

Federation of Kirkroyds Infant and Wooldale Junior Schools



Kirkroyds Infant School
01484 222482



Wooldale Junior School
01484 686252

A warm welcome to all parents and carers from the Federation Governing Body of Wooldale Junior & Kirkroyds Infant School

Dear Parents and Carers,

It is now more than three years since the federation between Kirkroyds Infant School and Wooldale Junior School and it is encouraging to see that our beliefs that this was a fabulous opportunity for our children, their families and our community are now taking shape. The two schools have always had an excellent working relationship and our federation has given us the opportunity to strengthen that further and begin the move to being one school serving all the children within our community. It has provided an opportunity for single leadership across both schools and with the other more recent changes to the senior leadership team an opportunity to further build on the skills and experiences across both phases of education, infant and junior.

We very definitely operate as one team, with staff from both schools working more and more closely as time goes by. The introduction of the new curriculum back in September 2014 proved to be a fabulous opportunity to forge those links even more closely, with staff from both key stages working together to develop an interesting and exciting curriculum which will serve our children well throughout all their time with us. We have grasped every opportunity to develop our practice, to build upon the continuity of pupil's learning, ensure a smoother transition from infant to junior education and to offer a joined up approach to teaching and learning and school policies.

Our school is a very happy friendly family place and we are supported by a caring community. The staff, governors, parents and carers are all dedicated to working together to enable our young children to become confident, happy and independent learners, who make good progress in their literacy and numeracy skills, are creative and enthusiastic and have the best possible foundations for life we can give them.

Ours is an inclusive school, where success is promoted and achievement rewarded. We believe education at its best is a partnership between governors, staff, parents and carers working together, building on our strengths, sharing ideas about teaching and learning and always seeking ways to improve, driving our own improvement by setting high standards for ourselves and for our children.

Wooldale Junior School was inspected by Ofsted in February 2013 and we were pleased to receive an overall judgement of '**Good**'. The report included the following statements:

- 'There is consistently good teaching across the school. Teachers inspire pupils and promote good attitudes to learning. Pupils enjoy being active in lessons and they make good progress when they are able to solve problems and find things out for themselves.
- 'Pupils are keen to learn, they are encouraged to work together to solve problems and share ideas, which contributes to their positive attitudes. Strategies for managing their behaviour are very effective, with the result that lessons are calm and purposeful.
- 'The majority of pupils make good progress in English because their standards of reading and writing are well above average by the end of Year 6. Pupils' attainment in mathematics is above that found nationally.'

- 'Pupils are very kind and respectful to one another. They behave well in lessons and around the school and this helps them to learn well. Pupils say they enjoy coming to school and that they feel safe and secure.'

Kirkroyds Infant School was inspected in March 2014 and also received an overall judgement of 'Good'.

We operate an "open door" policy, which means that parents are readily welcomed into school and are actively encouraged to become involved in their children's learning.

The school has very good links with pre-school settings, other schools in the local area, including Holmfirth High School and we engage with them all as required throughout the year, so that children settle into our school and feel cared for. This ensures the very best transitional arrangements into, through and out of our school for all our children.

If you're interested in your child joining our school please feel free to come and have a look around, ask questions and talk to our children. We also invite you to attend our evening for new parents where we hope any questions you have can be addressed. We look forward to meeting you.

Dawn Whiteley MBE
Chair of the Governing Body

The Federation of Kirkroyds Infant School and Wooldale Junior School
A Vision for the Education of Children

Children at our schools receive an education, which is stimulating and challenging based on our professional knowledge of how children learn. Much of this work involves practical, first-hand experience. We aim to set high expectations and encourage quality work for all our pupils. Staff are highly motivated and aim for all round standards of excellence. The curriculum offered shows that continuity and progression has been planned for in the core curriculum areas and in creative subjects. The children's learning skills, values and attitudes are developed as they progress throughout the schools. All staff and members of our school community develop the children's spiritual and moral awareness through special lessons, assemblies and through fostering an appreciation of the everyday world.

