



# Shelley First School Prospectus 2020



Shelley First School

Headteacher: Mrs Debra Knowles  
Email: [headteacher@shelleyfirstschool.co.uk](mailto:headteacher@shelleyfirstschool.co.uk)

Joint Chair of Governors: Mr Daniel  
Baker and Mrs Tracy Pinnock  
Email: [office@shelleyfirstschool.co.uk](mailto:office@shelleyfirstschool.co.uk)

SHELLEY FIRST SCHOOL  
School Terrace  
Far Bank  
Huddersfield  
HD8 8HU

Telephone: 01484 604484  
Email: [office@shelleyfirstschool.co.uk](mailto:office@shelleyfirstschool.co.uk)  
Website: [www.shelleyfirstschool.co.uk](http://www.shelleyfirstschool.co.uk)



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## Governors Welcome

The governors of Shelley First School in compliance with Education Law have published this prospectus. All details were correct at January 2020 but changes may occur at a later date.

We hope that you find the information in this booklet helpful. Please telephone the school should you require further help or wish to be shown around the school.

Mrs Debra Knowles  
Headteacher

Mr Daniel Baker & Mrs Tracy Pinnock  
Joint Chair of Governors



## Mast Academy Trust

Our school converted to an Academy as part of the Mast Academy Trust in December 2016. Currently there are 4 schools in the Trust and we work collaboratively to support our aim of creating amazing learning opportunities for children and for generations to come.

Please see our website for a link to The Mast Academy website  
[www.themast.co.uk](http://www.themast.co.uk)



## Headteacher Welcome

This booklet contains some of the information that you will need to know about our school. We will be very pleased to show you round if you would like to see our school at work.

We invite you to join us in the partnership that is vital for the education and welfare of young children, the home and the school. Together we can enhance our children's learning and growth within an industrious, exciting, challenging, happy and caring environment. As an 'Investors in Pupils' school, we will encourage your child to take responsibility for, and contribute to their development. This is explored in 5 key areas: learning, behaviour, attendance, classroom management and induction.

We all play an important part in making this a school of which we can all be proud.

Debra Knowles  
Head teacher





## Our Ethical Code

At Shelley we all believe in:

- Care
- Fairness
- Respect
- Having no barriers to learning
- Celebrating all achievements

At Shelley first School, our community is built upon the following foundations, which we all aim to develop:

**Share**

**Help**

**Encourage**

**Love Learning**

**Everyone matters**

**You can!**

Everyone in the community helps to keep our foundations strong

“Together we succeed”

## Senior Leadership Team

|                     |  |
|---------------------|--|
| Mrs Debra Knowles   | Executive Headteacher/<br>National Leader of Education/Leader of National Support school & Teaching school |
| Mrs Catherine Smith | Assistant Head Teacher/<br>Specialist Leader of Education/KS1 Moderator for Kirklees                       |
| Mrs Rebecca Moran   | Assistant Head Teacher/ KS1 Moderator for Kirklees   |
| Miss Rachael Kaye   | Assistant Head Teacher<br>(on MAT Leave from Oct 20)   |
| Mrs Sarah Walters   | School Business Manager<br>Specialist Leader of Education—School Business Management                       |

## Teaching Staff

|                       |  |
|-----------------------|--|
| Miss Hannah Barker    | Class Teacher<br>KS1 Leader                                      |
| Mrs Jennifer Colwill  | Class Teacher/ PPA<br>Cover                                      |
| Miss Elspeth Dempster | Class Teacher  |
| Miss Olivia Ellam     | Class Teacher  |
| Miss Rowan Grist      | Class Teacher<br>(Maternity cover)                               |
| Mrs Jeannette Peake   | Class Teacher /Early<br>Years leader &<br>Moderator for Kirklees |
| Mr George Pritchard   | Class Teacher  |
| Mrs Abigail Westerman | Class Teacher<br>KS2 Leader (MAT<br>Leave from Sept 20)          |
| Miss Lydia Westwell   | Class Teacher  |
| Miss Caroline Wood    | PPA cover  |



