



CALVERLEY PARKSIDE

Ready Respectful Responsible



Prospectus



Our Values

At Calverley Parkside, we have three core values which have been chosen by the whole school community. These are...

We promise to be...		
Ready	Respectful	Responsible
We come to school every day and are on time	We use kind words and actions	We follow instructions first time, every time
We wear the correct uniform	We always listen when others are talking	We look after ourselves and each other
We always try our best	We look after our environment and equipment	We move sensibly around school
We keep going when things get difficult	We respect difference and know we are all equal	We know who to go to for help and support
We prepare for the future by setting high expectations of ourselves	We respect each other by telling the truth	We stay safe online and outside of school
We are ready to learn and are positive about new challenges		

Ready

Respectful

Responsible

Our Vision

Pupils

Our pupils are confident and caring individuals who are proud of their own uniqueness and successes. They are happy in their learning and set high expectations of themselves in all areas. They demonstrate independence and effective team-working skills and understand the importance of being a positive role model and taking ownership of their own learning journey.



Curriculum

At Calverley Parkside, we have an engaging, ambitious and inclusive curriculum which results in happy learners who achieve their potential in all areas, children being prepared for modern-day life, a lifelong love of learning and a positive mindset.

Environment

All members of the school community are proud to be a part of our welcoming, inspiring and safe environment which effectively supports learning and development in a challenging and nurturing way.

Community

Calverley Parkside is a school at the heart of the community which everybody in the local community is proud of. We celebrate and share our successes and are fully involved in local events, with our children understanding how they can positively contribute to where they live and those who live there.



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School Staff



Headteacher: Mr Chris Jolley (Safeguarding Lead/ SENDCo)

Assistant Headteacher: Mrs Catherine Smith

Curriculum Leader: Mr Joseph Cuthbert

Core Subject Leaders: Mrs Catherine Smith (English) Mrs Rebecca Shorthouse (Maths)

Class teachers:

Nursery: Mrs Chloe Wootton, Mrs Claire Sherwin

Reception: Mrs Rebecca Shorthouse, Mrs Catherine Smith

Y1: Miss Chloe Omelia

Y2: Mrs Marium Mahmood

Y3: Mr Joseph Cuthbert

Y4: Miss Jessica Wilson-Schofield

Y5: Mr Alfie Appleby

Y6: Mrs Victoria Lambert, Mrs Catherine Smith

Pastoral Leader: Mrs Leona Veitch

Provision Leader: Miss Kellie Poole

Cover Supervisor: Mr Lee Jones

EYFS Cover Supervisor: Ms Liz Hilliard

Lunchtime Assistants:

Mrs Anne Reidy

Miss Adele Coop

Mrs Laura Jones

Mrs Rajwinder Kaur

Mr Jack Knighton

Mrs Jacqueline Wolstenholme

Mrs May Fu

Mr Richard Corbin

Miss Louise Mulligan

Mrs Sarah Waudby

Mrs Angela Mahmood

Miss Harriet McIlroy

School Office Manager: Ms Jogindar Dass

Administrative Assistant: Mrs Julie Knighton

Premises Staff: Mr Richard Corbin

Kids Club Manager/Lunchtime leader:

Mrs Emma Micklefield

Support Staff:

Ms Liz Hilliard

Mrs Laura Jones

Mrs Tina Rawnsley

Mrs May Fu

Miss Christina Zakapoulou

Mrs Melanie Hargreaves

Miss Shellbie Hargreaves

Mr Lee Jones

Mrs Anne Reidy

Mrs Jacqueline Wolstenholme

Miss Adele Coop

Miss Louise Mulligan

Mrs Sarah Waudby

Mrs Sarah Cope

Mrs Angela Mahmood

Mr Jack Knighton

Mrs Jan Atkins

Mrs Christina Coulson

SEND Admin: Mrs Sarah Waudby

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Our School Organisation



Early Years Foundation Stage:

Oak/ Acorn/ Blossom: These classes make up our Nursery. Parents can choose between their child attending at the beginning of the week (all day Monday and Tuesday and then Wednesday morning) or the end of the week (Wednesday afternoon then all day Thursday and Friday) and we currently have a small number of 30-hour places.