Governors and staff work as a team and share ideas about teaching and learning. They are very conscious that children are all individuals and need to be catered for in a way that they will achieve their true potential. Staff share a high expectation of quality both in the children's work, their social development and their behaviour. Governors and staff participate in programmes of professional development. We seek to encourage a reflective culture amongst staff and pupils, which builds on success.

Parents are encouraged to take an active part in their child's education. Their practical involvement and communication are valued, whether it is supporting their child's learning at home, or as a volunteer helper in school. We believe that education is a shared experience and communication, between home and school is vital. Family contributions enrich our school life.

We want our schools to be happy and caring where children's voices can be heard. We encourage the children to question and to work out their own ideas. Childhood is a precious time and the children need to develop confidence in themselves and feel a valued part of their community. Children know that all school staff and parents are collaborating to ensure that they are learning skills and knowledge and also that they are growing up to be well balanced, happy and highly motivated citizens of the future. As a community we work hard to reflect the multiracial and multicultural nature of Britain today and any form of discrimination will be recognised and dealt with.

Our schools are an integral part of the local community with strong links with pre-schools and community groups, the churches, local schools and individuals living in the locality.



Children develop maths skills in a very practical way, reinforcing maths language and concepts.

The Federation Mission Statement says we believe that:

Children are all individuals and need to be supported in a way that will help them to achieve their true potential.

Curricular activities are differentiated for a variety of abilities, and we are committed to a policy of inclusion and equal opportunity, regardless of ability, disability, creed, race or gender.



Every child has the right to receive an education which is stimulating and challenging.

The education we offer is based on our professional knowledge of how children learn, with many of our activities involving first-hand experience. We set high expectations and encourage quality work from all our pupils.

Our school should be a happy and caring place where children's voices can be heard.

Children are encouraged to question and work out their own ideas.

Education at its best is a partnership between governors, staff and parents working together and sharing ideas about teaching and learning.

This sharing of information and ideas helps us to evaluate and improve our practice.



Children should feel a valued part of the school and wider community.

We offer opportunities for children to develop their confidence and belief in themselves.

Home - School links

At Kirkroyds and Wooldale we recognise the importance of strong home-school links and are constantly working to achieve a true partnership, where staff and parents work together for the good of the children.

We aim to give as much information as possible regarding all aspects of school life whilst also providing opportunities for parents to become fully involved in the life of the school.

Open Door Policy

We operate an 'open door' policy in both schools and welcome the opportunity to discuss concerns or issues with parents at any mutually convenient time. Parents wishing to talk to the child's class teacher or headteacher should visit school or telephone. Teachers are usually available at the end of the day and the headteacher is pleased to see parents at most times.

Communication

Parents are informed of the work being carried out in class by means of a class newsletter. These are issued at the start of each half-term and outline the topics being undertaken, besides giving information about PE kit, clubs etc. News regarding all aspects of school life can be found in our newsletters. These are circulated at least twice a term. Each newsletter is designed to inform parents of the activities carried out in school and gives dates of future events. Individual letters are also sent out when specific information needs to be relayed. The school's website provides useful, up to date information and can be found at www.kirkroyds.co.uk and www.wooldalejunior.org.uk

The school benefits from a text messaging and emailing service and this is used to remind parents of forthcoming events and to give vital information.



What Ofsted Says About Our Schools

Pupils achieve well overall and especially in reading and writing. Attainment in reading and writing has improved since the last inspection and has been above average for the last four years.

Teaching is good, with some that is outstanding. As a result, pupils make good progress.

Teaching assistants make a valuable contribution to pupils' learning. Consequently, disabled pupils and those with special educational needs achieve well.

Positive relationships between adults and pupils, together with high expectations, mean that pupils work hard and do their best.

Children make good progress in the Early Years Foundation Stage and are well prepared for Year 1.

Pupils behave well and feel safe at school. They work and play together well. All pupils agree that bullying is rare.

Parents wholeheartedly agree that the school keeps its pupils safe. All parents who responded to the online questionnaire would recommend the school to others.



The school is very well led. The determined and inspirational headteacher, ably supported by the deputy headteacher, has ensured that the quality of teaching and pupils' achievement have both remained good since the last inspection. The school is well placed to continue to improve.

