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A special place where we learn, grow and have fun together

Sandy Lane Primary School
Cottingley Road
Allerton
Bradford
BD15 9JU

Executive Headteacher: Mr J Cooper

Head of School: Mrs F Newsome

Tel: 01274 546493

Email: office@sandylane.bradford.sch.uk

Website: www.sandylanepprimary.co.uk

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A MESSAGE FROM OUR HEADTEACHER

A very warm welcome to our school

We are fortunate at Sandy Lane Primary School to have a dedicated, passionate staff team who care very much about the community they serve. They work together to provide a happy, nurturing environment for children to begin their learning journey. A visit is an ideal way to discover this for yourself. You will be most welcome.

Working with families is a fundamental part of our school - we want you to be fully involved in your child's learning and development. To that end, Staff and Governors ensure that we keep you fully informed about all aspects of school life in many different ways. Our door is always open and we welcome your questions, comments and ideas. They are important to us.

The purpose of this booklet is to provide you with some basic information about the organisation of our school, the curriculum we provide and ways in which we can work together.

We look forward to working in partnership with you over the next few years and know that you will enjoy being part of our school. Your child's primary school years are precious and we thank you for choosing Sandy Lane.

If after reading the booklet you have any further questions do not hesitate to contact me.

Mr J Cooper
Executive Headteacher

OUR GOVERNING BODY

Executive Headteacher	Mr J Cooper
Chair of Governors	Cllr S Duffy
Clerk to the Governors	Mrs H Osman
LA Governors	Cllr S Duffy
Parent Governor	Mrs S Malik
Community Governors	Mrs J Payne, Mr G Walker, Mrs H Weatherhead, Mr J Henkel, Mr S Hussain, Mr A Mahmood
Staff Governors	Mrs S Egan
Associate Members	Mr M Hitchen, Mrs F Newsome

As you can see above the Governing Body consists of parents, teachers, members of the local community and people appointed by the Local Authority. Governors are appointed to act together to:

- 1. help to establish the aims and policies of the school*
- 2. interview and select staff*
- 3. advise on spending of the school's budget*
- 4. ensure the National Curriculum is being delivered*
- 5. provide outside advice and support and a link between the local community*

Advice, support and training are provided by the School Governors Service to help Governors fulfil their legal requirements. The school employs a Governors' Clerk to deal with agendas, minutes and correspondence but Governors themselves do not receive any payment for carrying out their duties.

Parent Governors are elected by parents of children in the school and serve on the Governing Body for 4 years, as do all Governors. They can bring views of parents to the Governing Body although they speak and act as individuals.

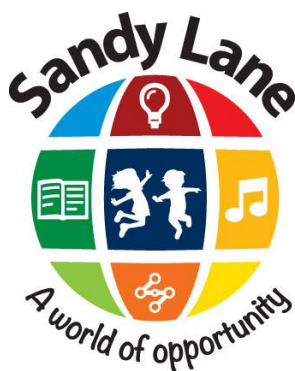
The Governing Body usually meets twice a term. Dates and minutes of meetings are available from the office. The Governors are responsible for the publication of the Prospectus. The Headteacher and the staff encourage parental involvement in the life of the school: becoming a Parent Governor or attending a Governors' meeting is another element of "Parents in Partnership".

If you would like more information on any aspect of School Governors please contact the Executive Headteacher or myself.

Yours sincerely

Sue Duffy
Chair of Governors

MISSION STATEMENT



Fulfilling potential

Unlocking opportunity

No-one left behind:

Fulfilling Potential:

- Our aim is to provide a school community which embraces excellence for all. Pupils, parents, staff and volunteers work together in order to recognise and achieve their highest aspirations; knowing that to achieve the greatest for oneself is the very foundation of fulfilling potential for all.

Unlocking Opportunity:

- Our aim is to provide a clear pathway to everyone's highest aspiration. A wider world of opportunities introduced by the use of a creative curriculum design with imaginative use of resources and partners across the community. We will use the skills of resilience and self-awareness to instil a passion for new learning experiences. Using these crucial life skills to dissolve barriers and embrace a future of life-long learning and success in our chosen path.

No one left behind:

- A school that truly understands and embodies an empathy for all who pass through its doors. Our actions reflect the needs of all our pupils, to be the people who they want to be, by providing the encouragement and resources to make the improvements that they need in order to make the best possible progress towards their life goals.

ADMISSIONS GUIDELINES

We understand that the whole process of your child starting school and the paper work involved can be quite daunting. We can help you with this – do telephone us or pop into the school office and we will be happy to talk you through the process.

Children are admitted into school in the September before they are 5. Our children therefore have the benefit of a full year in our Reception classes.

