



Birdsedge

First School

Prospectus

2019/2020



**Birdsedge First School
(The MAST Academy Trust)
Penistone Road
Birdsedge
Huddersfield
HD8 8XR**

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Executive Headteacher (from September 2019)
Mrs Debra Knowles

All the information that we have given in our Prospectus is correct at the time of publication, May 2019. Changes may take place during the year, of which we will endeavour to inform parents through regular newsletters.

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Welcome to our School



Dear Parent,

Choosing a first school for your child will form the foundation for their future education and happiness. We aim, through our prospectus, to give you the confidence to entrust the staff and governors of Birdsedge First School with the privilege of offering this education so that, in partnership with yourselves, we can ensure success and a love of learning.

Birdsedge First School is a small village school that offers a family atmosphere. There is a feeling of warmth and security, where all the children know each other and are known by all of the staff. The older children take responsibility for supporting the younger ones. Mutual respect and care means that behavioural issues are minimal and dealt with quickly. There is a very positive ethos in school and children and adults enjoy being there.

The school environment, both inside and out, is very attractive and we all take a pride in it. There are three classrooms, a hall and combined library and computer suite. The large playground and field offer a very spacious outdoor area and the wildlife garden is delightful. We are aiming to develop it even further in the future.

Every child in our care is special. Every child is an individual. Together, with your assistance, we carefully consider your child's strengths and where they need support, so that they can achieve their potential.

We are currently on an exciting journey in our school, combining the existing strengths with a new but experienced Leadership Team. I look forward to meeting you and your child, when I will be very happy to explain more fully our vision and values.

Debra Knowles
Head Teacher



Welcome from our Governing Body

This prospectus may be your first introduction to Birdsedge First School. All involved with the school - parents, children, staff and governors are very proud of the quality of education it provides.

Birdsedge is within easy travelling distance of a number of towns including Huddersfield, Barnsley and Wakefield. Currently there are children attending the school from outside the Kirklees area, as well as from several surrounding villages and Birdsedge itself.

This prospectus covers all aspects of school life, gives some examples of the children's comments about their work, plus descriptions of outside visits and school events in which they all participate. Birdsedge First School has the advantage of being a small school where teacher/pupil time and interaction are seen as important to the learning process.

The cornerstone of our school is the staff, whose enthusiasm, commitment and depth of experience are reflected in the confidence and development of our children.

Working in partnership, parents, staff and governors have the common objective of providing the best possible education in a happy learning environment. Parents are always welcome and are seen as crucial to the continuing success of our school. There is a healthy Friends of Birdsedge Association and the full quota of parent representatives on the Governing body.

Our Leadership Team welcomes further enquiries and is always happy to show parents around. She can be contacted on 01484 605441.

We look forward to meeting you and welcoming your children into our school.

Birdsedge First School Governing Body



The Ethos and Values of Birdseye School

The ethos that we strive to create at Birdseye can be seen throughout the school. We seek to develop a spirit of community, where each member is valued and respected. We promote positive mental, spiritual, moral, physical, social and cultural development for all children and adults.

Our vision for the future is that every person within our school will:

- Develop a high self-esteem, through acknowledgement of strengths and by being supported to overcome difficulties.
- Develop an excitement for learning, with the ability to independently enquire, research, question, investigate and be creative.
- Become caring, responsible members of society, who appreciate individuality and accept that everyone is special in our multi-cultural society.
- Maintain an awe of our world and environment, appreciating each person's responsibility for ensuring that it continues to flourish.
- Develop an appreciation of their physical well-being and how this is maintained through a healthy lifestyle.