Governors know the school well. They use their skills and expertise to challenge and support school leaders.

The Federation Governing Body of Wooldale Junior School and Kirkroyds Infant School

<u>Name</u>	<u>Category</u>	<u>End of Term of Office</u>
Mrs C L Wood	Headteacher	Ex-Officio
Miss D Whiteley (Chair)	LA	24 th May 2018
Mrs V Baldwin	Parent	13 th May 2017
Mr S Cressey	Parent	3 rd November 2018
Mr S Talbot	Parent	1 st March 2020
Mrs R Starrett	Staff	24 th November 2018
Mrs G Holden	Co-opted - Staff	18 th January 2021
Mrs M White	Co-opted - Staff	1 st April 2019
Mrs C L Armitage	Co-opted - Staff	9 th January 2021
Canon Sean Robertshaw	Co-opted - Community	13 th June 2020
Mr S Rodgers	Co-opted - Community	9 th January 2021
Mrs L Flemming	Co-opted - Community	2 nd Oct 2018
Mrs A Barnes	Associate	

Powers and Duties

The legal responsibilities of the governing body include helping to establish the aims and policies of the school. They have a duty to ensure the effective running of the school by assisting with The School Development Plan, the Annual Budget, the selection and promotion of staff, and the health and safety issues.

The Head Teacher is responsible for the internal organisation of the school.

School Policies

These are formulated by the staff in the two schools, in conjunction with the Governing Body in relation to the National Curriculum, Religious Education, Behaviour, Special Needs, Safeguarding and internal procedures. They are reviewed and amended regularly. Copies of policies can be requested from the Head teacher at any time or found on the websites.

School Development Plan

Both schools share a School Development Plan and are working together on specific areas to raise attainment and improve outcomes for all of the children:

- To raise attainment in reading through pupils developing improved comprehension skills, particularly with questions of inference and greater stamina when reading longer and more difficult texts.
- To raise attainment in writing.

GENERAL INFORMATION

School	Kirkroyds Infant School	
Age range:	4 - 7 years of age	
Phase of Education:	Early Years and KS1	
Address:	Kirkroyds Lane, New Mill, Holmfirth, HD9 1LS.	
Telephone:	01484 222482	
Email address:	office@kirkroyds.co.uk	
Website:	www.kirkroyds.co.uk	
Head Teacher	Mrs C. Wood	
Deputy Head Teacher:	Mrs. L. Armitage	
Teaching Staff:	Mrs S. Lee Miss E. Newman Mrs D. Halligan Mrs L. Swift Mrs E. Casper	Mrs A. Thornton-Cressey Miss P. Dunleavy Mrs B. Gerrard Mrs A. Akid Mrs N. Boothroyd
Office Staff:	Mrs K. Firth Mrs J. Kaye	
Education Teaching Assistant:	Mrs D. Hirst Mrs G. Taylor Mrs L. Key Mrs M. Kaye Mrs K Valentine	Mrs T. Booth Mrs J. Booth Mrs D. Bedford Mrs M. White Mrs A. Brammah
Lunchtime Supervisors	Mrs G. Taylor (Senior) Mrs J. Booth Mrs M. White Mrs A. Brammah	Mrs T. Booth Mrs D. Anderson Miss D. Hancox
Caretaker	Mr D. Hinchliffe	

School: Wooldale Junior School
Age range: 7-11 years of age
Phase of Education: KS2

Address: Royds Avenue
New Mill
Holmfirth
HD9 1LJ
Telephone: 01484 686252
E-mail: office@wooldalejunior.org.uk
Website: www.wooldalejunior.org.uk

Headteacher: Mrs C Wood

Deputy Headteacher: Mrs A Barnes

Teaching Staff:	Mrs S Baker	Mrs B Stevenson
	Ms L Davies	Mr A Casper
	Mrs E Bounds	Mrs R Starrett
	Miss H Wright	Mrs A Bridgestock
	Miss J Hilton	Mr A Palk
	Miss A Mathers	Mrs F Woodhead