Bradford Education Authority is our Admissions authority and applications for our school should be made through them. This can be done in three ways: -

online at <https://bso.bradford.gov.uk>

By telephone 01274 439200

By email at schooladmissions@bradford.gov.uk

Applications for entry to Reception

Each year dates vary but the window for applying for Primary School usually opens mid-November and closes mid-January. Places are then allocated and parents are informed by mid-April.

Before your child starts school, you will be invited to school to learn more about Sandy Lane and have the opportunity to visit the reception classes and be introduced to all reception staff. Information about these events will be sent to parents in May.

In year applications

In year applications can be made anytime by completing an in-year admissions form also available on the Bradford Schools website.

Our school is a 1.5 form entry Primary School. This means we have 45 places per year group. We are often in the positive position of being over-subscribed with many parents choosing to send their children to us.

There is an appeals process should you not be successful in your application. This is detailed on the Bradford Schools website.

Nursery Admissions

Sandy Lane Primary School offers Nursery Places for children aged 2-4.

September, January and April admissions

Morning Sessions 8.45am- 11.45am

Afternoon Sessions 12.15pm-3.15pm

Full day and lunchtime options also available

Up to 30 hours free childcare for 3-4 year olds check your eligibility <https://www.gov.uk/apply-30-hours-free-childcare> or 15 hours free childcare the term after your child turns 3.

15 hours free childcare for 2 year olds check your eligibility https://onlineforms.bradford.gov.uk/ufs/CAC.eb?ebd=0&ebp=10&ebz=1_1667570757140

Sandy Lane Nursery offers a welcoming, friendly and exciting newly renovated learning environment. We put the children at the heart of our learning; providing endless opportunities for exploration, interaction and creativity. We have strong links with our families keeping you up to date with your child's learning and progress.

Telephone: 01274 546493 Email: office@sandylane.bradford.sch.uk

SCHOOL ORGANISATION 2022/2023

Executive Headteacher

Head of School

Deputy Headteacher

Assistant Headteacher / Teaching & Learning Leader / Lower Key Stage 2 Leader

Assistant Headteacher / Upper Key Stage Two Leader

Inclusion Leader

SENCO

Mr J Cooper

Mrs F Newsome

Mr M Hitchen

Mrs C Dunsire

Mr D Paton

Mrs L Walker

Miss L Johnson

The children are organised, for the academic year 2023 /24, into the following classes:

Nursery

Acorns – Mrs R Hunt – Class Teacher

Support Staff – Mrs V Horsfall – Nursery Nurse

Reception

Pinecones W – Reception children Miss E Waddington – Class Teacher

Pinecones C - Reception children Mrs K Creed – Class Teacher

Support Staff - Mrs S Hood – Nursery Nurse

Key Stage One (KS1)

Poplar Class – Year 1/2 children Miss S Linney – Class Teacher

Blossom Class – Year 1/2 children Mrs C Shaw – Class Teacher

Larch Class – Year 2 children Mr M Hitchen – Class Teacher and Phase Leader

Lower Key Stage Two (LKS2)

Ash Class – Year 3/4 children Mrs S Egan – Class Teacher

Willow Class – Year 3/4 children Mrs C Dunsire – Class Teacher

Beech Class – Year 3/4 children Mr D Bull – Class Teacher

Upper Key Stage Two (UKS2)

Elder Class – Year 5/6 children Ms S Kausar – Class Teacher

Maple Class – Year 5/6 children Miss H Milburn – Class Teacher

Bonsai Class – Year 5/6 children Mr Paton – Class Teacher and UKS2 Phase Leader

Support Staff

Mrs K Dickinson, Mrs J Kendall, Mrs L Knight (HLTA), Mrs S Lawrance, Mrs M Puri, Mrs A Naylor,

Mrs S Khan (HLTA), Mrs P McHugh, Mrs K Kaur, Miss C Skelly, Miss B Fox (HLTA), Mrs A Cherington

Business Manager- Mrs D Bonham

Senior Admin Assistant - Mrs J Martin

Caretaking Company Broughton Park (Caretaker Mr M Lilley)

Lunchtime Supervisors Ms D Kirk, Mrs S Hamid, Mrs J Stott, Mrs S Afzal, Mrs S Qadar, Mrs N Hussain, Mrs F Rehman, Mrs N Bashir (casual)

Cleaning Company Broughton Park

Bright Sparks: Miss C Rodgers (Lead), Mrs J Stott, Miss B Fox

SCHOOL HOURS

Nursery

Morning Sessions 8.45am- 11.45am

Afternoon Sessions 12.15pm-3.15pm

Full day and lunchtime options also available

Reception

Reception classrooms are open from 8.45am to 8.55am to bring children and from 3.10pm to collect children.

