



Parent Handbook 2020-21



“Every child is a learner and can achieve.”

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Staff Responsibilities

Mr T Phillips	Headteacher
Mrs V Rutherford	Deputy Head teacher, Leader for Teaching and Learning
Mrs A Robinson	SENCO (Special Educational Need Coordinator)
Mr J Coulson	Teacher, 5/6C
Mr P Greetham	Teacher, 5/6G
Mrs E Rigby	Teacher, 5/6FR (2 days)
Mrs G Fenton	Teacher, 5/6FR (3 days)
Mrs A Barraclough	Lower Key Stage 2 Leader, Teacher, 3/4B, English Leader
Miss K Lockwood	Teacher, 3/4L, Maths Leader
Mr B Dickinson	Teacher, 3/4D
Miss L Sykes	Teacher, 1/2S
Mrs C Chaplin	Teacher, 1/2CF (2.5 days)
Miss M Fallon	Teacher, 1/2CF (2.5 days)
Mrs K Borwell	Teacher, 1/2B
Miss C Halstead	Head of Early Years and Teacher, RMH
Miss C Milner	Teacher, RMH (2 days)
Miss G Hiley	Teacher, RH
Mrs N Tordoff	School Business Manager
Mrs D Renton	School Administrator
Mr N Lawson	Administrative Assistant
Mrs I Sheard	Pupil-Parent Support Manager
Mrs A Farrell	Learning Support Assistant / Cover Supervisor
Miss M Davison	Learning Support Assistant / Cover Supervisor
Mrs K Horne	Learning Support Assistant
Mrs T Dudley	Learning Support Assistant
Mrs S Ricketts	Learning Support Assistant
Mrs G Davies	Learning Support Assistant
Mrs L Sutton	Learning Support Assistant
Miss C Newbould	Learning Support Assistant
Mrs H Jones	Learning Support Assistant
Miss H Saidy	Learning Support Assistant
Mr B Burrows	Learning Support Assistant
Miss R Mellor	Learning Support Assistant, Breakfast / After-school Club Leader
Mrs K Baildon	Play Leader (Breakfast / After-school Club Leader)
Miss N Byrom	Play Leader (Breakfast / After-school Club Leader)
Miss E Pitts	Play Leader (Breakfast / After-school Club Leader)
Miss A Ramsden	Play Leader (Breakfast / After-school Club Leader)
Mr G Fawley	Caretaker

Introduction

We are very proud of our school and our children. Our pride is matched only by our *ambition* for the children and the school. We strive for excellence; that's why we don't take for granted what a great school we have. We're sure you will feel the same.

We are a caring school with traditional values. We have fantastic facilities and Teachers who love learning. We strive to nurture happy and successful children who remember their primary school days as very special ones.

At Hoyle Court we believe that every child has the right to reach their potential in as many ways as possible. We are therefore committed to providing the best and broadest possible education for your child and strive to continually find ways to improve in order to meet this aim.

Children begin their primary education by developing confidence, independence, resilience and self-esteem. They are encouraged to become self-disciplined, responsible and motivated learners within a caring and purposeful environment where every child is valued.

We believe that working together in partnership with parents is essential in order to equip every child with the necessary skills they will need to succeed in our ever changing world. Parental interest, encouragement and support are warmly welcomed.

I hope you find the information in this booklet is a useful guide to both what we believe in and what we can provide. If there is anything further you wish to know please do not hesitate to ask. Your support for your child's education is crucial to their progress. Please tell us if there are any adjustments we need to make to help you support your child, for example: letters in large font; letters in different languages; wheelchair access; explaining things over the phone; a discussion with a school colleague of the same gender.

The School Building

Children from Baildon and the surrounding area have attended our school since 1974. Our school was initially a First School for children in years 1-4. Then in 2000 it became a Primary School. Due to increased demand for places, in 2010 Hoyle Court Primary School became a '1.5 form entry' school (that is one and a half full classes per year group – 45 children). Building work was finally completed in 2016.

