



BADSWORTH
CofE School

CARE – Prepare – Believe

'I can do all things through Him who strengthens me.'
Philippians 4:13

Handbook for Parents

2025-2026

The school is a Church of England Voluntary Controlled, Primary, Co-educational Day School.

Age Range: 4 - 11

Number on Roll: 205

LOCAL AUTHORITY
City of Wakefield Metropolitan District Council
Education Department
County Hall
Wakefield
WF1 2QL
Telephone: 01924 306090

The information in this handbook is correct at the time of writing (June 2025). It is however subject to change as the year progresses.

The School follows the guidelines of the General Data Protection Regulation (GDPR) Data Protection Act 2018
Freedom of Information Act 2000.
For more information please contact the school office.

Badsworth (C of E) J&I School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This means that we abide by the schools Safeguarding Policy and procedures. All staff, governors and volunteers have to undergo Disclosure and Baring Checks.



The Designated Senior Lead (DSL) for Safeguarding & Child Protection is the Headteacher, Jenny Griffiths, supported by the Deputy Headteacher Jake Thomson, Dominique Jenkins EYFS and KS1 Team Leader and the SENDCO Marie Parker.

Social Care Direct 0345 8 503 503



Contents

	<u>Page</u>
Message from Chair of Governors	3
Message from Headteacher	4
Message from School Council	5
Staff	7
Governors	8
Aims of our School	8
School Vision	9
Equal Opportunities	9
Admission	9
School Calendar	10
School day/session times	10
Beginning of School Day	10
End of School Day	10
Breakfast Club	11
Attendance	11
Absences	12
Absences due to Illness	12
Authorised Absences	13
Other Absences	13
Bus	14
Communication	14
Parents/Carers	14
Helping in school	15
Friends of Badsworth School	15
Behaviour and Discipline	15
Bullying	16
Safeguarding Children	16
Uniform and school clothing	17
Jewellery, make-up and accessories	17
Belongings/lost property	17
Meals	18
Packed lunches	18
Water	19
Snacks	19
School Milk	19
Health Problems	19
Health and Safety	20
Charging and remissions policy	20
Curriculum	20
Religious Education and collective worship	21
Relationships & Sex Education (RSE)	21
Special Educational Needs	21
Homework	22
After School Activities	24
Outdoor Play and Learning	24
Complaints Procedure	24
School Handbook for Parents Parental Agreement	25
Personal belongings, items of clothing etc	26
Home-school Agreement, school	27
Home-school Agreement	28
Internet access	29
E-Safety	30
Photographs and Videos	31
Parent Photograph and Videos,	32
Use of Cloud Systems	33
Giving Pain relief, First Aid	34
Celebrating Achievements, Intimate Care,	35
Food on Classrooms, Local Walks	36
PG Films	37



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Message from the Chair of Governors

On behalf of the Governors, we would like to thank you for choosing to find out more about Badsworth CE J&I School.

We, the Governors, are very proud of our school, its staff and its children. We are passionate in our belief that all children, regardless of their ability or need, should have the best start possible to their educational life.

We are an aspirational governing body. We endeavour to continually improve through working closely with the Headteacher and staff and by improving our own ability to carry out our responsibilities to the children.

Our school vision:

'Consider And Respect Everyone as Jesus taught,

Prepare for a bright future

Believe we can make a difference.'

'I can do all things through him who strengthens me.'

Philippians 4:13

is central to everything we do, the children talk confidently about what this means to them and it forms a strong basis for their spiritual, moral, social and cultural development. It is also central to the strong Christian ethos of the school.

We hope that this handbook answers the questions you may have about Badsworth CE J&I School. However, if you should have any more questions, please do not hesitate to contact the school.

We look forward to welcoming you to our school community.

Michael Finney

Chair of Governors



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Message from the Headteacher

Dear Parents and Carers,

Welcome to Badsworth Church of England Junior & Infant School. This handbook provides you with a useful introduction to our school – its vision and overall policy and practice. We hope you find the information contained helpful. Full details of all our policies are available via the school office and key policies and other information can be found on the school's website.

At Badsworth CE J&I School, we aim to provide a Christian environment in which the children can develop into thoughtful and caring people, with respect for themselves, each other and the world around them and where we promote consideration for, and understanding of, all cultures and faiths of the world. This is a whole school focus and is addressed through our vision:

Consider And Respect Everyone as Jesus taught,

Prepare for a bright future

Believe we can make a difference.'

'I can do all things through him who strengthens me.'

Philippians 4:13

Throughout school, we focus on our selected Christian Values Belonging, Kindness, Courage, Forgiveness, Trust and Hope. The children learn how these can guide them in life inside and outside of school and how they are the roots to make our vision grow. Each half term, we reflect on a different value so children can apply these skills into their lives and how they are linked to the teachings of Jesus.

We believe in a curriculum that is broad and balanced, enabling every child to become rounded individuals equipped with the skills to become independent learners, to achieve their full potential and to play their part in society. We enrich our curriculum with a wide range of activities and experiences inside and outside the classroom. We encourage positive attitudes to behaviour and we expect our children to demonstrate excellent manners.

We have a team of professional, highly skilled and committed staff who place the needs of the children at the centre of their work and who provide opportunities aimed at encouraging all children to CARE, Prepare, Believe.

Close links with St Mary's Church are enhanced with regular visits from our Reverend and Foundation Governors. We hold whole school church services throughout the year. We work closely with local church schools as part of the All-Saints Partnership. The All-Saints Partnership is a collaborative partnership of Wakefield church schools and academies who believe in the value of sharing knowledge, experience and resources, in order to strive for excellence in the communities that we serve. "For the body is not one member, but many." 1 Corinthians 12:14-16

We also have a very supportive Governing Body who play an active role within the life of the school.

The school's parent association, (FOBS – Friends of Badsworth School) give their time freely to organise a wide variety of fund-raising events and activities for the children and parents/carers. Their fundraising goes directly back to the school in order to support the children with enrichments and the curriculum.

We believe education is a partnership between home, teachers and children and that with co-operation, mutual support and respect we can fully develop each child. It is vital that children and their families feel confident and happy about coming to our school and as such we welcome and value all members of the school community and we welcome all visitors to our school.

Thank you for choosing Badsworth School, we look forward to working with you.

Yours sincerely,

Jenny Griffiths

**School Council
2023-2024**

CARE – Prepare – Believe

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WELCOME TO OUR SCHOOL

Dear Parents and Carers,

Badsworth CE (VC) J&I school strives to give everyone – children, parents/carers, staff and governors – the support everyone needs. At our school everyone is treated fairly and with equality. Our vision in school is **Consider And Respect Everyone** as Jesus taught, **Prepare** for a bright future and **Believe** we can make a difference.' 'I can do all things through him who strengthens me. 'Philippians 4:13.

In our school there are many ways to celebrate our different achievements. For example:

Our Achievement Worship – Each week we have a gathering of all classes to celebrate our school's achievements that week. This worship has a variety of awards including attendance, clutter crew, and by putting our school vision into practise we can be added to the Golden Book.

"Getting in the Golden Book makes me realise what I've achieved and it makes me realise all the things other people have achieved too. I like it." Y5 School Councillor

Values and Vision Book – If we are noticed by a member of staff, a pupil or a visitor for demonstrating our Christian Values we are rewarded with the opportunity to sit on the top table with the Headteacher to share a meal.

"Being in the Values and Vision Book makes me feel very proud and I love telling my grown-up about it because it makes them very proud too!" - Y1 School Councillor

Certificates Of Achievement – These can be awarded for different things such as: swimming, taking part in sporting competitions, progressing onto pen for handwriting and music exams.

"Getting my handwriting certificate in front of the whole school made me very pleased but I also liked that everyone else knew about it and clapped me." Y3 School Councillor

Spotter Stickers - These are given to children by members of staff when children have been 'spotted' for setting a good example to others, or doing good work in a variety of ways. Every child has a spotter chart in which they collect their spotters and when they have achieved a certain number, they will receive a 'spotter prize.' Prizes include pencils, pencil cases, sharpeners, rulers etc.

"When I get a spotter prize it makes me impressed with myself that I have worked hard enough to earn that prize. It makes me feel excited when I have that prize." Y4 School Councillor

Our lessons at Badsworth School are always fun so the children learning can understand new things and develop new skills. When lessons are fun, the children progress more quickly too. Pupils work independently but also in pairs and groups to make their work the very best it can be.

At break times and lunchtimes, we use OPAL which means Outdoor Play And Learning. We are encouraged to explore with different equipment and use our imaginations. We are able to play with children from any class. Children enjoy playing with toys such as dinosaurs, dressing-up, building blocks and going on the activity trail. After playing with all the

equipment, it is our responsibility to tidy up what we have played with. By playing in this way, we learn to share the toys that we are playing with.

