



INFORMATION HANDBOOK

Beckfoot Priestthorpe Primary School and Nursery

**CREATING
REMARKABLE
SCHOOLS**



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Welcome from the Headteacher

I am pleased to welcome you to Beckfoot Priestthorpe Primary School and look forward to us having a happy and successful future together.

At Beckfoot Priestthorpe we are committed to ensuring every child receives the best possible education, enabling them to achieve their full potential. Our aim is to provide an education which develops the whole child both academically and socially, nurturing skills which prepare them for lifelong learning. We firmly believe that a strong partnership between home and school begins before a child even enters the classroom. We enjoy working closely with parents and carers, providing information and opportunities for you to engage in school life and maximise the life chances for all your children.

We are proud of our rich curriculum, which enables children to learn from first hand experiences both in the classroom, and in the outdoor environment. Our school field provides opportunities for the children to explore wildlife and enjoy physical activity whilst developing important social skills alongside.

Learning continues at the end of the school day with a range of extra-curricular activities which enrich children's school experiences. We appreciate that choosing a school is an important decision for parents to make. We think that Beckfoot Priestthorpe is a very special place and we want to share that with you. There is a strong sense of unity across school and together we remain ambitious for the continued success of Beckfoot Priestthorpe.

Christina Gunning

Headteacher

Beckfoot Trust

We are proud to be part of Beckfoot Trust Academy.

The Beckfoot Trust is an organisation that links a group of local Bradford schools together, so that they can collectively improve the life chances for young people within their schools.

For more information about the Trust, please visit the website
<http://www.beckfoottrust.org>

Our School Vision

Beckfoot Priestthorpe community, working together to build the brightest futures

We want learning to be fun. We want everyone to enjoy being part of our school community and to feel safe, valued and respected within our inclusive school where equality of opportunity is promoted and difference is celebrated. We want our families to feel confident and supported and we want everyone to have a voice.



Our Values

enjoylearnsucceed

To **enjoy** belonging to Beckfoot Priestthorpe Primary School

We want to work closely with our families so that our children are at the heart of everything we do.

We are all here to **learn**

We want our staff to be motivated to think outside the box in providing a stimulating, challenging and appropriate curriculum so that every child is enabled to reach their full potential and learn purposeful skills for life.

We are determined to **succeed**

We want our children to succeed within a positive and rewarding community environment where high expectations, consistency, boundaries and structures enable them to become confident and independent learners at home and at school and where every small step of success is recognised and celebrated.

Our Principles

- Be responsible
- Be respectful
- Be ready to learn
- Be kind



Working in Partnership with Families

We want to work closely with you to help your child to enjoy learning, work hard and develop independence

Pupils (where appropriate), parents/families and staff are asked to sign a 'home-school agreement' to show that everyone agrees to support your child at school.



As a parent/carers, we ask that you will:

- make sure that your child comes to school regularly, on time, and is appropriately dressed and fed
- inform school if your child is ill or absent for any reason
- let the school know about any concerns or problems
- attend clinics, parent's evenings, reviews and meetings about your child
- keep the school informed about personal information
- get to know about your child's life at school
- value and support the work of the school and the successes of your child

The staff at Beckfoot Priestthorpe School will aim to:

- care for your child's safety and happiness
- ensure that your child achieves his/her full potential
- meet your child's needs through the curriculum we provide and help them to develop the skills needed for 'life'
- keep you informed about general school matters and about your child's progress and achievements
- be open and welcoming
- offer opportunities for you to meet with other parents and to become involved in school life

All About Our School

Beckfoot Priestthorpe Primary School is a good community primary school for children between the ages of 3 and 11. Nursery children start at the beginning of the term after they turn 3. We have approximately 200 children on roll. All classes are of mixed ability.

