

# Our School Prospectus

## 2008 - 2009

*Chief Executive*

*Mr. C. Edwards,  
Education Leeds,  
Selectapost 13,  
Merrion House  
110 Merrion Centre,  
LEEDS  
LS2 8DR  
Telephone: 2475586*

Dear Parents,

### **WELCOME TO BROADGATE PRIMARY SCHOOL**

This prospectus aims to provide information for you and your child about our school. It contains details of everything you need to know about life at Broadgate. I hope you will find it interesting and informative.

Yours sincerely,

A.D.TOOTILL

*Please note: Our "School Profile", which summarizes many of the sections in this prospectus, can now be accessed on-line at <http://schoolprofile.parentscentre.gov.uk>*

# STAFF

Responsible for:

<b>Mr. Alan Tootill</b>	Headteacher	
<b>Mrs. Maralyn Pollard</b>	Deputy Headteacher	Foundation Stage, Assessment
<b>Mrs. Elaine Alderson</b>	Class teacher	Mathematics, SATs, Intervention
<b>Miss Emma Baxter</b>	Class teacher	Foundation Stage
<b>Mrs. Keely Devlin</b>	Class teacher	Geography
<b>Mrs. Lisa Dyer</b>	Class teacher	P.S.H.E., R.E., Drama
<b>Mrs. Charis Jarvis</b>	Class teacher	Science, Design and Technology, SATs
<b>Miss Paula Stevenson</b>	Class teacher	English, P.E.
<b>Miss Sam Thompson</b>	Class teacher	History
<b>Mrs. Sue Turner</b>	Literacy Teacher (part time)	
<b>Mrs. Carolyn Tyrrell</b>	Class teacher	English, I.C.T.
<b>Miss Sam Thompson</b>	Nursery teacher	Foundation Stage Manager
<b>Ms. Helen Higgins</b>	Children's Centre Manager	
<b>Mrs. Vicky Garside</b>	Family Outreach Worker	
<b>Miss Joanne Ross</b>	Family Outreach Worker	
<b>Miss Kirsty Brewster</b>	Nursery Nurse - ( <i>Maternity Leave</i> )	
<b>Mrs. Sue Scholes</b>	Inclusion Manager	
<b>Mrs. Elaine Bennett</b>	Teaching Assistant and KS2 Team Leader	
<b>Mrs. Julie Davey</b>	Teaching Assistant	
<b>Mrs. Rachel Dawson</b>	Teaching Assistant and Out of School Club Manager	
<b>Mrs. Kath Feasby</b>	Higher Level Teaching Assistant	
<b>Mrs. Gill Hodgkins</b>	Teaching Assistant	
<b>Mrs. Cheryl Shaw</b>	Teaching Assistant	
<b>Mrs. Julie Smith</b>	High Level Teaching Assistant and KS1 Team Leader	
<b>Mrs. Helen Wade</b>	Higher Level Teaching Assistant	
<b>Mrs. Janet Morris</b>	School Secretary/Business Manager	
<b>Mrs. Denise Parker</b>	Reception Manager and Out of School Club Manager	
<b>Mr. Gary Wade</b>	Site Manager	
<b>Mrs. Liz Healey</b>	Cook, assisted by 3 staff.	
<b>Lunchtime staff:</b>	Mrs. Gill Hodgkins and 5 assistants	

Broadgate School is fully committed to whole-school staff development. All of our staff attend regular appropriate professional training courses which impact very positively on improving standards and the quality of teaching and learning.

# GOVERNORS

Broadgate School has a Governing Body which meets at regular intervals.

The names of the Governors are as follows:

		Term of Office Ends:
Chair	Mr. J. Siddall, 66 Victoria Walk, Horsforth, LS18 4PP	01/06/10 Tel: 2591769
Vice Chair	Vacancy - <i>Election September 2008</i>	
Headteacher	Mr. A.D. Tootill, c/o Broadgate Primary School	
Teacher Governor	Mrs. E. Alderson, c/o Broadgate Primary School	01/10/08
Staff Governor	Mrs. V. Garside, c/o Broadgate Primary School	01/10/08
Governors	Mrs. E. Cooper, 16 Springfield Gardens, Horsforth,	02/02/10 Tel:2589051
	Mrs. J. Foley, 15 Luttrell Place, LS16 6LT	Tel: 2670724 01/05/10
	Miss Sarah Gammon, 87 Springfield Mount, Horsforth	01/04/10
	Mr. Brian Scholes, Clatter Cottage, 3 London Street, Rawdon	Tel: 0113 2109005 01/06/12
Parent Governors	Mr. A Akal, 7 Alexandra Road, Horsforth, LS18 4EH	01/03/10
	Mrs. D. Gibson, 76 Rufford Avenue, Yeadon, LS19 7QR	01/03/10
	Mrs. E. Lyne, 306 Broadway, Horsforth, LS18 4QU	01/10/09
	Mrs. V. Madeley, 1 Oakfield Terrace, Horsforth, LS18 5DD	01/03/10
	Mrs. Helen Turner, 102 Broadgate Lane, LS18 4BS	01/12/11
Associate Governors	Mrs. Maralyn Pollard Mrs. Sue Scholes	
Clerk to Governors	Gill Cook c/o Education Leeds	