Key Stage 1 / 2

Morning Session - 8.45am to 12.00 noon

Afternoon Session – 1.15pm to 3.15pm

(the lunchtimes are staggered with each year group having 45 minutes)

Morning Playtimes

9.30am to 9.45am (EYFS)

10.45am to 11.00am (KS1)

10.30am to 10.45am (LKS2)

11.00am to 11.15am (KS2)

Afternoon Playtimes

2.15pm to 2.30pm (EYFS & KS1)

2.30pm to 2.45pm (LKS2)

Daily Mile (UKS2)

The school doors open at 8.45am children may come straight in to school as they arrive. Doors are locked at 8.55am for security purposes. If for any reason you are late, you should enter by the front door and sign your child into school. Please be aware that children who arrive after 9.10am will be marked as having an “unauthorised” absence in the Register for that morning’s session.

If you need to drop your children off before 8.45am the school runs a before (and after) school club from 7.30am – see information below re “Bright Sparks”. Bookings need to be made in advance and details are available from the office.

Children should be collected from the **playground area at 3.15pm**. If for any reason you think you may be late, please inform the school office. Parents of pupils in Years 6 must give written permission for pupils to either go home by themselves, or wait outside the school gates for collection. **Children must not go home with another set of parents unless this has been pre-arranged/authorised by the parents concerned and school is informed.**

Parking is very difficult around the school and there is no access to the school grounds for parents. PLEASE do not park on the roadside near school and leave space for our Crossing Patrol. PLEASE park considerably in the residential areas of Sandy Lane. We advise parents to park away from the school building and walk if possible.

BEFORE AND AFTER SCHOOL CARE



At Sandy Lane, we recognise that school hours do not always fit in with all family schedules. To help with this problem, we have our very own before and after school club called Bright Sparks. The club offers childcare in the hours immediately before and after school, running from 7.30am to 8.45am and 3.15pm to 5.45pm, Monday to Friday.

Bright Sparks is run by Miss Rodgers, Miss Fox, Mrs Stott and Miss Skelly.

Children are offered a selection of, breakfast, snacks and refreshments throughout their time at the club along with a variety of play opportunities in a safe, warm and caring environment.



There are different sessions times available with varying costs. Registration and bookings are made through our online bookings system which can be found at the following website address.

<https://sandy laneprimaryschool.schoolpal.co.uk/>

SCHOOL UNIFORM

Please name all items of clothing!



Clothing

Our school uniform comprises a plain navy or black skirt or trousers, a plain white polo shirt and jade sweatshirt or cardigan with the school logo on. Children in Year 6 wear a purple sweatshirt. There is also a school hoodie available for PE if required. The school sweatshirts and cardigans are stocked and can be purchased from Natasha's in Bradford, Whittakers in Shipley and on line at "School Trends".

In Summer girls can wear either jade or navy gingham checked dresses which can be purchased from any major High Street store. Plain navy or black tights or shalwar kameez bottoms or leggings can be worn under skirts. Plain black, navy or white headscarves may be worn.

Footwear

Sensible black school shoes without a heel should be worn. Trainers are only allowed to be worn on P.E days. Children can come to school in boots or wellingtons during the Winter months - but must change into their normal school shoes or pumps whilst in school.

Jewellery

Children are not allowed to wear jewellery except for stud earrings and/or a small watch.

If parents request that jewellery is to be worn as part of religious practice, this should be discussed with the Class teacher and a written form signed for health and safety reasons.

Hair

We would recommend that girls with long hair tie it back for practical reasons. No extreme haircuts or styles should be worn. This includes no excessive colour and/or lines or patterns cut into the hair. No make-up or nail polish should be worn. Hair accessories should be school colours and small in size.

BREAKS

The school is part of the Governments Fruit & Vegetable scheme, where all children in Reception, Year 1 and Year 2 receive a piece of fruit or vegetable every day. We also make fruit available to children in Key Stage 2.

Children are allowed to bring only fruit for break times. No sweets are allowed in school because of the health implications for children with allergies or sensitivity to the additives contained in various sweet products.

WATER BOTTLES

All children are provided with a free water bottle for use during the day on admission to the school. It is expected that parents wash out and refill bottle with 'still water' every day. The bottles can be topped up at school throughout the day. If further bottles are required these are available from the school office at a cost of £1.00, or replacement lids at 30p each.



MILK

Children in the Early Years Unit are entitled to free school milk. Children in Years 1 to 6 who are entitled to free school meals can **order** milk "free of charge". Children in Years 1 to 6 who are not entitled to free meals may **order** milk on line through www.schoolmilkuk.co.uk.



'MY' BUS

The 'My' Bus scheme operates bringing children to and from school each day. Further information about the route etc. can be sought from the 'My Bus' team on 0113 3481122.



