



School Prospectus

2023-2024

BUILDING THE FUTURE TODAY

Vision Statement

All children are entitled to reach their full potential as unique individuals in order to be prepared for a positive future. It is our vision to achieve this for all our pupils.

- Our ethos is to embed positive models of understanding, respect, good manners and behaviour in all we do so that Laycock Primary School and all the people in it are proud of where they belong.
- We incorporate the six principles of "Nurturing Schools" into all our practice, which are:
 - 1- Children's learning is understood developmentally;
 - 2- The Classroom offers a safe base;
 - 3- We understand the importance of nurture for the development of well-being;
 - 4- We know that language is a vital means of communication;
 - 5- We understand that all behaviour is communication;
 - 6- We acknowledge the importance of transition in children's lives.
- We continue to raise achievement and levels of attainment by setting high standards of teaching and learning throughout school;
- We want children to make progress in every lesson every day;
- We provide a safe, caring and stimulating learning and working environment for all;
- We promote and foster links within our locality in order to establish a trusting and friendly relationship with the community so that we work together for the good of the children.

Our Aims:

- At Laycock Primary School we aim for excellence.

School Address: Laycock Primary School
Laycock Lane
Laycock
Keighley
West Yorkshire
BD22 0PP

Telephone Number: 01535 605916
Fax: 01535 600761
Email: office@lps.paymat.org
Web: www.laycockprimary.co.uk

Head teacher: Mrs J Nove

Thank you for your interest in our school. We hope that the information in this booklet will answer many of your questions and help you to know more about the life and work of our school.

Children attend Laycock Primary School from the age of 4 years old to 11 years. It is a half form entry school which means our planned yearly admission level, fixed by the LEA, is 15. The school can accommodate 105 children learning and living together in a happy, caring and stimulating environment. The original school building dates from 1891 and the new building from 2002. The whole building and its grounds have undergone a full and significant refurbishment which was completed in March 2017.

Our Multi Academy Trust

As a founding member school of Pennine Academies Yorkshire Multi Academy Trust (PAYMAT). Our trust includes Hollingwood Primary School, Farnham Primary School, Crossley Hall Primary School, Grove House Primary School and Clayton Village Primary School. Lidgit Green Primary is joining the trust over the coming months. Parents are represented by a parent parliament, made up of parents from each of the schools. They meet yearly with the Trustee's and Headteachers and help to shape the future of the Trust and the schools within it.

Admissions Policy

Parents who are considering sending their children to the school should contact Education Bradford Admissions who will explain the admission policy and entry arrangements. (Phone number 01274 439200). If you would like to visit the school please contact us on 01535 605916.

The admission limit is set at 15 for every year group.

Prior to your child starting school you will be invited to visit and meet the staff to learn more about the education your child will be receiving.

Transfer to Secondary School

Children transfer to Secondary School at the beginning of the school year following their eleventh birthday. Details of this transfer are sent to parents at the start of the autumn term of their child's final year with us, and parents have the opportunity to select their preferred Secondary School. Parents and pupils are encouraged to go to the 'Open Days' at the Secondary Schools before they complete the application form.

Local Area Partnership of Schools

Laycock Primary School is committed to the aims of the Extended Schools initiative and we work in collaboration with the Keighley Local Area Partnership of Schools. We liaise with Keighley Community Nursery and their after-school care facilities for which transport is provided. We also link with the Extended Schools cluster so that children from Laycock Primary School can take up the range of school holiday activities offered by them; information about these services is available in the school foyer.

School Organisation

At Laycock Primary School children are taught in 4 classes; Reception, Y1/2; Y3/4; Y5/6.