Attendance Improvement Officer  
Mr. Gifta Reid  
Tel: 2746711

School Nurse  
Tracey Swinford  
Tel: 2951520

# TIMES AND TERMS

## Times: School

Morning Session	8:50 a.m. - 11:50 a.m. (KS1)
	8:50 a.m. - 12:05 p.m. (KS2)
Afternoon Session	1:00 p.m. - 3:05 p.m.
Total number of teaching hours	- 23.5 (KS1)
	- 25.0 (KS2)
	(excluding Collective Worship)

## Nursery

Morning Session	8:45 a.m. - 11:45 a.m.
Afternoon Session	12:15 p.m. - 3:15 p.m.

**We expect children to arrive on time  
(arriving no earlier than 8.40 a.m.)**

**but remember.....**

**it's better to come late, than not at all!**

Parents will be reminded of the dates of main and half-term holidays and informed of the dates of all Training Days by newsletter.

Wherever possible, family holidays should **NOT** be arranged during term time. However, if your holiday does not coincide with the dates on the school calendar, please complete an Authorised Holiday Absence Form available from Mr. Tootill stating in advance when your child will be absent.

PLEASE NOTE: No more than 10 days can be authorised in any school year.

There was 5.8 Authorised Absence and less than 0.1% Unauthorised Absence in 2007/2008. Targets have been set to reduce these figures even further for future years.

Please find enclosed within this brochure details of our school calendar for 2008/2009  
*(available September 2008).*

## OUR AIMS

We expect that during the time spent at this school, every child should:

- acquire and develop the skills of learning.
- develop a lively, imaginative and enquiring mind.
- develop independence, self-motivation and self-discipline.
- develop an ability to co-operate and work with others.
- develop an ability to question and argue in a rational manner.
- develop a reasoned set of attitudes, values and beliefs.
- develop a sense of self-worth, understanding and respect for others.

*Broadgate School is committed to the "Investors in People", "Investors in Pupils", "Activemark" and "Healthy Schools" standards.*

## OUR MISSION STATEMENT

Our school provides the foundations for life by offering positive, rich experiences for all its pupils. It is characterized by high standards in all subjects, providing a creative, broad and balanced curriculum. Children are engaged in learning that develops and stimulates them and excites their imagination. They learn in many different ways: through play, by listening, speaking and observation, through participation and by being encouraged to take responsibility for their own learning. This is carried out in a happy, safe and supportive atmosphere.

In our school children are engaged in learning that develops and stretches them and stimulates their imagination. There is a strong commitment to helping all children to succeed through innovation and pushing boundaries, which are underpinned by positive relationships with parents and the community.

Our school provides opportunities for spiritual, moral, social and cultural development, health and well-being. High standards of behaviour and courtesy are actively promoted.

All children have the opportunity to experience out-of-school learning activities.

We aim to identify barriers to learning and offer every child, whatever their own individual characteristics, the chance to achieve their full intellectual, physical and emotional potential, regardless of ability, race, culture, gender or social background, laying foundations for future learning and success in life.

# **BROADGATE PRIMARY SCHOOL**

Our school provides quality education for children between the ages of 3 and 11 years.

## **NURSERY**

The Nursery class provides places for 52 children. Twenty-six children attend the morning session and twenty six the afternoon session. The children must become 3 years of age during the term before they start in order to obtain admission and each year places are offered strictly according to guide-lines issued by Education Leeds and adopted by the Governors of this school.

You are most welcome to make an appointment at any time to view our well-resourced, modern facilities and enter your child's name on our Registration list.

## **ADMISSION**

Broadgate is a large and popular school which attracts children from a wide and expanding area. We are delighted when parents choose us to educate their children and are proud of the high standards we set and of our excellent facilities.