PHYSICAL EDUCATION

In Reception children change into a white T shirt and navy or black shorts and pumps for P.E. In Key Stage 1 and 2 children come to school in their P.E kits on P.E days. They should wear a white T shirt with their school jumper or hoodie over the top. Black or navy tracksuit bottoms, (with no logos), with shorts or leggings underneath in case they have indoor P.E or the weather is warm. Children must wear white or black trainers or pumps.

Please name all items of PE clothing!



EXTRA CURRICULAR ACTIVITIES

Throughout the year we provide children with many “out of hours” learning opportunities covering such things as art, music and sport. These are available for children in the different Key Stages and vary from term to term.

Instrument lessons are available to KS2 pupils and are organised in school and provided by the Music Service from Education Bradford. This is a chargeable activity, which is payable direct to Education Bradford.

PERSONAL POSSESSIONS

Children should not bring toys, personal possessions or **MOBILE PHONES*** to school. We are concerned about loss / damage to children’s prized possessions. Everything your child needs will be provided in school.

***Children are not allowed to have mobile phones in school unless authorised by the Head of School in special circumstances. Authorisation will only be given if parents agree to the handing in of the mobile phone at the school office upon arrival at school. The phone can then be collected at the end of the school day.**

As our cloakroom space is limited, children should not bring large bags or rucksacks to school. Sandy Lane book bags for reading books and gym sacks/pump bags can be purchased from Natasha’s or Whittakers.

Please note that whilst the school will take all reasonable care in relation to the safety of pupils and their property the school is unable to make any payment in respect of personal injuries or loss of or damage to personal property except to the extent that such injury, loss or damage arises as a result of the negligence of the Governing Body, Council, their employees or agents. Parents/Guardians may, if they so wish, make their own arrangements in these respects

LUNCH TIME PROVISION

School meals

Our school works closely with our catering providers to provide a delicious, nutritious variety of school meals. The children are offered a range of choice including sandwiches, paninis, jacket potatoes, a hot meal, vegetarian and halal, fresh fruit/ desert / yoghurt. **School meals are £2.10 per day (Nursery meals are £1.90 plus £3.50 for staffing cover).** The school kitchen operates an online Parent Pay system; a user name and password will be issued from the School Office to allow you to access this system.



Free School Meals

If you are in receipt of the following benefits you may be entitled to free school meals.

Income Support
Income Based Jobseekers Allowance
Child Tax Credit with an annual income of less than £16,190
Guaranteed element of the state pension credit
Support under part V1 of the immigration and asylum act 1999
Universal credit

Income – related Employment Support Allowance

Please note people receiving working tax credit, regardless of their level of income do not qualify.

If you think you might be entitled to Free Meals for your child please apply at

www.bradford.gov.uk/schoolmeals.

School are offering a uniform package of 2 x free jumpers / cardigans, book bag, PE bag and Kit worth approx. £35 for children who are entitled to Pupil Premium Funding and Free School Meals. A voucher for uniform will be issued from the school office in the summer term.

Universal offer

All children up to the age of 7 are offered a school meal free of charge as part of the Governments' 'universal offer'. Parents who are entitled to a 'free school meal' must however still apply in order to receive the uniform package.

Packed Lunches

Children may bring a packed lunch, which should be placed in a named hygienic container. We do ask that if your child brings a packed lunch that this meets the school's expectations in limiting the intake of sugar, salt and animal fats and increasing those of fruit and vegetables. No sweets, chocolate or fizzy drinks should be included in the packed lunch. Please encourage fruit to be included and we believe that only one sugary item i.e. biscuit, bun is acceptable. Water is available at lunchtimes.

Supervision

The lunchtime organisation and supervision of meals and play is undertaken by the Senior Lunchtime Supervisor and Lunchtime staff. Children play in our secure playground or, during fine weather, are supervised in Greenwood Park in small groups.

Children are able to take lunch at home although this is not encouraged.

PARENTAL INVOLVEMENT STAFF

Sandy Lane has an Inclusion Leader (Mrs Walker) who will liaise with parents and carers and to be the 'first port of call' for our families. She will identify and offer opportunities for parents to develop their own skills as well as to be able to support their child's education. The most important benefit of having an Inclusion Leader is that it creates a positive relationship between home and school which can only improve standards and achievements of pupils.

ATTENDANCE

It is crucial that, whenever possible all children are in school, on time. Our attendance leaflet gives further information about our expectations regarding attendance.

- No holidays in term time will be authorised.
- Absence during term time will only be authorised in exceptional circumstances.

VIDEOING/PHOTOGRAPHING OF SCHOOL EVENTS

During the school year there will be a number of school events, productions, musical concerts and sporting events etc. where parents/carers may wish to take videos/photographs of their child's involvement.