The year groups within the school are designated as follows:

Class R		
Reception (R)	4-5 years of age	Early Years Foundation Stage
Class 1		
Year 1 (Y1)	5-6 years of age	Key Stage 1
Year 2 (Y2)	6-7 years of age	
Class 2		
Year 3 (Y3)	7-8 years of age	Lower Key Stage 2
Year 4 (Y4)	8-9 years of age	
Class 3		
Year 5 (Y5)	9-10 years of ages	Upper Key Stage 2
Year 6 (Y6)	10-11 years of ages	

Staffing Structure

Headteacher

Deputy Head teacher / Class teacher

3 Class teachers

1 Higher Level Teaching Assistant

2 Learning Support Assistants / Higher Level Teaching Assistant

1 Apprentice Learning Support Assistant

1 School Business Manager

1 Admin Assistant & Attendance officer

1 Nurture Lead

ICT Technician (MAT support & External providers)

3 Lunchtime Supervisors (who have dual roles across the school)

1 Caretaker

1 Cleaner (External contract)

1 Kitchen Unit Manager and General Kitchen Assistant (both employed by FM Services who in turn are employed by Laycock Primary School)

The School Day

The morning bell sounds at 8.50am for the children to line up and be in school for the start of lessons at 8.55am. The morning session finishes at 12.00pm for class R and Year 1/2 and 12.15pm for Years 3-6. Children have 45 minutes for lunch. All children finish lessons at 3.10pm. Members of staff are on duty from 8.45a.m and again until 3.20p.m in the playground.

Parents are asked to ensure that their children do not arrive in school before 8.45am (unless they are attending Breakfast Club) as staff are not on duty before this time. Children who go home for lunch should not return to school earlier than five minutes before the start of afternoon school. Please encourage your child to develop good working habits by ensuring that they arrive at school on time

Breakfast Club

We run Breakfast Clubs every school morning from 8.15am: The Greggs funded Breakfast Club is free to Pupil Premium eligible children, the Breakfast Play Club is charged at £2.00 per day per child for Pupil Premium pupils. Both clubs provide a breakfast & drink as well as important social time for our children. The clubs are run by staff members. If you would like your child to attend our Breakfast Club then just bring them along and sign the Parent Agreement. You **MUST** sign your child into Breakfast Club every morning that they attend. Payments for the Breakfast Play Club must be made via ParentPay in advance.

After School Clubs

We also run clubs after school and these vary each term. Examples of clubs include, Art Club, Lego Club, Sports Club, Den Building and Yoga. Letters will be sent to parents and the clubs advertised on Class Dojo.

Attendance and absences from school

All schools are required to submit attendance figures to the Department for Education. It is the Trustee's responsibility to maintain and improve pupils' attendance. It is parents' responsibility to make sure that their children attend school regularly. Regular attendance is essential in order to benefit fully from the educational and social opportunities offered. We do not authorise days off from school as a general rule. Dental and medical appointments should be made after school wherever possible. Erratic attendance sets a bad example and pupils who have poor attendance miss teaching and their progress suffers. The minimum expected attendance over the year is 97%.

If children are late (after 8.50am.) they must go to the Main Reception entrance and use the school entrance buzzer. Late-comers will be recorded and school records "lates" accordingly.

If you are unable to collect your child at home time, please advise us of the adult you are giving us permission to send your child home with, by telephone, email or letter. We will never allow a child to leave school with another adult other than their parent/carer without your permission.

If your child is ill it is essential that you inform the school by 9.00 am on the same day, by telephone, in person, by letter with another child or email. We need to know why your child is absent, for whatever reason, so that the Attendance Regulations can be met by the school.

If a child is absent from school without notification, you will be contacted by the school on the first day of absence so that registers can be updated. Authorised absences include illness, **emergency medical appointments**, special days for religious observance or exceptional circumstances with prior

permission from the Head Teacher. No holidays should be taken in school times as this disrupts your child's education and will not be authorised.

Site Security

Both the trust and staff have due concern for the health and safety of pupils and so request all parents and children use appropriate entrances and exits during the school day. Door entry systems control entry into school throughout the school day. A CCTV system is also in operation.

Health and Safety

We take the safety of all users of the school building very seriously. All staff and users have a responsibility to report any concerns to the Headteacher, Business Manager or Caretaker as a matter of duty. If you have any concerns, please report them without delay.