We will endeavour to achieve this vision through:

- Positive re-inforcement, which encourages success through praise and reward.
- Achieving high standards by creating a stimulating, broad and balanced curriculum, which embraces change within our increasingly technological society.
- Actively promoting partnership to ensure effective learning.
- Encouraging self discipline, self motivation and self reliance.
- Actively promoting participation in a variety of sports.
- Providing a strong Personal, Social and Health Education programme which promotes positive thinking, high self - esteem and strong emotional well being



Staff in School

Executive Headteacher
Assistant Headteacher
Class 1 teacher
Class 2 teachers
Class 3 teachers
Educational Teaching Assistants

Mrs Debra Knowles
Miss Rachael Kaye
Miss Katie Hutton
Miss Rachael Kaye & Miss Danielle Haigh
Ms. Monica Spark
Mrs. Emma Carter
Mrs. Ann Clarke
Mrs. Arlene Schofield
Mrs. Kath Nightingale
Mrs. Sam Lavy & Mrs. Andrea Pepper
Mrs. Suzanne Orwin
Mrs. Alison Short
Mrs Anna Caven
Mrs. Emma Carter
Mrs. Hayley Morrell
Mrs Caroline Pinder

Administration Officers
Cook
Kitchen Assistant
Lunchtime supervisors

Governors

Headteacher
Chair
Vice Chair
Parent Representative
Parent Representative
Co-opted Representative
Co-opted Representative
Co-opted Representative
Co-opted Representative
Community Representative
Co-opted Representative
Staff Representative

Mrs Debra Knowles
Mr Philip Hanson
Mrs Gaynor Leadbeater
Mrs Sarah Greene
Mrs. Sarah Rhodes
Mrs Gaynor Leadbeater
Mr Luke Basarab-Howarth
Mr Philip Hanson
Mrs Sarah van Haazel
Mr Terry Sigsworth
Mrs Claire Thompson
Ms Monica Spark



Working Together – Our Belief in Partnership

Our Governors

The Governors of Birdsedge are very supportive of our aim to ensure that we offer the best possible education to our children. Many governors are members of the local community and some have had close links with the school for many years.

Parent Partnership

Parents are every child's first educators. We cannot over-estimate how important your support is in ensuring that your child feels secure and achieves success. We believe that by working together we will understand and develop the whole child.

Whenever you have any concerns please share them with us. We, too, will contact you if ever we feel that any difficulties in progress, behaviour or emotional well – being exist.

We welcome your support in school, if you have the opportunity, on School visits and in the classroom. Whatever your strengths and interests, please join us. Every additional adult in school offers the opportunity for the children to enjoy a little more personal attention, with resulting improvement in self-esteem and progress.

The Friends of Birdsedge Association is very active. Each term they organise and support a wide range of activities, both during school time and in the evenings. Some are social, creating a real sense of community, and others raise money for school funds. They would be delighted if you joined them.

Starting School

Children born between 1st September 2014 and 31st August 2015 will start full-time School in September 2019.

Visiting School

Please feel very welcome to make an appointment to visit our school at any time with your child. We will be delighted to show you round and answer any further questions you may have. In order to ensure children feel confident and make a happy start as they begin Birdsedge we welcome them into school for at least two visits in the term before they are due to start.



Age range and admissions

Our school is a primary co-educational day school catering for children from 4 to 10 years. Parents may arrange to make a visit to the school prior to registering their child. You are invited to register your child after their third birthday.

We have adopted LA admission policy and so children are accepted at Shelley First School in the following order of priorities:-

1. Children in public care (looked after children) or a child who was previously looked after.
2. Children who live in the school's Priority Admission Area (PAA) who have a brother or sister attending from the same address at the date of admission (the sibling rule).
3. Children who live in the school's PAA.
4. Children who live outside the school's PAA who have a brother or sister attending from the same address at the date of admission (the younger sibling rule).
5. Children who live outside the school's PAA

Schools will admit children with Statements of Special Educational Needs where the school is named on the Statement.

NB: Children in priorities 1 and 5 may also be admitted above the published PAN. THE PUBLISHED ADMISSION NUMBER (PAN) is 34 for Reception and for Year 1 and above. The school cannot guarantee a place for any child in any of the priorities at any Key Stage. AGE is the criteria for allocation to classes. Mixed age classes have been a feature of the school for many years due to the numbers admitted and work effectively. Children may NOT stay together as a class as they move through the school – this is dependent upon numbers in the school and national class size regulations. Currently, only 30 pupils are allowed in one Key Stage 1 class. Please note that any child applying for a Middle School place who does not live in the PAA is at risk of not securing a place.

*Please note. These admission arrangements are correct at the time of printing but will be subject to change if there is any alteration to the LA's Admission Policy.