The school/Governors would ask parents who take part in this activity that it is for their personal use only and not to share photographs / video clips on social media / websites as they may contain images of children other than your own. Should any parent object to their child being videoed/photographed during such an event for private use, then the school would have to operate a total ban for that particular performance.

If you wish to object to your child being videoed/photographed, please contact the school at least 20 days before the event, or as soon as possible if you are totally opposed to your child being videoed/photographed.

SCHOOL, HOME, COMMUNITY

At Sandy Lane we value the partnerships we have with both the home and the community and are keen to explore different ways in which we can all work together.

There are many opportunities for parents to come into school to see the work of the school, and to learn about their child/children's progress but also to extend their own learning through family learning courses and/or take part in a number of family fun activities.

Parents are invited to open evenings in class, end of term celebrations of learning and exhibitions. Parents will be informed of events through SchoolPing and details of any events will be sent in advance to enable parents to make arrangements.

We hold two consultation evenings, one in the Autumn and one in the Spring Term to discuss pupil progress against their targets and parents also have an opportunity to look at the pupils work/books.

At the end of every term each child receives a written report and parents have another opportunity to discuss this with their child's teacher if they wish.

Our school believes that consultation with parents, pupils and the community is an essential part of our success both now and for the future.

There are regular opportunities to offer ideas and give feedback through our regular questionnaires, and your view points are much appreciated. The school also operates an "open door" policy which means that if any parents have any comments/concerns they can bring these quickly to our attention. If the teachers have any concerns about a child, parents/carers will be asked to come into school to discuss these.

Volunteers

We welcome offers of help from parents and the community to work within classrooms. These could include hearing children read on a weekly basis or a "one off" visit to talk to pupils regarding the skill that you have. Parent and community helpers will require a DBS (formally CRB) check to be undertaken.

The school recognises that it is part of the wider community and endeavours wherever possible to play a meaningful role in the wider community.

TEACHING AND LEARNING

In Reception and Nursery the children are taught following the 'Foundation Stage Curriculum' made up of different areas of learning. Three areas are particularly important for building a foundation for igniting children's curiosity and enthusiasm for learning, forming relationships and thriving. These are the prime areas:

- Communication and language
- Physical development
- Personal, social and emotional development

Providers must also support children in four specific areas, through which the three prime areas are strengthened and applied. The specific areas are:

- Literacy
- Mathematics
- Understanding the world
- Expressive arts and design

The Reception curriculum is delivered through play, developing three broad 'characteristics of learning' – Playing and Exploring (engagement), Active learning (motivation) and Creating and thinking critically (thinking).

In Key Stages One and Two, the children are taught the 12 subjects of the National Curriculum: English, Maths, Science, Art and Design, PSHE, Computing, Design and Technology, Geography, History, Languages, Music and Physical Education

Literacy and Numeracy are taught on a daily basis.

Other subjects/skills are blended into termly Creative Curriculum themes. Each half term your child will bring home a phase newsletter outlining the learning that will be taking place.

It is statutory for all pupils at some stage in Key Stage 2 to have opportunity to learn a musical instrument and to learn to swim.

Our home school agreement requests that parents help and encourage their child with his/her work. We have a Home Reading Scheme for all children. Children are given work to do at home and we hope parents will support the school in providing time and opportunity for children to produce work of good quality. All children have a homework diary that parents are asked to sign weekly. The school has a policy containing Homework Guidelines.

PERSONAL, SOCIAL AND HEALTH EDUCATION

Pastoral Care

The class teacher is concerned not only for the educational progress but also for the personal and social development of your child. We combine high expectations with a sympathetic approach. Sometimes, however, problems do occur and we involve parents at an early stage rather than leave it until later and we hope that you, as parents will also do the same with us. A new baby in the family, a sudden death or some upset at home can cause your child to behave differently at school, just as worry over school work or a fall out with a friend can cause you problems at home.

CHILDREN WITH SPECIAL EDUCATION NEEDS

Children who experience barriers to their learning are given extra tuition, where possible, in small groups or individually. Children with any physical handicap are also catered for as is the more able child. For children who are experiencing prolonged difficulty, parents are invited to discuss the matter with the class teacher and Head of school in accordance with the Code of Practice for Special Education Needs. After such consultation, specialist help may be requested from the Support Services. The grounds and building are fully accessible to pupils and staff with any disability.

RELIGIOUS EDUCATION

R.E. is part of the basic school curriculum. It is offered in accordance with the LA agreed syllabus which reflects the fact that the religious traditions in Great Britain are mainly Christian while taking into account other religions.

