

# ALL SAINTS' CE PRIMARY SCHOOL

## USEFUL INFORMATION

### School Uniform

There is a school uniform which consists of:

- Red sweatshirt
- White polo shirt
- Grey or black trousers or skirts (red and white gingham dresses are permitted in summer)
- Dark school shoes (not training shoes)

### PE Kit

- White polo/t-shirt
- Black shorts
- Black leggings or sports trousers will be required for winter months
- Dark trainers/pumps

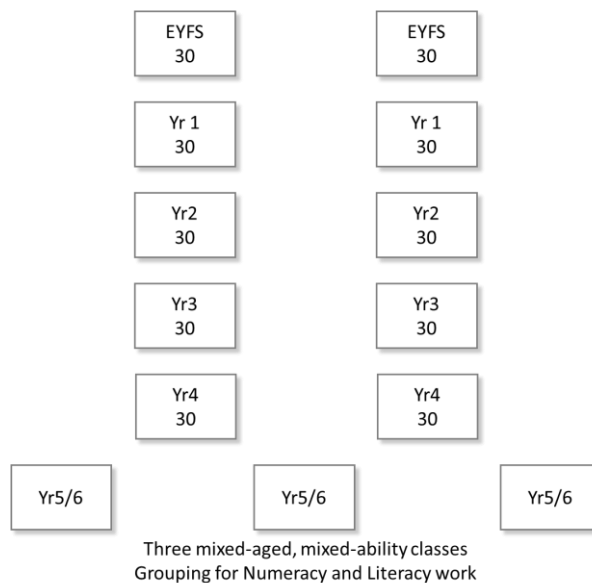
Red sweatshirts and polo shirts with the school logo are available (although not necessary) from Dobson & Robinson (46 The Grove, Ilkley), Wharfedale Uniforms (1 Cowpasture Road, Ilkley) or online at [yourschooluniform.com](http://yourschooluniform.com).

### Class Arrangements

We have seven year groups in this school, as follows:

Foundation	4 to 5 year-olds
Year 1	5 to 6 year-olds
Year 2	6 to 7 year-olds
Year 3	7 to 8 year-olds
Year 4	8 to 9 year-olds
Year 5	9 to 10 year-olds
Year 6	10 to 11 year-olds

Our admission number is 60 and children start the school in a Foundation base of two classes. The model below details the class structure of All Saints' CE School as at September 2022:



In essence, Year 5/6 teachers work and plan in teams of three. We follow a biennial topic cycle which ensures that even in our mixed aged classes no work is ever covered twice. Having rigorous structures for detailed planning of pupils' work ensures that pupils undertake work at their own and appropriate level.

The class structure in upper KS2 will expand in line with the school's phased transition to a two form entry

## School Day

08.50am	Children come into school
9.00am	School day starts (registration)
Lunch Breaks	Foundation Stage 11.45am – 12.45pm KS1 12 noon – 1pm KS2 12.15pm – 1.15pm
12.45pm	Registration – Foundation
1.00pm	Registration - KS1
1.15pm	Registration - KS2
3.15pm	Home time – Foundation only
3.20pm	Home time – Years 1-6

## Drop Off and Pick Up

### Drop Off

- Gates open at 8.45am
- Bell for **everyone** at 8.50am
- Choice of either gate to drop off, no parents/carers in the playgrounds

### Pick Up

Westville Rd and Easby Drive gates will be opened at 3.15pm

- **3.15pm pick up for Foundation pupils at the Easby Drive gate**
- Every other year group at 3.20pm
  - Year 1 and 2: released from classrooms at Westville Rd side
  - Year 3 and 4: Easby Drive door, off the turning circle
  - Year 5 and 6: Year 5/6 door at Westville Rd side

Free access around school buildings is available for all

- Please keep children with you at all times
- No dogs in playgrounds
- Gates closed at **3.30pm** for after school activities

## Parking

Please note that the drop off zone is available from 8.45-9.00am. The drop off zone is used **ONLY** to let your child leave the car and you drive away immediately – it is not for parking in.

Parking is permitted for pick up **ONLY** in the drop off zone, please do not park in the staff bays.

## Little Saints' Club

We have the facility of wrap around care for all children who attend our school (subject to availability) please see the school website for details.

## Communications and Payments

The most efficient way to get a message to relevant staff/adults/pupils is email or phone the school office (office@allsaintsilkey.bradford.sch.uk or 01943 607852). The school uses Arbor to communicate with parents and it also offers a very secure and reliable way to pay for various items such as School Lunches (only relevant to Key Stage 2 children/years 3, 4, 5 and 6), School Visits (including residentials), etc as well as a quick and easy method of giving permission for your child to attend/take part in school activities.

## School Meals

Our school meals are locally-sourced and provide good homemade, nutritionally balanced meals for our youngsters. The meals are excellent and our catering arrangements have received a 5 Star Hygiene Award.

Children in Foundation and Key Stage 1 (Years 1 & 2) are eligible to receive a free school meal under the government initiative of Universal Infant Free School Meals (UIFSM). **However, it is vital that parents who are eligible for Free School Meal benefits still apply for this support**

<https://www.bradford.gov.uk/benefits/applying-for-benefits/free-school-meals/>. The number of pupils receiving the free school meals benefit remains a major criterion in calculating the allocation of budgets and grants in school.

Your child must have school meals or packed lunches. They cannot have a combination of the two unless otherwise agreed with the school to accommodate special dietary requirements. If your child wishes to change their selection then we normally require two weeks' notice, where possible, for any change to arrangements.