Children attending schools in Leeds are admitted in the September of the year prior to their 5th birthdays. At Broadgate we have one intake each year of 30 children - *there is usually a lengthy waiting list!*

Please do not delay in contacting school about a possible place for your child, particularly if he/she was not fortunate enough to secure a Nursery place. We look forward to developing a long and lasting partnership.

## **THE BUILDING**

Our school was opened in its present form in January 1989, although the buildings pre-date this. There is a main building giving a great deal of spacious accommodation including three large playgrounds, and a newly opened Children's Centre. The school also has a large playing field on site, separate Libraries and Resource Rooms, a spacious Computer Suite with Internet access and a Wildlife Garden and Conservation Area. A separate building houses our Out of School Club.

We consider the security and safety of children and staff to be of paramount importance. Audits of security procedures are conducted on a regular basis and our security policy is reviewed annually. All necessary action is taken to further improve the safety of pupils, staff and visitors.

# CLASS ORGANISATION

In 2008/2009 our children will be taught in the following classes:

Class name	Number of children	Age of children
Nursery	26+26	3 and 4
RB	30	5
Y1D	29	6
Y2J	28	7
Y3D	27	8
Y4TS	20	9
Y5P	30	10
Y6A	22	11
Total	238	

# NUMBER ON ROLL

The present number of pupils on roll is 186 plus 52 part-time Nursery children.

# SCHOOL MEALS

School meals are provided at a cost of £8.00 per week for children in Reception to Y4 and £8.25 per week for children in Y5 and Y6. Those children who pay for meals are expected to make full payment for the week on Tuesday morning. This should be sent in a named purse or envelope. If you think your child may be entitled to free meals, application forms can be obtained from Leeds Benefits Service, 2 Great George Street, Leeds LS2 8SW - telephone 0845 1270113. Every effort is made to ensure that children receiving free school meals cannot be distinguished from other children.

There is a choice of menu for both main course and sweet and the children are free to choose. There is provision for vegetarian meals on request. If parents prefer, a packed-lunch may be brought to school. This should not contain glass bottles for reasons of safety. Please make sure all packed-lunch boxes are named.

It is essential that at least two weeks notice is given if you wish to change the lunchtime arrangements for your child(ren).

# SCHOOL UNIFORM

All children must be dressed in the uniform of the school, which is as follows:

**White shirt, blouse or school polo shirt**

**Green school jumper or sweatshirt**

**Green school fleece (optional)**

**School tie (optional)**

**Grey straight-legged trousers, skirt or pinafore dress**

**Sensible flat shoes or trainers**

School sweatshirts, cardigans, fleeces and ties may be purchased from the School Secretary.

During the Summer months many of our girls wear green and white gingham or striped dresses and boys wear grey shorts with white polo shirts.

**No jewellery** should be worn with the exception of a watch and one pair of small stud earrings in the lower ears if required. No other piercing is allowed and no make-up or nail varnish should be worn.

# BEHAVIOUR

Children are made aware of the school rules and are reminded of them frequently. They are expected to conform to an acceptable standard of behaviour in order to make our school a safe and happy place in which to work and play.

We are justifiably proud of the excellent behaviour of our children referred to frequently in our recent Ofsted report. However, if we are concerned about some elements of **your** child's behaviour at school, we will send you a formal letter requesting your attendance at an interview to discuss the matter.

**Please refer to the School Behaviour Policy for further details.**

# OUR INCLUSION MANAGER

Sue Scholes, our Inclusion Manager, supports and works closely with children and their families. She has a very varied and flexible timetable which enables her to respond immediately when and where she is most needed.

Sue has been in post for almost eight years, and during that time she has had a remarkable impact on our children and their families. In 2003, she became the only Learning Mentor in the country to be awarded the "Share Tutor of the Year" and the prestigious "Family Learning Award". Her office is located in the Children's Centre building. Alternatively she can be contacted in confidence by telephone on 2582685 between the hours of 8:30 a.m. and 4:00 p.m.

## **ILLNESS OR ACCIDENT**

If a child is taken ill or sustains a serious injury at school it is our policy to contact parents, wherever possible.

**It is essential for parents to keep us informed of any changes to their circumstances at home, including changes to EMERGENCY TELEPHONE NUMBERS.**

If your child is absent from school, a telephone call stating the reason is required, followed by a letter on return to school.