Our Nursery children experience an excellent start to their school life. The class is taught by a qualified teacher and is supported by an experienced assistant.

Our Nursery class has its own separate building and entrance but is very much a part of our school.



Ash: This is our Reception class. Children in Reception are taught the Early Years curriculum and experience a mixture of adult and child-lead learning. The classroom is organised into different areas of provision and the children also have access to a well-resourced outdoor learning environment, which is shared with Nursery.



Key Stage One:

Beech: This is our Year 1 class. The children are carefully transitioned from the Early Years into Key Stage One.

Chestnut: This is our Year 2 class

Key Stage two:

This is made up of **Hazel** (Year 3), **Rowan** (Year 4), **Sycamore** (Year 5) and **Willow** (Year 6).

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The Owlcotes Multi-Academy Trust



Calverley Parkside is part of the Owlcotes Multi-Academy Trust (OMAT). Being a part of a MAT brings many advantages, including the opportunity to work collaboratively with other schools, sharing good practice and resources.

The other schools in OMAT are Pudsey Primrose Hill Primary School, Manor Wood Primary School, Pudsey Waterloo Primary School, Morley Victoria, Hovingham Primary School, Fountain Primary School and Armley Park Primary School.

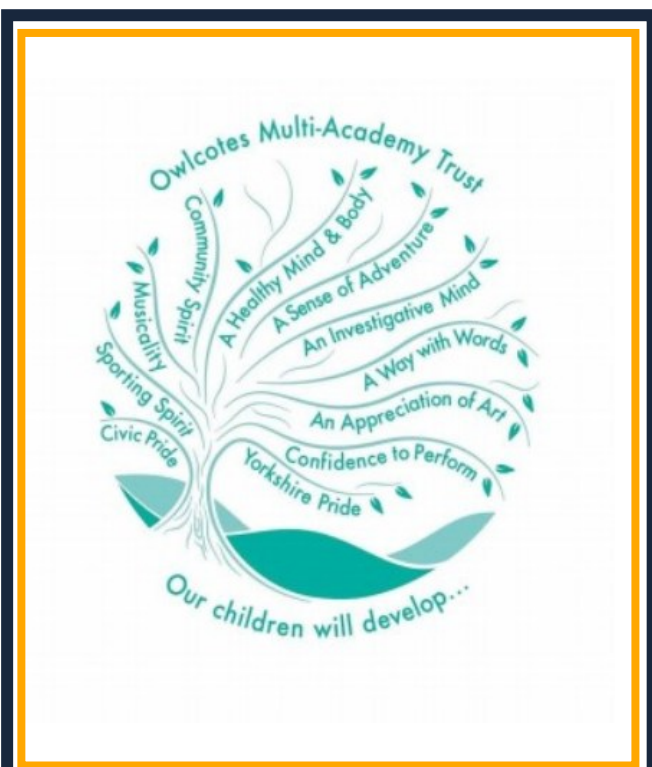
Throughout the year, our children experience theme weeks, during which we plan collaboratively to deliver exciting and memorable learning experiences for all involved.

In addition to the theme weeks, the children have also taken part in a debating competition and a number of sporting events.



The Owlcotes Elements Curriculum

At Calverley Parkside, we have enhanced our curriculum by adopting the Owlcotes Elements. This has been created in conjunction with the other schools in the Trust to ensure that our children are experiencing a wide range of memorable activities which will support their wider development. See the school website for further information!



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Our Curriculum



Our Curriculum vision...

At Calverley Parkside, we have an engaging, ambitious and inclusive curriculum which results in happy learners who achieve their potential in all areas, children being prepared for modern-day life, a lifelong love of learning and a positive mindset.