The school is visited regularly by a Health & Safety Representative from one of the leading Teaching Unions. Their report is always treated seriously and any potential hazards or risks are assessed and rectified. Risk assessments on all activities are carried out and reviewed on an ongoing basis.

Evacuation Plan

In the event of an emergency the children and staff will use Laycock Village Hall.

Specific Health Care

It is not school policy to administer medication. We do not administer short-term medication such as antibiotics or cough medicine. The exception to this is if a child has a prescribed medication that requires 4 doses a day. In this instance we are able to administer the daily dose during the day with covering written parental permission. Prescribed medication MUST be brought to the School office in the original packaging, where a consent form will be provided and must be completed before any medication can be administered by school staff. However we reserve the right to insist that medicines be administered by Parents/ Carers in some circumstances.

When a pupil has an ongoing medical condition a Health Care Plan is drawn up in consultation with medical professionals and parents. If medical care is an issue for your child, you should make an appointment with the Headteacher to discuss this.

If parents know, or discover that their child has an allergy, they should inform the school immediately so that a Health Care Plan can be drawn up. All allergies are recorded on your child's school record. If they have known allergies now, please ensure you have notified us of these in your pupil induction pack.

Illness or Injury at School

Occasionally a child is taken ill at school. In such cases parents or carers are contacted by telephone so that arrangements can be made for the child to be taken home. Therefore it is vital that school has the most up to date emergency contact details.

School Nurse

If you would like to discuss a health issue with a school nurse, you should contact the team directly on 01274 221203.

Welfare

School employs a Nurture Lead who is available daily. Please contact her via the school office. Our school Education Social Worker can be contacted through Education Social Work Service, telephone: 01274 439651.

The Benefits Service can help you with Welfare Benefits, free school meals, clothing allowance and school transport: telephone number 01274 385767. If you are unsure of benefit entitlement, you can talk with the Nurture Lead in confidence for information and advice.

No Smoking Policy / No Dogs Policy

The school has a "No Smoking" Policy and a "No Dogs" Policy, both of which include the school grounds as well as the school buildings. Any concerns over the implementation of these policies should be discussed with the Head Teacher.

Disabled Provision

Laycock is an inclusive school, which means no child would be denied a place solely because of their special needs. In the new part of the school building there is a toilet with disabled access & a stair lift to the internal stairs. Parents are welcome to visit our school to see the provision available.

School Meals

Meals are provided by FM Catering Services and prepared on the premises and eaten in the hall. The school meals service offers a choice of menu with alternative main meals for vegetarians, and a sweet course. Meals are on a 3 weekly rotation and can be viewed on the school website. If you prefer a hard copy please contact the school office staff. Please pay for meals in advance via Parentpay.

Parents who wish their child to have a packed lunch may do so. We encourage parents to provide healthy food in their child's lunchbox. Chocolate bars, sweets and fizzy drinks are not allowed. Water is available for all children. Free school milk is provided for children in the Reception year until the term after their 5th birthday and to those children eligible for Free School Meals. All other pupils can buy milk which should be ordered and paid for a term in advance. Letters are sent out to remind you of this option allowing you to 'opt in' or 'opt out' on a termly basis. All children have access to drinking water throughout the day. Please send your child with a labelled water bottle. Fruit is provided by school for Reception & KS1 at no cost to parents. KS2 pupils may bring a piece of fruit or snack for playtime



School Uniform

It is expected that pupils will attend school suitably dressed. Parents are asked to ensure that children do not wear jewellery (stud earrings are allowed but must be covered or removed during P.E. lessons). The school uniform colours are red, white, grey and black. Some items are available from Whitakers Schoolwear or Top Trends, both of these can be found in Keighley, whilst others are readily available at High Street department stores.