Every year as a school, we raise money for charities such as the Royal British Legion, Children In Need, The Prince Of Wales Hospice and Comic Relief. We also raise money for 'FOBS' (Friends Of Badsworth School) through dress down days, film nights, discos, and by designing and making personalised Christmas cards.

In our School Council meetings, we try to make decisions to make school life the best it can be. The School Council feel it is our role to be responsible and set a good example to other children. We have suggestion boxes in our classrooms. We discuss any suggestions at School Council meetings so children can have a voice, showing that their opinion matters.

Through the curriculum or by events that happen, we always try to be Courageous Advocates, standing up for justice and taking responsibility.

Overall, Badsworth School is an outstanding place to learn and make new friends. We are sure your child will feel welcome and safe every time they pass through our gates.

Yours sincerely,

THE SCHOOL COUNCIL 2024-2025

STAFF

Please note that while the structure detailed below is correct at the time of publication, throughout the year circumstances may arise when it is necessary to reassign staff to new roles e.g., during the Year 6 residential, due to staff absence or staff resignations. The allocation of staff is at the discretion of the Headteacher and it is the Headteacher's responsibility to decide on the most suitable arrangements for each circumstance.

Staffing for September, 2025 – (Correct at the time of print)

Position	Name	Role	Other Responsibilities
Headteacher	Miss. Jenny Griffiths		Senior Designated Safeguarding Lead, Assessment, Curriculum, Collective Worship
Deputy Headteacher	Mr. J Thomson	Year 5	Designated Safeguarding Lead, Key Stage 2 Team Leader, English, Art & Design
Teachers	Mrs. Marie Parker	Foundation Stage	Designated Safeguarding Lead, SENDCO & Design Technology
	Miss. Dominique Jenkins	Year 1	Designated Safeguarding Lead, Mathematics & Computing
	Miss Jordan Hogan	Year 2	
	Miss Georgina Bellis	Year 3	Phonics & History
	Mr. John Iliffe	Year 4	R.E, PSHE & Mental Health and Well-Being
	Miss. Emily Saunders	Year 5 1.5 days	French
	Miss. Rachel Parkin	Year 6	P.E. & Music
HLTA	Mrs. Judith Tingley		
	Mrs. Emma Powell		
	Mrs. Cate Keller		
Business Manager	Mrs. Melanie Holdsworth		Admin, Premises and Personnel
Premises Supervisor	Mr. Stuart McLoughlin		Premises & Health and Safety
Senior Admin Officer	Mrs. Joanne Slack		
Learning Support	Mrs. Helen Smith	Teaching Assistant	
	Mrs. Caroline Franks	Teaching Assistant	
	Mrs. Cate Keller	Teaching Assistant	
	Mrs. Keeley Dickinson	Teaching Assistant	Bus Supervisor & Dining Room Assistant
	Miss Cassey Thompson	SEN Teaching Assistant	
	Mrs. Sarah Granter	SEN Teaching Assistant	
	Miss Kelly Hatfield	SEN Teaching Assistant	
Cleaning Assistants	Mrs. Paula Hazlehurst		
	Mrs. Janice Speight		
Breakfast Club Assistants	Mrs. Sarah Ferguson		
	Mrs. Nicola Worth		
	Mrs Lisa Durham		
Dining Room Assistants: - Mrs Keeley Dickinson, Mrs Lisa Durham, Miss Kelly Hatfield, Mrs Dawn Lodge, Miss Bianca Pagett, Mrs Emma Powell, Miss Cassey Thompson, Mrs Nicola Worth.			
Kitchen Manager	Mrs. Julie Rose	ISS	
Kitchen Assistants	Mrs. Rachel Taylor Mrs Dawn Lodge Miss Galadriel Freded	ISS	

GOVERNORS

Our school Governors are committed to making improvements to the school and are actively involved in doing this. Our Governors are represented from a range of categories. The Governors can be contacted through the school office.

Our current Chair of Governors is Mr Michael Finney. He is supported by the Vice Chair Kirsty Drinkall.

Governor	Category	Appointing Body	Term Start	Term End
Kevin Beck	Foundation Governor	Diocese	12/09/2024	11/09/2028
Elizabeth Cavallo	Parent Governor	Parents	21/10/22	20/10/26
Richard Everett	Co-opted Governor	Governing Body	09/11/2021	08/11/2025
Michael Finney	Co-opted Governor	Governing Body	09/11/2021	08/11/2025
Amanda Fowler	Co-opted Governor	Governing Body	02/05/2023	01/05/2027
Jonathan Gillespie	Local Authority Governor	LA	23/4/2021	26/4/2025
Brenda Graham	Co-opted Governor	Governing Body	25/01/2022	24/01/2026
Jenny Griffiths	Headteacher	Ex-Officio	21/05/2019	
Cate Keller	Staff Governor	Staff	25/04/2025	24/04/2029
Lisa Roddy	Parent Governor	Parents	25/03/2022	24/03/2026
Jake Thomson	Associate Member	Governing Body	21/05/2023	21/05/2027
Karen Young	Foundation Governor	Ex-Officio		

AIMS OF OUR SCHOOL

We believe education is a partnership between parents/carers, teachers, children and all members of the school and its community. Through working together co-operatively and with support and respect for each other we can develop each child's potential to the full – academically, socially, morally, spiritually and culturally.



Within a strong Christian framework, it is our intention to create a warm, loving and happy atmosphere in which the children and teachers can work purposefully and effectively and one in which all children feel valued, welcomed and safe.

We aim to create a place where Christian values are at its heart, a place where there is a welcome, encouragement and comfort, trust and understanding, where kindness and good things happen and everyone enjoys being here, a place where there is a sense of peace.

We believe that a sound education in primary school is an essential prerequisite for development at the secondary stage. Through meaningful learning and relevant and balanced teaching, we hope to produce well rounded learners that demonstrate independence, initiative, self-reliance and resilience. We provide a wide range of stimulating and interesting activities to motivate the children. We ensure all children have the opportunity to develop and flourish, to progress at their level regardless of emotional or physical difficulties or their race or gender.

Endeavour and personal and collective achievement are praised and rewarded and shared among all pupils, staff, parents/carers, Governors and the community of the school.

We expect our children to respond to the high expectations we set, to behave well, to demonstrate good manners and to put into practice our vision.

We work closely with the All-Saints Partnership of local church schools to continue to develop a Christian ethos and all staff to work collaboratively together.

SCHOOL VISION & Christian Values

Here at Badsworth C of E Junior and Infant School, we ensure everyone flourishes through the way we:

- Consider **And Respect Everyone** as Jesus taught
- **Prepare** for a bright future
- **Believe** we can make a difference

'I can do all things through him who strengthens me.'

Philippians 4:13

Alongside our school vision, we talk and link the vision to our carefully chosen Christian Values. These are focussed on each half term and are used to ensure the school vision grows with school across all stakeholders.

EQUAL OPPORTUNITIES

Badsworth School will work to ensure that all its pupils reach their full potential in all areas of their development, regardless of their learning, emotional or physical abilities or their race or gender. Our staff work hard to ensure our school is both inclusive and welcoming for everyone. Every opportunity is taken to counteract discrimination and reduce stereotyping. Children are taught about the Protected Characteristics via Collective Worship.

Support in terms of both physical and human resources are utilised as appropriate for each child. Copies of the school's Equality Policy are available from school.

ADMISSION

Children are admitted to school for full time education in the September of the school year they turn five years old. All parents/carers wishing their child to be admitted to the school are warmly invited to make an appointment to visit the school, meet the headteacher and to look around. It is important to emphasise that any admission request must go through Wakefield Admissions, as our school does not have responsibility for this.

Upon admission of a new child, we request parents/carers sign, detach and return to school the following forms at the back of this Handbook for Parents:

- New Starter Form
- Handbook for Parents Agreement Form
- Personal Belongings, etc – Acknowledgement Slip
- Home/School Agreement
- Giving of Pain Relief – Consent Slip
- Internet Access – Consent Slip
- Personal Accident – Consent Slip
- Photographic Images – Consent Slip
- Video Inclusion – Consent Slip
- Food in the Classroom – Consent Slip
- Local walks in Badsworth – Consent Slip

In line with the General Data Protection Regulation 2018 schools have a lawful basis for processing personal data. The above forms are necessary for the health & safety and safeguarding of our pupils. See Privacy Notice available from school or the school's website.