When your child moves into Key Stage 2 (Years 3-6) you can pay for a school meal which are currently priced at £2.00 per day. Any queries relating to school meals should be directed to the school office in the first instance.

### **Packed Lunches**

Packed lunches may be brought from home and you are encouraged to follow healthy packed lunch guidelines.

### **School Milk**

Milk is provided free of charge for children in Foundation.

Milk is also available to KS1 and KS2 children on request and is payable termly in advance.

### **Daily Healthy Snacks Available in School**

The following snacks are provided every day in school to form part of a balanced, healthy diet:

- Foundation – free milk and fruit, reasonably priced bread based snack (toast, teacake, sandwich, pancake) brought to class (£0.60 per week)
- Key Stage 1 – milk is available to order, free fruit and reasonably priced bread based snacks (e.g. toast, teacake, sandwich, pancake) brought to class at break (0.60 per week)
- Key Stage 2 – milk is available to order, free fruit and reasonably priced bread based snacks (e.g. toast, bagels, toasties) are provided by the school tuck shop and are monitored to meet popular demand (£1.00 per week)

The cost of providing the healthy bread based snack is non-profit making and is very good value for money, especially in comparison to the cost of prepacked snacks and bars.

### **Absences**

If your child is unwell please telephone school by 9.00 am to inform us. If your child's absence is prolonged please keep us advised as to their progress and estimated return. For safeguarding purposes, if we do not have a reason for absence the school office will make telephone calls home after 9.30 am.

### **Leave of Absence During Term Time**

To request leave of absence during term time you will need to complete the "Application For Leave of Absence From School" form which you can get either from the office or download from the website and return it to school at least two weeks before the date of departure. In line with Bradford's Leave of Absence policy, leave of absence will only be authorised in exceptional circumstances.

### **Medical/Dental Appointments**

As far as possible, medical and dental appointments should be booked outside of school hours. Where this is not possible, a note/email should be sent to the school office informing them of the date, time and reason for appointment.

### **Late Arrival/Early Departure**

For safety reasons, if you arrive late or have to pick your child up early please use the main entrance where your child will be signed in/out. The perimeter gates are locked during school hours and the only accessible entry route is via Easby Drive.

### **Illness**

When a pupil becomes ill in school and it is judged to be in the best interests of the child for him/her to be taken home, every effort is made to contact one of the parents, in order to request that he/she be collected from school. We hold a contact list for each child in school. Attempts are made to contact responsible adults in the order listed on that contact form.

## **Sickness**

The most common illness in school is sickness/diarrhoea. In an attempt to control sickness bugs, Bradford Education Authority has a policy that 48 hours have to pass since the child was last sick/bout of diarrhoea, before they can return to school.

## **Accidents**

Minor accidents are treated in school by qualified first aiders. We keep a record of such accidents and your child will either have a note in their school bag or you will have been contacted directly about it. If your child receives a bump to the head, treatment will be given by a qualified first aider. In addition to a note being sent home you will also be sent an email and your child's hand will be stamped.

Where we believe that hospital treatment is required, you will be informed so that you can be with your child as soon as possible. Transport arrangements would be made according to the seriousness of the injury. We would not hesitate to call an ambulance if we felt it was necessary to do so.

## **Medicines in School**

Medication should not be brought into school unless as part of an ongoing long-term health care plan. The school requires parental consent to administer medication. Should a child need to take medicine during the school day then a form should be completed in line with the School Administration of Medicine Policy.

## **School Clubs**

We run a variety of clubs both during lunchtime and the after school. We rely heavily on a wonderful team of staff and volunteers who give their free time willingly.

## **Road Safety**

All Saints' school is of course affected by a number of roads, including the busy main Skipton Road, (A65). Parents and staff are very conscious that as much care as possible needs to be taken of the children. A Toucan crossing operates on Skipton Road. We also periodically arrange for talks by the Police on the subject of road safety. Pedestrian Training is delivered to children in Year 3 and cycle training to Year 6. The school has 16 cycle racks and 20 scooter racks.

## **School Bus Service – P99**

The P99 School Bus Service picks up and offloads children safely to and from school. For more details please visit <https://www.wymetro.com/schools>.

## **Mobile Phones**

We do not encourage mobile phones in school. However, Year 6 children are only allowed to bring mobile phones for safety reasons such as the need to alert adults of walking home alone etc. A permission form is required and then phones should be given to the school Office during the day to be looked after.

## **Photographic Images**

The taking of and/or display of photographs/videos of children on the school site is not allowed unless specifically authorised by the school. Upon commencement at school and as part of our Admission Form parents are asked to sign to give permission for their child(ren) to be included in photographs or films for school or external publicity. Where that permission is withheld, staff are aware and will ensure the privacy of the children concerned. Anyone found ignoring this procedure will be requested to delete any material which offends against this ruling.

## **Dogs**

- Well-controlled dogs on leads will be permitted only through the Easby Drive school entrance into the car park area of the school grounds
- Dogs must stay on their lead with their owner, using the area by the bins to stand if they wish to see their child/ren enter the playground.
- Dogs must not be left unattended at any time - either in the school grounds or tied to any school gates, particularly Westville Road entrance.
- Dogs are not permitted in any of the playground areas.
- Entrances must be kept well clear so that children can pass through freely and safely. Children should not have to interact with dogs, if they prefer not to.