Our building is bright, modern and inviting. We also have a playing field, a wooded area, a gardening area and a play area. Our outdoor learning area in early years is also well resourced and provides plenty of opportunities for outdoor learning. In addition to the classrooms, we have a library and a large hall where assemblies, P.E. lessons and school meals are taken. We are also well resourced as a school with the things we need to deliver high quality learning.

Our school building is highly secure, with access in and out of the building via electronic security passes.

The Governing Body

The role of governors is two-fold. Firstly in supporting the school in its strategic decision making and the creation of school policy. Secondly, to hold the school's leadership to account for the school's performance and their implementation of school policy.

Governors are drawn from as wide a circle as possible to give balanced views from the community. We have 'Parent Governors' and also representatives from the local community. In addition, there is one Teacher Governor and the Headteacher is also a Governor.

Click on our 'Governors' tab on our website, to see who are school Governors are and their areas of responsibility.

The Curriculum

At Hoyle Court Primary School, we follow the National Curriculum for England and Wales and, as in most other primary schools; many subjects are combined to form termly or half-termly topics or projects. Our curriculum is based on the three core subjects – English, Mathematics and Science. The teaching of RE is based on the Bradford Curriculum, followed by the majority of Bradford schools.

Other subjects taught in school are: – Design and Technology, Information Technology, History, Geography, Art, Music, Physical Education and Personal, Social, Citizenship and Health Education. In addition, all children learn Spanish.

All work is very carefully planned to ensure that children have access to the relevant areas of the curriculum according to their age and ability and that the skills of reading, writing and mathematics are practised daily throughout the school.

In addition, a range of visitors, special days and themed weeks make sure our curriculum is varied. We celebrate mental health week, e-safety week, world book day, Comic and Sport Relief, and we hold science weeks and arts weeks across school.

If you would like to see in more detail, what the children learn in each year group, check under the 'our school' tab under 'curriculum'. In addition, a copy of our Relationships Education Policy (formerly known as Sex and Relationships Education) and Drugs Education Policy are also available to view on our website under the 'policies' tab.

Early Years

In Reception the curriculum covers 7 areas of learning:

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

The curriculum is delivered through purposeful play, where children are encouraged to follow their own interests, through a variety of child-led and adult-led activities both indoors and outdoors.

Children joining us at Hoyle court settle very quickly into our reception classes and we believe this is due to our smooth transition arrangements. Before children join us, Reception staff conduct a home visit to every family who have a child about to join us. In addition, we hold a

transition event where parents/carers and children are invited into school to meet staff, try our school dinners and liaise with outside providers and agencies such as our school nurse.

Our reception children then join us for visit days to get to know their teachers and each other and to familiarise themselves with our school. In September we have a phased entry for reception children which means the children start in small groups for half day sessions before starting full time.

In addition to our twice-annual parents' evenings, parents are welcome to discuss any concerns they may have at any time by either having a quick word with one of the staff in Reception or by arranging a longer appointment at a mutually convenient time.

Parental contribution and involvement related to your child's learning is valued greatly. This is particularly important in their early years. Parents are encouraged to contribute any learning from home towards your child's Learning Journal; this could be a photograph, drawing, piece of writing or an observation of something your child has said. We build up a picture of your child's achievements and share these with you on the online portal 'Tapestry'. Parents really welcome the weekly updates on how well their child is doing.

Homework

We believe that homework should support key skills in reading, spelling and maths but also feel that homework should provide opportunities for independent learning which supports the curriculum. Our homework policy allows opportunities for pupils to present their work in a range of different ways that is suited to their learning styles.

- It encourages a love of reading and books.
- It is a great opportunity to rehearse key skills such as times tables, mental maths and spellings.
- It can inform parents about what is being covered in the curriculum.
- It can further stimulate a love of learning.
- It encourages enquiry skills.
- It encourages pupils to present their homework in different ways that suit their learning styles.
- It helps foster good habits of organisation and self-discipline in preparation for the demands of Secondary school.