Teaching Hours

Twenty-two and a half hours are spent on teaching during the normal school week. This includes religious education, but excludes the assemblies, registration and breaks including lunch.

School Sessions

Doors open at 8.45am

The morning session begins at 8.55am and ends at 12 noon.

The afternoon session begins at 1pm and ends at 3.30pm.

HOLIDAY DATES	SCHOOL CLOSSES 3.30pm	SCHOOL REOPENS 8.50am
AUTUMN TERM 2019		Tuesday 3 rd September (Monday 2 nd Inset Day)
AUTUMN HALF TERM	Friday 25 th October	Tuesday 5 th November (Monday 4 th Inset Day)
CHRISTMAS 2019	Thursday 19 th December (Friday 20 th INSET Day)	Monday 6 th January
SPRING 2020 HALF TERM	Friday 14 th February	Monday 24 th February
EASTER 2020	Friday 3 rd April	Monday 20 th April
SUMMER 2020 HALF TERM	Friday 22 nd May	Tuesday 4 th June (Monday 2 nd Inset Day)
SUMMER 2020	Friday 17 th July (Monday 20 th Inset Day)	

(May Day Bank Holiday Monday 4th May 2020)

School Rules

Children are asked to be at school promptly by 8.50am in order to start teaching, following registration, at 8.55am. They are expected to move quietly and safely around school, listen attentively, work hard and show good manners and kindness to each other and all adults. We expect all our children to follow the school rules of being Ready, Respectful and Safe.

Having an open-door policy, where parents know they can immediately approach teaching staff or the Headteacher whenever a child feels unhappy, we feel that we are able to quickly deal with any negative incidents. Bullying is generally not an issue in school, but if any comes to light, however minor, it is taken seriously and dealt with as soon as possible.

Class Organisation

Each class in school has two year groups, as do many classes in larger schools. Work is carefully differentiated – not only for the different year groups but also for varying abilities within the class.

Class 1 - Foundation Stage and Year 1

Class 2 - Year 2 and Year 3

Class 3 - Year 4 and Year 5

Parental Liaison

Informally all members of staff are available daily to discuss any concerns which you have. Unless it is urgent, it is preferable to approach teachers after school, as we aim to start teaching promptly and lesson preparation is essential before school. More formal opportunities for sharing information are offered through annual parents' evenings, individual reports, individual target setting, the home school agreement, the New Starters evening and specific parental meetings. Regular newsletters keep you informed about more general issues, as well as topic outlines. Curriculum evenings are also planned during the year.

We have a positive system of rewards in school where we celebrate children's achievements.

Homework

We comply with the Homework policy agreed in the Shelley Pyramid. Each child in school has a Home/School Link Diary. Here they will have a record of their week's homework - written by the teachers in Class 1 and 2, but by the children themselves in Class 3. There is an opportunity to write your own comment each week. Please make us aware if there are any difficulties with homework, but come into school if you want personal clarification during the week - as the teachers sign and check diaries at intervals. We ask you also to sign the diaries each week and really welcome the two-way communication.



School Uniform

- Royal blue sweatshirt/cardigan with school logo
- Grey trousers/shorts or skirt/pinafore dress.
- Polo shirt with collar, in white.
- Royal blue summer dress. (checked/striped)
- Black school shoes – **not** coloured shoes, trainers or boots.

P.E. Kit

- White t-shirt (no collar). Black shorts or leotard.
- Pumps or trainers
- Plain dark coloured jogging suit/tracksuit for outdoor use.

For safety reasons we ask that jewellery is not worn and that long hair is tied back.

Health and Safety

We try, through simple rules, to ensure children are safe in school. If an accident does occur, we will inform you, and, if necessary, contact you immediately. Should a child be ill, we will also inform you, so that they can be collected. Children are taught about how to ensure they take care of their own health and safety. Birdsedge First School has a non-smoking policy, both in the building and in the grounds.

