



Horton Park Primary

---

We Learn to Succeed

# Parent / Carer Information

2020 – 2021

# WELCOME TO HORTON PARK PRIMARY SCHOOL

'Everything you need to know about our school is in this booklet!'

The Parent Governors have done our best to make it quick and easy to read, however we have, by law, to include many items. If you have any questions, suggestions or want to know more, please get in touch with us. This is a local education authority community, day school for 420 girls and boys - We teach pupils of all abilities, aged 4-11 years

**We recommend a visit to look round our wonderful school.**

## ABOUT OUR SCHOOL:

<b>Chair of Governors:</b>	Mr Ian Willoughby
<b>Chief Executive Officer:</b>	Mr Duncan Jacques
<b>Headteacher:</b>	Mrs Saima Bahadur
<b>Assistant Headteachers:</b>	Mrs Shahmyla Gulshan Mrs Laura Naylor Mrs Shahnaz Bi
<b>Community Learning Manager:</b>	Mr Naveed Mushtaque
<b>Parental Support Advisor:</b>	Mrs Victoria Adams

**School Address:** Horton Park Primary School  
Dawnay Road  
BRADFORD  
BD5 9LQ

**Telephone:** 01274 574544

**E-Mail:** [office@hortonparkacademy.co.uk](mailto:office@hortonparkacademy.co.uk)

**Website:** [hortonparkprimary.co.uk](http://hortonparkprimary.co.uk)

## SCHOOL HOURS: 8.40am – 3pm

Morning Session -	<i>Doors open at 8:30am and school starts at 8.40am</i>	
	8.40 am – 11:45 -12.00 pm	(Reception and Key Stage 1)
	8.40 am - 12.15 pm-12.30 pm	(Key Stage 2)
Afternoon Session -	12.30 pm-12:45 - 3.00 pm	(Reception and Key Stage 1)
	1.00 pm-1.30 pm - 3.00 pm	(Key Stage 2)

**KS1 have 21 hours teaching per week, KS2 have 23.5 hours teaching per week.**

There are *no* arrangements to supervise children before 8:40am or after 3pm, exceptions are for breakfast and before and after school clubs, but children must have written permission from their parent or legal carer to attend each of these.

## THE SCHOOL AND GROUNDS ARE A COMPLETELY SMOKE FREE SITE

The information in this booklet was correct at the time of printing (June 2020)

However, there may be unexpected changes during the school year.

Translation of this booklet into community languages is available, please ask in the office.



## Our School Vision

To be an outstanding **CENTRE FOR EDUCATION** at the  
**HEART** of a **THRIVING COMMUNITY**

## Our School Mission

This is the school where **EVERYONE LEARNS TO SUCCEED**

## Our Shared Values

At Our School We:

1. Make sure that all in our school **community** are continually **learning, valued and respected.**
2. Enable individuals to **broaden** their horizons and **explore** their **opportunities** so they can make **positive life choices.**
3. Are forward looking and ambitious in responsibly using our resources and facilities to **benefit** our whole community, today and in the **future.**

**Safeguarding Our Children Is A Key Priority**



# **PRACTICAL MATTERS: WHAT YOU NEED TO KNOW!**

## **WHAT DO I DO IF I HAVE TO DRIVE MY CHILD TO SCHOOL?**

Please park on Dawnay Road **away from the yellow zigzag lines**, they make sure that the children can see to cross the road. It is illegal to park on them and police officers patrol the area.

***The car park is not for parent or carers use and it is locked at start and finish times.***

It is not safe for cars to drive into or out of the school with the children, it is healthier to walk to school, if possible.

## **CHILDREN WITH ALLERGIC REACTIONS:**

**If your child has any allergic reactions please tell school before they come into school, when we complete the written admission form. This is very important.**

## **WHAT IF MY CHILD HAS A MEDICAL CONDITION?**

You must tell staff at your first meeting with us what your child's needs are:

**All children with any medical condition, short term or long term, must have a medical care plan. This will be written with you and shared with all relevant staff.**

**Medication:** Is stored and administered by office staff, who are qualified First Aiders.

All medication must be authorised for use by a parent/carer with responsibility.

**Asthma:** Inhalers are stored in the classroom in a clearly labelled box.

Other medication will only be given if it is **prescribed** to that child and to be **taken four times a day.**

## **WHAT WILL MY CHILD EAT AT SCHOOL?**

**Healthy Snacks:** Toast is available at a cost of £5 per half term. This is payable via **ParentPay** before we break up for half term. **Children may bring fruit from home.**

**Fruit:** The government provides free fruit daily for Reception and Year 1 and 2.

Mellor's staff prepare our meals in the school kitchen.

**Healthy options such as sandwiches and jacket potatoes are always available.**

Please talk to the school for any particular dietary needs. We will liaise with the catering team.