Children who attend our school are provided with a broad and balanced education. We aim to prepare our pupils to be well-balanced citizens in response to our ever-changing and demanding world.

The curriculum consists of the core areas of English, Maths, Science and Computing and the foundation areas of History, Geography, Design Technology, Art, Music, Physical Education, Religious Education and P.S.H.E. (Personal, Social and Health Education).

All children are individuals and our teaching acknowledges this by including opportunities for whole class work, group work, paired work and independent study. The children's learning is extended in many ways such as through problem solving and investigations, computer work, dance, drama, music, creative and physical activities.

Wherever possible we include opportunities to learn from first-hand experience. This includes taking the children out of school or inviting specialists into school to work with the children.

Each curriculum area has a policy which outlines the way we implement the subject in our school. There will also be an accompanying scheme of work which outlines the content to be taught throughout each year in school. Each member of our teaching staff is responsible for organising and overseeing the work of a particular subject area.



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Admissions:

Nursery places: Children can start in our Nursery class the term after they turn three and we have three intakes throughout the year, one in September, one in January and one in April. We have a waiting list for children who are not yet three.

Reception places: We follow the Leeds City Council admissions process for school places. The Pupil Admissions team can be contacted on

Years 1-6: If you would like to enquire about a school place in these year groups, please contact the school office.

Our School Day:

Ordinarily, the timings of our school day are as follows:

Start of day: 8.45am (8.40am for Reception)

Morning break: 10.30-10.45/ 10.45-11.00

Lunchtime: All children get 50 minutes for their lunch. Lunch breaks are staggered and take place between 11.50am and 1.20pm.

Afternoon break (KS1 only): 2.10pm-2.20pm

End of day: 3.20pm

(3.10pm for children in Reception class).



Attendance:

It is essential that children attend school every day where possible to maximise their learning potential.

If you need to inform school of a child's absence, you can do so by calling the school office. In the event that a child's attendance becomes a concern, we will work closely alongside families to provide as much support as possible.

Punctuality:

It is also important to make sure that all children are arriving at school on time. Children who are late miss important teaching input and this can have a negative impact on their whole day.

Holidays During Term Time

A list of school holiday dates

are available to view on our school website. It is our policy at Calverley Parkside not to authorise any holidays during term time, unless in exceptional circumstances.

School has a duty to report 5 days of unauthorised absence in a 12 week period for pupils of school age to Leeds City Council. The Local Authority may then issue a Penalty Notice (to each parent).

To request a holiday form in the event of exceptional circumstances, please contact the school office.

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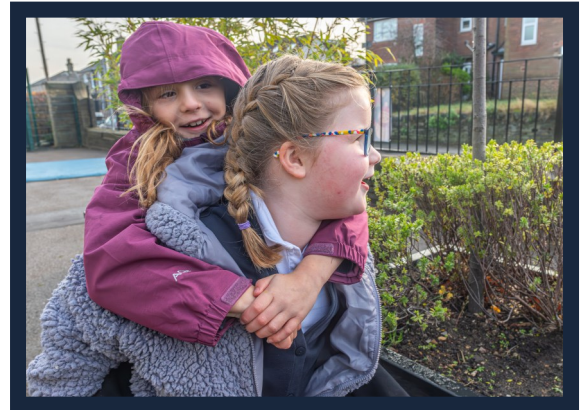
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Pupil Support

Pastoral Support

Children's social, emotional and moral welfare are of paramount importance to us at Calverley Parkside. We have a number of systems in place within school to support children's development, including a Reception/Year 6 buddy system which helps the younger children grow in confidence, and an experienced Learning Mentor, whose role it is to offer pastoral support to the children where required.



Wellbeing

Everyday, our children use a check-in system to allow us to see how they are feeling in the moment, this helps us shape our interactions with children and offer support. There is an additional check-in at lunchtime and a check-out at the end of the day to help us monitor how children are feeling at these key transition times.