## Support Staff

|                                  |                          |
|----------------------------------|--------------------------|
| Teaching Assistants              | Mrs Kathryn Boyd         |
|                                  | Mrs Jacquie Dempsey      |
|                                  | Mrs Sandra Hardy         |
|                                  | Mrs C McLeod             |
|                                  | Mrs C Middleton          |
|                                  | Mrs Ann Priestman        |
|                                  | Mrs Jill Walker          |
|                                  | Mrs Aimee Ward           |
| Higher Level TA                  | Mrs Lisa Henderson       |
| Adv. Business Support<br>Officer | Mrs Rachel Clarkson      |
| Business Support Assistant       | Mrs Andrea Pepper        |
| Senior Lunchtime<br>Supervisor   | Mrs Lisa Henderson       |
| Lunchtime Supervisors            | Miss Samantha<br>Emerson |
|                                  | Mrs Melanie Moore        |
|                                  | Mrs Jean Reynolds        |
|                                  | Mrs Karen Smith          |
| Catering Supervisor              | Mrs Daphne Coulter       |
| Customer Service Assistant       | Mrs Nancy Garcia         |
| Customer Service Assistant       | Ms Lesley Laird          |
| Cleaner                          | Mrs Christine Dent       |
| Cleaner                          | Mr Adam Kitchen          |
| Cleaner                          | Mrs Ellen Thornton       |



# Shelley First School Governors



## The Governing Body

Correspondence for the Chair of Governors, Daniel Baker & Tracy Pinnock, may be sent to the school.

|                   |                        |                     |                |
|-------------------|------------------------|---------------------|----------------|
| Mrs Tracy Pinnock | Co-opted (Joint Chair) | Mrs Julia Moorhouse | Co-opted       |
| Mr Daniel Baker   | Co-opted (Joint Chair) | Mrs Catherine Smith | Staff Governor |
| Mrs Debra Knowles | Headteacher            | Mrs Rebecca Moran   | Staff Governor |
| Mr Jason Field    | Staff Governor         | Mr Gareth Palmer    | Co-opted       |
| Mrs Lisa Pugh     | Co-opted               |                     |                |

Whenever a vacancy occurs for a parent governor, the Headteacher will send a written notice of the election in a letter to be taken home by pupils. We may also advertise locally for a vacancy.

Governors are like a board of directors and they work with the Headteacher making decisions about how the school is run. They meet twice a term in school and have legal duties, powers and responsibilities.

Governors are appointed to: -

- Approve what is taught in school;
- Set standards of behaviour;
- Interview and recruit staff;
- Monitor and set the school budget.

Governors work together, they cannot act individually. The Governors determine their role as:

- Ensuring a safe and healthy environment in which all children can enjoy and achieve through learning.
- Ensuring that the School Improvement Plan reflects the school's distinctive aims and ethos via monitoring.
- Supporting a positive attitude towards life-long learning.
- Constantly reviewing the delivery of the curriculum in accordance with National and Academy Trust policy.
- Encouraging a positive contribution from parents and the community to the education of all children.

## Shelley First School

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.

### Admissions

We have adopted the MAST Academy Trust 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

### September 2021

Children born between 1/9/2016 and 31/8/2017 will start full time school in September 2021



We 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 **MAST Academy Admission Policy**.

## Starting School

Visits to school are welcomed prior to registration of your child. These can be arranged by telephoning the office. We encourage parents to initially come into school with their child, to settle them in at the start of the school day. If you would like to help your child settle into school life, perhaps some of the suggestions may be helpful to you:-

1. Teach your child to use a knife, fork and spoon;
2. It is helpful if your child can get dressed and undressed without a lot of assistance;
3. Teach your child to use the toilet correctly, and wash and dry hands;
4. Help your child tidy up after using an activity;
5. Tell stories, poems and nursery rhymes;
6. Play counting games and games for colour recognition;
7. Games like "I spy" are a good way to learn;
8. Discuss the school routine with your child, and if you have any worries then please do not hesitate to see the teacher in charge.