If you or your child is ever unsure about their homework or you are having difficulty at home in relation to completing homework – for any reason, please speak to your child's Teacher.

- In Key Stage 1 and Reception the main purpose is to have children and parents / carers working together on short activities such as reading, phonic and spelling activities and mental mathematics.

- In Key Stage 2 the purpose is to move towards independence but still with parental involvement.

The pattern of time allocation varies across the Key Stages but includes reading, spelling and mental maths and also other opportunities to do independent research that supports the curriculum.

A copy of our Homework Policy is available on our website under the 'Our School' tab under 'policies'

Our Classes

As we admit 45 pupils per year, we have a great opportunity to mix children with different age-ranges. Most children are taught in mixed-age classes; for example years 3 and 4 together in 3 classes and years 5 and 6 together in 3 classes it means when they are ready, some younger children have an early introduction to more advanced areas of the curriculum, and it means children who can benefit from 're-visiting' earlier learning get the opportunity to do so. In addition, children stay with their Teachers for two years, meaning they get to know each other in a way they do not in other schools, building a strong and purposeful relationship during that time. Furthermore, children get the opportunity to mix with a wider variety of children from across the school during their time at Hoyle Court. The range of pupil ability in each class is as varied as it would be in non-mixed-age classes.

Special Educational Needs

All children, regardless of special educational needs or disabilities are warmly welcomed at Hoyle Court. We are an inclusive school and our children are very accepting of 'difference'. Any child may have a special educational need at some time during their school career, be it long or short term. If this is found to be the case, for whatever reason, extra support is available. Initially the need is addressed in school after an informal talk with parents. If specialist services are sought for the benefit of the child, this is *after* consultation with parents and with their full consent.

We work closely with a wide variety of professional agencies such as; Autism Support, the Educational Psychology Service and the NHS to ensure we fully meet children's needs, whatever they are.

There is wheelchair access to and through the main building through all entrances in school; there is also disabled toilet access.

See our website under 'SEN' under the 'Our School' tab for what we offer in more detail to support children with special educational needs.

Admissions

The School serves the village and surrounding area from which parents seeking admission for their child(ren) will have priority. Priority is given to siblings of children already with existing places who live within the locality. Surplus places are then offered to children from outside the recognised area the school serves. All admissions are dealt with separately by the Bradford Education Admissions Office (01274-439200).

Entry into full time education takes place once a year in September. New entrants are invited to spend some time in school at special sessions towards the end of term prior to that in which they will be admitted. If your child will be starting in Reception, your child's new Teacher will contact you to arrange a home visit, to get to know you and your child – in this way we can 'hit the ground running' in September.

Individual arrangements are made for older pupils who transfer from another School. Please speak to us about this.

School Times

Morning: 8.50am - 12.00pm
Afternoon 1.00am - 3.15 pm

Registration takes place at 8.50am and again in the afternoon session. Children arriving before 8.50am should be supervised by an adult on the playground. A bell will ring at 8.50am for the start of the school day.

Children in Reception enter school via the Reception entrance at the front of school. Children in other classes line up on the playground each morning, when a bell will be rung for children to line up, ready to start the day. At the end of the day, children are collected from the area of school in which they are taught; ask at the office if you are unsure where this is.

Some parents of children in years 5 and 6 sometimes choose to let their children walk home from school independently. Parents can complete a consent form (available from the office) to inform us of this. In all other cases staff will keep children in school until a child is collected by an adult. The school does not support children younger than in years 5-6 to make their way home unaccompanied by an adult.

If you wish to let us know that another adult will be collecting your child please let your child's Teacher or the school office know. If we have not been informed by you and we do not recognise the adult collecting we will not let your child leave with them, even if your child says they know the person. Please do not be offended if we need to call you to check the adult's identity, as children's safety is of central importance.