SCHOOL CALENDAR

Half Term	First Day of School	Last Day of School	Training Days / Bank Holiday
1	3 rd September 2025	24 th October 2025	1 st and 2 nd September INSET Days
2	3 rd November 2025	18 th December 2025	19 th December INSET Day
3	5 th January 2026	13 th February 2026	
4	23 rd February 2026	27 th March 2026	
5	13 th April 2026	22 nd May 2026	Monday 4 th May & Monday 25 th May Bank Holiday
6	2 nd June 2026	17 th July 2026	1 st June, 20 th July INSET Day

SCHOOL DAY / SESSION TIMES

REGISTRATION

Infants: Foundation Stage & KS1 (Y1 & Y2)
8:50 – 11:50 am 1:00 – 3:25 pm

Class Registration opens at 8.50a.m. – 9.00a.m.
Code L = late arrival before the register closes at 9.30a.m.
Code U = arrived in school after registration has closed.

Juniors: KS2 (Y3, Y4, Y5 & Y6)
8:50 – 12:00 noon 1:00 – 3:30 pm

BEGINNING OF SCHOOL DAY

Classroom doors will open at 8.45am in order to be in school ready for the start of the school at 8.50am. Children can enter the school building when the classroom doors are open or when a KS2 teacher is present on the junior playground. **In adverse weather the doors open early and children go into school.**

At 9.00a.m. the school gates are locked. After this time, adults must bring children into school via the main entrance and sign them in.

At the start of the school day, the field and activity trail are not supervised, therefore for safety reasons these areas are not open.

END OF SCHOOL DAY

For safeguarding reasons, the school gates remain locked until 3.20pm.

Please ensure school knows who is collecting at the end of the day. This is particularly important if they are going home with other adults who do not normally collect them from school.

Please be aware that there will be times when the adult releasing the children is not their class teacher therefore it is important school staff know who is collecting in order that they verify they are known to the child.

All children know they must not leave the school grounds unless accompanied by an adult. If adults are not waiting for the child/children then they return to their teacher. When parents/adults are running late, children can be collected from the front of school office where they are looked after by the HT/Admin staff.

School requires written permission from parents/carers for older children (Year 6 and Year 5 children from second half of spring term only) to walk home or meet parents/adults outside school grounds. If this happens, parents/carers must accept full responsibility.

TO MAINTAIN SAFEGUARDING PLEASE USE THE FOLLOWING PROCEDURE

Foundation Stage = Please wait by the FS outside classroom door in order for teachers/school staff to release child to a known adult.

Year 1 = Please wait by the Y1 outside classroom door in order for teachers/school staff to release child to a known adult.

Mobile Classrooms

Year 2 = Please wait in view of the mobile classroom ramp in order for teachers/school staff to release child to a known adult.

Year 3 = Please wait in view of the mobile classroom ramp in order for teachers / school staff to release child to a known adult.

Junior Block

Year 4, Year 5 and Year 6

Children are released from their classroom block and asked to look for the adult collecting them. Please wait on the playground areas. Where possible, please ensure your child knows who is collecting them and where you will usually wait. This is particularly important as approximately 90 children leave the block at this time.

BREAKFAST CLUB

The breakfast club runs from 7:30am to 8.50am and offers a variety of cereals, toast, scotch pancakes and crumpets, fresh fruit, a selection of fruit juices and milk.

A registration form must be completed by anyone who feels they would require the service. This must be completed before your child can be accepted into the club and includes the Terms and Conditions for your information. You will need to complete a form for each child. Please return registration forms to the school office.

All bookings must be made using the Arbor. All bookings must be paid for in advance at a cost of £4.00 per session. If you need to cancel any bookings this must be done 7 working days in advance. If bookings are not cancelled 7 days prior, you will be charged in full. Bookings can be made until midnight the day before the service is required.

Any ad-hoc requirements will receive an email from the school informing you to log on to the Arbor system to make a payment on the same day as the session attended.

Please note that school will use the emergency contacts, permission slips and allergy information that we already hold for your child. Should there be any change to the details you must inform the school.

Should you require any further information regarding the club please contact the school office.

ATTENDANCE (A full copy of the attendance policy is available on the school website or from the school office)

Attendance falls under the school's remit for behavior and attitudes. Good attendance is judged to be 96%. Generally, attendance falls around this level, consequently we promote regular attendance. Staff and children celebrate good attendance in school on a weekly and termly basis.



Regular attendance means children can make the most of their education, improving their chances in adult life. Every school day matters, so children need to be in school every day. A regular attendance pattern helps children when they enter the world of work. It is the responsibility of parents/carers to ensure that any child of compulsory school age attends

school both regularly and punctually. The Local Authority, working together with schools, has a duty to make sure that all parents/carers fulfil this responsibility.

Badsworth CE J&I School believes that attendance and punctuality is an important part of a child's education and personal development and is therefore committed to maintaining and improving good levels of school attendance and punctuality.

Class registers are checked regularly by the Education Welfare Service who may contact parents/carers regarding repeated or prolonged absences which are causing concern, particularly if those absences are unauthorised.

ABSENCES

On the first day of absence, or prior to it if appropriate, parents/carers must inform school of the reasons for their child's absence: either by telephoning the school, or by emailing or sending a note or by calling into the school office to explain.

Our school operates a first day response to absence and will make telephone contact with parents/carers at around 9.30 a.m. of the first day of absence, unless parents have been in contact beforehand.

If school cannot contact parents/carers then a home visit may be carried out by a member of the Designated Safeguarding Team.

ABSENCES DUE TO ILLNESS

When your child is unwell, it can be hard deciding whether to keep them away from school. A few simple guidelines can help.

Not every illness needs to keep your child from school. Ask yourself the following questions.

- *Is your child well enough to do the activities of the school day?* If not, keep your child at home.
- *Does your child have a condition that could be passed on to other children or school staff?* If not, send your child to school.
- *Would you take a day off work if you had this condition?* If not, send your child to school.

Common conditions - If your child is ill, it's likely to be due to one of a few minor health conditions. This guidance can help you make that judgement.

Remember: if you're concerned about your child's health, consult a health professional.

- **Cough and cold.** A child with a minor cough or cold may attend school. If the cold is accompanied by a raised temperature, shivers or drowsiness, the child should stay off school, visit the GP and return to school 24 hours after they start to feel better. If your child has a more severe and long-lasting cough, consult your GP. They can give guidance on whether the child should stay off school.
- **Raised temperature.** If your child has a raised temperature, they shouldn't attend school. They can return 24 hours after they start to feel better.
- **Rash.** Rashes can be the first sign of many infectious illnesses, such as chickenpox and measles. Children with these conditions shouldn't attend school. If your child has a rash, check with your GP or practice nurse before sending them to school.
- **Headache.** A child with a minor headache doesn't usually need to be kept off school. If the headache is more severe or is accompanied by other symptoms, such as raised temperature or drowsiness, then keep the child off school and consult your GP.
- **Vomiting and diarrhoea.** Children with these conditions should be kept off school. They can return **48 hours after** their symptoms disappear. Most cases of vomiting or diarrhoea get better without treatment, but if symptoms persist, consult your GP.

- **Sore throat.** A sore throat alone doesn't have to keep a child from school. If it's accompanied by a raised temperature, the child should stay at home.

AUTHORISED ABSENCES

We will authorise absences, without a 'request for absence form' for:

- Illness or injury;
- Hospital, Dental or Medical Appointments (School encourages parents to make appointments out of school hours. Where this is not possible, the pupil should only be out of school for the minimum amount of time necessary for the appointment. Evidence of the appointment will be required)

We will authorise absences, with a 'request for absence form' completed prior to the event for:

- representing country, county or local area in sport or the arts including trials & auditions (please provide school with confirmation of a child's invitation to take part in such events)
- significant religious observance
- educational visits supervised by organisations other than the school;
- interviews for a new school
- examinations / assessments with recognised bodies e.g. the Associated Board of the Royal Schools of Music.

OTHER ABSENCES

The following guidance is taken from DfE Working together to improve school attendance Guidance for maintained schools, academies, independent schools, and local authorities September, 2022

Granting leaves of absence

Only exceptional circumstances warrant a leave of absence. Schools should consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request.

If a leave of absence is granted, it is for the headteacher to determine the length of the time the pupil can be away from school. As head teachers should only grant leaves of absence in exceptional circumstances it is unlikely a leave of absence will be granted for the purposes of a family holiday.

Governors of Badsworth CE J&I School believe it is vital for a child's education that they are in school as much as possible.

The Department for Education made national changes for term-time absence in September 2024 and are not specific for Badsworth CE J&I School's policies. We are however asked to enforce these along with all other schools nationally.