## Session Times

### Key Stage 1

8.55 - 10.25  
10.40 - 11.50  
13.05 - 14.15  
14.30 - 15.30

### Key Stage 2

8.55 - 10.25  
10.40 - 12.00  
13.05 - 14.15  
14.30 - 15.30

The actual amount of taught time is 22hrs 30 minutes (Key Stage 1) and 23hrs 40minutes (Key Stage 2).





## School Security

The following measures are to help to ensure the safety of the children and staff at all times and we hope all parents will work together with us.

The only entrance into school until 8-45 a.m. is via the main entrance. At 8-45am the main children's entrance is opened as are the doors to the KS1 unit. These **doors will close at 8.55am**. The children's entrance is fitted with video contact to the office. This is to enable pupil's access into the main building from the outside. If children are late then they must report to the school office and inform the staff there.

If you need to visit the school during school hours, please enter via the main door and let the school office know. **NO OTHER GATES WILL BE OPEN BETWEEN 9.15am and 3.15pm.** If you are helping in school then please sign in and sign out as you leave. Parental helpers are asked to complete an Enhanced DBS application. These precautions are in the interests of children, staff and adults working in the school.

## Dropping Off and Picking Up

Initially new children may need your help in finding coat pegs but as soon as they feel confident encourage them to come into school alone. This will help them become more independent and ease congestion in the cloakrooms and corridors. At night please wait for your child in the playground outside the appropriate school door. We will ensure that all reception children are handed over to parents or known representatives.

Where possible, please walk to school as parking is a major problem. We also encourage walking to school as a healthy lifestyle choice. If you have to bring your child to school by car please note the dangers children face on their journey to and from school.

1. Parents or other responsible adults should accompany their children to school.
2. Safe Routes to School:

The path behind school provides a route from Park Drive, Park Avenue, Cleveland Way and the Shelley Park Estate. A car park to accommodate school vehicles is located at the back of school and it is important that parents and children enter and exit the school via the path at the side of the playgroup and not through the car park.

**Penistone Road** - is a busy main road for children approaching from the Shepley area. There is a pedestrian crossing at the bottom of Far Bank, but there is no crossing patrol as the school does not fulfil the necessary criteria.

**Far Bank** - Far Bank is a busy road especially between 8-9am. The road is very steep, has blind corners and numerous parked vehicles, and the narrowness gives little room for cars to manoeuvre. There are also three bus stops.

3. Crossing Places:

Crossing Far Bank at the top of the hill where it meets Huddersfield Road is particularly hazardous.

Less dangerous are: approximately by the Methodist Hall beyond the former Post Office near Elder House or at the junction of Doctor Lane with Far Bank .

## Dropping off and Picking up Continued...

### Approach to School from Far Bank

**School Terrace** - At the time of writing, School Terrace is only rarely used for vehicular access into the school. However residents of School Terrace park their cars on the Terrace and may be moving in and out during school time. There is no segregation of pedestrian and vehicular traffic and for this reason great care is needed when using this access to the School.

There are two school road signs on Far Bank to warn drivers they are approaching a school, and the 'Zig-Zag' lines at the entrance to School Terrace are intended to prevent parking in the immediate vicinity of this entrance. Reversing up School Terrace, especially during school hours, is extremely dangerous.

### Parking of staff/ visitors cars and delivery vehicles

Parking for these vehicles is at present in a car park to the rear of the school. Parents are requested not to use this car park. It is important that Emergency vehicles can access the car park at all times.

Parents should not bring their cars up School Terrace, which is a narrow private road with parked resident's vehicles. There is no provision for parking or turning in this area.

## Uniform

The school has a uniform. You may order our Embroidered Sweatshirts, Cardigans, Polo Shirts and logo book bags from Term Time Wear in Huddersfield, you can also order with them online. We prefer children to wear a school logo jumper or cardigan if possible.

| Winter Term                             | Summer Term (options)                                 |
|---|---|
| Royal Blue Sweatshirt/ Jumper/ Cardigan | Girls: Blue or Yellow gingham/ checked/ striped dress |
| White/Yellow Polo Shirts                |   |
| Navy/Grey/Black Skirts                  |   |
| Navy/Grey/Black Trousers                | Boys: dark coloured Shorts                            |
| White/Grey socks /                      |   |
| Black Sturdy Shoes                      |   |

**For P.E.** - Each child needs to have a white T-shirt, black/navy shorts and a pair of trainers. For outdoor PE a pair of joggers/ leggings and a sweatshirt will be required in colder months. These should be kept in a labelled pump-bag and kept in school during the week.