To further support wellbeing—we help children develop ways to express feelings at different times and manage a range of scenarios safely and respectfully. We hold mini-assemblies three times a week in our classrooms to help develop scripted responses and manage tricky scenarios in-line with our school policy.

SEND

We are proud of our inclusivity and reputation in the community for supporting children with additional needs—it is vital for the children to develop positive relationships between home and school and to collaboratively make reasonable adjustments. We are champions at adapting whole-school practice for the benefit of all: we have regular brain breaks (power ups and power downs); we have move and learn strategies to help the dopamine flow (ADHD friendly strategies); hold the mini-assemblies for social and emotional development and have an SEND team that work together with agencies and staff across school to develop the best possible practice and implement reasonable adjustments.

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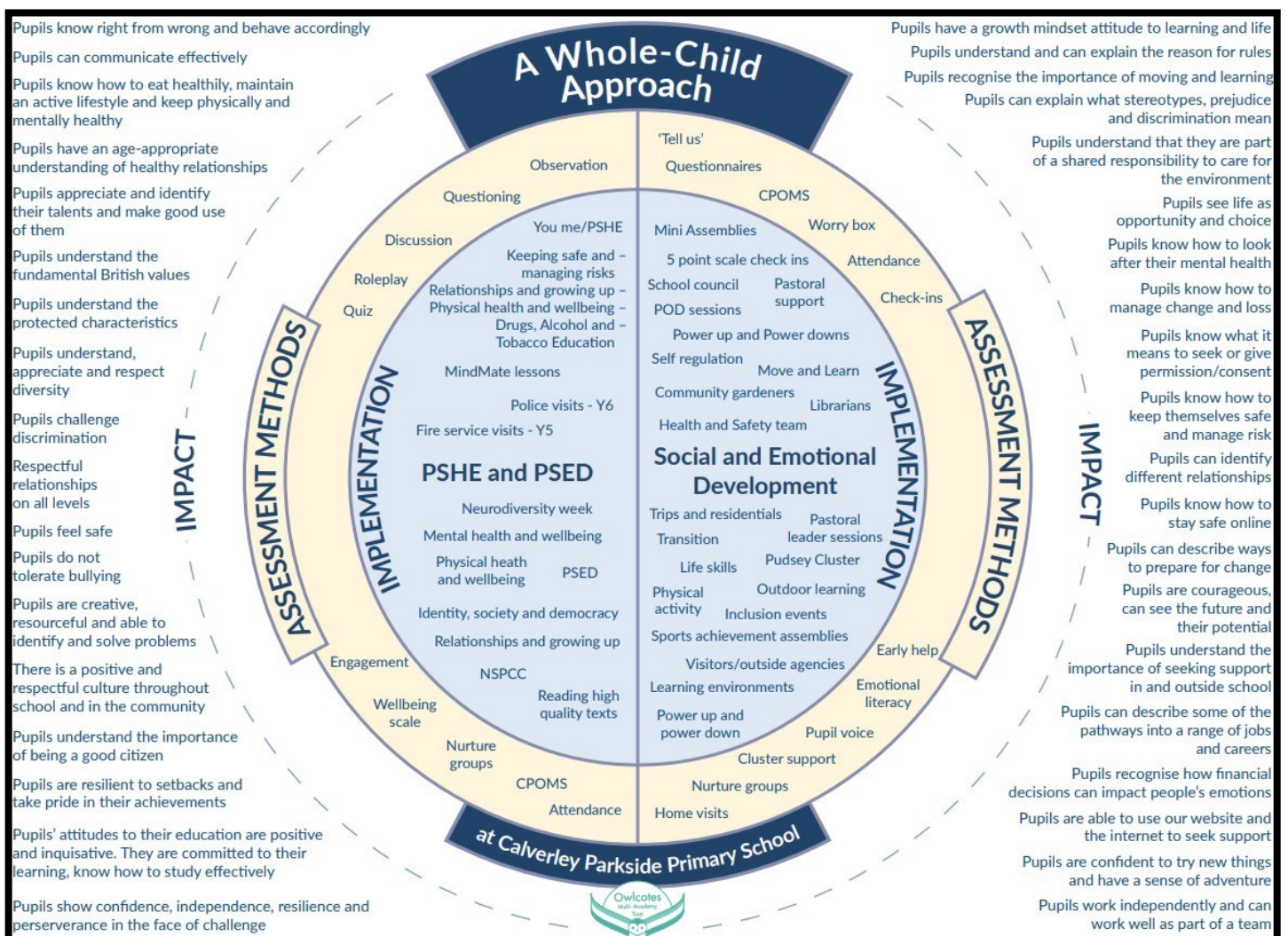
A Whole-Child Approach