Teaching Assistants:	Mrs A Bale	Mrs G Holden
	Mrs J Wimpenny	Mrs J Barber
	Mrs K Lockwood	Mrs L Hoare
	Ms S Barry	Mrs C Mills
	Mrs C Harris	Mr G Locke
	Mrs J Lyster	Mrs C Duncan
	Mrs J McFarlane	Miss S Erving
	Miss A M Pepper	Mrs H Hogg
	Mrs S Lavan	Mrs P Chisholm
	Mrs L Roberts	

School Business Manager: Mrs D Turner
Assistant Business Support: Mrs B Lynskey

Registration and Admission

Kirkroyds admission to Reception class

An application for a place in Reception can only be made in the year before your child is due to start school.

If your child was born between 1st September 2013 and 31st August 2014 they will start school in September 2018.

Applications must be made online at www.kirklees.gov.uk

All Reception children are admitted in September unless a deferred entry is requested.

Parents and children will have the opportunity to make several visits to school during the term before they are admitted

Application and Admission to Junior School

Applications for junior school are made online from September to January in the year before they move to Year 3.

There is no automatic entry into Wooldale from Kirkroyds and parents need to complete the application process.

There is a full transition programme for children transferring to Wooldale from Kirkroyds, these include visits to the school, a sports morning and meeting their new teacher.

In Year application to Kirkroyds and Wooldale

If you wish to apply for a place at either Kirkroyds or Wooldale during the school year, please complete an In- Year Common Application Form (ICAF) and return it directly to your chosen school. Your application will then be forwarded to Kirklees school admissions to process.

The parents of children transferring from schools other than at the end of Key Stage 1, are invited to look round the school with their children and to meet the staff. Prospective pupils are welcome to spend time with us prior to their transfer in order to ensure a smooth and worry free transition.

Transfer to Secondary School

At the end of Year 6, the majority of our children transfer to Holmfirth High School. It is the designated secondary school for the southern part of the Holme Valley.

It should be noted that pupils who attend Wooldale Junior School will not automatically be admitted to Holmfirth High School.

Admissions Policy

Our admission policy follows Kirklees L.A. Guidelines, which states that places within school are allocated in the following priority order:

1. children in public care (Looked after children)
2. children living in the school's priority admission area (PAA) who have an older brother or sister attending from the same address at the date of admission
3. other children living in the school's priority admission area
4. children who live outside the school's priority admission area who have an older brother or sister attending from the same address at the time of admission
5. children who live outside the priority admission area

Community and controlled schools will admit children with Educational Health Care Plans as a priority where the school is named.

- Children in priority 1 above may also be admitted above the Published Admission Number (PAN).
- If requests for admission in priorities 2 to 5 above exceed the PAN, we will give priority up to the PAN to children living nearest the school. Distance is measured in a straight line.

At present our Pupil Admission Number is 60 per year group. If applications exceed this limit we cannot guarantee a place for your child.

Accessibility Strategy

The Governing Body and staff at Kirkroyds Infants and Wooldale Juniors Schools are profoundly committed to developing and maintaining a school that is fully accessible to all and to promoting positive attitudes to disability.

The Special Education Needs and Disability Act 2014 introduced new rights for disabled people in education and aims to further improve educational provision for pupils with special educational needs.

Our accessibility strategy details how the school intends to increase the extent to which disabled pupils can: access the curriculum, the physical environment of the school and written information

Accessibility, Equality, Diversity and Cohesion, Inclusion, Special Educational Needs and all other policies are available within school for parents to read at any time.

There is disabled access to the school, and disabled toilet facilities. These are in accordance with the Special Education Needs and Disability Act 2014.

The School Day

Kirkroyds Infant School

Session Times

Morning	8.55 a.m. - 12 noon
Lunchtime	12.00 noon - 1.05 p.m.
Afternoon	1.05 p.m. - 3.15 p.m.

Children should be brought to school for 8.55 a.m. Staff cannot take responsibility for children until doors are opened. Parents are asked to stay with their child in the playground until the doors open at 8.55a.m. In bad weather doors are opened at 8.50a.m.