**All meat is Halal and non-meat meals are available every day.**

**Please tell us about your child's dietary needs.**

School lunches cost £1.60 per day, many of our families can claim free school meals. An application form from can be collected from the office. **Payment for school meals is via ParentPay and you will be given a letter with your log in details.**

**Free lunch for Reception, Year 1 and Year 2:** The government provides funding to school for free daily lunch for children who are in Reception, Year 1 or Year 2.

Children can also bring packed lunches, which should be healthy and a balanced meal, or go home for dinner. **If your child does go home for dinner they should not come back until the end of their lunch break.** **We do not have supervision for children who go home.**



## **WHAT WILL MY CHILD DRINK AT SCHOOL?**

**Water:** Each child has a water bottle so that a drink is available throughout the day. Water is available to all children eating lunch at school, including those having packed lunches. They must not bring drinks from home, which can spill and spoil their own or other's lunches, they will not be allowed to drink them in school.

**Milk:** costs - £5.50 per half term for Years 1,2,3,4,5,6, but this is free in Year 1 and 2, if pupils are on free school meals. **ALL Reception class children get free milk for the whole year.**

**Please note: The toast, milk and lunch options for your child can be chosen on a half termly basis.**

## **WHAT IF WE ARE LATE TO SCHOOL?**

***Lateness is unauthorised absence. This is taken very seriously.***

*Please make sure children are in school on time, so that their own and other children's work is not disturbed. If your child arrives after 8.40, you will be issued with a late slip. 10 late slips in a half term will result in a fine. Arriving more than 15 minutes after 8:40am, without a good reason, is counted as unauthorised absence (truancy). Children coming late regularly, will join an after school session to catch up on what they have missed.*

**If you are late, you must tell the office staff so that your child has a place at dinner.**

**ALL Children, especially those under five years old, should be collected by an adult.**

If someone different is collecting your child please tell us as we have to ensure children's safety.

A child **cannot** go with someone different unless you have given us their name beforehand.

Children should also be **collected on time** as they get upset if they have to wait.

All contact numbers will be used, an adult will stay with them.

However, after considerable time, the matter would have to be passed to management and then the police. The council's Social Care department are likely to become involved if this continues.

**Please tell us as soon as you change your telephone number, address or there are any family changes - if there is a medical emergency, we may need to contact you very quickly.**

Pupils are supervised very closely – If a child was to go missing from school then all contact numbers would be phoned and the police informed. This would then become a police matter.

## **WHAT IF MY CHILD CAN'T COME TO SCHOOL ONE DAY?**

All children learn best if they come to school every day and we give rewards for good attendance.

If your child is going to be away for an appointment or any other reason, **please inform the Office** and tell us **why they are away**, otherwise your child's absence will be "unauthorised" - see our Attendance Policy below.

**Return to School Forms:** If your child has had time off school, the class teacher will complete a form with him/ her when they return to discuss reasons for their absence and to set targets to help them come to school every day in the future.

**Holidays: THERE IS NO AUTHORISED HOLIDAY LEAVE.**

You must put children's education first and not prioritise any holiday or longer visit, in term time, for example to Pakistan or Eastern Europe, this must be discussed in person with a member of management and relevant forms to be completed.

It will not be agreed by school, there is a form to complete and **your child may lose their place at our school.** *Children who have been on long visits find it difficult to catch up with the other children.*



## WHAT IS THE SCHOOL'S ATTENDANCE POLICY?

1. Attendance at school is the law.
2. We have to be sure that parents or carers know about how our school carries out this law.
3. We help the children to come to school every day and we work with parent or carers on this.
4. We make the children's time in school interesting and worthwhile.

### SO WE:

1. Have clear systems for finding out how children and families are doing and how we can help
2. Set targets for children, classes, and the school to improve attendance.
3. Work effectively with the Educational Social Work Service - to raise attendance levels

**Principles:** Children should come to school every day. They should only be absent if it is 'unavoidable'. **Allowing a child to be absent without a good reason is against the law.**  
**Parents or carers can be fined up to £2500 or even imprisoned**

Every half day absence has to be 'unauthorised' or 'authorised' by the school, ***not by*** the parent or carer. Authorised absences are serious illness or something completely unavoidable  
**Unauthorised absences:** Unreasonable reasons, not agreed with by school, or too late for the register. Children must not be kept at home e.g. on birthdays, to shop, mind the house or as a treat.

## WHAT IF MY CHILD DOES NOT WANT TO COME TO SCHOOL?

Some children need help to come every day. It works best if the school, home and child sort this out together. **It is never a good idea to let a child stay at home - this makes it seem that going to school doesn't matter and can make things worse.**

Parent or carers are expected to talk with school as soon as a problem starts - this nearly always works.

Under Section 444 the 1996 Education Act, School may need to take further steps to improve poor attendance. This could include issuing a warning which could lead to a £60 fine per parent, per child. Or in more severe cases the matter may be referred to the Magistrates Court where you could be fined up to £2,500 and/or 3 months in custody.