- Red Sweatshirt with logo or without logo
- White polo shirt with logo or just plain white without logo
- Grey or black trousers/shorts
- Grey or black skirt or pinafore
- Red woollen hat with logo (available from school).
- Girls' summer dress in red/white gingham check
- Navy / black shorts for P.E.
- Black slip on pumps for indoor footwear
- Plain white t-shirt
- Pump bag with logo (available from School)
- Book bag with logo (available from School)

School Hoodies are also available to order. Please see the school office for more information.

Some PE lessons are outside so **your child will also need** black jogging bottoms and a sweat shirt for these lessons

Personal belongings

All school wear must be clearly labelled with your child's name.

We request that children leave all personal toys and belongings at home.

Mobile phones etc. should not be brought to school.

If children need to have a mobile phone in school this should be discussed with the Headteacher and, where appropriate, arrangements will be made for safe-keeping during the day; no access to the phone will be permitted during the school day.

Charging Policy and School trips

It is the policy of Pennine Academies Yorkshire that all children in our school should have equal access to activities. Accordingly, the school will seek to fund as many activities as possible through school funds and/or voluntary contributions. However, there are occasions when parents can be charged for activities. Such occasions include:

- School Trips
- Individual instrumental tuition and for the loan of an Authority instrument.
- For board and lodging charges at Outdoor Education Centres.
- To cover the cost of damages, breakages, losses and defacement.

It is Trust policy that charges should be made in the above categories.

Educational Visits and Visitors

Each term, classes or groups of children visit places of interest in connection with their work in school or specialist visitors are invited into school to work with the children. This broadening of school life is a valuable part of their education. We may ask parents to make a voluntary contribution in order to help meet the expense of these visits and visitors

When your child starts at Laycock Primary School you will need to sign a permission form which gives permission for your child to participate in all trips. You will be informed in advance when such trips are taking place.

Recent visits include Cliffe Castle, Thornton Hall, Robinwood Balance bike classes and a Coronation party.





Videos/Photographs

From time to time children's photographs are used on our website and/or by local press to celebrate achievement. We try to give a balance in age and gender. We adhere to a strict policy whereby pupils do not have their photographs published without prior consent. A consent form for this is in the school induction pack.

Safeguarding / Child Protection Policy

Laycock Primary School recognises its legal duty to work with other agencies in protecting children from harm and responding to child abuse. Our safeguarding policy is based upon DFE statutory guidance contained within the latest update of the "Keeping Children safe in Education".

The staff seeks to adopt an open and accepting attitude towards children as part of their responsibility for pastoral care. Staff hope that parents and children will feel free to talk about any concerns and difficulties at home that may affect children's learning. Children's worries and fears will be taken seriously if they seek help from a member of staff. However, staff cannot guarantee confidentiality if concerns are such that referral must be made to the appropriate agencies in order to safeguard the child's welfare. School staff do not, however, carry out investigations or make decisions following a child's disclosure; this is a matter for the specialist agencies. The designated adult with an overview for all child protection matters in the school is the Headteacher. Our Nurture Lead & Deputy Head Teacher deal with child protection matters & liaise and report directly on a daily basis to the Head Teacher. All three members of staff are Designated Safeguarding Lead (DSL) trained. There is also a designated Trustee for Child Protection and Safeguarding.

Parents can feel confident that procedures are in place to ensure that all staff appointed are suitable to work with children. This includes voluntary helpers and non-teaching staff. DBS enhanced checks are made on all appointed staff & volunteers. A copy of the Safeguarding / Child Protection Policies can be obtained from the school office, and are available on the school website.

The 'Nurturing Schools Award'

The School was successful in achieving the "Nurturing Schools Award" in September 2019, in recognition of the intensive work to thread the principles of nurture through every aspect of curriculum and school life.

School Behaviour and Discipline

We have a Positive Behaviour Policy and expect a high standard of behaviour from every child. Each year we appraise and review our school behaviour policy and practice. We have a Nurture Lead who works with children, parents and carers.