**Footwear** - Sturdy black shoes are preferred in school please.

**Leisure Wear** - Track-suits, designer trainers, Bermuda shorts, cycling shorts and denim jeans do not encourage a 'working atmosphere' and should not be worn in school.

**Please ensure that all clothing and footwear (especially wellingtons!) are clearly labelled with your child's name.**

**Jewellery** - Where children have pierced ears, only studs or sleepers should be worn. For safety reasons children will need to remove earrings for games and physical education. Children can wear a wristwatch but please do not send them with any other type of jewellery.





**School Meals** - Children have a choice of main course and puddings that are well balanced and varied. Meals are eaten in a cafeteria setting and supervised by Mrs Henderson and our team of lunchtime supervisors.

We encourage all parents to make payments via Parent Pay. However, if you are unable to pay in this way please contact the school office for advice. The cost per meal is £2.25 per day. If a child wishes to change from a school dinner to sandwiches, please contact the office. We require 7 days notice for any changes.

From September 2014, All Key Stage 1 pupils (YR, Y1 and 2) have been eligible for Universal Free School Meals. We encourage parents to also consider whether they qualify for Pupil Premium funding. This attracts funding which the school uses to support your child's learning and well-being.

**Nut Allergy:** Due to the production methods employed by the School Meals Service there is a possibility that nut traces may be found in any menu item. The Service would however be pleased to offer dietary advice on this matter to any parent whose child suffers from this allergy.

**IT IS VITAL THAT PARENTS PROVIDE CURRENT MEDICAL INFORMATION.**

For further information please contact: Catering Business Manager, Kirklees Catering, Caretaking & Cleaning Serv, Knowl House, Knowl Road, Mirfield WF14 9 RA

**Sandwiches** - Children having a packed lunch will eat in the hall with the children having cooked meals. Sandwich boxes should be clearly marked with the child's name. Please do not send sweets, chocolate bars or fizzy pop in cans or bottles. We aim to promote healthy eating and urge parents to provide a balanced meal.

**Fruit and Snacks** - EYFS and Key Stage 1 pupils receive a piece of fruit to eat daily. This is free of charge. Key Stage 2 children may bring a piece of fruit to eat at morning break time. Please do not send unhealthy snacks.

**Drinks** - As a healthy school, we promote the drinking of water at any time during the school day. Water is a hydrator and hydrations can support learning. We do not allow juice and expect parents to comply with this.

**School Milk** – Milk is available for all children at Shelley First School at a cost of £11.50 per term and free until the term in which your child is five years of age.

## Visits out of School

The Governing Body of Shelley First School agreed to adopt the MAST Academy Statement regarding 'Charges for School Activities'. It also wishes 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.

Children in Year 5 go on a residential visit to an outdoor centre during May. The children partake in a variety of activities including raft building, wall climbing and zip wires. Teachers will keep parents informed of planned visits.



## The Curriculum

Within each class the children will be grouped so that the teacher can meet the needs of every child. The teacher takes into consideration the different ability ranges, learning styles and levels of maturation when planning the work for the class. At the same time the teacher works with each individual as a member of the group. We take a 'stage' rather than 'age' approach to planning learning experiences. In this way, no ceiling is placed upon progress.

Emphasis is placed upon the Core Subjects - English, Mathematics and Information and Communication Technology. Science, Design Technology, Religious Education, History, Geography, Music, Art, Personal, Social and Health Education, Citizenship and Physical Education are also taught. Basic French is taught within Key Stage 1; Key Stage 2 French is taught by a native speaker. Spanish is accessible by an After School Club run by a native speaker. Delivery of the Curriculum is carefully planned and adjusted annually to provide balance, breadth and progression. Skills development is paramount. Termly newsletters from teachers outline the work to be covered.