- The code for authorised holidays has been removed entirely and can no longer be used on registers
- First Offence – The first time a Penalty Notice is issued for Term Time Leave or Irregular Attendance offences that take place after 19 August 2024 will be: A new rate of £160 per parent, per child paid within 28 days. This can be reduced to £80 per parent, per child if paid within 21 days.
- Second Offence (within 3 years of the first offence) - Any second penalty notice issued to the same parent for the same child within a rolling 3-year period will be issued at: £160 per parent, per child to be paid within 28 days. This time there is no option for a discounted rate.
- Third Offence and Any Further Offences (within 3 years) – The third time an offence is committed for Term Time Leave or Irregular Attendance a Penalty Notice will not be issued, and the case will be presented straight to the Magistrates' Court.
- The threshold at which a penalty notice must be considered is set at 10 sessions (equivalent to 5 days) of unauthorised absence within a rolling 10-school week period. Please be aware, this may include absences because of arriving late after the register closes. The 10 school weeks may span different terms or school years.

To put this into context, if a parent/carer takes a pupil out of school without authorised leave of absence in term time for 5 days or more from September 2024, then a family with two parents would receive a penalty of £320 per child. This is halved if paid within 21 days for the first instance.

The penalty is issued per parent/carer and may be issued to anyone who has parental responsibility. The school will work closely with children and families where irregular attendance or unauthorised absences are causing concern.

Parents must receive permission from the headteacher if they want to take their child/children out of school during term time for absences other than illness and medical appointments.

They can only do this if:

- they make an application to the headteacher in advance (as a parent the child normally lives with)
- there are exceptional circumstances

School has a 'request for absence' form for parents to complete, which is available from the office.

If the request is approved by the Headteacher the pupil's absence will be recorded as 'authorised' for the agreed period of absence.

If the request is not approved by the headteacher and the parent proceeds to take the pupil out of school all of the absence during this period will be recorded as 'unauthorised'.

If a request for absence has not been made or an absence is unexplained it will be recorded as 'unauthorised.'

Please note homework is not set for absences due to holidays taken in term time.

BUS

The school is serviced by a bus that operates on a fixed route in the surrounding villages. In this scheme a regular bus driver has a register of names of users, collection and dropping off stops for users and name/s of person/s collecting child/children from their stop. The school works closely with the bus service providing a Bus Supervisor to ensure both a high standard of conduct on the bus and the safety of the children being collected and dropped off. If you wish to register your child for the bus, please contact the bus team on 0113 3481122 or www.generationm.co.uk. Parents participating in the bus scheme are expected to comply with the clear terms and conditions of the service, particularly in relation to being on time at your designated stop and informing the bus company whenever your child/children are not travelling. Please note the Bus Supervisor is not responsible for delivering messages to school.



COMMUNICATION

We would encourage parents/carers, if possible, to engage with our email-based school website system (PrimarySite) This ensures that important messages that need to get home do so successfully and is obviously more environmentally friendly than paper-based methods.

Parents who do not access 'PrimarySite' receive paper copies of all newsletters and other communications.

The school notice boards display current information and reminders of events.

The school website <http://www.badsworthceschool.co.uk> is another useful source of information.

The school also has an official Facebook page - <https://en-gb.facebook.com/badsworthschool/>

PARENTS / CARERS

Close co-operation between home and school is essential for your child's progress. Throughout the school year we invite all parents/carers to share in the life of the school on occasions such as church services, productions, class lessons and Sports Day.

During the Autumn Term, Parents' Evenings are arranged so that parents/carers can visit school to discuss their child's progress at the start of the new school year. In the Spring Term, there is a second Parents' Evening so parents can see their child's work and discuss their progress. In the Summer Term, parents/carers receive a written school report for their child which gives detailed information about his/her progress in every area of the curriculum, as well as their personal and social development.

Parents/Carers also have the opportunity to attend sharing assemblies or class lessons with a specific curriculum focus. Parents/Carers of children in EYFS are invited into school regularly to join in sessions with their child. Information sessions may also be held in response to significant government led curriculum changes.

Each year parents/carers of Year 6 children are invited to attend a statutory assessment information meeting. Parents/Carers are also given the opportunity to find out about the statutory Year 1 Phonics Screening Check and the Year 4 Multiplication Check.

If a problem arises at any time of year parents/carers are welcome to contact the school in order to discuss their concerns with the class teacher. It is often possible to communicate with your child's teacher at the start or end of the school day. However, lengthy discussions may not be possible due to other commitments at these times. Therefore, for a formal meeting, in order to ensure staff are available, it would be appreciated if you could make an appointment whenever possible. In the unlikely event that after a meeting with the class teacher the issues have not been resolved, then a discussion with the Headteacher can be arranged. If you still have concerns, the school has a complaints procedure which may be followed.

In the interests of security, visitors are asked to call at the office at the main entrance before coming into school. All visitors are asked to sign in and out using the visitor's book at the office in the main entrance.

HELPING IN SCHOOL

We are extremely fortunate to have parents, carers, relatives and members of the community who are keen to support the work of the children and the teachers. If you would like to help in this way, please contact school.

FRIENDS OF BADSWORTH SCHOOL



The Friends of Badsworth School (FOBS) is a group of parents/carers and staff who organise various fund raising and social activities for the school. Often such activities are important social events for the school community. All parents/carers, family members and friends are invited to attend meetings and/or become committee members. Through their fundraising, FOBS provide additional equipment and resources for our school. Typical events organised by FOBS include: pupil discos, film nights, story night, raffles and parent social events such as a coffee morning. Recently, FOBS funded a whole school pantomime performance for the children to enjoy, contributions towards transport for visits, and new resources to support children's learning.

BEHAVIOUR AND DISCIPLINE

A high standard of behaviour is both expected and received from our children and we are very proud that this is the case. We have a number of ways of acknowledging and celebrating the brilliant behaviour of our children.

The school places great importance on the children's sense of respect for self and others embodied in our vision 'CARE – Consider And Respect Everyone as Jesus taught'. There is a school wide behaviour plan that clearly sets out both rewards for positive behaviour and consequences for inappropriate behaviour. Parents are contacted when necessary. Good behaviour is a result of a partnership between the school and the home and parental support is essential.



The school reserves the right to exclude a pupil where the pupil's behaviour is considered to be extreme. Such action is rare. In the case of exclusion, parents/carers have the right to make representation to the Governors and to the Local Authority.

In cases of deliberate breakages or damage to school premises/equipment, the Governing Body will expect parents/carers to pay for repair/replacements.

The full Behaviour & Relationship Policy is available on the school website or via the school office.

BULLYING

The school does not tolerate bullying and children at Badsworth School are taught to report any worries, fears and concerns immediately. Anti-bullying is addressed in our PSHE scheme of work and Anti-Bullying week is held each year. Teachers and parents/carers must always be vigilant to any signs or symptoms of bullying. Key Stage 2 children have access to a 'worry box' in their classroom which enables teachers to be aware of any issues concerning the children. EYFS and KS2 children also have access to a 'Worry Monster'. Anti-Bullying is also included in the children's safeguarding policy which is shared with their class regularly. Bullying will be taken very seriously and will be reported to parents/carers and monitored to prevent its re-occurrence. Appropriate sanctions will be discussed by the Headteacher, with staff and parents/carers. Our Anti-Bullying Policy is available on the school website or via the school office.

SAFEGUARDING CHILDREN

The Department for Education's most recent statutory guidance on safeguarding, 'Keeping Children Safe in Education' has been revised for September 2024. It explains how schools are expected to "safeguard and promote the welfare of children and young people". This includes, preventing impairment of children's mental and physical health or development; It also highlights best practice for recruiting staff.

The school recognises that it has a duty to ensure arrangements are in place for safeguarding and promoting the welfare of children and we will carry out this duty through our teaching and learning, pastoral care and extended school activities. All members of the school community (including volunteers and governors) will at all times establish and maintain a safe and stimulating environment where children feel secure, are encouraged to talk to adults they can trust and are listened to. A child friendly safeguarding policy is shared with the children each term and is on display in their classrooms. Internet Safety is crucial for all children and adults. This is a key part of our computing and PSHE curriculum. Displays in school remind children of Internet Safety and this is a focus on annual Internet Safety Day. Social Media and Emerging Technologies guidance leaflets for parents/carers are available on request. Internet Safety awareness links are also available on our 'Parents' and 'Children' tab on our school website. A school visitor safeguarding guide is available for those working with our children.

Underpinning the school's safeguarding practices and procedures are a number of guidance documents and linked policies. The school's Safeguarding Children Policy is a core document but other related policies include: - Safer Recruitment, Anti Bullying, Internet Safety, Behaviour & Discipline, Missing Child, Single Equality, Critical Incident, Data Protection, Whistle Blowing and Attendance, Staff Code of Conduct, Social Media Policy.

All these policies are available on the school website or via the school office.

The Designated Teacher for Safeguarding and Child Protection is the Headteacher, Jenny Griffiths, her Support Colleagues are Mr. Jake Thomson, Deputy Headteacher, Mrs Marie Parker, SEND Co and Miss Dominique Jenkins, EYFS&KS1 Team Leader. The link Governors for Safeguarding are Mrs Lisa Roddy and Mr. Jonathan Gillespie. If the school has sufficient concerns about the safety and welfare of a child it is their duty to report this to Social Care Direct and/or the Local Authority Designated Officer.