If you are unavoidably delayed in picking your child up at 3.15pm please ring the school office. Whereas we aim to be understanding of unavoidable and personal circumstances, if this occurs regularly you may be charged for having your children cared for in the after-school club.

Reception Pupils

We have an 'open door policy' in the morning and encourage you to bring your child into the reception classroom from 8:50am. This gives you an opportunity to join in an activity with your child and have a chat with the staff. Once your child is settled in an activity you may leave. The register is taken at 9.00am.

If you want to know more about our procedures for collecting children at the end of the school day, look under our 'Policies' tab for our 'Collecting Children Policy'.

Pupil Responsibilities

We have an active School Council. The Council members meet regularly to discuss pertinent issues which have been raised by children within school. The aim of the School Council is to ensure that children have the opportunity to express their thoughts, ideas and feelings about the development of the school.

We also have a beautiful library which our year 5 and year 6 librarians help us run. They encourage reading for younger pupils and manage the library for us.

'Play leaders' also help out with our younger pupils on the playground; they lead games and keep a look out to make sure everyone is included and happy.

Assembly

Assemblies are held daily and have a moral or a curriculum focus. Visitors sometimes lead assemblies including a local Christian group called 'Open the Book'. Parents have the right to write to school to express their wish to withdraw their child from particular assemblies if they do not wish them to take part. Children also sometimes visit our local Mosque and Synagogue. We also have visitors from the local Muslim and Hindu and Buddhist communities. Throughout the year there are opportunities for parents to attend 'class assemblies'. This is an opportunity for children to show what they have been learning. Parents of children in these classes are warmly welcomed to come and see the children. Look out on school newsletters for dates of upcoming assemblies.

School visits

We like to take children on trips. In accordance with statutory requirements, the school operates a policy which requires that children participate in National Curriculum activities which are offered by the School e.g. swimming, class trips etc. However, we offer much more than this as visits to well-chosen places support their learning and 'make it real'; they are also fun!

Children have the opportunity to take part in a 'residential visit' in year 6. We plan our residential visits to ensure that children have a wide range of experiences with valid educational objectives; for example, to Carlton Lodge Outdoor Education Centre. All outdoor and adventurous activities are delivered by fully qualified specialist staff.

We are very mindful of health and safety in school and our systems for ensuring school meets and exceeds expectations in this area are central to how the school is run. This is especially the case for times when children leave the school building for trips. All our Teachers receive training to lead educational visits.

Extra-curricular clubs

We offer a range of clubs for all ages in school. Each half-term we will let you know which clubs will be running. These range from baking, forest school, art, and choir, to a wide range of sporting opportunities.

All sports clubs are subsidized through the school from the governments 'Sports Premium funding', to ensure as many children as possible take part.

Anyone who leads a club with our children is subject to the same security checks and child protection safeguarding as the rest of our school staff.

Uniform

The School has adopted a uniform that consists of clothing in navy blue with black shoes. Our children take pride in their uniforms and our expectations are adhered to.

All Pupils

Uniform may be purchased through school at a discounted rate – please complete a form at the school office. School uniform may also be purchased from other local uniform suppliers. However, uniform without our school logo is perfectly acceptable e.g. from supermarkets; as long as this is in the correct school colours.

- **Girls:** navy jumper or cardigan, pale blue polo shirt, navy skirt, pinafore, culottes or trousers. In summer, girls can wear pale blue checked cotton dresses.
- **Boys:** navy jumper, pale blue polo shirt, grey trousers or shorts.
- **Footwear:** we ask that children wear sensible black shoes.
- **PE uniform:** navy shorts, white T-shirt and black pumps. These will need to be stored in a named pump bag.
- **Children in year 6 wear a red jumper or cardigan**

Your child will also require a book bag/back pack in which to take home reading books, library books and any work done in class. School bags are available from the school office.

Children can come to school in their permitted PE uniform on their PE days. This ensures precious learning time is not wasted getting children changed. It also minimises lost property. However, no footballs tops / non PE uniform must be worn.