School hours: 08:35 - 15:05

Morning break: 10:00 – 10:15

Lunch: 11:45 - 13:00

Our Curriculum Statement

The delivery of our curriculum is based on the following evidence-based principles:

- Short and frequent reviews of previous learning allow fluent recall.
- New material is presented in small steps to allow time for practice.
- Teachers use a wide range of questioning strategies to encourage active participation, build confidence and connect with prior learning.
- Provide pupils with models and worked examples to help them learn to solve problems faster.
- Teachers will check for pupil understanding and guide pupil practice.
- Pupils will be provided with opportunities for independent, extensive practice to allow them to develop fluency and consolidate learning.
- We will provide pupils with appropriate support and scaffolds to assist them in their learning.
- Teachers will provide opportunities to reflect and act on learning regularly.
- The curriculum and it's learning experiences are designed and sequenced in order to ensure children connect old and new knowledge, allowing them to develop competency and fluency across all topics

The Staff Team

We at Beckfoot Priestthorpe understand your child's needs. We pride ourselves in our high expectations, knowing where children are going, and how to get them there. Our experienced and qualified staff team are hardworking, innovative and creative and think outside the box to ensure your child's needs are met.

We want to work in partnership with you. We have an 'open door' policy and encourage you to contact school if you have any concerns or want to tell us what we are doing well.

Headteacher - Mrs Christina Gunning

Deputy Head - Mrs Kate Cutting

Parental Involvement Worker – Mrs Noutch

Early Years Lead - Mrs Joyce

Office Team – Mrs Tinsley and Mrs Zuber

Nursery and Reception - Mrs Joyce with Miss Westcough

Year 1 – Mrs Cowgill with Mrs Gage

Year 2 – Miss Margerison with Miss Pullan

Year 3 – Miss Fuller and Mrs Noonan with Mrs Sharp

Year 4 – Mr Hogg with Mrs Sharp

Year 5 – Mrs Jones with Mrs Moate

Year 6 – Mr Carr with Mrs Moate

HLTA cover – Mrs Ludkin

SEN Lead - Tonia Pugh

Site Manager – Tony Ferdorniak

Site Team – Mrs Hodgson and Mrs Kimm

Lunchtime Supervisors – Mrs Zuber, Miss Westcough, Miss Banham, Mrs Hodgson, Mrs Kimm, Mrs Thompson, Ms Sedgley

Health and Safety

At Beckfoot Priestthorpe we are committed to ensuring the health, safety and well-being of our pupils. Through our curriculum, we teach our pupils about safety including growing up and relationship education as appropriate within our personal and social lessons.

Smoking including the use of E-cigarettes is not permitted on any part of our school site.

Safeguarding

At Beckfoot Priestthorpe we take our children's safety extremely seriously. All our staff are DBS checked and trained in safeguarding.

Our Child Protection Officers are-

Christina Gunning (Headteacher, Designated Safeguarding Lead)

Kate Cutting (Deputy Head, Deputy Designated Safeguarding Lead)

Dawn Noutch (Parental Involvement Worker and Early Years Designated Safeguarding Lead)

We recognise the responsibility placed upon us to deal with actual and suspected child abuse in a positive and effective way. Staff try to recognise and deal with concerns as quickly as possible in line with the procedures outlined in our Safeguarding policy (Available on the school website).

We all need to work together to protect our children. If you have any concerns, please contact the head teacher immediately.