Wooldale Junior School

Session Times

Morning	8.55 a.m. - 12 noon
Lunchtime	12.00 noon - 1.00 p.m.
Afternoon	1.00 p.m. - 3.30 p.m.

A member of staff is on duty in the playground from 8.45.

Attendances and Absences

Attendance

Registration takes place between 9am and 9.05am. Any child entering their class after the register has been taken will be marked down as being late.

The afternoon session starts at 1.05pm when the pupils are brought back into the classroom

Regular attendance patterns are encouraged.

The Federation policy for absences

In order to ensure the highest possible attendance we implement an Attendance Policy in the Federation. If your child has an unauthorised absence we will always follow this up by a phone call to check there is a legitimate reason for non-attendance. Registers are checked every week by our Administration Assistant and absence rates monitored on a regular basis. If absence rates are high the school will make contact with parents to discuss reasons for this.

The Attendance & Inclusion Officer becomes involved when absence rates continue to give cause for concern and further action is taken.

For more information the attendance policy is available on the schools websites.

School Meals and School Milk

As part of the Governments Universal Free School Meals initiative all children at Kirkroyds are entitled to receive free school meals.

We like to encourage all children to take a school meal and currently 96% of pupils are provided with a free lunch.

School meals at Wooldale cost £2.12 per day and payment should be made in advance by 'Parentpay' an online payment system

School meals are prepared and served on site. The meals provide a buffet style choice of savoury dishes and sweets with salads and fresh fruit available each day.

Special diets may be catered for and parents are requested to complete a care plan.

Packed lunches

Children may bring packed lunches to school if they wish. These should be stored in suitable containers. In order to promote healthy eating, we do not allow the inclusion of sweets and chocolates in their meal. Also, we have several children in school with peanut allergies and insist that no **products with nuts or traces of nuts are included in packed lunches**. It should be noted that we do not have refrigeration facilities for the storage of lunch boxes within school.

Going home

Although the majority of our children stay at school over lunchtime, pupils have the opportunity to go home. Any parent wishing their child to go home at this time should write to the Headteacher giving full details of the arrangements made. Children leaving the premises at lunchtime should be collected by a parent/carer from the main entrance and report to the Senior Lunchtime Supervisor on their return to school.

School Milk

Our school milk is supplied by FP School Milk UK, orders for milk are placed online at the beginning of every term and the milk is delivered to the classroom.

Children in Reception classes receive free milk until the term that they turn 5.

CURRICULUM MATTERS

The Curriculum is broadly based, addressing the Early Years Foundation Stage Curriculum and National Curriculum for all children, but including the wider areas of personal, social and moral education. English and Mathematics are taught at class and group level on a daily basis. Cross curricular topic work forms the basis for teaching science, humanities, technology, language and arts. There is a flexible approach to learning through play and creativity. IT is used in every classroom to enhance learning. All children have equal opportunities within the curriculum where gender, racial and multi-cultural awareness is encouraged. Children work individually, in groups and as a whole class. Tasks address the needs of individuals and opportunities are given for development through continued success.

Our Early Years curriculum is based on 7 areas of learning and experience, denoted by the Early Years Foundation Stage Curriculum. This promotes the basic skills in literacy and numeracy, alongside social and moral issues, physical development and understanding of the world.

Assessment

Class Teachers are actively involved in monitoring individual progress throughout school and this is recorded on class record sheets.

Reception Children are assessed using statements from the Early Years Foundation Stage Profile.

Year 1 Children take the Phonic Screening test in June

Year 2 and 6 Children take SATs papers in English, Maths and SPAG.

Year 3-5 Children are formally tested with Optional SATs tests at the end of the year and these are used alongside teacher assessment to see if the children have met the end of year expectations. All other curriculum areas are assessed by class teachers, using their professional judgements and end of year descriptors, based on the evidence of children's work.

Reporting to parents

Reception Pupils - Parents receive two written reports about their child's progress, in relation to the Early Years Foundation Stage Curriculum.

Year 1 to Year 6 Pupils - Parents receive one written report informing them of progress of their child in relation to the end of year expectations.