Safeguarding and Procedures

All staff in schools have a duty to report any concerns they may have that any child may be suffering significant harm, particularly as a consequence of possible abuse. Birdsedge First School is committed to ensuring the welfare and safety of all children in school. All Kirklees schools, including Birdsedge First School, follow the Kirklees Safeguarding Children Board procedures. The school will, in most circumstances, endeavour to discuss all concerns with parents about their children. However, there may be exceptional circumstances when the school will discuss concerns with social Care and/or the Police without parental knowledge (in accordance with Child Protection procedures). The school will, of course, always aim to maintain a positive relationship with all parents. The school's child protection policy is available on request. Should you wish to discuss Safeguarding and Child Protection our Designated Safeguarding Lead is Mrs Knowles (Headteacher). In her absence, the deputy safeguarding lead is Mrs Rachel Kaye

Medicines in School

The administration of medicines can be fraught with dangers. Any medicines to be taken by mouth in school must be handed to OFFICE STAFF (or to the Head Teacher or member of staff) at the main office. Medicine should only be brought to school if it has been prescribed and is to be administered 4 times a day. The medicine must come in the original packaging with a clear dispensary label. Parents/carers will be asked to complete a medication form and this will be signed by a member of staff with the parent/ carer at the time that the medication is handed over to school staff for secure storage. We are not able to give a child non-prescribed medicines.

During hot periods parents are advised to apply suntan lotion to their child **prior** to coming to school. The school is unable to apply sun tan lotion/cream during the day. A hat and appropriate clothing to protect your child from the sun is suggested during the summer months.

Whilst the School will endeavour to carry out parents' instructions, it is possible for events of a busy school day to preclude any guarantees being given.

Common Communicable Illness

In the event of children suffering from a communicable illness, the School follows advice given by the Huddersfield N.H.S Trust regarding the minimum time children should be absent from school.

Full guidelines are available in the School Office.

School Milk

Up to the age of 5 children currently receive free milk under the Government Nursery Milk scheme. Pupils who partake of the 'Milk in Schools Scheme' (available up to the end of the school year in which they are seven) benefit from a subsidy from the Intervention Board. This represents a significant reduction in the actual cost of milk. If you want your child to have milk it can be ordered and paid for each term. Milk is also available for children in Key Stage 2, but without a subsidy. It currently costs approximately £11.50 per term.

Drinks and Mid-morning Snacks

Research suggests that when children become dehydrated it directly affects their concentration and thinking skills, so children are encouraged to have a water bottle in their classroom, which they can fill up from the chilled water dispensers. Children are allowed to bring a snack for morning playtime. As part of our healthy school standard we aim to make morning snacks as healthy as possible. Having taken advice from the British Nutrition Foundation, they suggest the following foods would give children a choice, yet do not increase their sugar & salt levels to too high a level:

- Fruit and vegetables – fresh or dried fruit, carrot/ celery sticks etc.
- No chocolate bars, cereal bars, crisps or sweets allowed.

Key Stage 1 pupils are given free fruit every day as part of a Government initiative.

Fruit is also provided each day by the Friends of Birdsedge (FOB) for all KS2 children and we ask that children do not bring other snacks.

Lunchtime

School lunches are cooked on the premises and are very well received by the children. Our take up rate is one of the highest in Kirklees. Mrs Suzanne Orwin makes a very special effort to make them suitable, attractive and to give a choice. Consequently we have less waste than usual. In September 2014 the Government introduced Universal Free school meals for all foundation and Key Stage 1 children. Children may instead bring a packed lunch. A plate and drink are provided and they are fully integrated with their friends.



Absence during term time

Reporting absences; Parents should inform school of the reason for a child's absence as soon as possible. This should be done by a parental note explaining the nature of the illness and expected date of the child's return to school.

Only a school can approve absence not the parent and absences without a valid reason will be treated as unauthorised. For example an 'unauthorised absence' is shopping during school hours. NO TERM-TIME HOLIDAYS WILL BE AUTHORISED – this policy has been agreed within the whole Shelley Pyramid of schools and is a National initiative. The school may authorise absence in EXCEPTIONAL CIRCUMSTANCES. This is VERY RARE and it should not be assumed that authorisation will be given. In exceptional cases, the school may agree to a lengthier period. In considering a request, the school will look carefully at individual circumstances and take account of:

- The age of the pupil
- The time of year proposed for the trip
- Its nature and the wishes of the parent
- The overall attendance pattern of the pupil
- The pupil's stage of education and progress

Absence at the beginning of terms, especially September, is not a good idea as it can be very unsettling for the child and can have a detrimental effect upon learning. Therefore, absence will NOT be authorised at this time. Penalty notices may be applied if parents proceed to remove their child from school without permission. Please note that we do NOT provide work for children to do during a term time holiday if parents make the decision to remove their child for this purpose.