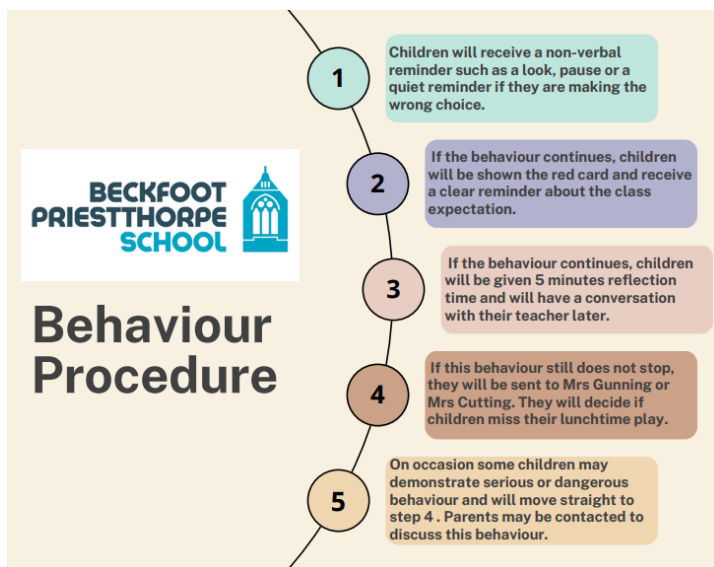
Behaviour

We believe that there are always reasons for a child behaving in a certain way. It is our job to work out the reasons and support the child to communicate that reason in a more appropriate way so that they can eventually manage that behaviour for themselves.

We do not tolerate bullying. Pupils are taught about bullying including E-safety through assemblies, the curriculum, and on an individual basis. Please do not hesitate to contact us if you are concerned about issues to do with bullying.

Our goal is to have a behaviour policy that prevents poor behaviour before it begins. There are consequences for unacceptable behaviour, but we believe that if we have positive relationships with children, a stimulating learning environment, a high-quality curriculum and set high expectations then there will be fewer behavioural incidents.

Please see below our Behaviour Procedure;



Our policy sets out approaches that will lead to good or better behaviour if they are followed daily and consistently. If a child hurts another using words or actions, they are moved immediately to red and receive a suitable consequence.

At Beckfoot Priestthorpe we have many systems in place to reward and encourage positive behaviour. These include:

- Pride Of Priestthorpe Awards
- Teacher/Head teacher award
- Recognition Board in every class
- Rewards throughout the year



Parent/Family Support

A warm welcome from Mrs Nutch, Our Parental Involvement Worker



I have many years' experiences of working with families/children and young people in a variety of different job roles including housing, community development, youth work, parental/family involvement, arts/mental health and wellbeing, self-advocacy and freelance arts.

My role in school is varied and I wear many hats! I am a safeguarding lead in school on the safeguarding team.

I support children in a pastoral role, signpost and or refer parents/carers to services that they require. Support parents at meetings, liaise with service providers to ensure families receive extra support when needed.

Please look out for me in the playground at the beginning and end of the school day and feel free to contact me if you have any concerns/issues that you would like to discuss/advice on or just a general chat to find out a bit more on what school can do to support home/school partnership.

Please call the school office or send an email to parents@beckfootpriestthorpe.org

Attendance

Beckfoot Priestthorpe is committed to maximising educational achievement for all our pupils. To gain the best from their time with us, it is vital that they achieve excellent attendance and punctuality.

As a school we aim to ensure that all our pupils access an education which meets their needs and allows them to realise their full potential. We will work with families to ensure all pupils attend regularly and punctually. We will challenge those families that give a low priority to attendance and punctuality. We fully appreciate that all our families have different situations and as a school we want parents/carers to work with us so we can provide you with any support you need.

- We expect children to be in school on time at 8:35am and ready to learn.
- If your child is going to be absent from school, you must ALWAYS inform us (by 9:00am where possible) including a reason for the absence. Please telephone school on 01274 564879 or email absence@beckfootpriestthorpe.org
- The school gates will close at 8:40am, any children arriving at the school office after this time will receive a late mark. If children arrive after 9:05am, this will be marked as an 'unauthorised late' which is the same as an 'unauthorised absence'.
- To avoid unnecessary absences, regular doctors and dentist appointments must be made outside school hours (where possible). If this is not possible, we require medical evidence as we expect children to attend school around their appointments.
- Term time holidays are not authorised. If you wish for your child to be absent from school, you must complete an 'Application for Leave of Absence' which can be requested from the school office or found on Bradford Schools Online website. Mrs Gunning can only authorise leave during term time in 'exceptional circumstances' even if your child has an excellent attendance record or if you believe that the reason is justified. These circumstances are set by Bradford Council.