When it is necessary for a child to be out of school for a period of time during the day, e.g. a visit to the clinic, would parents please write a letter stating the time they will collect the child from school, and whether or not a school meal is required. Please arrange Medical/Dental appointments out of school hours wherever possible.

## **MEDICINE**

From experience we have found that on most occasions when parents ask us to administer medicine to a child at school, that child is actually quite ill and should really be at home. However, if your child is part way through a course of anti-biotics it may sometimes be possible for him or her to return to school and on these occasions a parent or relative will be asked to come into school to administer the medicine at lunch-time.

## **SAFETY**

Parents are requested to park their cars on North Broadgate Lane avoiding the Yellow lines when bringing or collecting their child from school.

**PLEASE DO NOT BRING YOUR CAR DOWN THE  
SCHOOL DRIVE BETWEEN THE HOURS OF:**

**8:40 A.M. AND 9:10 A.M. AND 2:50 P.M. AND 3:20 P.M.**

## HOME/SCHOOL LIAISON

There will be many occasions when you may wish to visit school to discuss a particular matter with either a class teacher, our Learning Mentor or Mr. Tootill. At Broadgate we are keen to encourage you to become involved with the education of your children and **our door is always open**. Members of staff and Mr. Tootill are available to speak to parents at mutually convenient times and formal appointments are not usually necessary. However, teachers are **NOT** available to speak to parents or visitors during lesson times.

During the year there will be several occasions when you will be invited formally into school. Parents are expected to attend our Class Meetings and Parents Evenings when the opportunity is given to see your child's work and discuss his/her progress with the class teacher. **(Children are not present at this time)**. A number of workshops and courses for parents are also organised where appropriate e.g. training for the Literacy Hour, use of the computer, Behaviour Management, Art and Craft, Yoga etc. We consider it is very important for children to feel that parents are interested in their progress at school.

If **you** have any concerns about your child at school please do not hesitate to discuss them with either the class teacher, our Learning Mentor or Mr. Tootill. If **we** are concerned about your child, we will always contact you and arrange to discuss the matter.

Invitations are also issued regularly for parents to attend Assemblies, Concerts, Sports Days etc. We look forward to meeting you at these special events.

A large group of parents and friends help out in school with a variety of activities. Most come in on a regular basis and assist in the classrooms, help with trips or in a general way around the school. We value the time and help given by these people and our children certainly benefit from their presence.

Please inform Sue Scholes, Inclusion Manager, if you are interested in offering your services. You will be made very welcome.

## COLLECTIVE WORSHIP

In compliance with the Education Reform Act 1988 all pupils take part in a daily act of collective worship, either in Assembly or in the classroom. Parents may ask for their children to be withdrawn from R.E. and collective worship.

# THE CURRICULUM

The children follow a planned programme of work covering a broad and balanced curriculum and including the Curriculum 2000, as laid down by law.

The Curriculum includes: English, Mathematics, Science, Geography, History, Design and Technology, Information and Communication Technology, Physical Education, Art and Design and Music.

Religious Education is taught in accordance with the Leeds Agreed Syllabus.

Children are taught Literacy and Numeracy lessons which last for approximately one hour each on every day of the week.

Emphasis is placed on promoting Personal, Social and Health Education and Citizenship. Financial capability, Enterprise Education and Education for Sustainable Development are also considered.

Thinking skills, which include information processing, reasoning, enquiry, creative thinking and evaluation, are also embedded in the curriculum.

A separate curriculum, known as the Foundation Stage, applies to all children from their third birthdays to the end of the Reception year.

A variety of teaching methods and approaches is used depending on the needs and ages of the pupils. The curriculum is enhanced by visits by speakers into school and frequent educational trips made to places in the locality and further afield.

Great emphasis is placed on reading. We want to encourage children to read well for pleasure and information. The school has an excellent up-to-date stock of fiction and non-fiction books for all ages, probably unrivalled in the area.

We are very keen to foster close links with parents as we consider home/school co-operation is an important factor in each child's progress. One way of achieving this is through our 'Shared Reading' programme.

We have high expectations of all of our pupils. We respond to their diverse learning needs and aim to give everyone the opportunity to experience success in learning and achieve as high a standard as possible. At Broadgate we are committed to identifying and providing for gifted and talented children.

Homework is set for all children and a timetable is available from each class teacher. The amount and range of homework depends upon the age of the child.

We actively encourage each child to take home his or her reading book. However should it be lost or damaged whilst in your possession you will be asked to pay for a replacement.