## WHAT IF MY CHILD IS ILL?

If a child is unfit for school, the parent or carers should contact school on the first day, in person or by phone.

Mrs Adams, our Parental and Attendance Officer, will contact you if you do not contact us first.

**Emergency Leave:** Leave may be granted in an emergency (e.g. bereavement) or for medical appointments providing a parent or carer comes into school to let us know and to collect the child.  
**Please bring the appointment card or practice telephone number with you.**

**Targets:** We let you know the absence figures for the school and the child for the year. We send home your child's printed attendance each half term and it is in the child's progress report in July. Our school's attendance is above the national average and we work hard to keep it there.

**In 2019-2020 our school attendance was: 97%. We need your help to achieve this.**

**Rewards:** There are individual rewards for improved attendance each half term, weekly class rewards and individual rewards for very good attendance at the end of each half term and year.  
**We especially welcome suggestions by parents, carers and children to improve attendance.**



## **WHO WILL GET A PLACE IN OUR SCHOOL?**

We are a popular and successful school.

To gain a place in our school your child's name and details must be given in to the office, on a special form which we can help you with, and then we send it to the council as they sort out school admissions.

**Nursery:** Our local nursery is a separate school – Canterbury Nursery School is at the end of Basil Street. We work closely with the nursery.

You will need to visit them if you would like a nursery place.

*A place at our school does not mean you will be given a place at any particular secondary school however, we are in the catchment area of Co-op Academy Southfield.*

## **WHAT ARE THE RULES OR POLICY FOR GETTING A PLACE AT THIS SCHOOL?**

### **Reception Admissions at Four/Five Years Old:**

Children will be admitted to Reception Class in the September of the school year in which they are five.

The school has a planned admission limit, agreed with the L.A., of 60.

The Council allocate places according to their policy. They decide by looking first at:

1. Whether there are brothers or sisters already at the school and who will still be there when the new child comes in;
2. Those that live in the school's "catchment area" for that year of intake.

This means that the Council officer measures who lives nearest to our school.

### **Primary School Admissions in Years 1, 2, 3, 4, 5 and 6:**

The school has a planned admission limit, agreed with the Council, of 60 for all year groups.

A year group is full when it reaches this number.

More children could be allowed into school by the Head or Governors, and allowed by the Council, if appropriate in relation to the school's budget (finances).

If a parent or carer asks for a place where the year group is full, or where all the classes are full, then their child's name will be put on a waiting list with the council. If another child leaves and a place becomes free in the middle of a term then that place will be given to a child by the council, at the beginning of the following term using the following reasons in order:

- i) The new child has a brother or sister in school;
- ii) The new child lives within the "catchment area" for that year group;
- iii) How far the new child's home is from our school.

The Headteacher or senior leader will speak to all new parent or carers about how it can upset a child's progress to move schools.

The new parent or carers will always be asked to talk with the old school's Headteacher and we will contact the previous school.

## **THERE WILL BE A MEETING AT HOME FOR ALL FAMILIES WANTING A PLACE**

### **WHAT IF MY CHILD HAS A DISABILITY?**

All children have the same admission process managed by the Local Authority (L.A.).

The children are assessed before admission to school, so that the authority and parents can decide on the best placement for the individual child.

If a new child has a disability we like to meet with parents and nursery staff etc. before admission, so that we can draw up an individual education plan, if necessary, and prepare to meet the child's needs well. The class teacher together with our Special Educational Needs and Disabilities Coordinator (SEDNCO) then monitors how the plan is going in practice and works closely with parents and family to make sure they are doing well. Any other professionals who are involved are part of this process too.



*We work very hard to make sure that all children are treated well and respected but that no child with challenging behaviour disrupts any other child's learning or enjoyment in school.*

**Accessibility Plan:** We have full accessibility, enabling disabled pupils to access learning easily and effectively in school. This includes access to and from the school building via a ramp and several disabled toilet facilities located in various parts of the building. There are allocated disabled parking spaces in the car park. Please speak to the office if you require a parking space as they need to be agreed in advance.

### **HOW WILL I KNOW WHAT MY CHILD IS DOING IN SCHOOL?**

You can come in any day after school to look at your child's work.

We will want to keep in touch with you, and please keep in touch with us - especially if you have any good news to share or there are any problems. The Home School Diaries are the main form of communication between home and school.

You will be invited to talk with the teacher three times a year and we will give you a written **Report** in the summer term each year - see the page "Assessment".

**One of the best ways to support your child is to be a part of the school - so that you know what the children are talking about when they tell you about what happens at school.**

**We have work sharing assemblies, open lessons, class curriculum newsletters and teacher workshops each term for every class – please attend these.**

### **WHAT CAN PARENTS OR CARERS DO AT HOME?**

**HOMEWORK: ALL our children are expected to do homework with an adult in pencil or pen.**

This work is important and a part of what they need to learn.

Basic skills homework will be provided for at least once a week. All children are required to:

Read their reading book daily.