How we respond to absence/lateness

We take our safeguarding duties very seriously and if a pupil is absent at morning registration without contact from a parent/carer, to explain the absence, the school will contact parents/carers for a reason.

- A text will then be sent to parents/carers if no contact has been made.
- If there is still no contact with parents/carers, the attendance team may carry out a home visit to ascertain the reasons for absence and confirm there are no safeguarding issues. Until school is provided with a valid reason for your child's absence, this will be an unauthorised absence.
- All absence notes will be recorded.
- Where a student's absence is cause for concern, the school will write to parents or carers and invite them into school in accordance with our Graduated Attendance Strategy.
- The school gates will close at 8.40 am and any children arriving after this time will need to come through the front office and will receive a late mark. If, however, children arrive after 9.05am this will be marked as an unauthorised absence.



Bradford Council Penalty Notices

Bradford Council will always try to work with schools, parents/carers and pupils to improve pupil attendance, but will issue Penalty Notices where a pupil has missed at least 6 sessions (3 school days) due to unauthorised absence in the last 6 weeks.

School Closure

In the event of school closure, e.g., extremely bad weather such as snow, burst boiler etc. there will be an update on the school website and the Bradford Schools Online school closure page. Families will also be contacted via Class Dojo.



Special Educational Needs Coordinator

A warm welcome from Mrs Pugh.



Hello, I am Mrs Pugh and I am the Special Educational Needs Co Ordinator (Senco) for Beckfoot Priestthorpe, Child in Care Led Teacher, and Health Care Lead. I work for Beckfoot Priestthorpe one day a week, whilst carrying out my duties across the whole of Beckfoot Trust.

I work with the class teachers, teaching assistants, and importantly the children. I can support families if you feel that your child has any additional needs that need exploring further and refer to external professionals.

In school, I work with teaching staff to ensure that support is given to students, depending on their needs (medical or SEND) and provision that we can provide.

I hold half termly drop-in sessions, so please do look out for them on Class Dojo and our weekly newsletter!

In the meantime please take a look at our School SEND information report on our website for further information.

Medical Support Team

All pupils with medical / care needs have a Health Care Plan. Staff carrying out any medical procedure have the relevant training. All medicines coming into school must be clearly labelled by the dispensing chemist with your child's name. They are stored securely in a locked cabinet.

*The school **CANNOT** accept any medicines that have not been prescribed by a doctor, nurse or pharmacist.



Illness/Accidents in School

There are several staff in school that are qualified in first aid. Following illness or an accident in school, you will receive a text or phone call depending on the severity of the accident or illness. All children who have a bump to the head will receive a text with details on how to care for a head injury. If the head injury is serious and your child needs to go home, we will contact you by phone.

Please note, we will not routinely report (what we deem to be minor accidents) including minor cuts, grazes, bruises due to falls and bumps in the playground. However, if first aid is given these will be recorded on your child's profile and can be requested at any point.

Sun Safety in School

When the sun shines, we do try to keep children in the shade, but on sunny days please apply sun protection cream to exposed areas before sending your child to school. It is also a great help and more comfortable for your child, if they bring a sun hat in hot weather, which we recommend you clearly label.