UNIFORM AND SCHOOL CLOTHING

The school has adopted a simple uniform which children are expected to wear when in school. It will help your child if he/she is as independent as possible in dressing/undressing and fastening their shoes. It also helps school and children if **all items of clothing are clearly labelled with the child's name.**

- Grey school trousers/shorts
- Grey pinafore dress, skirt
- Grey socks/white socks or grey tights
- White tailored shirt
- Red/gold tie
- Royal blue v neck jumper or sweatshirt
- Royal blue cardigan
- A blue and white checked or striped cotton dress may be worn in warm weather

FOOTWEAR

- Sensible black school shoes
- Trainers for outdoor PE

PE

- Navy blue shorts & white polo shirt for PE
- Blue/black tracksuit and trainers for outdoor games
- Drawstring bag for PE kit
- Swimming costume and swimming trunks for Year 5 children's swimming lessons.

If pupils have no appropriate PE kit, school will, if possible, clothe them for that lesson. Where P.E./Games kit is repeatedly missing school will contact parents.

Please note: Sensible and well-fitting black school shoes are required to avoid accidents around school. For safety reasons, children are not permitted to wear shoes with high heels, strapless sandals or flip-flops. Black trainers should not be worn as school shoes.

Items of uniform that carry the school crest are available online from our supplier www.yourschooluniform.com. Parents/carers can order these items at anytime for delivery to their home address or to school. The school office holds a supply of school ties.

The school sometimes has second hand items of uniform for sale.

JEWELLERY, MAKE-UP, HAIR STYLES & ACCESSORIES

Only watches may be worn. For obvious safety reasons during all PE and swimming lessons earrings must be removed by the child or covered by elastic plasters or micropore tape supplied from home. This can be difficult for children and therefore it is **preferred that pupils do not wear earrings**. If earrings are worn, they **must** be a small plain **stud**. The school does not accept responsibility for any jewellery lost or damaged and in the interests of safety, bracelets, necklaces and other accessories must not be worn. Extreme hair styles, haircuts, colours and hair accessories are not acceptable. Long hair must be tied back.

Make-up and nail varnish on fingernails must not be worn. Spray deodorants/perfumes should not be brought to school.

BELONGINGS/ LOST PROPERTY

No toys/games, mobile phones, I-pads, kindles, apple watches, fitbits, fidget spinners etc. should not be brought into school unless a pupil has been asked to do so or special permission has been sought by a parent/carer or class teacher. Unnamed lost property items are kept in three boxes near the school office. At the end of each half term any

unclaimed items are displayed for families and children to inspect. Following this, any remaining items will either be sold or disposed of. Parents/carers are welcome to come into school at any stage and check the lost property.

If items of clothing are clearly named, the school will always endeavour to reunite clothing with the appropriate child. However, neither the school nor the LA is responsible for the loss of pupils' clothing, personal possessions etc.

MEALS

Meals are cooked on the premises, and provide the children with a varied and well-balanced diet. On a daily basis the children are able to choose for themselves from a menu which offers a choice of main dishes and desserts. A salad bar, bread and water are available daily. A pre-ordering system is available and we request that parents/carers in Foundation Stage and Key Stage 1 children use this service. A Special Diet Referral Form must be completed for children with food allergies/intolerance. The form can be obtained from the school office.



The school works very closely with the school's Kitchen Manager and her staff who know the children and work hard to make mealtimes a positive experience. The Kitchen Manager attends parents' evenings to share food samples and discuss school meals with parents/carers.

Meals have to be booked by 9:30 am. If your child is going to arrive after that time, for whatever reason, and will require a school meal, please ensure you place an online order for them the night before.

From September 2014 Universal Infant Free School Meals came into operation. A free school meal will be offered to all Foundation Stage, Year 1 and Year 2 children. **We encourage all families to accept this provision.** It is an excellent way of encouraging children to try new foods and extend their diets.

This does not affect the current criteria for Income Based Free School Meals for all children.

For parents who pay for their child's meals, payment must be made in advance by making online payments directly to our school meals provider ISS at www.feedinghungryminds.co.uk or by paying by card over the telephone on 01924 792334 on the first day of each school week. Parents may also pay in advance for any number of weeks ahead. Any meals not taken due to absences will not be charged. Cash or cheques are not accepted in school.

PACKED LUNCHES

The children are allowed to opt for a packed lunch. We offer the following information on the types of items you are recommended to include in your children's lunches.

- A good portion of starchy food e.g. wholegrain bap, thick sliced wholemeal bread, chapatti, pitta pocket, pasta or rice salad. Small amounts of low-fat spread in sandwiches as opposed to butter.
- Plenty of fruit and vegetables e.g. an apple, satsuma, handful of cherry tomatoes or carrot sticks, mini can of fruit chunks or a small box of raisins.
- A portion of semi skimmed milk or dairy food e.g. individual cheese portion or pot of yoghurt.
- A portion of lean meat, fish or alternative e.g. ham, chicken, beef, tuna, egg or hummus.
- A biscuit, cake, bun or scone (but not chocolate covered).



Due to food allergies/intolerances, **we are a nut free school. Please do not include nuts/peanut butter/nut based chocolate spread sandwiches/items in your child's packed lunch.**

Sweets, chocolate bars, chocolate covered biscuits and savoury snacks such as crisps should not be included. These are often high in fat and sugar and salt content.

We would prefer the children to have water (cups and water are available for the children) in line with school meal children. However, any drinks provided should not be fizzy. Bottles and cans are not allowed.

WATER

The children have access to water at all times both during lessons and in the dining hall. Parents are asked to supply their child with an appropriate named water bottle. Children are not allowed to bring fizzy drinks, juices, flavoured water or other soft drinks to school in their water bottles. Fizzy drinks are not allowed as part of packed lunches.

SNACKS

At present, all infant pupils are offered a piece of fruit at morning break.



Junior children may bring a portion of fresh fruit to eat at morning break. **Other types of snacks are not allowed – e.g. cereal bars, biscuits, cake, sweets, nuts etc.** Children who bring a biscuit as part of their packed lunch are expected to eat these at lunch time and not as a mid-morning snack.

Sweets, buns etc. are only allowed as special treats for the whole class on birthdays or from holidays. Such items must be handed in to the class teacher at the start of the school day. They will be given out with the class teacher's consent, usually at the end of the school day or at break times and with due regard to any health or allergy issues. Chewing gum or bubble gum is strictly forbidden.

Due to different types of allergies, and for health & safety we ask that the above is adhered to.

SCHOOL MILK

If you would like your child to have milk at school, you can register on-line at www.coolmilk.com. If you choose to opt into this scheme, your child will receive a 189ml carton of fresh chilled semi-skimmed milk each day, to drink at mid-morning break. The current cost is 27p per day x the amount of school days in each of our school terms, payable in advance for the following term. A school milk leaflet can be obtained from the school office explaining the steps to register. Please note that you only need to register if you have to pay for your child's milk. If you are currently receiving income based free school meals, please contact the school office who will order the milk for you. Those children who do not reach their 5th birthday until the summer term are eligible for free milk. Please contact the school office if you require milk ordering for your child.

HEALTH PROBLEMS

Please inform the school of any problem or medical treatment your child is receiving which may have an effect on his/her behaviour or performance in school. Matters of a confidential nature will be respected.

For full details please refer to the school's First Aid & Administration of Medication in School Policy.

Items of medication must be delivered to the school office in a secure and labelled container as originally dispensed.

All medicines must be clearly labelled with the child's name, the correct dosage and the times the medication has to be taken. Medicines must be accompanied by a letter of authorisation from the parent or guardian. Staff will only administer **prescribed** medication or a child's paracetamol pain relief if a child becomes ill in school and will only do this if the school has received written consent from the parent (see page 32). Please note that school staff are under no obligation to administer medication to children and may exercise their right not to do so.

The school must be informed of children's allergies/reactions and must be given an up-to-date telephone number for their parents/guardians where they can be contacted during the day or an emergency contact number.

Pupils who suffer from asthma must know how to use their inhalers and will have these with them at all times or if necessary their class teacher will have charge of them. It is the responsibility of parents /carers to ensure inhalers are up to date.

The school has a number of qualified First Aiders. If a child has an accident and we think it necessitates a visit to the doctor/hospital we shall inform parents or the contact person. The responsibility to take them then rests with the guardian. If we are unable to contact a parent/carer in such an emergency, we shall call for an ambulance and continue to attempt to make contact. All accidents are recorded.