We endeavor to make effective links between aspects of the curriculum and we pride ourselves upon the creative approach we take to the curriculum and learning. Our annual Creative Arts Week is a strong feature of our curriculum provision.

All classrooms are equipped with an interactive whiteboard and children are taught a variety of skills using a carefully selected range of software. The school has an ICT suite housing 22 computers and laptops/ Ipads are available to use in lessons.

The e-safety policy is on the school website.

We are very aware that the Curriculum of the School goes beyond formal lessons. Quality of relationships, recognition of the unique individuality of each child, and their needs, are of paramount importance. Emphasis is placed upon a clean, pleasant working environment where children's work is valued and displayed with care. The school has a very successful school council where elected pupil members discuss issues important to the children and the school. We have jointly agreed on playtime boxes to support play during lunchtimes. Older children take on the role of Playleaders at lunchtimes and our befrienders/Restorative

12 Practitioners provide support during break-times.

## Relationship & Health Education

The policy is based upon the Government and Kirklees guidelines and from September 2020, Relationship and Health Education will be compulsory for all Primary (including First) schools. Government guidance explains that "Children and young people need to know how to be safe and healthy, and how to manage their academic, personal and social lives in a positive way." At Shelley First School we believe that this forms an important part of the curriculum to ensure children become well rounded and well educated individuals.

A more formal approach is taken at Year 5 level where 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.

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.

## 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. A thinking time candle is lit and there is time for reflection. The school has strong links with local churches as part of its community work.


## Welfare

Each class teacher is responsible for the general welfare of his or her pupils and is the first point of contact for parents. Problems that persist, or are of a more serious nature, should be brought to the attention of the Head Teacher. Visits are made by the School Nurse to check the health of each child in Reception. Optional immunisation are offered in line with current NHS guidance. Please do inform school of any medical problems your child may develop.

If children are ill please notify the school by telephone on the first day of absence and each morning hereafter, to keep the school up to date. Please note that if your child has been sick, or has diarrhoea they should remain at home for 48 clear hours following the last episode, in accordance with NHS guidelines.

If children are ill at school, we will make them comfortable and contact you as soon as possible. It is important that we are updated immediately if you change address or telephone number. This is so that we are able to contact you regarding your child.

We aim to work in partnership with you in promoting the well-being of your child. There may be times when we need to seek the advice and support of other agencies. We must consult you prior to this. However, should we be concerned about a child protection issue, we may be obliged to contact a Social Services Protection Officer without discussing this with you. We would then act in accordance with their advice.



## Safeguarding

All staff and Governors are DBS checked and cleared to work with children. Parents who volunteer in school and any visiting coaches/artists etc are also asked to provide DBS evidence. A central record of staff/volunteers is kept by the school. Staff receive regular training in child protection.

The Designated Safeguarding Lead (DSL) for the school is DEBRA KNOWLES. Mrs Smith and Mrs Moran our Assistant Heads are also fully trained to lead in this area as well as our Key Stage leaders Miss Barker and Mrs Westerman.

## Medicines

The administration of medication can be fraught with dangers, therefore to help reduce these dangers please do not send medicines with a child or through the classroom. Medication must be taken directly to the school office where it can be checked, logged and stored securely. Please provide any medication in the original packaging with a clear dispensary label.

**Please note that medication should only be brought to school if it has been prescribed by a doctor to be administered 4 times a day. We are not able to give a child non-prescribed medicines.**

Parents/carers will be asked to complete and sign a detailed medication form, which will also be signed by a member of staff at the time that the medication is handed over.

Any medication that is no longer required must be collected immediately by an adult.

## Suncream

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.

## First Aid

All staff are basic first aid trained and a number of designated staff members have attended a full first aid training and paediatric training course to confidently deal with any incidents that may occur in school. Parents / Carers will be informed via a bumped head note in a book bag, a text message for any bump to mouth or a telephone call should any other information need to be passed on.