Parents have the prime responsibility for ensuring that registered pupils (aged 5-16) attend school regularly. If attendance is not regular, parents should work closely with the school and any assigned Education Welfare officer to resolve the problem. The trigger for involvement of agencies is below 96% attendance. LATENESS will be classed as unauthorised absence.

Children with Special Educational Needs

Children with special educational needs are those who experience greater difficulty in learning than most other children of the same age.

Special educational need can include: -

- A physical difficulty;
- A learning difficulty;
- An emotional or behavioural difficulty;
- A sensory impairment, hearing, visual or speech.

At Birdsedge First school special educational needs can be met in one or more of the following ways:-

- Classrooms organised to encourage independence;
- Work is planned to meet the needs of the child;
- Additional support may be given;
- Staff may use a different teaching method;
- The child may use special equipment;
- More time may be allocated for the child to complete an activity.

We aim to ensure early identification and assessment of children with special educational needs. The identification comes through:

- Information received from nursery / playgroups,
- Baseline assessments done on entry into school
- Concerns expressed by parents, teachers, support staff or health or social services.

The school implements the Special Needs Procedure as identified in the code of practice. We aim to develop a positive partnership with parents.

If you are concerned that your child has a special educational need, or a medical need please do not hesitate to discuss this with your child's class teacher or the head teacher. We will be able to advise you so we can work together to meet your child's needs.

Parents will be kept informed and their views and support sought at all stages of identification and assessment. A copy of our SEN policy is on the website and is available in school if you would like to see it. Policy review and outcomes of impact assessments have not led to any changes during the last year.

For independent Parental Special Educational Advice: FREEPHONE 0808 8005793

Pupils with Disabilities

The school actively seeks to meet the needs of individual pupils and takes a multi-agency approach to ensure that the best provision possible is in place in-line with the school's DDA plan. Our pupils have included children with complex physical and learning needs. The school updates its accessibility plan regularly and the Governing Body ensures that this is implemented. The school has wheelchair access and a disabled toilet. We ensure equal opportunities by updating the curriculum, support and the physical environment. Much work goes into developing pupil awareness of individual rights, responsibilities and needs. Our ethos is one of care and tolerance but we are constantly reviewing practice and we target support for any vulnerable pupils.

Religious Education

The School is not affiliated to any denomination. Christian Religious Education is taught. At the same time, account is taken of the other comparative religions in Great Britain. Parents have a right to withdraw their children from religious education and religious worship. On such occasions withdrawn pupils will work quietly in the shared area. There is collective act of worship every day, whether as a whole school or between particular year groups. During assembly a range of topics are discussed and explored and this is closely linked to personal development and citizenship, with time for reflection. The school has strong links with local churches as part of its community work.



Relationship & Sex Education Policy

The policy is based upon the Kirklees guidelines i.e.: "the approach to sex education is an integrated approach, starting with a healthy and sensible attitude to the body and its function, at primary level." The Governing Body and older pupils are involved in the formulation of the policy.

A more formal approach is taken at Year 5 level when the Y5 teacher will conduct a series of workshops/talks, one of which is "growing up". Information is sent home to Year 5 parents regarding this aspect of learning.

Parents have the right to withdraw their children from Sex Education. The full policy regarding Sex Education is available for parents.

If any parent wishes to make a complaint about the school curriculum, we have an established a procedure, details of which may be obtained in school. However, it is hoped that any area of concern may be resolved during discussion between the Head Teacher and the Parent.

The Curriculum

The school follows the 2014 National Curriculum. Whilst ensuring that our children are both literate and numerate, our careful planning ensures that we offer a broad and balanced curriculum, which will enable us to develop all aspects of learning.

In the Foundation Stage (Reception) the curriculum is taught through six broad areas of learning which together form the Early Learning Goals. The areas are mathematics, communication, language and literacy, personal and social education, physical development, creative development and knowledge and understanding of the World. They are taught both indoors and outdoors, through a structured approach that allows many opportunities to learn through experience.