To learn number facts / timetables

To learn some spellings/high frequency (called 'Bear Words') words

To practice handwriting

To find something out e.g. using the internet or school/Library book (Topic / project homework)

Children may also be required or choose to complete a project based on the topic they are studying in school.

If there is a good reason why your child has not completed it – please inform the teacher as they will have to complete it at the agreed date.

**If homework is often not done a meeting with you will be arranged.**

**Please talk with your children as you go about your family life – this is how all children learn.**

**Tell them what you are doing and why, and listen to their thoughts! Having children is fun, when you make time to talk!**

### **HOW DO CHILDREN READ AT HOME?**

Please buy our school book bag from a local supplier.

Children take home books to share with others at home weekly. This is very important and will help your child to do well in school.

**Home School Diaries:** Please sign the home school diary when your child has done some reading at home. The teachers will look at the diaries to make sure children are writing about the books they have read. The children take part in the school's reading challenge called 'Raving Readers' and can win prizes for reading at home and completing their Home School Diaries. Please add any other comments or questions you have to this diary too, we will aim to answer these as soon as possible.





## WHAT CAN PARENT OR CARERS OR OTHER HELPERS DO IN SCHOOL?

There will be several classes for parents or carers running each year – see Vicki Adams, our Parental Involvement Worker for more details. **If you would like to help in school, please give your name into the office**

**PARENTS FORUM:** All parents are welcome to the half termly FORUM MEETINGS where we discuss parent and school issues. We have an active steering group, who organise this. Please see our Parent Governors about this, they are listed in Appendix 4.

**Thursday AFTERNOON IS USUALLY SHARING ASSEMBLY,** at 2:30pm

One class of children show their work or do a performance for the school.

Your child will tell you when it is their turn but you are warmly welcome to come every time.

## IS THERE A BREAKFAST CLUB AND AFTER SCHOOL ACTIVITIES?

We run a Breakfast club in school from 8:00 – 8:30 and also have many after school clubs – Come into school for details – they fill up quickly!

## IS THERE A SCHOOL CHILD CARE CLUB TO LOOK AFTER MY CHILD WHILE I WORK?

At present there has not been a demand for this type of every day, paid-for childcare.

## WHAT UNIFORM DO THE CHILDREN WEAR IN SCHOOL?

### Uniform:

- Royal Blue Sweatshirt or cardigan with logo
- White plain polo shirt
- Grey shalwar kameez
- Grey skirt/ pinafore dress/ cloth trousers
- Plain Navy or black – hijab (head scarf)
- Plain, low Black shoes - **NO boots or trainers**



### Additional Options for Summer

- Blue/white dresses (small chequered)
- Grey cloth shorts
- Low Black or blue sandals

### PE Uniform

- Navy blue or black shorts/jogging bottoms
- White T shirt
- Black Trainers/Black PE pumps
- Navy blue or black track suit for outside games
- Pump bag



### Year 3 Swimming

- Swimming trunks
- Swimsuit or full body swimming suit (stretch nylon/lycra only)
- Towel in a bag



### **Jewellery**

- On health and safety grounds, we do not allow children to wear jewellery in our school. Pupils are allowed to wear a watch, one earring per lobe – small plain sleeper or stud only. Pupils are not permitted to wear necklaces or bracelets (other than for faith reasons).

### **Hair**

- For health and safety reasons, long hair should always be tied back, especially for PE. A plain hijab may be worn. Kindly, please refrain from sending your child to school with extreme haircuts e.g. train tracks, lines, patterns or hair dye.

### **Footwear**

- All pupils must wear plain black school shoes below the ankle. Pupils should not wear shoes that are decorative (e.g. diamantes) have coloured / reflective strips or logos, backless sandals or boots (above the ankle)

**Please ensure that all items of clothing are clearly labelled with your child's name.**

### **PLEASE NOTE: DO NOT SEND EXPENSIVE CLOTHING OR COATS INTO SCHOOL**

**Any property or clothing is brought into school at the parent or carers' own risk and the academy and governors can accept no responsibility for loss or damage.**

### **HOW IS OUR SCHOOL ORGANISED?**

The children of the same year group each have their own class teacher who is responsible for them. The class teacher is the person who knows your child best and will probably be able to help with any questions or problems. It is best to talk with the class teacher first, however the Senior Leaders are available too, please make an appointment with them at the office.

The children may work in small groups, as a whole class, in pairs or as individuals.

The teachers decide which grouping will help the children learn best for that particular lesson. The children will also work with other teachers, visiting specialists, support staff or students so that all of us use our skills in ways which will help children learn most.

### **THERE ARE THREE KEY STAGES IN SCHOOL:**

**Early Years:** Reception Class (4/5 years)

**Key Stage 1:** Year 1 (5/6 years) and Year 2 (6/7 years)

**Key Stage 2:** Year 3 (7/8 years), Year 4 (8/9 years)  
Year 5 (9/10 years) and Year 6 (10/11 years)

All our class sizes are around 60.