Whole-Child Approach

We are proud of the holistic offer we put forward for children. Below is an image which showcases what we offer in terms of the PSHE curriculum and for social and emotional development of children.

The Pod

Some children may need support beyond the classroom—as a result, we developed ‘The Pod.’ This is where small groups are led for maths and English, where the main classroom is challenging to access. It focuses on developing independence. Children on the Early Years curriculum can also access a bespoke programme.



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Arbor:

At Calverley Parkside, Arbor is our central hub for all parent communication and information. Through Arbor, you can stay connected with your child's school life, receive important announcements, and easily report absences. It also empowers you to keep your child's details up-to-date, provide consent for school trips and activities, and conveniently make payments for school-related expenses, all in one user-friendly platform.

We actively encourage families to download the app, to keep constant access and ensure they can access the push notifications that we may send through the portal.

Medication/ First aid

At Calverley Parkside, the children's safety is our number one priority. We have a clear first aid policy and named first-aiders.

If your child requires prescribed medication, we will work together with parents to ensure that the required measures are in place. Should you require prescribed medication to be administered, please ask the school office for the relevant form.

It is parents' responsibility to ensure that all contact details are kept up to date in case we need to contact you during the school day.



Kids Club:

We have limited spaces available at our before and after school Kids Club. This starts from 7.45am and closes at 5.30pm.

This is managed by school staff and the children who attend the provision take part in a range of activities and enjoy a healthy breakfast and after-school snacks.

If you would like more information about this provision, please contact the main school office.

Lunchtime

Arrangements:

Children can have a school meal or bring a packed

Lunch from home. All children in Reception, Year 1 and Year 2 are entitled to a Universal Infant Free School Meal. If you believe your child in KS2 is entitled to a free school meal please inform the school office. You can also visit Leeds City Council's website for further information, to see if your child qualifies for Free School Meals:

<https://www.leeds.gov.uk/schools-and-education/apply-for-free-school-meals>

Dinner money is paid using our online system, Arbor. Please contact the school office for more details, including the current cost of a school meal.

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Behaviour

Excellent behaviour must be the foundation of every school. The aim of our behaviour policy is to encourage children to **take responsibility** for their actions and to **make positive choices**. The role that adults play in this is crucial.

Our behaviour policy aims to promote our three core values, which also serve as our school rules. We promise to be **Ready, Respectful and Responsible**. We support children to meet these expectations by offering a consistent, clear, positive and respectful approach to managing behaviour.

Class Charts—To be able to celebrate positive choices, children can earn points on our Class Charts platform. Every Friday they get to see their point total, and every Monday they can access the school shop to be able to purchase experiences and rewards. When children need support, we record the reminders on class charts to and evaluate these to help tailor our mini-assemblies and pastoral support to promote positive change. Our full behaviour policy can be found on our school website.



E-Safety

Children live in a digitally rich world and school understands the responsibility it holds to prepare pupils to enjoy the benefits and limit the drawbacks. All pupils receive regular training to keep themselves safe when on-line. School also makes e-safety information available to families via the school website.