## Children with Special Educational Needs and Disabilities

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 Shelley 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;
- More time may be allocated for the child to complete an activity.
- The child may use special equipment;



## Extra-Curricular Activities



These may include sports practice, dance, and games skills, cross country running, craft, design and musical activities. We have a school choir and offer regular After School Clubs, some run for a term and others run all year.

The School participates in the Music Festival, which takes place in the Town Hall every year.

Year 5 children will be involved in a residential visit to Kingswoods Activity Centre in the summer Term.

## Instrumental Tuition

Teachers from the Kirklees Music School give tuition to the children on a weekly basis. Parents wishing their child to commence learning an instrument should see the Head Teacher or the office staff for more details. The school has some instruments available free of charge (Key Stage 2 size).

Please see Mrs Knowles/Mrs Westerman for details.



## Sport

Sport is given prominence in our curricular provision to promote physical activity and a healthy life style in our children. Gymnastics, dance and games are developed throughout each year group with the development of the progression of skills incorporated into the planning of each area. The older children often have specialised coaching in football, rugby and cricket.

The school also takes part in local events involving other schools, which include cross-country running, local area sports, Rounders competitions and football matches.

Year 4 children have weekly swimming lessons and may continue this in Year 5 if they cannot swim the required distance.

The School has an annual Sports Day to which parents are invited.

These activities give the children the opportunity to experience competition and fair play, and to learn the conventions of good sporting behaviour both as a participant and a spectator.

The school uses the Sports Premium funding to develop PE – please see the statement on our website.





## Behaviour

The class teacher is concerned not only with the educational progress but also with the personal and social development of your child. At Shelley First School we encourage self-discipline, a pride in the school and a sense of responsibility and respect. We reward good behaviour in a variety of ways.

School rules are kept to a minimum and are concerned with the safety, welfare and consideration for others. Corporal punishment is not used in the school. We have an agreed stepped consequences approach to correcting behaviour should your child behave inappropriately. If necessary, you will be contacted to agree a joint approach to remedy disruptive behaviour. If your child exhibits behaviour that is totally unacceptable within our school then exclusion will take place.

## Stepped Consequences for behaviour not in line with expectations

1. Pupil will receive a warning 'look'
2. Pupil will receive a verbal warning
3. Pupil will sit in another place to regulate/ complete their work
4. Pupil will be sent to another classroom. Teacher will inform parents / carers
5. Pupil to be sent to Head of Key Stage (Miss Barker or Mrs Westerman) Parents / Carers will be informed.
6. Pupil to be sent to Senior Leadership Team. Parents/ Carers will be informed.
7. Pupil will receive a fixed term exclusion. Mrs Knowles or Mrs Moran will contact parent/ Carer and ask them to collect pupil from school. Work will be sent home to be completed.

## FOSS - Friends of Shelley School

As an integral part of school life, the PTA provide an opportunity to work in partnership to support and enhance our children's learning and overall experience whilst at Shelley First School, and also contribute to the community around us.

We are a small, dynamic volunteer group of parents / carers who meet regularly to discuss new ideas and plan fundraising events. We welcome new members to join the team or volunteer on an adhoc basis. To get in touch please email us at [foss@shelleyfirstschool.co.uk](mailto:foss@shelleyfirstschool.co.uk)

Along with the teaching staff, all parents/carers/guardians are automatically enrolled as members of the PTA when their child joins the school – your voice counts! The Committee is elected by its members annually at the Annual General Meeting (AGM) and are responsible for decisions related to the Association and its funds.

We aim to develop great relationships with the local and school community whilst providing fun and social activities, fundraising for enhancing facilities not covered in the school budget and promoting the ethos and values of the school.





## Parental Involvement/ Engagement in School

Some parents/grandparents enjoy helping in school by assisting in certain areas of the curriculum. This could range from listening to readers to helping the children in the classroom. Some parents and other relatives have given informative talks on a range of topics. If you would like to become involved in this please consult the Head Teacher.