Reception Pupils

Please provide a spare change of uniform including underwear and socks/tights in case of any accidents.

In Reception, your child will learn in our outdoor area every day. We therefore ask if they can keep a pair of **wellies** in school. We do have a set of waterproof trousers and coats in school for outdoor play, however, it is useful if children have their own. Please remember that due to the nature of activities in a Reception class, it is unavoidable to keep clothes clean and dry all of the time.

Please ensure that your child has a named coat, a sun hat and sun cream for hot summer days.

Please name ALL clothing and footwear

Personal Items

We encourage children not to bring personal items into school unless this is agreed by the Teacher. This is for the simple reason that items can get lost, and this causes upset. Children are not permitted to have mobile phones in school at any time unless requested by parents for specific reasons e.g. for the safety of older children walking home by themselves. During the school day these are stored securely by Teachers.

The wearing of jewellery is strongly discouraged as it has been known to cause injury, both to the wearer and to others. Children with pierced ears should wear only small studs to minimise the risk of injury and children must remove their own before they are allowed to participate in P.E. activities, including swimming. Staff will not remove or replace earrings. The loss of jewellery can cause distress, especially when it is of sentimental value.

School insurance does not cover the personal belongings of pupils.

Breakfast and After-School Club

This service is run and managed by school staff. We provide the children with a range of play activities and give the children a chance to relax and mix with friends. The clubs have their own, well-resourced room and provide breakfast and / or a snack after school. The cost of this service compares very favourably to other local providers. If you require more information contact the school office or check our website under the 'Parents' tab for more details.

This service is available for children from 7.30am in the morning and until 5.30pm in the evening.

Food and Drinks

Dinnertimes - School meals are prepared on-site, offer a healthy balanced diet and are available at a cost of £1.80 per day. Water is provided at each table. Payments are made through the online 'ParentPay' system (see below). Meals not taken through the week owing to absence will be credited the following week. Parents are welcome to pay for a full half-term in advance if this is more convenient.

Alternatively, children may bring a packed lunch. We ask that these are brought in a suitable small (named) container, as storage space for them is limited. Bottles and breakable flasks of hot drinks cannot be allowed for safety reasons. They should include a good balance of food and not contain any sweets or chocolate. Please do not send any food that contains nuts due to allergies.

Water – Children are asked to bring plain water to school in a small non-spill (named) plastic bottle. This is as a separate item to packed lunches so that children have easy access to water throughout the day. The bottle may be re-filled at school from taps in classrooms, which are certified safe for drinking water. We recommend that children take their water bottle home each week so that parents can ensure it is kept clean. We do not provide cups for drinks for health and safety reasons.

Milk – Children are provided with free milk until their 5th birthday, this being funded by the Department for Education. After this date, if you would like your child to continue to receive milk at your own cost, please speak to the office so we can arrange this.

Snacks – Children in Key Stage 1 are provided with a piece of fruit each morning. If parents wish, older children may bring a healthy snack to eat at break time. We encourage children to bring a piece of fruit. We do not allow children to bring sweets. A copy of our 'Healthy Eating Guide' is under the 'Parents' tab on our website.

All children in Reception, year 1 and year 2 are entitled to free school meals.

Lunchtime

Lunchtime Supervision is provided by our school Learning Support Staff. They therefore know the children really well. We provide structured play outside and co-ordinate the toys, books and games which are also made available to children. There is a 'calm play area' for younger children who prefer to sit, chat or read a book when they are not active on the main playground. Reception class has two dedicated Lunchtime Supervisors for the whole year. They have access to the playground away from older children. Trained first aiders are available throughout Lunchtimes.

Pupil Premium Funding

Do you think your child could be entitled to free school meals because you are in receipt of benefits? If this is the case, the school is awarded additional funding for your child called the Pupil Premium (currently worth £1900 a year). This can be spent by the school on a wide range of strategies to support your child's learning and pay for school trips, and uniform. Children of parents who are in the armed forces or of 'looked after' children are also eligible.

