>2.66%</i> | <i>0.30%</i> |

The Number On Role (N.O.R.) of pupils of compulsory school age for one session during 2013/2014 is 131. A copy of our Attendance Policy is available for parents.

School Organisation

The children are taught in five mixed ability classes. To enable class sizes to be consistent and as small as possible, some year groups will inevitably have to be mixed. We have seven age groups in school:

R – Reception

Y1 – Year 1

Y2 – Year 2

Y3 – Year 3

Y4 – Year 4

Y5 – Year 5

Y6 – Year 6

Key Stage 1 (Infants)

Key Stage 2 (Juniors)

Discipline

We believe in discipline that is fair. It is important that children are taught in a secure, consistent environment. Fair discipline does not cause resentment and is acceptable to children. Please work with us in this. If parents and teachers work together, standards of behaviour and attitudes to school will be positive. We have an agreed code of conduct in school to which children, parents and staff have contributed. Our main aim however, is self discipline. In school, we encourage tolerance and respect for all people regardless of age, gender, race and disability. It is our hope that our children will become good citizens in the wider community.

Please see our 'Positive Behaviour and Anti-Bullying' policy in the 'Policies' section on our website.



Ambassadors

We have very active school ambassadors, comprising of children elected from their teams. They have been instrumental in organising activities in school, recruiting staff and contributing to our school development.

Religious Education

Religious Education is taught as part of a broad-based curriculum. Usually it is taught in cross-curricular topics and themes. Our religious education is based on Christianity, as we are a church school. We also encourage children to be aware of the multi-cultural, multi-racial

and multi-faith society in which we live. We teach children to be sensitive to the needs of others and to be respectful of other people's views and beliefs according to their faiths. Parents are reminded of their right to withdraw their child from Religious Education lessons (section 25 of the Education Act 1944). The Headteacher will make special arrangements for them if this is the case. This will involve a child being given age appropriate work, but working in another class.

Collective Worship

Collective Worship takes place every day at Hanging Heaton. Whole school assemblies follow a set timetable of themes which includes: all about me, festivals & celebrations, special people, people and their beliefs, winter, journeys & discoveries and appreciation of God's world.

Our collective worship usually includes a hymn, a talk or a story and a prayer. The Headteacher will arrange for any child whose parents want them to be withdrawn from collective worship to be supervised by an adult while they undertake a learning based activity in a classroom.

Charging and Remissions Policy Section 110 E.R.A.

The Governors have adopted the LA policy for charging and remissions. Occasionally parents may be asked for a voluntary contribution – e.g. to help fund an educational visit. However, no child would be excluded from such an activity as a result of non-contribution. The cost of board and lodgings will be charged to families in the case of residential visits with the exception of those on family credit and income support.

National Curriculum

The national curriculum provides the structure of our academic work in school. All our children are taught the core subjects of English, Maths and Science. They are also taught the foundation subjects of history, geography, art, music, technology and PE. French is taught in Key Stage 2. Every effort is made to provide a creative curriculum.

Child Protection

Hanging Heaton School is committed to ensuring the welfare and safety of all children in school. All Kirklees schools, including Hanging Heaton School, follow the Kirklees Safeguarding Children Board procedures. The school will, in most circumstances, endeavour to discuss all concerns with parents about their children. However, there may be exceptional circumstances when the school will discuss concerns with Social Care and/or the Police without parental knowledge (in accordance with Child Protection procedures). The school will, of course, always aim to maintain a positive relationship with all parents. The school's child protection policy is available on request.

HOLIDAY DATES 2014/2015

2014

Tuesday 2 September

School opens

Friday 24 October

School closes

Monday 3 November

School opens

Friday 19 December

School closes

2015

Monday 5 January

School opens

Thursday 12 February

School closes

Monday 23 February

School opens

Thursday 2 April

School closes

Monday 20 April

School opens

Friday 22 May

School closes

Monday 1 June

School opens

Friday 17 July

School closes

SCHOOL CLOSURE DAYS:

Monday 1 September 2014

Monday 6 October 2014

Friday 13 February 2015

Monday 20 July 2015

Tuesday 21 July 2015

Good Friday – 3 April 2015

May Day – 4 May 2015

Details correct June 2014