Collective Worship

As a school with a multi-cultural population we acknowledge and respect all faiths and explain to children the significance of their festivals e.g. Eid, Diwali, Christmas. This is done so that all pupils are taught to understand that they live in a multi-cultural society with different faiths and beliefs. If a child is asked to speak a word or phrase that their faith does not agree with, we respect the right for that child to remain silent, we do however believe that it is wrong to change words or phrases which alter the meaning or message.

All children join together for a collective act of worship. This is either as a whole school or Key Stage. The daily acts of worship are mainly of a broadly Christian character but do not always contain exclusive Christian material. Parents have the right to withdraw children from religious education and worship if they wish. If this is the case a letter should be sent to the Headteacher requesting exemption.

SEX AND RELATIONSHIPS EDUCATION

Sex Education in the school covers reproduction - through work on young animals and plants initially and in Years 5 and 6 human reproduction and puberty are covered as part of the National Curriculum Science syllabus. Parental care, family life and development, personal relationships and caring for others will be integrated into the curriculum. Questions will be answered simply but truthfully. Further information can be found in our SRE policy.

COMPLAINTS

The school follows LA guidelines on Complaints Procedure. It is hoped, however, that any problems can be sorted out informally. If you have any concerns or complaints please approach the class teacher, if appropriate, and then the Head of School or the Executive Headteacher. If you are still not satisfied you may contact a representative of the Governing Body in writing. The complaints procedure is available on the school website / from the school office.

MEDICAL

We will request medical information at the beginning of each school year to update our records. If your child requires medication throughout the school day you must complete a Medicine Administration form which is available from the school office (or can be downloaded from the school website) and this **must be** completed by a parent/carer.

If your child suffers with asthma and you need to leave a spare inhaler at school, an Asthma Permission Sheet must be completed by the parent/carer.

If your child has more complex medical needs please arrange an appointment at the office to discuss the needs of your child. It may be that a health care plan is required.

EDUCATIONAL EXCURSIONS AND OUR CHARGING POLICY

Our school is committed to enhancing the provision provided within school by organising visits throughout the year both out of school, and for visitors to come into school. A number of these are subsidised either wholly or partly from the school fund account. However, to offer the range of visits that we do, voluntary contributions are requested. Parents are notified well in advance about the nature of the visit and how it enhances the work within school.

It should be emphasised that, although there is no obligation to make the voluntary contribution, these activities cannot take place without parental support. All pupils will be treated equally. If insufficient funds are available however, the Governors do reserve the right to cancel the activity.

The school presently also offers pupils in KS2 the opportunity of taking part in residential visits.

Children will also make local visits around the school environment as part of their work. On such visits the children will naturally be well supervised.

We now operate a cashless system in school and all trip payments should be made online through Parentpay (this is the same system as the one which is used to make payments for school lunches)

CHANGE OF ADDRESS, TELEPHONE NUMBERS OR PARENTS PLACE OF WORK

Please let us know immediately of any changes of address, contact numbers and family circumstances. It is very important that we have up to date information in case of illness, accident or emergency. It can be very upsetting for a child if they are feeling poorly and we cannot contact anyone. This information will be requested every school year by sending out data collection sheets to ensure the information is up-to-date. It is **important** that you return these as soon as possible.

POSITIVE BEHAVIOUR POLICY

The school has a policy of promoting positive behaviour in school. Good relationships with the children are a pre-requisite to everything. All staff form positive relationships with the children so that children know that they care and that they are important as individuals.

The Sandy Lane Code

RESPECT

To Show...

Resilience, Passion and Excellence

Never give up

Self-awareness and Empathy

Care for yourself and others

Teamwork and Communication

Work together

Class Dojo

Class Dojo is an electronic reward system. Children will be rewarded Class Dojos for their good behaviour.

We aim to foster a positive classroom where hard work and a positive attitude to work and each other is recognised and celebrated.

Dojos are to reward good behaviour and must not be taken off.

In Reception children will receive a sticker for every 10 Dojos awarded.

Key Stage 1 and Key Stage 2

Children will receive a certificate at the end of every half term to celebrate how many Dojos the children have been awarded.

Classes will receive a special reward chosen by them for every 200 Dojos they collect together.

Stars and students of the week

There will be a certificate presented at the weekly 'Celebration' assembly to one selected pupil from each class in Reception, KS1 and KS2. Parent will be invited to attend on the week their child is chosen.

Zero Tolerance Behaviour



Traffic light system (green, amber, red) to be used in classrooms throughout school from Reception to Year 6 All children's individual name cards are to be displayed on 'GREEN' for go! Children whose names are on green at the end of the day will be awarded a dojo (These will be put on by the LSA at the end of each day).

Sanctions need to be consistent and sure to happen in order to be effective. Always endeavour to be fair and honest, be prepared to apologise if you have made a misjudgement as we are all human and children like honesty and fairness.

Never give a consequence without following it up.