School Uniform

School uniform is an important way of developing a sense of belonging within school. All children are expected to wear school uniform. The uniform is as follows;

- grey skirt, dress or trousers
- pale blue polo shirt
- navy blue cardigan or jumper with the school logo (logo optional)
- black school shoes (not decorative, coloured or with reflective strips)
- PLEASE NAME ALL CLOTHING
- jewellery - only a watch and/or stud earrings may be worn
- long hair should be tied up for health and safety reasons and to limit to spread of head lice
- acrylic/gel nails are not permitted

PE Kit

Pupils are asked to wear their PE uniform to school on their two scheduled PE days. The official PE uniform will consist of:

- A navy sports sweatshirt with the school logo and a plain white t-shirt with a round neck
- Plain navy or black jogging bottoms or leggings
- Plain navy or black shorts (cycling shorts or football shorts, both just above the knee - no tiny gymnastics shorts please)
- No earrings or jewellery should be worn on PE days. Where ears are newly pierced and cannot be removed, children will be unable to participate in PE sessions.
- Hair should be tied up for health and safety reasons and to limit to spread of head lice
- 'Lightweight' Trainers (these need to be suitable for outdoor physical activity).

Where to purchase uniform

Whittakers Schoolwear

IN STORE - Visit Whittakers Schoolwear in Shipley or contact them to arrange an appointment on 01274 584709, their experienced team will be happy to help you find the perfect fit!

ONLINE - Go to “FIND YOUR SCHOOL” on the home page and type in BECKFOOT PRIESTTHORPE and then “VIEW” to select the items of your choice. Delivery in 2 to 3 working days

Natasha's Schoolwear

IN STORE - Visit Natasha's Schoolwear in Bradford or contact them to arrange an appointment on 01274 724676. They often have discounts on their school uniform.

We also have a uniform pre-loved shop in school, with pop up shops throughout the year, however if you want to have look or there are any items you are short of, please do not hesitate to contact the school office on 01274 564879 or speak directly to Mrs Nouch



How do we communicate with parents and carers

Phone and Email

Please do not hesitate to contact the school office on **01274 564879**, Mrs Zuber and Mrs Tinsley who are happy to help.

Email absence@beckfootpriestthorpe.org with any absence related enquiries

Email parents@beckfootpriestthorpe.org if you would like to speak to your child's teacher or need to notify us of a change of name, address, mobile number or if you need to make us aware of any changes to pick up arrangements.

ESchools

We are a paperless school and send most of our important information out via our Eschool app, sending an email or text.

It is **very important** that you download and connect to the app, as soon as your child starts our school and let us know of any changes to your email or mobile number throughout your child's journey with us.



Simply, download the app Eschools Ltd on your smart phone/tablet and enter the school name "priestthorpe". On the app you will find the message centre, attendance for your child and the facility to book Parents' Evening. Just search for E Schools Ltd and enter the school name "priestthorpe".

Class Dojo

At Beckfoot Priestthorpe we use a communication tool for parents called Class Dojo. This is an app allows you to see what is happening in your child's classroom daily with NEWS and photos uploaded by the Teacher.

It is **very important** that you download and connect to the app as soon as your child starts our school.

Simply Download the app ClassDojo on your phone/ tablet.

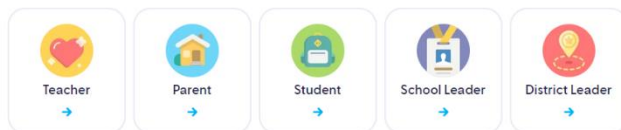
Alternatively, open the following web page

<https://www.classdojo.com/en-gb/> on your computer. Sign up as a "PARENT"

Where classrooms become communities

Loved by more than 50 million students and parents.
Free for teachers, forever.

Get started as a...



If you need any assistance with setting your account up, please speak to the school office, who will be able to help.



Paying for dinners & trips at school

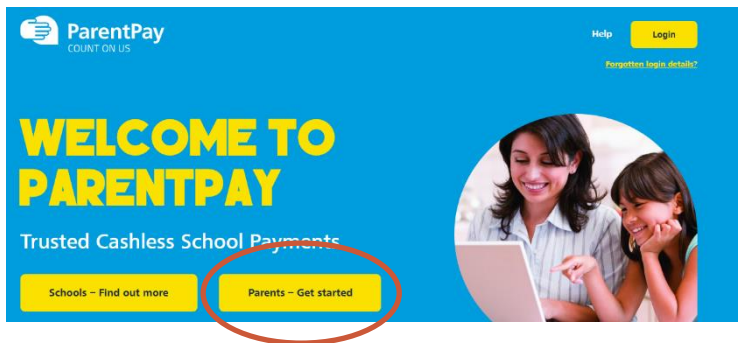
At Beckfoot Priestthorpe we use an online payment system called ParentPay. ParentPay is an online app for schools, allowing parents to pay for SCHOOL MEALS, TRIPS, SCHOOL CLUBS and ACTIVITIES