Parents may discuss the contents of the report with teachers, and are invited to return their comments to school.

Parents Evenings are held in October and February on an appointment basis. In the Summer Term, an "Evidence of Learning" afternoon invites parents in to celebrate their children's work.

Religious Education

Religious Education is a part of the whole curriculum and includes aspects of moral, social and personal issues. All children are included in R.E. unless parents request withdrawal, in accordance with their legal rights. We will be using the New Kirklees Agreed Syllabus from September 2014.

Collective Worship

Collective Worship takes place each day and is based on Christian principles. The assembly time offers a broad approach to moral and personal values, but has no affiliation to any religious denomination. Children are encouraged to understand that Britain is a multi-faith society and respect and tolerance are important in our school community. All children are included in Collective Worship unless parents request withdrawal, in accordance with their legal rights. Children who are withdrawn will be asked to complete activities in their classroom or read books in the library area.

Special Educational Needs

These are identified and addressed as early as possible, and curriculum adjustments made for individuals. The staff and governors have prepared a school policy. This document has regard to the new SEN Code of Practice where a child's needs are addressed through special curricular arrangements. Education and Health Care Plans will be drawn up, when required, in conjunction with the LA and parents will be involved at all stages of this process. The School SEN Policy is available on the school website alongside the school's 'Local Offer'.

Behaviour and Discipline

All staff, and all adults who work with our children, clearly understand that we pursue a policy, which encourages positive behavioural strategies.

Clear and consistent rules are explained and modelled to the children. Self-worth and self-discipline, whilst respecting and co-operating with others, is the key to everything we do.

The Gold Book awards continue to be very popular with children, staff and parents alike and are at the heart of our family assemblies. We believe that it is very important to recognise the achievements of our children, no matter how small, and to celebrate the individuality of each and every one.

The Behaviour policy is available to view on our website.

Equal Opportunities, Race Relations and Disability

The governors and staff are committed to providing equality of opportunity for all pupils. They firmly believe that it is the right of everyone to be treated fairly and with respect by fellow citizens and to have access to an education which allows individuals to develop their own potential in order to live full and successful lives regardless of gender, race, culture, religious beliefs, social background or disability. In the federation, we aim to provide access to learning for all pupils, including those with disabilities.

The provision of information in different formats and physical access to our school site and building are carefully considered on a regular basis. There is access to school for wheel chairs and a disabled toilet is available for pupils, staff, governors and visitors.

Sex, Relationships and Drugs Education

We regard sex, relationships and drugs education to be very important and activities here are incorporated throughout the curriculum in many different ways.

We also aim to give pupils the skills needed to make decisions and to resist peer group pressure. Our programme takes place within all age groups and is woven into the curriculum in a variety of ways. Our Community Police Officers provide support during these programmes and ample time is allocated for open discussion and questioning. A variety of educational resources are used to aid our teaching, including books, videos, leaflets etc. and we place a strong emphasis on discussion and pupil-teacher interaction.

The governors have published a comprehensive sex and relationships education and drugs awareness policies and these can be viewed on the website

School Council

Kirkroyds Infant School and Wooldale Junior School have an active school council which meet on a regular basis to discuss a variety of issues, including school improvement, fund raising, school lunches, the school premises etc. The children's views are always taken into account and used in whole school decision making.

Educational Visits

We aim to enrich the children's learning by providing as many first hand experiences as possible. This involves participation in school educational visits. All classes have at least one educational visit a year to support a range of subjects. Year 5 experience a 2 day residential at Cliffe House each year. Children also carry out work in the local area, by visiting buildings or walking in the countryside to support & extend learning.

Music

Music tuition is available in woodwind, strings, brass, percussion, keyboard, guitars and recorders. These lessons are provided by peripatetic teachers from Kirklees Music School. Details of charges for these lessons are available from the Music School on Tel: 01484 426426 or the school office.

At Wooldale a specialist music teacher delivers music lessons to all pupils each week, with extra-curricular activities available to develop and extend expertise and interest.

Modern Foreign Languages at Wooldale

Every child at Wooldale is taught French. Our lessons are taught through fun, stimulating activities.