Naturally, you will want to know how your child is getting on at school. You will be invited to Open Days and Open Evenings where you will have the opportunity to discuss your child's progress with the teacher. We have two parents' evenings, one in the Autumn term and another in the Spring term. For Reception (YR) pupils, there is a parents' evening in Autumn and Summer, to comply with legislation. In the Summer term we have an informal open afternoon when parents and relatives can come into school and read through their child's schoolwork. A record of achievement is sent out to all parents at the end of the spring term rather than at the end of the year. This then helps home and school to focus on any matters arising from your child's report. Apart from these formal interviews you are welcome to contact school if you have any problems or anxieties, which, wherever possible, we will make every effort to resolve.

We also run a number of workshops for parents to explain the changes to the education system. These include guided reading, maths and phonics.

A monthly newsletters will be emailed to keep you informed about events in and around the school. A copy is also posted on the website. Texts are used to support communication with parents.

Every half term your child will take home a curriculum newsletter. This will inform you about the types of activities your child will be doing throughout that half term, this is also available electronically on the school website. You will also receive targets that are specific to your child via a mini report in October, January, May and July. These targets represent the next small steps your child will need to work on in order to achieve the next stage of the learning process.

## Attendance at Shelley First School

We aim to promote a culture where excellent attendance and punctuality are seen as a fundamental requirement for all learners. All pupils matter and being on time and in school is of upmost importance for cementing these key life skills at an early age.

- Our **Whole School target for excellent attendance is 100%** and this goal is the same across the Shelley Pyramid of schools. Every child helps to achieve this whole school target.
- We aim to see all our pupils in school on time, everyday.
- We celebrate attendance achievements!
- We have adopted the Shelley Pyramid attendance policy

### Being in school everyday :

1. Helps pupils stay on track in their learning. It is never easy to 'catch up' when time is missed. Starting the day late can impact a child's entire day and affects the whole classroom.
2. Reduces anxiety because your child will feel connected academically and socially when they are in school each day.
3. Builds confidence and good habits that will last a lifetime and transfer to life beyond school.

### What can Parents/Carers do to support excellent attendance?

- Set a regular bedtime and morning routine.
- Get clothes and bags ready the night before.
- Only let your child stay at home if they are truly ill. Keep in mind that complaints of headache or stomach ache can be signs of school anxiety.
- If your child seems anxious about going to school talk to their teacher or Senior Leader for advice.
- Avoid booking appointments and holidays during school hours. If this can't be avoided then please present a copy of the appointment
- Have a back up plan in place for getting them to school should something come up.





## Absence during Term Time

Reporting absences; Parents should inform school of the reason for a child's absence as soon as possible, before 9am. This should be done by telephone and explain the nature of the illness and expected date of the child's return to school. Please make contact each day of absence to keep the school updated.

Only a school can approve an absence not the parent and absences without a valid reason will be treated as unauthorised. For example an 'unauthorised absence' is a family day trip in 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.

Parents are asked to complete a leave of absence form, this can be found on our website or copies are available in the main entrance of school. Completed forms are to be received by the school a minimum of 10 days prior to the date of leave.

The school may authorise absence in EXCEPTIONAL CIRCUMSTANCES. This is VERY RARE and it should not be assumed that authorisation will be given. 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 (assessing any clash with planned school events)
- 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 intervention is below 95% attendance. A drop below 90% will trigger the involvement of external agencies. LATENESS will be classed as unauthorised absence.

## Payments

Here at Shelley First School, we use a secure online payment company called ParentPay Ltd, for receiving payments for items including school meals, after school club subscriptions, class trips, school milk as well as FOSS activities.

Once your child has started school we will send a letter home. This letter will enable you to activate your ParentPay account and will include a unique registration code along with instructions of how to set up your account.

If you are unable to make online payments, please speak to the school office. A cash payment option is available via your local PayPoint store.

## Communications

We use a number of communication methods to pass information to parents/ carers.