Parents can top up their **ParentPay** account by debit or credit card or pay individually for set items for their child direct.

It is **very important** that you download and connect to the app as soon as your child starts our school, allowing you to pay for meals and trips directly to the school. (Cash is not accepted).

It is quick and simple to connect to the app. Simply-

1. Download the app **ParentPay** on your phone/ tablet.
Alternatively open the following web page-
www.parentpay.com on your computer.
2. Sign up as PARENT by selecting the below icon-



3. Enter the “username” and “password” provided during the first week of your child starting at our school.

If you need any assistance with setting your account up, please speak to the School Office.

School dinners

FM Catering provide our meals at Beckfoot Priestthorpe. They are a team of experienced chefs and staff members who are passionate about creating meals that not only satisfy taste buds but also meet the highest standards of quality.

They offer a 3-week rotating menu with a variety of hot options for children to choose from as well as a selection of sandwiches and wraps. We run theme days throughout the year, so everyone gets the opportunity to try new foods.

<https://schoolmeals.bradford.gov.uk/>



Some children may choose not to have a hot dinner and they can bring a healthy packed lunch.

The cost of a school dinner is £2.30, we ask that you ensure there is enough credit on your ParentPay account prior to your child ordering on the day.

Free School Meals

Free school meals really do matter, yet too many children from low-income families in the UK are not registered for them or choose not to eat them. Many parents do not even realise that their child is entitled to a free school meal.

Families should apply if they receive certain benefits, please follow the link below for more information;

<https://www.bradford.gov.uk/benefits/applying-for-benefits/free-school-meals/>

(Please note that we are a NUT FREE SCHOOL and do not allow children to bring any nut-based products into school or in their packed lunches.)

Wrap around care Beckfoot Priestthorpe

We are delighted to have Kanga Club run our breakfast and after school clubs. Join them for before and after school sports and activities which include dance, dodgeball, arts and craft, football and much more.

They're Ofsted registered so you can pay using childcare vouchers, tax-free childcare accounts or similar government schemes (to find out what you're eligible for visit childcarechoices.gov.uk).



Breakfast Club

**Rise and Shine activities with breakfast of toast or cereal
7.30am – 8:35am - £5.00**



After School Clubs

Option 1 - Book a full term of sporting or activity clubs

3.05pm - 4.15pm - £4.50

Option 2 - Use this option if you need late pick-up.

3.05pm - 5.30pm Mondays - Thursdays

3.05pm - 5.15pm Fridays

£9.00 including late pick-up Cool Down Club activities

Our Cool Down club includes a tasty light snack and drink

Please book your place by visiting

www.kangasports.co.uk/beckfootpriestthorpe

General Complaints

It is important to us at Priestthorpe that parents and families feel comfortable in approaching the school with concerns. If needed, our procedure on making complaints is available on the school website.

If you would like to read the school policies concerning any of the information in this booklet or need help in interpreting the information, please contact the school office

Contact Us

Beckfoot Priestthorpe Primary School

Mornington Road,
Bingley
BD16 4JS

Headteacher: Mrs Christina Gunning

For general enquiries please contact

Telephone: 01274 564879

Email: office@beckfootpriestthorpe.org

Beckfoot Priestthorpe is part of Beckfoot Trust

Wagon Lane
Bingley
BD16 1EE

Telephone: 01274 771444

Email: beckfoottrust@beckfoot.org



beckfoottrust.org