Even if your child is in Reception, year 1 or year 2 and *already* get free school meals, please speak to us to see if your child is eligible for the Pupil Premium. All enquiries are treated in the strictest of confidence.

We can help you apply if you are unsure what to do. Look under our 'Parents tab under 'Pupil Premium' for more information, where there is also an application form. We can complete this for you if this helps.

Pastoral Team Support

The general wellbeing of each child is the responsibility of the class teacher, who will consult with the Headteacher and other school leaders if there is a concern. Parents will be notified of any serious worries concerning their child and an appointment made to discuss the matter as soon as possible.

We are a caring school. Happy children are successful children and these two aims are inseparable. We do a lot of work with the children on staying safe, anti-bullying and appropriate words and actions. More than this, if your child is upset, rest assured they will be cared for.

We also have nurture room (known in school as 'The Hub'). The Nurture Room is a place within the school where children can be given freedom to express themselves. This room within our school provides support for a small number of children, to give them the best possible chance of coping within a mainstream classroom setting alongside their peers in a warm and supportive environment.

Safety and Welfare

Parking and Traffic:

- Please don't park on yellow lines or in any way that could endanger a child or inconvenience other drivers or our neighbours. Park on the road, do not enter the car park to drop off or collect your child.

Dogs:

- In order to ensure the health and safety of all, dogs must not be brought onto the premises.

Bikes and scooters:

- We ask that bikes and scooters are not ridden on the playground. These may be stored up the side of the school near the year 5/6 entrance; ask a member of staff if you are unsure where this is.

Smoking:

- We are a smoke free school. This means that adults are not allowed to smoke in school or in the school grounds.

Child supervision:

- Parents are responsible for their child's behaviour and wellbeing before school starts and after school finishes, including when on the school playground.

We are very mindful of our responsibilities to the children when it comes to health and safety. At times, it may appear we are being a bit 'over the top'. However, we choose to run our school by taking no chances when it comes to children's welfare.

Support for Families

Mrs Sheard is our 'Pupil-Parent Support Manager'. Parents and children are welcome to email her at any time with any queries or concerns at i.sheard@hoylecourt.bradford.sch.uk or you can make an appointment to see her.

Families can go through stressful periods at any time and may need some short-term support. Mrs Sheard can offer support during difficult times for example when your child starts Reception class, having school dinners, separation of parents, family bereavement, leaving year 6, bullying, financial difficulties, self-esteem issues, friendship breakdowns, domestic violence, drug or alcohol abuse - any issue which can affect your child. Help with improving attendance is also something Mrs Sheard offers, in a supportive and constructive way.

Mrs Sheard's role is about improving the communication between home and school, so if you need some support in a meeting with school then please let her know. Mrs Sheard also works alongside and refers families to other agencies outside school like the School Nurse, Health Visitors, Social Workers, and Education Welfare Officers & Children's Centres.

Mrs Sheard also mentors children in school. Children are encouraged to come and see Mrs Sheard and talk about their concerns, which they are always happy to do. Some children may require ongoing support such as anger management intervention, bereavement counselling, self-esteem sessions, emotional and behaviour support and making and maintaining friendships. We are very fortunate to have someone with Mrs Sheard's skills to support our children and families. She is there to listen and help when you need it.

Attendance

Good attendance is vital. Under UK law parents are not permitted to take their children on holiday in term-time. If parents do, they may be liable for a fixed penalty, (currently £60 per child, per parent).

Absences through illness:

- See below

Other absences:

- If a child needs to be absent for reasons other than illness, permission must be sought in advance by completing an application form (available through the office).

A copy of our 'Attendance and Holidays in Term-Time Policy' is available on our website.