HEALTH & SAFETY

All reasonable steps are taken to ensure our pupils' health and safety. Each term the school holds both fire drills and evacuation procedures – scheduled and unscheduled. Regular health and safety walks are carried out by the Health & Safety Representatives and the Headteacher. If parents identify a health & safety hazard, they should inform a member of staff.

Risk assessments have been created for various aspects of school life, including trips out of school. The school follows guidelines from the DfE and Local Authority when taking pupils out of school. All Health & Safety policies are available from the school office.

CHARGING AND REMISSIONS POLICY

The school seeks to provide the children with as rich a field of experience as possible. Within the framework of the normal curriculum, children often take part in educational visits.

It is the Governing Body's intention to maximise participation in all school activities. Ideally, educational visits and school-based events would be funded by the school, but as the funds available to the school are insufficient to cover these costs, parents/carers are asked to make a voluntary contribution. Charges for these activities/events are kept to a minimum and, where possible, parents/carers are given ample notice in order to spread the cost. Where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then it must be cancelled.

Instrumental music tuition is available from Wakefield Music Service peripatetic teachers. This is a termly charge. Please contact school for further information.

Families in need of help and families of children in receipt of Income Based Free School Meals and Pupil Premium should contact school as funding may be available. No child should be excluded from an activity due to financial difficulties. Full details are available in the Charging and Remissions Policy available on the school website or from the office.

CURRICULUM

The school recognises that each child is an individual and as such we ensure an equal opportunity for all our children to develop to their full potential. A variety of teaching styles are used as appropriate to each aspect of the curriculum. Pupils can be grouped in different ways for different purposes; whole class, small group or individually.

Our vision for the teaching and learning in our school can be summarised as follows:

- Pupils will have a rich and relevant curriculum contributing to outstanding learning and achievement.
- Pupils will have an excellent education experience and will be equipped for the next stage of their education.
- The school will display excellent practice which will consistently reflect the highest expectation of staff and the highest aspirations for all pupils.

- The school will display a thoughtful and wide-ranging promotion of pupils' spiritual, moral, social and cultural development, personal, social, health and economic education and awareness of British Values.

Our curriculum aims can be found in our Curriculum, Planning, Teaching & Learning Policy. The school's curriculum and breakdown of National Curriculum coverage can be found on the school website or can be requested from the school office.

Summaries of the subjects being covered in each year group are made available to parents/carers each half term in the form of a class newsletter. Some work is delivered as a single curriculum focus; other areas are more cross-curricular and can be linked together.

Pupils in the Foundation Stage are assessed through observation of carefully planned structured and focussed group activities in line with the EYFS framework. Older children complete statutory assessments at the end of Key Stage 2. Year 1 children take the statutory phonics screening check. Year 4 take the statutory multiplication check. Assessment is conducted in many forms not just that of tests. Assessment is used throughout the year in every class, as a tool to identify what the children have successfully learnt and what needs to become their next focus. For full details please see our Assessment, Marking & Feedback Policy.

RELIGIOUS EDUCATION AND COLLECTIVE WORSHIP



As a Church of England School, the school seeks to help the children gain insights into Christianity and its distinctive beliefs. The school also seeks to develop an understanding of and respect for others with different cultural, social and religious backgrounds. Religious Education plays a part in preparing the children for their role in a multi-cultural society. Our RE Policy and Scheme of Work follow the guidance and requirements of the Wakefield Agreed Syllabus and the Diocese scheme of work 'Understanding Christianity'.

We hold an act of Collective Worship each day. These are led by a member of staff, Parish Reverend, Foundation Governor or children. Speakers and visitors, including from other religions, are welcomed to school to conduct collective worship or assemblies.

Religious Education and Collective Worship are two of the few areas that parents/carers can opt to withdraw their children from. Families who wish to exercise this right of withdrawal, under the terms of the 1988 Act, should first discuss their wishes with the Headteacher. If this is the case alternative provision will be made during Religious Education lessons and collective worship.

RELATIONSHIPS & SEX EDUCATION (RSE)

At Badsworth we recognise the DfE's guidance that RSE is an important part of a child's overall education and development. As such the school has developed a carefully planned, age related, sensitive scheme of work for RSE. (Please see our RSE policy)

Parents/carers can opt to withdraw their children from sex education. Families who wish to exercise this right of withdrawal, under the terms of the 1988 Act, are advised to first discuss their wishes with the Headteacher. A right to withdraw slip is provided with the RSE scheme of work and is included in the RSE Policy. If a child is withdrawn from these lessons alternative provision will be made during RSE class teaching sessions.

SPECIAL EDUCATIONAL NEEDS PUPILS

In order that each of our children reaches their true potential in their motivation, attitude, work and behaviour, it is sometimes necessary for certain children to have a specialised work programme and/or extra support. This may mean they are working at levels below that of the other children of their age or at levels in advance of their year. Special Educational Needs, covers a varied spectrum of traits from, learning difficulties to physical disabilities to emotional needs. The more able, can also be diverse, ranging from skills in sports, to the arts, to academic subjects.

A child's needs will be discussed with the Special Education Needs & Disabilities Co-ordinator and the child's parents/carers. A special programme of work or behaviour modification will be planned with the participation of all those who work with and support the child. In this process, advice might be sought from experts outside the school such as the Educational Psychologist, Speech Therapist, Occupational Therapist, Advisers, etc.

Children who are on the Special Needs Register will have their progress monitored carefully. Parents/carers and pupils will be involved fully at all stages and are asked to participate in reviewing this progress and subsequent action. The child's targets will be shared with the child and parents/carer at a meeting and recorded on a 'Supporting Me to Learn Plan' (SMTLP). Any parent/carer who is concerned about their child's progress can make an appointment to discuss the matter with the class teacher and/or SENDCO.

HOMEWORK

Our aim is to make homework more engaging, fun, creative and of interest to the child. It should also reinforce previously learnt material so children can enjoy using knowledge they already have.

Our homework regime consists of three parts:

1. On-going reading practice and learning of set phonetic and spelling rules or list of words.
2. Regular multiplication tables practice to support recall of number facts
3. Free choice activity or task set by class teacher.

Part 1

Part one of the homework focuses on the general expectation that reading is ongoing as a fundamental skill. We ask that parents/carers read to and listen to their children read as frequently as possible – especially those still at the crucial stage of learning and on staged reading books, or who have a SMTLP as agreed with the school's SENDCo.

Information and advice on homework and how best to support your child/children is available from staff if required.

Part 2

Part 2 of own homework regime is solely focused on equipping our children with the necessary understanding and fluency in key number facts.

Learning multiplication tables is a key skill that allows children to access many other aspects of mathematics with greater confidence.

Each child has access to '*Times tables Rockstars*' through their individual log-in details. This is controlled by the class teacher and can be tailored to individual needs, targeting specific facts where needed. Times Table Rockstars makes learning fun and rewarding and is proven to support children with their learning.

More support is available from the class teacher should any parent require it.

Part 3

Part 3 of the homework is child-led and where they have a choice, depending on their interests.

This aspect of homework is provided by teachers as an opportunity to further develop taught skills from both prior and current learning.

For these set homework tasks, a simple format set at the beginning of each half term (see example 1 below) provides a range of tasks that will allow children to apply their skills in different ways whilst providing an element of choice which aims to allow children to respond and express their learning creatively in a way that they understand. Children can choose tasks that interest them most.

Homework handed in will be rewarded by staff using the school's spotter system.

- 1 spotter per handed in piece of homework that meets the class teacher's expectation for that child.
- Bonus 5 spotters for completing a piece of homework each week of the half term.

As a general rule, we expect children to complete one round of homework per week.

This includes their assigned reading – inclusive of phonics practise where applicable, spellings practise and multiplication tables, as well as one task from the assigned year group specific child-led activities sheet.

As a general guide, the following will be applied throughout the school, although teachers will decide individually what tasks are of the utmost importance to certain individuals.

Homework		
Weekly		
Foundation Stage	Year 1	Year 2
Floppy Phonics Reading Scheme Book Floppy Phonics Flashcards Floppy Phonics Worksheet	Floppy Phonics Reading Scheme Book Floppy Phonics Flashcards Floppy Phonics Worksheet	Floppy Phonics Reading Scheme Book Floppy Phonics Flashcards Floppy Phonics Worksheet
Years 3, 4 & 5		YEAR 6
Home Reading, Times tables & Spellings		Home Reading, Times tables & Spellings.
Consolidation opportunities and child-initiated learning tasks		
Foundation Stage	Key Stage 1	Key Stage 2.
Tasks set by class teacher that match prior and current learning	Tasks set by class teacher that match prior and current learning	Tasks set by class teacher that match prior and current learning

Because homework tasks are valued by all, tasks and activities should be of a high quality. Homework should be completed to the same standard as is expected in class, albeit at times with a little more creative license. The work should be well presented and any errors should be neatly corrected. Basic punctuation should be in place.