School does ask that families support this agenda by keeping their own digital understanding up to date and embedding strong e-safety practice in place within the home environment. We do not advocate for children to use social media, we advise all parents to follow the age guidelines for these platforms.

Mobile phones are only able to be brought into school by children who walk home. Children **MUST** hand these in to their class teacher, where they are put away for the day and returned at the end of the day. Phones **MUST** be switched off before entry to school and must not be switched on until they leave the school grounds.

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School Uniform



The School uniform for all children comprises:

- School or navy blue cardigan or jumper
- Dark trousers or plain dark shorts (not sports shorts)
- Dark blue or grey pinafore dress
- Blue or blue and white dresses in summer
- White shirt, blouse or polo shirt (no school logo required)
- Dark coloured plain shoes

If children wear boots / wellingtons in winter they will need to bring indoor shoes to wear in class. School uniform, sweatshirts, fleeces and T-shirts can be purchased from Whittakers in Farsley.

You are welcome to purchase uniform in the correct school colours from other retailers.

All children from Reception to Year 6 are expected to wear school uniform. It helps to foster a strong identity and pride in the school community. It also helps them be READY for high school.

PE kit: In Reception, children bring in their PE kit to change into. From Y1 upwards children come into school wearing PE kit on the days they have PE sessions.

Plain white T shirt
Navy shorts
Pumps and pump bag

Key stage 2 children will also need:

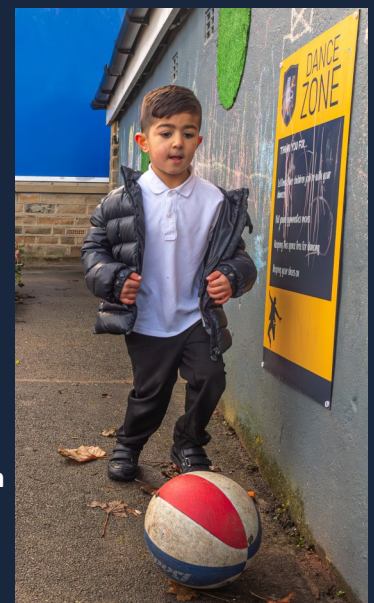
Plain, dark coloured track suits for use in cold weather
Trainers for outdoor use (black).

Swimming Kit for Y4:

Swimming trunks / one piece costume
Towel
Bag

For reasons of health and safety, jewellery is not to be worn to school, other than small stud earrings and watches. Items of religious observance are permitted.

Please put names in all items of clothing.



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Safeguarding/Child Protection



Safeguarding: Children must feel safe at school. All school staff receive regular statutory training to keep this priority at the forefront of everyday practice. It is also important that children know what to do to keep themselves safe. This will be supported by many parts of the school curriculum.

Families should be confident that school always acts in the best interests of children. The governing body dedicates a large amount of their time to ensuring that correct policies and procedures are followed. If families do have concerns, they must feel that they can bring them to the attention of the Senior Leadership Team.

The school's dedicated safeguarding lead is Mr C. Jolley.

Child Protection arrangements: Children and families may at times require greater levels of support from school and related professionals. Specially trained staff (Child Protection Officers - CPOs) will always work in the best interests of pupils and work with families to ensure the best possible outcomes for them. Families should feel they can approach the CPOs at any time for support. We ask that families cooperate fully with staff so that the best outcomes for pupils are reached as quickly as possible. At Calverley Parkside, the Child Protection team is made up of: Mr C. Jolley, Mrs C Smith, Mrs C Sherwin, Mrs L Veitch and Mrs E Micklefield.

Useful contacts:

Here are some useful email addresses, which alert different members of staff:

To contact the safeguarding team, with safeguarding and child protection related concerns:
safeguarding@cps.owlcotesmat.org

To contact the pastoral team: pastoral@cps.owlcotesmat.org

To contact the school office: office@cps.owlcotesmat.org

To contact the SEND team: SEND@cps.owlcotesmat.org



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