### **HOW DOES SCHOOL LOOK AFTER ALL THE CHILDREN AND THE BUILDING?**

We would ask you to encourage your child to respect school property and our playing fields, playground, plants and paths. We are preventing vandalism through CCTV, patrols and our parents and carers, the local community and the children sharing anything they have seen.

### **Please do not walk through school - go to each child's class round the outside.**

We have to keep our children safe, they can get disturbed by many people walking through school. If you wish to come into school after 8.40am please contact the main office, thank you.

### **WHAT DO THE CHILDREN LEARN?**

The National Curriculum has many subjects.

The Early Years Curriculum for 4 and 5 year olds and the National Curriculum areas are fully covered through: English, Mathematics, Science, Personal, Social, Health & Citizenship Education, Physical Education, Computing, Religious Education, Design-Technology including food and nutrition, History, Geography, Art and Music.



There are basic skills that the children need to practice and learn more frequently at their own level - such as spelling, key words, number bonds and times tables, handwriting and reading and there are social and emotional areas that we develop, depending on the needs of the children.

We teach the children through topics for some subjects, such as "Plants and Animals". Some year groups cover particular learning areas – Year 3 have instrumental tuition (recorders), Year 3 have swimming, and some children from Years 3,4,5 and 6 can learn musical instruments and skills such as road safety cycling skills, Chess in Schools etc.

In Reception class, the subjects are learnt, often through talking, as they carry out their practical learning as well as developing formal recording techniques. All year groups have some practical tasks, develop their independent learning skills and carry out research work.

### **WHAT IF MY CHILD HAS SPECIAL NEEDS OR IS HAVING DIFFICULTY WITH HIS/HER LEARNING?**

We welcome a particularly close partnership with parents and carers of children with special educational needs. If a teacher is concerned in any way about your child's progress they will talk with you straight away.

If you are concerned please come in and talk with us as soon as possible.

We treat all children with respect and make sure that the work set is at the right level for each child.

We provide catch up and additional support to meet any additional needs and we personalise learning for all children.

We monitor any concerns, in partnership with the local authority, which is the same for all schools in Bradford, so that we have a clear picture of how each child with any special need is progressing.

Our experienced Special Educational Needs and Disabilities Co-ordinator (SENDco), Mrs Gulshan, is available to help other staff in planning special programmes. If a child has an Education, Health and Care Plan of Special Educational Needs, we work closely with the family and the local authority (council) to ensure we meet their needs.

### **SEND POLICY: HOW DO WE SUPPORT CHILDREN WITH SPECIAL EDUCATIONAL NEEDS AND DISABILITIES?**

Our practice is to include all the children as much as possible and to alter the tasks so that they can be done at different levels depending on children's learning needs.

There are two main levels of Special Educational Needs and Disabilities in main stream schools – Range 1/ 2 and Range 3 /4.

Our learning mentors have achieved a great deal of success in helping children who are unconfident or present challenging behaviour to learn more and cooperate and communicate with other adults and children better.

We work with the Bradford Children's Services teaching support services and Educational Psychologist to improve learning standards for pupils with Educational Health Care Plans.

We have extra funding for our children with special educational needs and disabilities. This is spent on adult support, targeted programmes and resources such as special computer programmes.

### **HOW DO WE SUPPORT CHILDREN WHO ARE NEW TO ENGLISH OR LEARNING ENGLISH AS A SECOND LANGUAGE?**

All children are assessed carefully when they come to our school. If a child needs extra support to learn English, this is provided in small group work and their progress is carefully monitored. We have a dedicated New to English Team who work closely with the class staff and the parents to ensure children feel welcome and supported in school. The L.A. and our other partners supports the school with this too.



## **HOW WELL ARE THE CHILDREN IN OUR SCHOOL LEARNING?**

Teachers keep detailed records of each child's progress which will be shared with you termly and will be used for the summer report. We observe and assess the children very regularly. If you wish to see any records at any other time you have a right to do this - please make an appointment with the Office and an appointment will be made.



# WE ARE VERY PROUD OF OUR CHILDREN'S ACHIEVEMENTS

Figures may not total 100 per cent because of rounding

## Performance Information 2018-19

<b>2018-2019 EARLY YEARS PERFORMANCE INFORMATION (%)</b>	<b>School</b>	<b>National</b>
Good Level of Development	64	72

<b>2018-2019 PHONICS SCREENING PERFORMANCE INFORMATION</b>	<b>School</b>	<b>National</b>
Year 1	80	82
Year 2	92	92

<b>2018-2019 KEY STAGE ONE PERFORMANCE INFORMATION</b>	<b>School</b>	<b>National</b>
<b>Attainment – Expected Standard</b>		
R/W/M Combined	73	65
Reading	74	75
Writing	73	69
Maths	77	76
<b>Attainment – High Standard</b>		
R/W/M Combined	19	11
Reading	21	25
Writing	21	15
Maths	31	22