The school endeavours to make sure that any bullying is identified and dealt with swiftly. All children are encouraged to show respect for others and to take responsibility for their behaviour. Parents are expected to model respectful behaviour and to help children to behave well towards both staff and other pupils.

School Curriculum

The school curriculum is a 2 year rolling programme based on the national curriculum. The curriculum offer at Laycock Primary School is a two-year rolling programme, based on the National Curriculum.

This ensures that all children cover the full curriculum content across all the foundation subjects, from years 1 to 6, and aims to ensure the full development of the Cultural Capital of all the children in our care. By this, we mean that, by the end of year 6, we aim to ensure that all our children have the essential knowledge they need to be educated citizens and to prepare them fully for their future success. We are a Nurture UK accredited school and the principles of nurture thread through all our work to ensure all our children receive the best start in life, equipping them with the social and emotional skills to do well.

Our school website & Dojo App.

The school has its own website, www.laycockprimary.co.uk, containing details of holiday dates, newsletters, prospectus, curriculum newsletters, Ofsted report and details of events taking place in school. It also gives access for children and parents to the Virtual Learning Environment (VLE) which supports home learning activities and expectations. We also use the Dojo App for posting information & support for home learning activities, daily news, updates, in-school events & Pupil rewards. You will receive Log-in details when your child joins school.

Equal Opportunities

It is the policy of the school to ensure that all pupils have equal access to the range of learning opportunities. Through its ethos, attitudes, management and organisation the school provides equal opportunities for all. We endeavour to ensure that resources and materials are appropriate and non-discriminatory and relate to the needs and aspirations of all children irrespective of gender, race, culture and social background.

Individual differences and needs are recognised and the learning environment is designed to motivate and challenge all of our pupils. Appropriate teaching methods for individuals, groups and whole classes are employed throughout the school.

Special Educational Needs

The school recognises that there are pupils who have Special Educational Needs (SEN) in some or all areas of the curriculum. We recognise that these needs have different causes, can include emotional, behavioural or social needs as well as academic, and that they may be temporary or permanent. Children with SEN have their needs met in mainstream schools wherever practically and physically possible. Laycock Primary school believes that the culture, practice, management and deployment of resources in a school should be designed to ensure that all its pupils' needs are met, that they receive equality of opportunity and that they are able to realise their potential. This includes Able and Talented children. The SENDCo works closely with teachers and Trust colleagues, identifying and monitoring children with learning difficulties, physical disabilities, behavioural difficulties, the able and the talented. We work with outside agencies and other specialist support staff to provide help and advice where appropriate.

Religious Education (R.E)

Our R. E. and Collective Worship policies are founded upon National and Local Guidelines which are available to all families. Although school has no affiliation with any religious denomination, the vicars from the local churches lead assemblies on a regular basis. In addition the school benefits from visits from the worker at Christian Links in Keighley Schools (CLIKS) as well as visits to and from local religious establishments in support of the locally agreed curriculum.

Parents and carers have the right to withdraw their children from RE and Collective Worship. If this is an issue for you, you should speak to the Headteacher in the first instance for inclusion in activities of a religious nature. A general consent form is included within the school induction pack.

Relationships, Sex & health education (RSHE)

Relationships, Sex & Health education, (RSHE) forms part of a developmental course of Science & Personal, Social & Health Education and, in line with other health issues, is taught in a manner and a depth appropriate to the age and stage of development of pupils. The policy document for RSHE has been drawn up in consultation with the Governing Body and is available in school & on the school website.

Home Learning

Home Learning is an important part of a child's education and gives you an opportunity to share in your child's learning and progress. Children of all ages take work home. For the youngest children Home Learning is important in providing a successful bridge from home to school. For older children Home Learning is influential in supporting and extending the curriculum. Home Learning activities are related to the work children are doing at school and include daily reading, spelling practice and learning of age-appropriate mental maths facts as well as practical projects to complete with you. These activities provide a vital opportunity for your child to show you how much they have learnt and how brilliant they are.

A copy of the Home Learning Policy (April 2020) is included in your pupil information pack and is also available on the school website.