Illness

If your child is too poorly to come to school or has a doctors or hospital appointment it is important that you let us know. Please inform the school office before 8.50am on the day of absence. If we do not hear from you it is school policy to contact parents to find out the reason for the absence. Please ring each morning your child is unable to attend. If your child is ill in school you will be contacted and asked to collect your child from school. If your child has been sick they must not return for **24 hours** and if they have had diarrhoea they must not return until **48 hours** after the symptoms have ceased.

Younger children all receive a disposable 'first-aid wristband' if they have an accident so we can be sure parents are aware of this. If your child is injured, a 'minor injury form' is sent home with them so you know what happened and how we responded.

Children of all ages also receive a disposable 'first aid wristband' if they have bumped their head. If an injury is more serious, you will be contacted immediately.

Illness or Accident at School:

- Parents are requested to supply an address and telephone number of both their place of work and of a person to contact in an emergency should they themselves be unobtainable.
- Should a child be taken ill at school they will be looked after until contact is made.
- Should urgent treatment be considered necessary, as in the case of an accident, a child will be taken to hospital.

Medicines

Parents are required to complete a consent form giving their authorisation for medicines to be administered to their child and will include detailed instructions with regard to the quantity and frequency of administration.

The medicine must be in a properly labelled container with the name of your child on the label, the name of the medicine and the dosage and time of administration.

We do not administer *non-prescribed* medicines to children in our care e.g. Calpol, Piriton or travel sickness tablets. Parents may come in to school to administer these themselves. If a child

'self-administers' their own medicine e.g. by using an asthma inhaler, this also requires parents' written consent. All medicines must be handed to an adult immediately on arrival to school to ensure safety for all.

Our school regulations take account of children with special medical needs (e.g. diabetes, asthma, epilepsy). If your child suffers from any condition which requires regular medication then please ensure we know about this so that satisfactory arrangements can be made to meet their needs. Similarly if your child has a condition which will affect attendance, please make us aware of this.

If your personal contact details change or the medical needs of your child: you must inform us immediately.

Volunteering in School

We greatly appreciate offers of help from adults with an interest in the well-being of the school. It may be that you can spare one or two hours a week on a regular basis by helping us to ensure that every child has had an adult listening to them read daily. Or perhaps you would prefer to be of help generally, carrying out such tasks as displaying work, backing new books or one of the many other tasks to be done throughout the school. We will ask any adult working in school to be willing to undergo an enhanced DBS check (criminal record check) to be able to work in the school.

Friends of Hoyle Court

Our 'Friends' group works together to raise money for school and provide extra events through the year. Our 'Friends' has been very successful in its' fund raising efforts and has given parents, pupils and teachers and anyone with an interest in the school an opportunity to meet together socially in a different environment.

It is a reflection of the hard work and time given freely by the 'Friends', that in the time since it was started items provided with the money include special fun 'inflatables days', new play equipment on the playground, landscaping and paying for gardening clubs for all the children.

The Annual General Meeting is held in September; when a Chairperson, Secretary and Treasurer are elected. All parents of children in school are considered 'Friends' of the school and are most welcome to attend any or all of the meetings and functions held throughout the year.

National Curriculum Results

Please see our website for up to date details of our results.

Keeping in Touch

Communication is an essential ingredient of a successful school. In order that parents have a chance to see their children's work and discuss their progress we hold two parents' evenings each year; once in October and once in April. Parents are usually given a choice of dates on which they can attend and we try to be as accommodating as possible. An annual report is sent home in the summer, which parents may wish to discuss further.

Naturally, queries about your child's development can arise at any time and you are welcome to make an appointment with the Headteacher or call in after school to see the Teacher should the need arise. We make ourselves very available for parents; Teachers are present on the playground twice a day for you to speak to, should you feel the need. If you do have a concern, speak to your child's Teacher in the first instance.

Each fortnight the Headteacher produces a school newsletter. We like to keep you updated on what is going on in school and what's coming up. In addition, we use the 'Ping' APP, which parents use widely and greatly appreciate. This allows us to keep you updated instantly with school news and key documents such as letters and reminders.