<b>2018-2019 KEY STAGE TWO PERFORMANCE INFORMATION</b>	<b>School All</b>	<b>School Disadvantaged</b>	<b>National</b>
<b>Reading, Writing and Mathematics - Attainment</b>			
Reading, Writing and Mathematics: % of pupils achieving the expected standard	88	86	65
Reading, Writing and Mathematics: % of pupils achieving a high score	28	27	10
<b>Individual subjects - Attainment</b>			
Reading: % of pupils achieving expected standard	88	86	73
Reading: % of pupils achieving a high standard	58	57	27
Writing: % of pupils achieving expected standard (TA)	90	86	78
Writing: % of pupils working at greater depth within expected standard (TA)	33	32	20
Mathematics: % of pupils achieving expected standard	88	86	79
Mathematics: % of pupils achieving a high standard	43	38	27
Grammar, punctuation & spelling: % of pupils achieving expected standard	87	84	78
Grammar, punctuation & spelling: % of pupils achieving a high standard	55	57	36
<b>Individual subjects – Progress Measures</b>			
Reading	4.89		0
Writing	2.3		0
Mathematics	2.7		0
<b>Individual Subjects – Average Scores</b>			
Average scaled score in Reading	111		104
Average scaled score in Maths	110		105
Average scaled score in GPS	112		106



## HOW DO CHILDREN WORSHIP AT SCHOOL?

Monday	Headteacher Assembly	9.00 am
Tuesday	In Class Assembly	See class timetable
Wednesday	Separate Faith Worship	2:30 pm
Thursday	Sharing Assembly for Parents	2.30pm
Friday	Celebration Assembly	9:00 am

The children reflect or worship at the end of the assembly according to their own religion.

We do **not** offer solely Christian worship as our school has legal permission not to (SACRE Determination) If you want to talk to us about this please come into school. You have a right to withdraw your child from assemblies/worship, but please come and talk with us first.

## RELIGIOUS EDUCATION:

We teach the children moral values and also about the world's religions, we encourage the children to be proud of their own faith or identity but also to understand those of others.

We teach this within the LA (Council) agreed syllabus and RE policy.

For details of the Bradford Agreed Syllabus for R.E. please contact the Diversity team - telephone Bradford 01274 385619. Information for parents and carers is available in school.

Parents and carers can ask that their child be excused from the worship assemblies on the grounds of conscience. If you wish to do this please come in and talk with us.

Any children who are withdrawn from Worship Education will be supervised by staff in another area of school.

## HOW DO THE CHILDREN LEARN TO BEHAVE SO WELL IN SCHOOL?

Every child has a right to be happy and safe at school and we ensure this. Our children are learning to become responsible for how their actions affect others, as they are already part of a community and society. **Our children like learning and want to behave well in school.**

So we have a **'Being Brilliant' Behaviour Policy** in school.

### Our Ways To Be Brilliant Are:    **1. We are Kind    2. We Respect others** **3. We think about our learning, 4, Listen and Act Fast and 5. We are Honest**

(The fourth is so that we can learn together in a class of children and a school with over 400 pupils.)

When the children keep to these they are praised and they will tell you about this and the rewards they get with great pride!)

Each time a child forgets to 'be brilliant'- they are reminded about what they should be doing and then they have increasing sanctions: They may sit by themselves for five minutes or have 5 minutes 'time-out' (reflection) which could be at lunchtime.

The length of time out can be increased depending on the seriousness of the incident.

This can lead up to a letter home or coming to see the Community Learning Manager or any other senior leader, including the Headteacher, after several incidents.

(A letter will only be sent home for more serious incidents or very frequent incidents)

If a child misbehaves seriously, for example by fighting or running out of class, then they will come straight to see a senior leader, and we will let you know, or, if it is very serious, we will ask you to come into school. If a child is having serious difficulty being with the other children or adults in school then we will need to work closely with their family.

We will use the Special Educational Needs and Disabilities processes and involve other agencies e.g. the behaviour support teaching team, with permission from the family.

### **It may sometimes be necessary to exclude a child at lunchtime or for a fixed period.**

However, permanent exclusion *would* be considered as a very last resort.

### **We can help the children best when we have your support.**

Parents and carers should praise their child when they do well, and to help us to help them if they misbehave.



## **HOW DOES OUR SCHOOL TEACH "RELATIONSHIP EDUCATION"?**

We want our children to be able to become responsible members of society:

All schools are legally required to have a "Relationship, Sex and Health Education Policy".

Sex education is not formally taught, below year 5, although aspects of human or animal reproduction are covered in the National Curriculum.

However, broader preparation for adult life in terms of beginning to relate to others with responsibility and respect is an important part of school life.

We support our children to:

\*To develop feelings of self-worth and self esteem

\*To develop positive personal relationships

\*To learn in a non-threatening and supportive environment.

We also ensure that all adults in school are confident and aware of the school's strict guidelines in this area.