## OFSTED INSPECTION

Our school is regularly inspected by Ofsted Inspectors. Copies of our excellent reports are available in school and may also be obtained from the DfES website. Following all inspections, Action Plans for further school improvement are drawn up. Both areas on our most recent Action Plan are being successfully addressed.

## FOUNDATION STAGE PROFILE

Foundation Stage Profiles are created for every child during their first year at school and are used by teachers to inform the planning of learning experiences for each individual. Foundation Stage Profiles also assist teachers in the identification of children with Special Educational Needs and provide evidence which is used to help raise achievement.

All children are formally assessed *through observation* and records kept in their Foundation Stage Profiles. The assessments are carried out during normal lesson time by teachers, are non-threatening and frequently go unnoticed by the children. When they are completed you will always be informed of your child's progress.

## TARGET SETTING

Targets for all children are set on a regular basis by teachers and the progress the children make towards achieving these targets is measured. Each year we are required to set specific targets for children in Y5. Their progress is then measured following SATs at the end of Y6. Our targets for 2009 are as follows:

**Level 4+** : (expected level for a child aged 11 years)  
English and Mathematics: 76.19%

Targets for 2010 will be set during the latter part of the Autumn term.

## STANDARD ASSESSMENT TESTS (SATs)

At the end of Y2 and Y6 all children in England are formally assessed in English, Maths and Science (Y6 only) and schools are required by law to inform parent of the results of these SATs.

The regular testing of children is an important strategy used by all teachers at Broadgate and we support the measures introduced by the Government aimed at raising standards.

Consequently, we also formally assess children in Years 3, 4 and 5 and teachers use the results to inform their planning.

Please find enclosed copies of our SATs results for 2007 - 2008 results available in July.

## **SPECIAL EDUCATIONAL NEEDS**

For a variety of reasons children may experience difficulties in school - with learning, behaviour, speech or medical conditions. Advice and support can be requested from outside specialists such as the School Nurse or Doctor, Speech Therapist, or Psychological Service. This is a support service provided by Education Leeds offering help for those children with Special Educational Needs. A policy, which is reviewed annually by the Governors, is available for parents.

Parents who are in any way concerned about their child's educational development should arrange to discuss the matter with our Inclusion Manager, Sue Scholes, who is responsible for identifying children with S.E.N., purchasing appropriate resources and comprehensive monitoring and record keeping.

We will always contact the parents of any child giving cause for concern in school, which may be of a temporary or permanent nature, and the matter will be dealt with in complete confidence.

## **PUPILS WITH DISABILITIES**

Broadgate School is fully committed to the inclusion of all children and will take appropriate measures to admit pupils with disabilities and ensure everyone is treated equally.

We are fortunate to have ramped access for persons in wheelchairs, a toilet adapted for disabled use and a Care Suite which has a pupil hoist. We will continue to improve our accessibility strategy for access to school buildings and the school environment, access to the curriculum and access to written information, with reference to the Special Educational Needs and Disability Act (SENDA) 2001.

## **PHYSICAL EDUCATION**

Physical Education, which includes Dance, Games, Gymnastics, Outdoor and Adventurous Activities, Athletics and Swimming forms an important part of our curriculum. A school P.E. kit of white T-Shirt and black shorts or black leotard is worn by all children. Black pumps are worn by children in KS1. Children in KS2 wear trainers or pumps.

At Broadgate we have a policy of:

**"FIT FOR SCHOOL - FIT FOR P.E."**

We expect every parent to support this and not make requests for children to be excused from taking part in the very important P.E. or swimming lessons except in exceptional circumstances, such as broken limbs.

## **SEX EDUCATION**

Sex education forms one element of the topic of Health education which itself is one branch of the Science curriculum at Broadgate School. Sex education is always approached with great sensitivity. Facts are presented in an objective and balanced manner, preparing each individual for coping with the physical and emotional changes of growing up.

Within the National Curriculum sex education is dealt with in Science Attainment Target 2, Life Processes and Living Things. Sex Education is taught as part of the Y6 Science curriculum. Lessons are handled expertly by our experienced staff assisted occasionally by the School Nurse, emphasising throughout moral considerations and the value of family life. Parental permission is always sought when human reproduction is about to be taught to the children.

By adopting this positive, caring approach we believe the children at Broadgate School receive appropriate and responsible sex education which prepares them for adult life.