Example homework sheet

To complete 10 number addition sentences using Th H T O . Completed:	To write a new blurb for your class/home reading book. Completed:	Mind map at least 10 facts you have read about Benin. Completed:	Show me what you think living in a mud hut in Ethiopia would be like. Completed:
Using Chrome Music Lab, can you create a piece of music that makes you think of Solomon being out in Ethiopian wilderness Completed:	Create a piece of art in your garden using only things you can find in your garden and take a picture for Google classroom. Completed:	Write down 5 questions you would like to find answers for about God. Completed:	Read a story/chapter to a younger sibling or relative Completed:
Write a prayer for something that is happening in the world today. Completed:	Create Top-Trumps cards for 3 different African animals based on what you can find out in an information book Completed:	Using the internet safely, find out as much as you can about Gary Hodges and his amazing pencil drawings. Completed:	Complete 10 subtraction number sentences using Th H T O Completed:
Write a book review (Form is in class if you would like) for a book you have read at home Completed:	To create a travel brochure for visiting Addis Ababa. Completed:	Bake/make something delicious with a grown-up and photograph it for Google Classroom. Completed:	Write an acrostic poem for your favourite African animal. Completed:
Write down 10 adjectives correctly to describe Solomon. Completed:	Complete 10 multiplication number sentences using the correct written method Completed:	Using scratch, can you code a simple game for your classmates to play? Completed:	Write/film a short conversation in French about asking for directions to a high street shop? Completed:

The above table can be used by the child, adults at home and the class teacher to monitor the tasks completed which will support the allocation of rewards.

AFTER SCHOOL ACTIVITIES

Each term we endeavour to offer after school activities. These are always subject to staff availability and in respect of out of school agencies the cost of activities has to be taken into consideration. The number of activities on offer, the type of activities and the day of the activities vary from term to term. After school clubs have included in the past: film, football, art and design, dance, gardening and choir. Some clubs are run voluntarily by staff, parents and members of the community. However, some clubs are run by professionals and may incur an additional charge. In order to cover the cost of materials and resources needed to deliver the school run clubs there is a charge of £2 per session. The sessions run from 3.30p.m. – 4.30p.m.

OUTDOOR PLAY AND LEARNING

Our school believes that all children need opportunities to play that allow them to explore, manipulate, experience and affect their environment. We believe play provision should be welcoming and accessible to every child, irrespective of gender, sexual orientation, economic or social circumstances, ethnic or cultural background or origin, or individual abilities.



The OPAL Primary Programme rationale is that “... *better, more active and creative playtimes can mean happier and healthier children, and having happier, healthier, more active children usually results in a more positive attitude to learning in school, with more effective classroom lessons, less staff time spent resolving unnecessary behavioural problems, fewer playtime accidents, happier staff and a healthier attitude to life.*”

Our school’s vision is ‘CARE, Prepare, Believe’. Play provision will enable children to develop their consideration and respect of others as well as enhancing social and emotional skills which will be utilised beyond their education.

COMPLAINTS PROCEDURE

School Governing Bodies are under a duty to establish a procedure for dealing with general complaints about their school and to ensure these are publicised to parents and others.

The school’s complaints policy will apply to most general complaints received by schools. However, some complaints are subject to separate statutory procedures instead of the general complaints procedure.

Our policy, available on the school’s website or via the school office, details the procedures for complaints.



BADSWORTH CE J&I SCHOOL

In line with the GDPR 2018 and in order to fulfil our public task of educating children, supporting their learning, providing appropriate pastoral care and keeping children safe the following agreements /permissions are essential for the school's operational use.

I have read the School Handbook for Parents/Carers, the school requirements and rules and agree to uphold the vision of Badsworth CE J&I School.

Name of child:

Signed:

Print Name:

Date:



PERSONAL BELONGINGS, ITEMS OF CLOTHING ETC

ACKNOWLEDGEMENT SLIP

I understand neither the LA nor school is responsible for the loss of pupils' clothing, bags, bicycles and personal possessions

Name of Child:

Signed:

Date:

In order to support the well-being of your child this information is necessary. Signed reply slips are securely stored and destroyed when the child leaves the school.



HOME-SCHOOL AGREEMENT

SCHOOL

1. The school will ensure there is a purposeful, working environment which promotes the importance of good attendance and excellent behaviour.
2. The school will ensure that the aims stated in our Handbook for Parents/Carers are carried out and reviewed regularly.
3. The school will ensure a high standard of planned learning opportunities offering a broad and balanced curriculum.
4. The school will ensure that all our children are safe and secure as described in our Safeguarding, Behaviour and Relationship Policy and Health & Safety Policies.
5. The school will provide regular opportunities for parents/carers to attend school to discuss their child's welfare and progress.
6. The school will inform parent/s when concerns, issues or incidents arise and will engage in discussions when necessary.

Jenny Griffiths
Headteacher

Michael Finney
Chair of Governors

This information is necessary in order to ensure we fulfil our public task of educating your child.



HOME-SCHOOL AGREEMENT

PARENT/S/CARERS

1. I/We understand the importance of good attendance and will ensure my/our child attends punctually. I/We shall avoid taking my/our child out of school during term time.
2. I/We wholeheartedly support the vision and values of the school, including Behaviour and Equal Opportunities Policies, and other school policy and practice as outlined in the School's Handbook for Parents.
3. I/We wholeheartedly support my/our child in homework and other opportunities for learning.
4. In the interests of Health & Safety and in order that the Emergency Services can access the school at all times, I/we agree to park vehicles as requested by the school.
5. I/We shall attend the school's consultation evenings and keep school informed of all relevant information pertaining to my/our child.
6. I/We shall contact school in order to raise any concerns.
7. I/We shall bear in mind that information shared through social media applications will not bring the school into disrepute. In line with the school's Internet Safeguarding Policy we respect pupils, teachers and other parents/carers and understand it is unacceptable to make derogatory or defamatory remarks about anyone related to the school.

Signed:

Parent/carer

Parent/carer

Date

This information is necessary in order to support school in fulfilling our public task of educating your child.



INTERNET ACCESS AND INTERNET SAFETY

As part of pupils' curriculum enhancement and the development of Computing skills, Badsworth School provides supervised access to the Internet. We take positive steps to safeguard children and our school Internet access provider operates a filtering system that restricts access to inappropriate materials. As part of their Computing curriculum Internet Safety is taught during the school year in each year group. Areas and issues covered are appropriate to the age and needs of the children.

You will be aware the internet hosts many exciting opportunities for education. The online world is a wonderful place for young people to explore, with unprecedented opportunities for leaning and creativity, but just like the real world there are risks and dangers they should be aware of and which we should **all** act to protect them from. As a school we encourage the use of technology as an important part of our pupil's development but always want them to spend their time online safely. As a parent/carer you play a significant part in ensuring this.

At school we make every effort to ensure children do not access inappropriate materials, however the school cannot be held responsible for the nature of, content of or communication of materials accessed via the internet outside school.

We strongly advise you to ensure that home computers, laptops, phones and other devices with internet access are fitted with parental controls. We also recommend adhering to the age restrictions placed on social networking sites, games etc.

A copy of Internet Safety Rules for Responsible Internet Use that we operate at Badsworth together with the school's Internet Safety Policy is available at school for your inspection.

Should you wish to discuss any aspects of internet use, please telephone to arrange an appointment.

PERMISSION FOR INTERNET ACCESS

I give permission for access to the internet on the terms set out above.

Name of Child:

Signed:

Print name:

Date:

In order to ensure the safeguarding of your child this information is necessary. Signed reply slips are securely stored and destroyed when the child leaves the school.



Internet Safety Policy – Parent/Carer Acceptable Use Agreement

Child's name

Digital technologies have become integral to the lives of children and young people, both within schools and outside school. These technologies provide powerful tools, which open new opportunities for everyone. They can stimulate discussion, promote creativity, and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

This acceptable use policy is intended to ensure:

- that young people will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- that school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- that parents and carers are aware of the importance of online safety and are involved in the education and guidance of young people with regard to their online behaviour.

The school will try to ensure that learners have good access to digital technologies to enhance their learning and will, in return, expect the learners to agree to be responsible users. A copy of the learner acceptable use agreement is attached to this permission form, so that parents/carers will be aware of the school expectations of the young people in their care.

Parents are requested to sign the permission form below to show their support of the school in this important aspect of the school's work.

Parent/Carers Name:

Learner Name:

As the parent/carers of the above learners, I give permission for my son/daughter to have access to the digital technologies at school.

I know that my son/daughter has signed/discussed an acceptable use agreement in school and that they will have received online safety education to help them understand the importance of safe use of technology and the internet – both in and out of school.