**OUR VALUES:** People live together in many different age and size groupings - this will be recognised and a variety of values, cultures and experiences included in relation to family life throughout the curriculum.

## **WHAT IS IN THE NATIONAL CURRICULUM SCIENCE CONTENT IN THIS AREA?**

**In Year 1:** Children will have learnt that: All children have been babies; all children will grow into adults; adults may have babies.

**In Year 2:** Children will have learnt that: Animals produce babies.

**In Year 4:** Children will have learnt that: Humans have different capabilities at different ages; the human life cycle consists of periods of growth, maintenance and deterioration.

**In Year 5/6:** Children will have learnt that adults have young and that these grow into adults which in turn produce young. Children will have learnt that as they approach puberty people's emotions change and how the body changes.

This is what we will teach and we will not teach anything in addition to this.

## **HOW DO WE ORGANISE TEACHING THIS AREA?:**

**Teaching:** \*The teaching at years Reception to Year 4 will be carried out by the class teacher

*\*The teaching at Years 5/6 maybe be carried out by a specially trained adult e.g. Health trained consultant in single gender groups. You will be consulted about this.*

**Resources:** \*Diagrams of human reproductive organs are used in school only at year 5/6 level in single gender groups. \*Girl and boy dolls are available in play areas

### **Specific Matters:**

- The terms used by children will be respected, not corrected
- Incidental questions will be referred to parent or carers
- If abusive language is used, staff will explain why it is inappropriate, in terms of having respect for each other
- Any child protection issues will be dealt with using LA procedures
- The national curriculum has to be covered and parent or carers **may not** withdraw their child from this.
- The senior leadership are responsible for putting this policy into practice and will talk to any parent or carers with concerns.

The Governing Body has been involved in drawing up this policy and reviews it and revises it annually, as necessary. The school also works closely with the Local Authority to ensure the school meets the needs of the Community it serves.

This policy is related to other school policies particularly: The Personal, Health, Citizenship and Social education Policy, Behaviour Management Policy and the Religious Education Policy.



## **HOW DO WE MAKE SURE ALL CHILDREN ARE VALUED IN SCHOOL?**

It is important to us that ALL children feel comfortable in school. We take rudeness of a racial kind seriously and follow Council procedures for this. We are legally required to inform the council when we find that this has happened, we will also let you know.

## **HOW DO WE SAFEGUARD OUR CHILDREN: 'CHILD PROTECTION'?**

If it comes to our attention that any child may be at risk of any abuse or neglect we will follow Council procedures for this - as all schools have to legally. We cannot keep any such concerns confidential. If you have any concerns about a child please come into school and let us know.

We must put the interests of the children in our care first and foremost.

## **WHAT SHOULD I DO IF I WANT TO TAKE A PHOTO/VIDEO AN EVENT?**

During the school year, there will be a number of school events, productions, musical concerts and sporting events etc. that parent or carers may wish to take videos/photographs of.

The School/Governors ask parents and carers to take photographs or film their child/ren only, at the end of the event, after speaking with a member of leadership.

***Staff may video or photograph events, these videos/photographs are not for sale to the public under any circumstances, although they may be available in whole or in part on the school website.***

However, should any parent or carer object to their child being on video/photographed then the school will organise for this. As a school, we do hold and sometimes share information about our children and families. All parents are required to sign a Personal Pupil Data sheet to give us permission to use information for a variety of reasons. Our Privacy Notices are available on the school website.

**Photographs/videos of children learning across the curriculum are used for publicity purposes and are on our displays, our publicity materials and our website. Other schools, educational establishments or companies such as the council, our suppliers or building contractors may use photographic images in their materials**

**'SAFE INTERNET USE' policies are in place for school and you will be asked to sign up to these.**

## **SCHOOL INFORMATION, RECORDS AND DOCUMENTS:**

A range of school, local authority- council and government - Department for Education - documents are available in the school. Please ask in the office if you would like to look at any.

## **PERSONAL INFORMATION:**

The school keeps personal data etc. about each child in accordance with the data protection act and our published Privacy Policy.

## **DO WE HAVE TO PAY FOR TRIPS?**

Our Governing Body has adopted the Charges and Remissions Policy of Bradford L.A. They have agreed that the school may ask for voluntary contributions towards the cost of school visits. There is however, no obligation to contribute and children will not be treated differently whether parents or carers contribute or not, although we will need your permission signature.

*Trips will be cancelled if enough contributions are not made. Thank you for your support.*

*All children attend our curriculum trips, as an important part of learning, so many trips are also subsidised by school, including by the use of a proportion of pupil premium funding – see the detailed break-down of this grant's expenditure on our website.*

## **IF I AM UNHAPPY ABOUT ANYTHING WHAT CAN I DO?**

If you have a query about anything to do with school and your child's well-being we hope you will share this with the class teacher.

The Senior Leadership Team members are also available to help you.





If you do have a definite concern about how the School Management, Governing Body or Academy is carrying out their responsibility for the children's work in school or related matters then please speak to the Headteacher first.