- Text Message Service - messages will be sent to a pupil's primary contact this is for reminders and quick contact about a pupils day.
- Parent Pay - we send regular emails via this system to the registered account holder.
- Parent Pay - we upload trip letters to the pupil account so parents have all the correct information about a scheduled trip. Payment due dates and times are often included.
- Website - [www.shelleyfirstschool.co.uk](http://www.shelleyfirstschool.co.uk) This is regularly updated so that parents/ carers are able to access current information. For example; school progress, class related information, school forms and the school calendar.
- Monthly Newsletters - These are issued to give parents key information about current events in school as well celebrating achievements and reminders of upcoming planned events. The newsletter is accessed via the school website and also sent via the School Jotter App.
- School Jotter App - this is a bespoke app for Shelley First School and can be downloaded on Apple or Android mobile devices. Each registered parent/ carer will receive unique login details for the one to one communications area of the App.
- Twitter - follow us [@ShelleyFirst](https://twitter.com/ShelleyFirst) to keep up to date on the day to day events that have happened in school.

A paper copy of any correspondence is available on request, please ask the school office.

## Well-being

*the state of being comfortable, healthy, or happy.*

At Shelley First School we believe that a child's wellbeing is at the heart of their education. Lessons designed to help children understand their mental health and wellbeing are inbuilt into our curriculum. Children experience regular mindfulness sessions every week and we take regular opportunities to explore our feelings and emotions.

At SFS we have a carefully planned 'spiral curriculum' for PSHE which explores key concepts such as rights and responsibilities, health, safety and risk, developing our identity, money and feelings and friendships. In line with statutory government guidance for RSE, from September 2020, relationships education will be carefully incorporated into our Primary PSHE curriculum.



## Mental Health

Here at Shelley First School, we recognise the importance of mental health and wellbeing. In 2019-20 we began our journey with Leeds Beckett University to achieve the School Mental Health Award. Mrs Walters is leading on this project, this award exists to strengthen the mental health of the next generation by supporting schools to make a positive change at all levels of the UK's education system, hereby improving outcomes and life chances. Here in school we have been making a lot of changes to support our children and our staff. Children take part in many active learning sessions throughout the week including 'Cosmic Yoga', 'Zumba kids', and 'Go Noodle' to name a few. We ensure children always have the opportunity to talk, to adults and to their peers and through the use of daily 'circle times'. We encourage regular brain breaks throughout the day and send out the important message that 'it's OK not to be OK!'.



## Useful Links

Here are some links that we may use in school to support your child's mental health and wellbeing:

<https://www.headspace.com/meditation/kids>

<https://youngminds.org.uk/>

<https://www.nspcc.org.uk/keeping-children-safe/childrens-mental-health/>

<https://www.cosmickids.com/>

## What the pupils think...

"I enjoy being able to take learning outdoors. I have enjoyed tree rubbing, searching for flowers and exploring the nature!" Austin

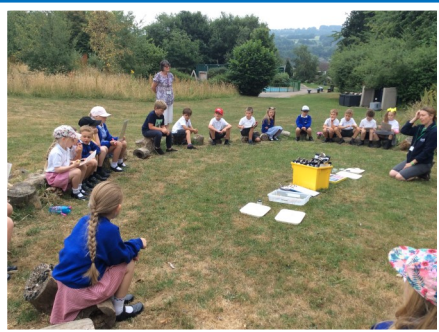
"Shelley First School is fun and I love the teachers." Nola

"I like Shelley First School because I have lots of friends!" Toni

"I like Shelley First School because of all the sports, clubs and activities we can do!" Archie

"I came from another school to Shelley First School last year. I love my new school, new friends and new teachers. I'm glad I came to Shelley First!" Melody

"I like the teachers and how they teach us!" Toni



# Shelley First School



We hope that you have found this prospectus useful and informative.

If you require anything further, please do not hesitate to contact the school office where Mrs Walters, Mrs Thornton and Mrs Clarkson will be able to assist you.

You can contact the school office by telephone on 01484 604484 or email [office@shelleyfirstschool.co.uk](mailto:office@shelleyfirstschool.co.uk)

Please also visit our website for further information at [www.shelleyfirstschool.co.uk](http://www.shelleyfirstschool.co.uk)