There must be a fresh start every day.

These sanctions are given to a child or a class when children do not follow the rules.

1. If a child breaks a rule they must be given a warning.
2. If they continue to break the same rule they must move their name to amber. Children who correct their behaviour will go back to green.
3. If they continue to break the rule their name will be moved to red.
 - **Once a child has gone to red, a red behaviour slip will be sent to parents. This will have to be signed and returned to the class teacher.**

- **They will also miss their playtime.**

4. Anyone who goes onto red twice in one week will be given a lunch time detention.
5. Children who are given 3 lunch time detentions in a half term will be given a 30mins after school detention. Phase leaders will send out after school detention letters. These will have to be signed by parents and returned to the phase leader before the detention can be taken. If an after school detention is given this will then transfer to a severe letter being sent home.

Key Stage 1

Anyone who goes onto red twice in one week will be given a lunch time detention. If a child is given 3 lunch time detentions in a half term a meeting with their parents will be arranged by the phase leader and the child will receive a severe letter.

Severe behaviour

Incidents of severe behaviour, such as:

Bullying

Stealing

Fighting

Violent behaviour

Defacing property

Vandalism

Racist incidents

Persistent poor behaviour and rule breaking

Refusal to follow instructions

will be dealt with by a member of the SLT (Mr Cooper, Mrs Newsome or Mrs Walker).

First severe will be a phone call and letter to parents followed by half day reflection time. The SL will start a behaviour chart to record improvements over the week. This will be reviewed at the end of the week and discussed with the class teacher and parents.

Reflection time is to include restorative work and class work provided by the class teacher.

Second severe will be a phone call and letter to parents followed by a meeting. Full day reflection and the start of a nurture program. The SEND co-ordinator will be informed and advice and support will be taken from outside agencies.

Third severe will be a phone call and letter to parents followed by a meeting with parents and home exclusion for one day.

BULLYING AND RACIST INCIDENT POLICY

Bullying can be described as being 'a deliberate act done to cause distress solely in order to give a feeling of power, status or other gratification to the bully. Bullying can range from ostracising, name-calling, teasing, threats and extortion, through to physical intimidation, assault on persons and/or their property. It can be an unresolved single frightening incident that casts a shadow over a child's life, or a series of such incidents.'

We regard bullying as particularly serious and always take firm action against it. We encourage children and parents to work against it and to report any incidents of bullying. Bullying can be physical, verbal emotional or cyber bullying by a single person or a gang.

All incidents of bullying or racist behaviour will be investigated and action taken as stated in our Behaviour Policy.

STATUTORY INFORMATION

The Freedom of Information Act gives parents and Government Agencies the right to see a variety of documents referring to the school's policy and performance.

To ensure confidentiality parents only have the right to see information about their own child and generic information about the school, its policies, curriculum and practices which do not allow them to identify any other pupils.

These include:

- **Any statutory instruments and guidance documents sent to schools by D.F.E. about the Curriculum & National Curricula.**
- **OFSTED reports which refer to the school.**
- **Schemes of work showing how the National Curriculum is provided.**
- **Complaints Procedure Document.**
- **School Policies e.g. SEN, Safeguarding.**
- **The School Profile**
- **The School Prospectus**

These documents can be accessed on the website but a paper copy can be provided by request.



Privacy Notice (How we use information about pupils and their families (children, parents and carers))

The categories of pupil information that we process include:

- personal identifiers and contacts (such as name, unique pupil number, contact details and address)
- characteristics (such as ethnicity, language, and pupil premium/ free school meal eligibility)
- safeguarding information (such as court orders and professional involvement)
- special educational needs (including the needs and ranking)
- medical and administration (such as doctors' information, child health, dental health, allergies, medication and dietary requirements)
- attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- assessment and attainment (such as key stage 1 and phonics results)
- behavioural information (records of incidents and exclusions and any relevant alternative provision put in place)

This list is not exhaustive, to access the current list of categories of information we process please see the school's data processing map, also referred to as the Record of Processing Activities (RoPA).

Why we collect and use pupil information

We collect and use pupil information and that of their families, for the following purposes:

- a) to support pupil learning, assessment and special educational needs, as appropriate
- b) to monitor and report on pupil attainment progress
- c) to provide appropriate pastoral care
- d) to assess the quality of our services
- e) to keep children safe (food allergies, or emergency contact details)
- f) to meet the statutory duties placed upon us for the Department for Education (DfE) data collections and health services.