## **OUT-OF-SCHOOL ACTIVITIES AND CLUBS**

At Broadgate staff arrange a large number of out-of-school activities and clubs for children from throughout the school and our sports teams compete in several local leagues. We enjoy providing opportunities for your children to participate and they certainly benefit from taking part in the wide range of activities, including:

Football (Under 11, Under 9 and Girls), Rounders, Athletics (Indoors and Outdoors) Gymnastics, Cardiofunk, Cricket, Netball, Cross Country, Golf, Choir, Recorders, Country Dancing, Art and Craft, Drama, Maths, Homework, Computers and the Internet. A Games Club, at which children enjoy playing a variety of board and table games, is also held.

Each year a number of children are taught to play the recorder.

## **RESIDENTIAL TRIPS**

Each year many residential trips are also organised. Groups of up to 50 pupils and 6 members of staff spend several days away from home at such places as Ingleborough Hall, Carlton Lodge Outdoor Centre in Thirsk, Robinwood Outdoor Centre, Peat Rigg Outdoor Centre, Bramhope Camp, Haworth Youth Hostel, Buckden Hall in the Yorkshire Dales and Weardale House Outdoor Pursuits Centre. We are justifiably proud of our commitment to organising such a wide range of trips for children from Years 2 to 6.

## EDUCATIONAL VISITS

We are fortunate to live in an area with a rich heritage and some beautiful countryside. A large number of Educational visits are organised each year involving children from throughout the school. Recently the following places have been visited:

Houlgate Village Viking settlement  
Jorvik  
Eden Camp World War 2 exhibition  
Leeds Grand Theatre  
Armley Mills Victorian Schoolroom  
Clarke Hall  
Meanwood farm  
West Yorkshire Playhouse  
Leeds United Football Club  
Bradford Museum of Photography  
Malham Cove

Temple Newsam  
Headingley Cricket Ground  
Showcase and Vu Cinemas  
The Royal Armouries  
Horsforth Museum  
Bradford Working Horse Museum  
Leeds Art Gallery  
The Thackray Medical Museum  
.... and many more!

## CHARGING FOR SCHOOL ACTIVITIES

1. The admission of a child to Broadgate Primary School and the formal curriculum offered to a registered child is not subject to charge or the parents' willingness to make a voluntary contribution.
2. The Governors wish to see the curriculum enriched as far as possible for the benefit of all pupils. They recognise that whatever Public Funds are made available there will never be sufficient to fund all desirable activities at the required level. They therefore reserve the right to:
  - a). Charge parents for activities offered as an optional extra wholly or mainly outside school hours.
  - b). Reclaim from parents the cost of willful breakages, damage or loss.
  - c). Draw to the attention of parents activities organised by a third party, thereby giving parents the opportunity to request leave of absence for their children during the school day to join those activities. In those circumstances charges may well be levied by the third party.
  - d). Seek voluntary contributions from parents to fund activities either within or outside school hours and to provide incidental materials.

## P.T.A. AND FRIENDS OF BROADGATE

Our P.T.A. and Friends group is particularly active and supportive, arranging many fund-raising and social events throughout the year. All parents of children attending Broadgate School qualify automatically as members and will be invited to the regularly held meetings. Further details are available from Gill Hodgkins, secretary of the P.T.A.

**WE NEED YOUR SUPPORT!**

## **GIFTS AND DONATIONS**

Within the last few years our P.T.A. and Friends group has purchased numerous items costing thousands of pounds including: computers, technology equipment, musical instruments, an apple tree, playground equipment, a trim trail, sports kit, a camcorder, digital cameras and has assisted with the Decorate Broadgate project.. **We are extremely grateful!**

## **BREAKFAST CLUB, OUT OF SCHOOL CLUB and INTEGRATED CHILDCARE**

Details of our excellent Breakfast and Out of School Clubs, which are open to all children from Reception onwards, may be obtained from Mrs. Scholes or Mrs. Pollard at any time.

Integrated Childcare for children from 3 years upwards is available for all children.

## **IN CONCLUSION.....**

Please remember that we are always available to answer any queries or worries you may have, so please do not hesitate to call and see us. We believe that if we are to educate children properly, we need a strong partnership between home and school.

Please let us know if there are any personal problems which will help us understand your child better. This information will be held in the strictest confidence. A formal complaints procedure does exist for any occasion when parents wish to complain about matters relating to the curriculum and collective worship which are the responsibility of the Governing Body and/or the Local Education Authority. However, this is only very rarely used.

**We are sure your child will be very happy with us and will thrive in our friendly, exciting and stimulating school where high standards really matter.**