Computers, Laptops & I-pads are used across the curriculum so that the education we offer allows our children to keep up with technological developments.

Children will be taught individually, in groups and as part of a whole class. Active involvement is essential and we encourage children to reflect upon their learning, share ideas and become increasingly independent, by setting their own targets for development. When your child begins school with us we will meet together and explore more closely how children are taught and learn and how you can help them at home.

Complaints

We hope our close relationship with parents will avoid any breakdown in mutual confidence. However, the Education Act 1988 gives parents the right to make formal complaints about the curriculum and related matters to the Local Education Authority.

In the first instance, if any parent is unhappy with their child's education, we would ask you to discuss this with the Headteacher and, if felt to be necessary, with our Chair of Governors. We are sure that most matters can be satisfactorily resolved in this way. Our procedure is available on the website.



Before and After School Club

Since September 2013 the Out of School Club has been operating in school but is run independently of school by a committee of parents. The club offers greater flexibility for parents who are endeavouring to balance their own work commitments with low cost, well structured, childcare. Club hours are 7.30 am - 8.50am and 3.30pm - 6.00pm. Registration forms are available in school.

Extra Curricular Activities

At Birdsedge we offer a very exciting programme of Extra Curricular Activities. Our after school clubs vary but have included Orienteering, Key stage 1 Games Club and Athletics and Running Clubs. Competitive games are played against other small school in the pyramid. Peripatetic music lessons are offered through the school music service.

Below are other additional activities the children enjoy.

Local Walks	Visit to National Coal Mining Museum
Visit to Cannon Hall Farm	Activity weekend – Robinwood
Harvest Festival service	Locality visits
Visit to Dewsbury Museum, Oakwell Hall	Easter Egg competition
Visit to Oakwell Hall	May Day celebrations (with dancing)
Christmas Party & theatre visit	Educational visit to Filey
Christmas concert, Fayre & Carols,	Sports/Neiley Races

We believe that offering such an enriched curriculum develops the whole child and makes education truly fulfilling



In Class 3 our Residential Trip supports team building and develops resilience.



Visits out of School

The Governing Body of Birdseye First School agreed has adopted the Trust's Charging & Remissions policy. This reflects the Kirkees policy. The Governors wish to support the school in its policy of providing Educational Visits and having Visitors, Theatre Groups etc. in school to promote wider educational experiences of the pupils.

Unfortunately, the finance received by school is not sufficient to provide for this element of education, therefore voluntary contributions will be requested from parents for each event or visit to enable such a valuable part of the pupil's education to continue. No child will be discriminated against if parents refuse to make a contribution. However, if there are not enough contributions made the visit may not take place at all. Charges will be remitted to Parents in receipt of Income Support or Family Credit.

The children in Year 5 go on a residential visit to an outdoor centre annually. The children partake in a variety of activities such as raft building, wall climbing, canoeing and zip wires.

Teachers will keep parents informed of planned visits and will aim to provide as much notice as possible.

Transfer to Middle School

During the Autumn term of the children's final year (Y5) at Birdledge the children will bring home transfer to middle school documents, including a 'Common Application Form'. On the Common Application Form parents may name up to three school preferences. All applications are now done on line.

Why you should choose Birdledge

We are a very special small school with a family ethos

We know every child and their families well

Children greatly enjoy school and have very positive attitudes towards learning. They say they are happy and enjoy being challenged by 'fun and exciting lessons'

Relationships within school are excellent and behaviour is very good

There is a strong sense of community

The building and outdoor space is fantastic

We are an improving school with a team committed to this

Visitors often comment upon the friendliness and good manners of our children, the welcoming atmosphere and the pride we all take in our environment. We truly believe that learning at Birdledge is based upon the widest educational perspectives. While striving for high standards, we consider the whole child, ensuring we offer every opportunity for each young person to develop into a caring, thoughtful, motivated adult. Pupils often return from their secondary school to work in school with our pupils. To see the fulfilment of our aims embodied in these teenagers gives us a great sense of pride.

We would like to offer you, and your family, a place in our very special community – come and join us!