We can usually sort any problems out, but the next stage in the procedure would be to write to Governors then to contact the Academy.

# ***WE ARE PROUD OF OUR SCHOOL, OUR CHILDREN ARE HAPPY AND WORK HARD. WE LOOK FORWARD TO WELCOMING OUR NEW CHILDREN***

## **Appendix One: SCHOOL IMPROVEMENT PLANNING**

### **WHAT DID OUR SCHOOL ACHIEVE LAST YEAR**

**Excellent Y6 SATS test results in 2018-19, with outstanding progress made by our learners. We can confirm that all our pupils have made exceptional progress during the year 2019-20, in spite of the challenges faced due to the pandemic (Covid-19).**

**Persistent Absence was significantly reduced and we worked with many partners to ensure that all children's behaviour needs were met with support.**

We were successful in achieving a range of awards and accreditations last year. We have been successful in achieving the following awards: Investors in Pupils, Engaging Families, School of Sanctuary and the National Literacy Trust and annually we have been awarded 5\* Food & Hygiene for our catering provision. The school has also been recognised for its achievements by Bradford T & A, shortlisted for the TES Primary School of the year, a letter of congratulations from the Ministry of State (top 3% school nationally for progress) and Regional Champions 2017-Pupil Premium Award, Investors in People and the Inclusion award.

### **WHAT IS OUR SCHOOL ACHIEVING THIS YEAR?**

**The focus is on EVERYONE:**

- **To make sure that all our families are supported well to help their children learn.**
- **Every single one of our learners has the support to make the outstanding progress that most of our learners do!**
- **To make sure that our staff work together to ensure that all our lessons, challenge all our learners, all of the time!**



## Appendix Two: HOLIDAY SCHEDULE 2020 - 2021

Autumn Term 1		
	School Opens	Wednesday 2 <sup>nd</sup> September 2020
Half Term	Close Re-open	Friday 23 <sup>rd</sup> October- Monday 2 <sup>nd</sup> November 2020
Christmas	Close	Friday 18 <sup>th</sup> December 2020
Spring Term 2		
	School Opens	Monday 4 <sup>th</sup> January <b>2021</b>
Half Term	Close Re-open	Friday 12 <sup>th</sup> February - Monday 22 <sup>nd</sup> February 2021
Easter	Close Re-open	Friday 26 <sup>th</sup> March - Monday 12 <sup>th</sup> April 2021
Summer Term 3		
May Day Holiday	Close (1 day only)	Monday 3 <sup>rd</sup> May 2021
Spring Bank	Close Re-open	Friday 28 <sup>th</sup> May – Monday 7 <sup>th</sup> June 2021
End of School Year	Close	Friday 16 <sup>th</sup> July 2021



## **Appendix Three: HORTON PARK STAFFING STRUCTURE**

### **Management:**

Mr Duncan Jacques, CBE – Chief Executive Officer  
Mrs Saima Bahadur – Headteacher. Designated Safeguarding Lead  
Mrs Laura Naylor – Assistant Headteacher. Leader of English  
Mrs Shahmyla Gulshan – Assistant Headteacher, Inclusion Lead  
Mrs Shahnaz Bi – Assistant Headteacher. Leader of Assessment  
Mr Naveed Mushtaque – Community Learning Manager

**Teaching and Learning Staff:** See website for details

### **Whole School Support:**

Office Staff: Mrs Louise Bean – Office Manager  
Mrs Angela Bennett – Administration Assistant  
Mrs Isma Kousar – Administration Assistant  
Parental Involvement: Mrs Victoria Adams

## **Appendix Four: HORTON PARK PRIMARY SCHOOL GOVERNING BODY**

The governors are responsible for the school. The Governors decide what the school stands for, they listen to parents and carers and all the community, making sure that the school is run in ways which all are happy with. The staff take responsibility for day to day decisions.

We have parents or carers on the Governing Body - if you would like to become a Parent or Carer Governor give your name in at the office.

### **Clerk to Governors:**

Mr Peter Taylor - c/o Horton Park Primary School

### **Chair of Governors:**

Mr Ian Willoughby - c/o Horton Park Primary School

### **Parent or Carer Representatives:**

Mr Khalid Zaman Your representatives are happy to talk with parents  
Mrs Zainab Naqvi privately and are often available before or after school.

**Trust Chief Executive Officer (CEO):** Mr Duncan Jacques, CBE

**Headteacher:** Mrs Saima Bahadur

### **L.A. Representatives:**

Mr Talat Sajawal - c/o Horton Park Primary School

### **Community Representatives:**

Mr Ian Willoughby - c/o In-Communities Bradford

**Teacher Rep:** Mrs Laura Naylor - c/o Horton Park Primary School

**Staff Rep:** Mrs Victoria Adams - c/o Horton Park Primary School

**Each year the Governors update this prospectus to tell you what has been happening in school and what they have been doing to help the school.**