Under the [UK General Data Protection Regulation \(UK GDPR\)](#), the lawful bases we rely on for processing pupil information are:

Article 6 (1) (c). processing is necessary for compliance with a legal obligation to which the controller is subject." and 6 (1) (e) - **processing is necessary for the performance of a task carried out in the public interest** or in the exercise of official authority vested in the controller"

In addition, concerning any special category data we rely on Article 9:

- Article 9 (2) (a) the data subject has given explicit consent to the processing of those personal data for one or more specified purposes,
- 9 (2) (c) To protect the vital interests of the individual,
- 9 (2) (f) in the event of legal claims or judicial acts,
- 9 (2) (i) As required for purpose of public health (with a basis in law)

Storing pupil data

We hold pupil data securely for the set amount of time shown in our data retention schedule. We have adopted the Information and Records Management Society (IRMS) recommendations as our data retention schedule. For more information on our data retention schedule and how we keep your

data safe, please see the Data Protection Policy and the IRMS Toolkit for schools [IRMS Schools Toolkit - Information and Records Management Society](#)

Who we share pupil information with

We routinely share pupil information with (not exhaustive):

- schools that the pupils attend after leaving us
- our local authority
- youth support services (pupils aged 13+)
- the Department for Education (DfE)
- National Health Service
- Targeted and family support services
- The Police
- The Courts and the Children and Family Court Advisory and Support Service (Cafcass)

Why we regularly share pupil information

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so. For example, we must share pupil information in accordance with the Education (Pupil Information) (England) Regulations 2005 and Keeping Children Safe in Education Statutory Guidance.

Department for Education (DfE)

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our pupils with the Department for Education (DfE) either directly or via our local authority for the purpose of those data collections, under: section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

All data is transferred securely and held by the Department for Education (DfE) under a combination of software and hardware controls, which meet the current [government security policy framework](#). For more information, please see 'How Government uses your data' section.

Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, please contact the Head Teacher in the first instance or alternatively contact the school's Data Protection Officer (DPO), Richard Lewis-Ogden via email to

DPO@bywaterkent.co.uk

You also have the right to:

- to ask us for access to information about you that we hold
- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics

- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

For further information on how to request access to personal information held centrally by the Department for Education (DfE), please see the 'How Government uses your data' section of this notice.

Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting the Administration Manager their contact details are office@sandylane.bradford.sch.uk

Last updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated in August 2023.

Contact

If you would like to discuss anything in this privacy notice, please contact: Richard Lewis-Ogden, Data Protection Officer (email DPO@bywaterkent.co.uk)

How Government uses your data

The pupil data that we lawfully share with the Department for Education (DfE) through data collections:

- underpins school funding, which is calculated based upon the numbers of children and their characteristics in each school.
- informs 'short term' education policy monitoring and school accountability and intervention (for example, school GCSE results or Pupil Progress measures).
- supports 'longer term' research and monitoring of educational policy (for example how certain subject choices go on to affect education or earnings beyond school)

Data collection requirements

To find out more about the data collection requirements placed on us by the Department for Education (DfE) (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

The National Pupil Database (NPD)

Much of the data about pupils in England goes on to be held in the National Pupil Database (NPD). The NPD is owned and managed by the Department for Education (DfE) and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department for Education (DfE).

It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

Sharing by the Department for Education (DfE)

The law allows the Department for Education (DfE) to share pupils' personal data with certain third parties, including:

- schools and local authorities
- researchers
- organisations connected with promoting the education or wellbeing of children in England.
- other government departments and agencies
- organisations fighting or identifying crime

For more information about the Department for Education's (DfE) NPD data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Organisations fighting or identifying crime may use their legal powers to contact the Department for Education (DfE) to request access to individual level information relevant to detecting that crime.

For information about which organisations the Department for Education (DfE) has provided pupil information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police please visit the following website:

<https://www.gov.uk/government/publications/dfe-external-data-shares>

How to find out what personal information the Department for Education (DfE) holds about you

Under the terms of the [Data Protection Act 2018](#), you are entitled to ask the Department for

Education (DfE):

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department for Education (DfE), you should make a 'subject access request'. Further information on how to do this can be found within the Department for Education's (DfE) personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

To contact the Department for Education (DfE): <https://www.gov.uk/contact-dfe>





2023/2024

SANDY LANE PRIMARY SCHOOL

HOLIDAY SCHEDULE FOR PARENTS

2023

	Re-open	Friday	1 st September
Half Term	Close	Friday	20 th October
	Open	Monday	30 th October
Christmas	Close	Friday	15 th December

2024

	Open	Tuesday	2 nd January
Half Term	Close	Friday	9 th February
	Open	Monday	19 th February
Easter	Close	Friday	22 nd March
	Open	Monday	8 th April
EID	Closed	Wednesday	10 th April
MAYDAY	Closed	Monday	6 th May
Spring Bank	Close	Friday	24 th May
	Open	Monday	10 th June
EID	Closed	Monday	17 th June
Summer	Close	Wednesday	24 th July