Sport and Competitive Games

We offer our pupils a wide range of experiences within sport and games, both within the curriculum and in extra-curricular activities.

Both schools are part of the Pennine School Sport Partnership Programme. This involves all the schools in the Holme Valley and develops and extends sport opportunities both within the curriculum and outside lesson times. Many exciting activities are provided within this scheme. All teachers in the federation are qualified to teach physical education. Specialist coaching is used to enhance the development of skills and quality of learning in some disciplines.

We have extensive playing fields and playground areas for these activities and use the school hall for sporting activities in inclement weather.

Throughout our work we explore the tactics and principles of play and foster personal qualities through sporting co-operation. Good sporting behaviour is encouraged at all times, both as team members and spectators as an integral part of our school ethos.

Extra-Curricular Activities

The school firmly believes that extra-curricular activities strengthens relationships between staff and pupils and enriches and extends the school's curriculum.

There are a wide range of school clubs and activities which take place at lunchtimes and after school.

Clubs operate at different times throughout the year and the children are invited to apply for membership when appropriate. Some of our extra-curricular activities have no charge. However, on some occasions when professionals or community clubs are employed, payment is required.

HEALTH AND SAFETY

The Governing Body have adopted the LA policy on Health and Safety matters and issues are regularly discussed at meetings. In school we ask for parental co-operation on the following:-

Medical Information

It is important that serious or recurring health problems are discussed with the school and a medical care plan is completed.

All children should attend school regularly except during illness, and absences should be notified as soon as possible by telephone or letter. Please consult your G.P. about the length of absence required for infectious diseases.

We request that children with sickness and diarrhoea do not return to school until 48 hours after the last bout of illness.

You are asked to provide two emergency day-time telephone numbers to the school office in case your child is taken ill during school hours. Your doctor's name and address is also requested.

Medicines

Doctor prescribed medicines only can be given to children at lunch times. All medicines should be brought to school by a parent and given personally to the school staff. Medicine bottles should be plastic, clearly labelled with the child's name and dosage required. The school cannot accept responsibility for the following.

1. Dangerous tablets or medicines.
2. Eye-drops or ointments.
3. Cases requiring medical knowledge or expertise.
4. Cases requiring specific timing where serious consequence may result from non-dosage.

Parents may come into school to give the above medicines to their own child but they need to pre-arrange this with the school staff.

Child Protection

We follow local child protection guidelines. We also have our own Child Protection and Safeguarding Policies in school. Please ask the Head Teacher for a copy. The Designated Senior Person for Child Protection is Christine Wood, Head Teacher.

The schools pay full regard to current DfE guidance 'Keeping children safe in education' 2016. We ensure that all appropriate measures are applied in relation to everyone who works in the school who is likely to be perceived by the children as a safe and trustworthy adult including volunteers.

Our schools will comply with the current Safe Practice Guidance to be found in Kirklees Safeguarding Procedures at www.kirkleessafeguardingchildren.co.uk which will include The Designated Senior Person making a referral to Social Services when a child's well being is causing concern.

The **School Nursing team** can be contacted for help or advice on 0300 3045555

This is a single point of contact for all child services.

They can also be contacted through the website www.thrivingkirklees.org.uk

Safety in School

All members of staff provide pastoral care for each child. Children are asked to walk inside the building to prevent accidents and to be aware of others at all times. Minor accidents are recorded in a book giving details of time, place and nature of injury and treatment given. Parents are informed in all cases of head injury or serious accident. Major and minor accidents are recorded and reported to the Kirklees Safety Officer.

During P.E. lessons, children change into suitable clothing, which does not restrain their movement. Garments should have safe fasteners and children are asked to remove watches, headbands etc. All indoor P.E. is done with bare feet to prevent slipping but children require a pair of pumps or trainers for outdoor use. Long hair should be secured and jewellery should not be worn in school as this can cause hazards to the wearer or others. Parents are asked to check P.E. kit regularly for size and cleanliness.

Fire Practices are held in school at least once a term and all children are instructed in safe exit procedures.