I understand that the school will take every reasonable precaution, including monitoring and filtering systems, to ensure that young people will be safe when they use the internet and systems. I also understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies.

I understand that my son's/daughter's activity on the systems will be monitored and that the school will contact me if they have concerns about any possible breaches of the acceptable use agreement.

I will encourage my child to adopt safe use of the internet and digital technologies at home and will inform the school if I have concerns over my child's online safety.

Signed: Date:

In order to ensure the safeguarding of your child this information is necessary. Signed reply slips are securely stored and destroyed when the child leaves the school.



USING IMAGES: PHOTOGRAPHS & VIDEO

CONSENT FORM FOR IMAGES

The use of digital/video images plays an important part in learning activities. Learners and members of staff may use digital cameras to record evidence of activities, both in lessons and out of school. These images may then be used in presentations in subsequent lessons.

Images may also be used to celebrate success through their publication in newsletters, on the school website and occasionally in the public media. Where an image is publicly shared by any means, only your child's first name will be used. If a name is included for a child, it will only be the first name and where possible a direct link between the image and the name will not exist e.g. a photo of a group of children with names mixed up in the caption below.

The school will comply with the Data Protection Act and request parent's/carer's permission before taking images of members of the school. We will also ensure that when images are published that the young people cannot be identified by the use of their names.

In accordance with guidance from the Information Commissioner's Office, parents/carers are welcome to take videos and digital images of their children at school events for their own personal use (as such use is not covered by the Data Protection Act). To respect everyone's privacy and in some cases protection, these images should not be published/made publicly available on social networking sites, nor should parents/carers comment on any activities involving other learners in the digital/video images.

Parents/carers are requested to sign the permission form below to allow the school to take and use images of their children and for the parents/carers to agree.

Please circle your answer

- May we use your child's photograph in school publications? **Yes / No**
- May we use your child's photograph in school display? **Yes / No**
- May we use your child's image on our website? **Yes / No**
- May we use your child's image on the secure learning platform- Google Classroom? **Yes / No**
- If we have permission to use your child's image on Google Classroom, may we use your child's image on another classes Google Classroom for mixed year groups events e.g nativity and sporting events? **Yes / No**

May we use your child's image on the school's Social Media accounts? **Yes / No**

May we record your child's image on video? **Yes / No**

Are you happy for your child to appear in external agency publications? **Yes / No**

e.g. media for other educational providers

(Please note that if an image is used for an external agency's use the right of this image is with the external agency.)

I have read and understood the conditions of use on this form.

Parent's or guardian's signature..... Date.....

Name (capitals).....

Child's Name.....

Conditions of use

Signed forms are securely stored.

This form is valid for the period of time your child attends this school. The consent will automatically expire after this time. We will not reuse any photographs or recordings after your child leaves this school unless additional permission is requested.

Where possible, photographs will have very general labels e.g. "a science lesson" or "making Christmas decorations".

If an external agency requires the publication of a name along with an image, e.g. newspaper, we will always obtain the parent or carers consent first.

We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately.

It is your responsibility to let us know if you want to withdraw or change your agreement at any time



BADSWORTH CE J&I SCHOOL

PARENTS USING IMAGES: PHOTOGRAPH & VIDEO

PERMISSION SHEET

From time to time throughout the school year, parents/carers will want to video or take photographs of their child taking part in Christmas performances, plays, Sports Day, etc. Understandably in some situations it is not always possible for this to occur without capturing other children in the images as well.

Please sign and return to school if you give permission for your child to be included in such images.

Name of Child:

Signed:

Date:

I agree that I will not share any photographs that I take that contain images of children, other than my own, on any personal social media site. **Photographs must be for private use only.**

Signed.....

In order to ensure the safeguarding of your child and other children this information is necessary. Signed reply slips are securely stored and destroyed when the child leaves the school.



USE OF CLOUD SYSTEMS PERMISSION FORM

The school uses Google for learners and staff. This permission form describes the tools and learner responsibilities for using these services.

The following services are available to each learner as part of the school's online presence in Google Classroom. Using Google Classroom will enable your child to collaboratively create, edit and share files and websites for school related work. These services are entirely online and available 24/7 from any internet-connected computer.

The school believes that use of the tools significantly adds to your child's educational experience. It is a way of sharing homework and forming a good, educational-based, home-school link. In the event of any future school closures linked to national or regional lockdowns, work and learning will continue from home on this platform.

As the school is collecting personal data via Google Classroom and sharing this with a third party, parents/carers should be aware:

- Only school staff will have access to this form
- This form will be stored in your child's file in the school office
- This form will be stored for as long as your child remains at the school
- This form will be shredded after your child has left the school

Data Shared

- First name, surname, date of birth, school email address
- The data will be shared with the school's IT service provider, Alamo, and Google
- Some/all of this data will be accessible by school staff, the children in the cohort and their parents/carers, Alamo and Google
- The data will be stored on Google Classroom, and personal Google Drives
- For children who stay until the end of Year 6, the whole cohort's data will be stored for 12 months. If a child leaves before the end of Year 6, the data will be deleted immediately.
- Alamo deletes users at the end of Year 6, or earlier when this is requested
- A request for a deletion of data before the time stated above, parents/carers must put this request in writing to the Headteacher

Do you consent to your child to having access to this service? Yes/No

Learner Name: Parent/Carers Name:.....
Signed: Date:

In order to ensure your child can access google classroom this information is necessary. Signed reply slips are securely stored and destroyed when the child leaves the school.



BADSWORTH CE J&I SCHOOL

GIVING OF PAIN RELIEF

PERMISSION SHEET

In the event of my child having severe headache or similar, which could be relieved with pain relief, I give permission for school to administer a paracetamol-based pain relief appropriate to children.

Name of Child:

Signed:

Date:

In order to ensure the health and well-being of your child this information is necessary. Signed reply slips are securely stored and destroyed when the child leaves the school.



BADSWORTH CE J&I SCHOOL

FIRST AID

PERMISSION SHEET

In the event of my child having an accident (eg falling over), I give permission for my child to be appropriately treated.

Name of Child:

Signed:

Date:

In order to ensure the health and safety of your child this information is necessary. Signed reply slips are securely stored and destroyed when the child leaves the school.



BADSWORTH CE J&I SCHOOL

CELEBRATING ACHIEVEMENTS

PERMISSION SHEET

At times we will place children's names within public access when celebrating their achievements e.g. The Values and Vision Book sits in the foyer for visitors to peruse. If you are happy for this to occur please sign the form below.

Name of Child:

Signed:

Date:

In order to support and promote the development and education of your child this information is necessary. Signed reply slips are securely stored and destroyed when the child leaves the school.



BADSWORTH CE J&I SCHOOL

INTIMATE CARE

PERMISSION SHEET

In the event of my child requiring 'intimate care' (eg toileting accident) I give permission for my child to be appropriately and sensitively looked after.

Name of Child:

Signed:

Date:

In order to ensure the emotional well-being of your child this information is necessary. Signed reply slips are securely stored and destroyed when the child leaves the school.



BADSWORTH CE J&I SCHOOL

FOOD IN THE CLASSROOM

PERMISSION SHEET

Throughout the year there will be a number of times when children have the opportunity to eat food in class and to use cooking equipment. These might include curriculum-based activities such as testing different sandwiches in DT, seasonal food such as Easter Eggs or Hot Cross Buns, party food such as celebrating the end of the year or sweets brought in for birthdays.

Name of Child:

Signed:

Date:

Comments (eg food exceptions):

.....

In order to ensure the health and safety of your child this information is necessary. Signed reply slips are securely stored and destroyed when the child leaves the school.



BADSWORTH CE J&I SCHOOL

LOCAL WALKS IN BADSWORTH

PERMISSION SHEET

Throughout the year the children may take part in supervised walks locally around Badsworth as part of their enriched curriculum. If you are happy for them to take part in these, please sign the form below. Further permission would not be requested at the time of the walk.

Name of Child:

Signed:

Date:

In order to ensure the emotional well-being of your child this information is necessary. Signed reply slips are securely stored and destroyed when the child leaves the school.

BADSWORTH CE J&I SCHOOL

PG FILMS

PERMISSION SHEET

On occasions, for educational purposes or for an end of term treat, films may be watched in class. Some films are graded as 'U' Universal or as 'PG' Parental Guidance. Wherever possible, a Universal graded film will be viewed but on some occasions, this is not possible especially if the film links to the curriculum or for more age appropriate films for Key Stage 2 children.

If you are happy for your child to watch **Parental Guidance** films, please sign the form below. Further permission would not be requested at the time of the film.

Name of Child:

Signed:

Date:

In order to ensure you give permission, this information is necessary. Signed reply slips are securely stored and destroyed when the child leaves the school.