

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



## PARENT HANDBOOK 2023-2024

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

Telephone: 01924 463035

[www.hangingheaton.co.uk](http://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](#)

Please see the following link:-

<https://www.kirklees.gov.uk/beta/schools/search-for-a-school/default.aspx?dfe=3014>

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](http://www.hangingheaton.co.uk)

## GOVERNORS

### **CHAIR**

Mrs R Beaumont  
c/o Hanging Heaton C.E. (VC) J & I School  
High Street  
Batley  
WF17 6DW

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

## The School Day

Our school day begins at 8.30am and finishes at 3pm. If the weather is bad, children will be allowed into school 5 minutes before this time.

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.

Time	Key Stage 1 (Reception, Y1, Y2)	Key Stage 2 (Y3, Y4, Y5, Y6)
School starts	8.30am	8.30am
Lunch break	Staggered across classes between 11.50am and 1pm	
School closes	3pm	3pm

## 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, please contact the school office if you would like to make an appointment to see a member of staff at these times. Most issues can be resolved 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.

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. Please make an effort to ensure someone attends for your child on these occasions.

Many of our parents offer to 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.

### [Our PTA – Helping Hands](#)

We regularly have school events where we require support from parents. Please contact us in school if you are willing to help and we will direct you towards the Chair of this group who would really appreciate your support.

### [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 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 may be asked to do research for topics, to learn words, tables or read at home. All key stage 2 pupils have maths homework and key stage 1 pupils have number games/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/booster clubs should learning not be completed at home.

### [Written Information](#)

We aim to provide adequate information, written in a friendly, informal style. We have a notice board in the playground for displaying Helping Hands information. If parents need information sending out in another format e.g. another language, this can be arranged on request.

### [Parent Helpers](#)

Some parents are willing and able to help out in school in a variety of ways, and this help is readily welcomed. 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 Disclosure and Barring Service. We also request that you sign a 'Volunteers in school' agreement.

### [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 and aim to promote cohesion within our diverse 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.

A copy of the school SEN policy and the SEN Information Report are available for inspection and are on the website.

<https://hangingheaton.co.uk/sen>

### [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.

Our after school clubs change half termly and may include activities such as: sewing, sports activities, gardening, crafts and singing

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

### [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.

Our Complaints Policy can be found here:-

<https://hangingheaton.co.uk/policies>

### [Equality and Diversity](#)

Any incidents of discrimination are dealt with very seriously. The school meets the requirements of the general duty and the specific duty in 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 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 is available on request or here:

<https://hangingheaton.co.uk/policies>

## [Medicals](#)

Medical inspections are held in school with parental permission from our school nursing team. 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 non-prescription medicines** (including cough medicines, ear/eye drops, suncreams or antihistamines). We will administer pharmacy labelled medicines which are prescribed 4 or more times per day with the written consent of parents/carers on our consent form only. For children with serious medical needs, 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. Please ensure hair that is long enough is tied back.

## [Inhalers](#)

Inhalers, which are clearly named, are stored 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 to verify this information regularly. 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 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 certain benefits, 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. Dinner money is payable for the week in advance via ParentPay.

Key Stage 2 children may bring a packed lunch to school but drinks must be brought in unbreakable containers. Children are not to bring hot drinks or soup in the interest of safety. Packed lunches should be healthy and contain a good portion of starchy food (ie, bread roll, wrap, pasta or rice), plenty of fruit and vegetables, a portion of dairy, a portion of protein and a healthy unsweetened drink. They should not contain sweets, crisps or chocolate.

### [School Milk](#)

Milk is provided for those who wish to take it. A request/reminder letter is sent to parents towards the end of each term. Payment for milk should be made via ParentPay. You will be provided with log-in details for ParentPay before the first payment is due.

### [Drinks](#)

Children should bring a plastic drinks bottle in which they may keep water only during the day. We recognise the importance of drinking water and actively promote 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 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.

A copy of our Attendance Policy can be issued on request or is available here:

<https://hangingheaton.co.uk/policies>

## 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	} Key Stage 1 (Infants)
Y2 – Year 2	
Y3 – Year 3	
Y4 – Year 4	} Key Stage 2 (Juniors)
Y5 – Year 5	
Y6 – Year 6	

Children from these age groups are divided into 5 classes:

Class 1 – Mixed Reception and Year 1

Class 2 – Mixed Year 1 and Year 2

Class 3 – Mixed Year 3 and Year 4

Class 4 – Mixed Year 4 and Year 5

Class 5 – Mixed Year 5 and Year 6

## Positive Behaviour and Anti-Bullying

We believe in promoting positive behaviour and have a strong system of rewards. 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.

<https://hangingheaton.co.uk/policies>



### [Ambassadors](#)

We have 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. Our collective worship usually includes a hymn, a talk or a story and a prayer.

### [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. Our Charging and Remissions Policy can be found on the school website in the Policies section.



### [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.

### [Items from Home](#)

Children are not to bring items into school from home as we cannot guarantee their safekeeping. This includes toys, games and electronic devices. Any items brought in will be confiscated and returned to a parent only. We will not take any responsibility for the safekeeping of items that have been confiscated.

### [Safeguarding and 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 the website.

### [Home/School Partnership](#)

We strongly believe that strong home/school liaison is the key to supporting a child achieve to their very best. With this in mind, we are always willing to help parents/carers who wish to discuss any issues and ways forward. Please contact the child's teacher in the first instance and the Headteacher is also available.

**Should you feel that any information is missing from this document, please inform the School Office to request its inclusion.**