We work with different types of families from a wide variety of backgrounds. If your personal family circumstances require information from school to be sent to more than one address or email, please let us know so we can arrange this.

Raising Concerns

If you have a suggestion or a concern:

- We aim to be approachable and helpful. We would therefore like you to talk to us about any concerns or problems. We welcome suggestions for improving our work in the school and want to know if you have any worries. Be assured that no matter what you wish to tell us, our support and respect for you and your child in the school will not be affected in any way.

What to do first:

- Most concerns can be quickly remedied by speaking with your child's Teacher. If you feel you have a concern that should be considered by the Headteacher in the first instance, you can contact him directly through the school office.

A copy of the full statement of the governing body's Complaints Procedure is available on our school website or on request, from the school office.

Keeping Children Safe

Hoyle Court Primary School is committed to ensuring the welfare and safety of all children in school. We adhere strictly to statutory guidance as set out by a variety of professional bodies, including the Department for Education and the Bradford Safeguarding Children's Board. In school, we are responsible for all children's welfare and will work tirelessly to ensure their wellbeing.

The 'named person' in school for Child Protection is Mr Phillips, the Headteacher. He is supported by a highly experienced team in school who support our work in ensuring children's safety. Should you ever have any concerns or complaints, please make an appointment to speak to Mr Phillips.

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 our website under the 'policies' tab.

All teaching staff have completed e-safeguarding training and cascaded the key messages to other staff and pupils. Pupils learn about e-safety and how to stay safe online as part of the Computing curriculum and are made aware of how they can use the internet safely and how they can protect themselves.

Working Together

What you can expect from us ...	What we need from you...
<ul style="list-style-type: none"> ✓ We will provide a safe, secure, happy, inclusive and stimulating learning environment. ✓ We will provide a broad and balanced curriculum which challenges your child to reach their potential and fulfils the requirements of the National Curriculum. ✓ We will promote equality and respect. ✓ We will encourage your child to show friendship and respect for others and to abide by the school's behaviour policy, ensuring a safe, caring environment for all. ✓ We will keep you informed about your child's progress and behaviour, as well as their termly curriculum. ✓ We will set regular and appropriate homework for your child. ✓ We will make you feel welcome whenever you visit the school and respond to your questions or concerns as quickly as possible. ✓ We will allow children safe and secure use of the internet through a combination of site filtering, supervision and by fostering a responsible attitude in all pupils, in partnership with parents. 	<ul style="list-style-type: none"> ✓ Support the school's aims, ethos and the promotion of its' values. ✓ Ensure that your child attends school punctually every day unless there is a good reason for absence (e.g. illness). ✓ Notify the school by telephone on the first morning of any absence and not take holidays in term time. ✓ Support the school's policies and guidelines on learning, behaviour and uniform. ✓ Attend parent/teacher meetings to discuss your child's progress. ✓ Support your child with homework that is set, including reading. ✓ Keep school informed of contact details and your child's medical needs. ✓ Promptly inform the school of any concerns or problems that may affect my child's learning, behaviour or happiness at school. ✓ Support school in the teaching of safe and secure Internet use.

Accessibility

The information in this brochure is updated annually. It must not be assumed that there will be no further changes affecting relevant arrangements for certain matters during subsequent school years. For example, changes might arise in respect of variations in Government or Local Authority policy for education.

If you would like this information in another language or format such as Braille, large print or audio, please ask us.

যদি আপনি এই ডকুমেন্ট অন্য ভাষায় বা ফরমেটে চান, তাহলে দয়া করে আমাদেরকে বলুন।

如欲索取以另一語文印製或另一格式製作的資料，請與我們聯絡。

اگر آپ کو معلومات کسی دیگر زبان یا دیگر شکل میں درکار ہوں تو براۓ مہربانی ہم سے پوچھئے۔

Aby otrzymać te informacje w innym języku lub formacie, np. w alfabecie braila, w wersji dużym drukiem lub audio, prosimy się z nami skontaktować.