The Governing Body ensures the general safety of the school premises in accordance with LA Guidelines. Routine checks are made to ensure the safety of equipment and appliances.

Kirkroyds Infant School and Wooldale Junior School are no smoking schools.
This includes e-cigarettes

Parking

Parents are asked for their co-operation and consideration of local residents in matters of parking on or near Kirkroyds Lane. Children should not be brought by car to the school car park, except in an emergency, as this area is designated for access and deliveries.

Kirkroyds School Uniform

Children should wear comfortable clothing in school and be encouraged to fasten their own garments and shoes.

Gooddies offers our full range of uniform with the opportunity for parents to order and pay online. Order at: <http://kirkroyds.gooddies.co.uk>.

Sweatshirts / Cardigans

In red. Wearing of sweatshirts or cardigans with the school logo is optional.

Trousers / Skirts / Pinafore Dresses

Can be grey, navy or black. No jeans.

Polo Shirts / Blouses

A choice of white, or red. Polo shirts with the school logo on are available.

PE Kit

Named shorts and T shirt in any colour, pumps or trainers in a named bag. There are times when a winter PE kit is needed, these should include a sweatshirt and jogging pants / leggings.

Book bags and PE bags are not available online but will still be available to purchase from the school office.

Wooldale School Uniform

Wooldale Junior School has a standard form of dress required for school wear, consisting of:

Blouses/Shirts	White
Polo Shirts	White or Red
Pinafore Dresses/Skirts	Grey or Black
Dresses	Red Checked Gingham
School Trousers (regulation style)	Grey or Black
Sweatshirts/Cardigans	Red/Black
Shoes	Black

It is important that the school's dress code is followed at all times.

All of the above items are widely available at chain stores. Sweatshirts, Polo shirts, T-shirts and reversible jackets, bearing the school's logo may be purchased directly from School Trends online :
www.schooltrends.co.uk.

Pupils will also require the following items of clothing:

1. Indoor P.E. Kit: Black Shorts, White T-Shirt **
2. Outdoor P.E. Kit: Tracksuit, Trainers

All clothing should be clearly marked with the child's name.

** Please note that gymnastics and indoor P.E. are always carried out in bare feet as advised by Kirklees L.A.

Complaints Procedure

Under section 23 of the Education Reform Act, 1988, parents have legal rights to make complaints relating to the curriculum or religious worship. This information is available through the Head Teacher. Any documents to be made available under the Regulations may be seen at school.

Friends Association

The KFA and FOW raise thousands of pounds each year for the benefit of the children. This money supports educational visits, pays for all the visitors to Creative Week and our subscription to the Education City website etc. It is also used to buy a range of equipment, including books and ICT resources. If you are interested in joining these organisations, please come to one of their meetings and offer your support.

Local Childcare

Before and After School Care

- Kirkdale Out of School Club

As part of the 'Extended School's Initiative', the Kirkdale Out of School Club is situated at 5a Lydgate Drive, New Mill. The Club is offering supervised escorts to and from Kirkroyds Infant School.

For further information or admission forms, please contact Marie Kaye.

Tel: 01484 688915

e-mail: info@heydaysnursery.co.uk

Childminders

Please contact Children's Information Service for details.

Tel: 01484 223041

Pre-School Groups

- Kirkroyds Pre-School,
Behind Wooldale Community Centre, Robert Lane,
Wooldale, HD9 1XZ
Tel: 01484 680364
- Wooldale Pre-School,
Wooldale Community Centre, Robert Lane, Wooldale, HD9 1XZ
Tel: 01484 685602

Private Day Nurseries

- Grey Fell Academy, Holmfirth Road, Shepley, HD8 8AZ
Tel: 01484 685383
- Hey Days Private Nursery,
Holmfirth High School, Heys Road, Holmfirth, HD9 7SE
Tel: 01484 689305
- Looby Loo's Private Day Nursery
60, Kirkroyds Lane, New Mill, HD9 1LS
Tel: 01484 688974
- Barnaby's Private Day Nursery
Sheffield Road, New Mill, Holmfirth, HD9 7HA
Tel: 01484 683083