The setting of Home Learning follows a familiar routine. Teachers allow more than one evening for some activities to be completed. Communication between home and school can take several forms. A Reading Record book details what is to be read at home; there is a space for written comments. Spellings are given out at the start of the week. Maths activities are provided for your child so you can help them learn the necessary facts for their curriculum. All home learning is posted on Class Dojo, with each child having a portfolio in which they can upload their work.

Working Together - Caring For Your Child

Children's education is a partnership between parents and carers, the community and the school. We want your child to be happy and secure in school and regular communication is one of the ways to achieve this.

On a daily basis, the welfare of your child is the responsibility of the class teacher. If you have any concerns, please contact your child's teacher.

Twice a year you will be invited to discuss your child's progress and look at their work. Details of parent/ teacher consultations are sent out in advance. However, we also value the chance to talk to parents informally and encourage opportunities where staff and parents can meet and discuss concerns and issues together. You will be given a written report on your child's progress and attainment each summer term.

Support with Home Learning & attendance at Parent Consultation Meetings form vital parts of the Home School Agreement, to which you agree when you enrol your child at Laycock Primary School.

Curriculum Complaints Procedure

If you have any complaints about the curriculum or school policies you are invited to discuss these with the Headteacher who will do her best to help. If you remain unhappy, you may refer your concern to the Chair of Trustees. A copy of the School's Complaints Procedure is available from the school office.

Documents/ Policies

Parents are welcome to request documents/policies for study and/or discussion. The school will provide access with reasonable notice if appropriate. A charge will be made for paper copies.

Curriculum Leaflet

Class teachers publish a Curriculum Leaflet each half term outlining the themes and curriculum areas planned, important dates and specific information for the class. These are also available on our school website: www.laycockprimary.co.uk.

School Newsletter

We publish regular Newsletters to let you know what is happening in school. The parents' notice board informs you about out-of-school activities, competitions and other matters of interest. **All information is also shared via Class Dojo. You will receive log on details for this app once your child joins Laycock Primary School.**

Keeping informed

From time to time you may be concerned about your child and what happens at school, or puzzled about changes in education policy and practice. If you would find it useful to discuss these issues with the Headteacher, staff or with other parents, please let us know.

Friends of Laycock Primary School (FOL)

Every parent is invited to join The Friends of Laycock Primary School parent group. The Friends meet and arrange fund raising and social events. Details of meetings and events are published in the Newsletter, on the school notice board, via Class Dojo, and on the website. Every child and every aspect of school life benefits in some way from the work of the Friends of Laycock.



Reception class



Years 1/2



Years 3/4





Thank you for taking time to read this booklet.

We hope it has given you some knowledge of our school, the way we work and our expectations.

Disclaimer

While the details in this book were correct at the time of publication, this does not guarantee that there will be no changes before the end of the period to which it refers.



LAYCOCK PRIMARY SCHOOL HOLIDAY SCHEDULE 2022/2023

	Re-opens		Tuesday	5 th	September	2023
	Half-term	closes	Thursday	19 th	October	
		re-open	Monday	30 th	October	
	Christmas	closes	Tuesday	19 th	December	
	New Year	re-open	Thursday	4 th	January	2024
	Half-term	closes	Friday	9 th	February	
		re-open	Tuesday	20 th	February	
	Easter	closes	Friday	22 nd	March	
		re-open	Monday	8 th	April	
	May Day	closed	Monday	6 th	May	
		re-open	Tuesday	7 th	May	
	Spring Bank (Half-term)	closes	Thursday	23 rd	May	
		re-open	Tuesday	4 th	June	
	Summer	closes	Tuesday	23 rd	July	

Children in Years 2 & 6 must be in School during May 2024 for Key Stage SATs. Year 1 Phonics Screening tests take place w/c 3rd June 2024, for which Year 1 pupils must be in School. Times table check w/c 3rd June 2024 for which year 4 pupils MUST be in school. Teacher training days for:

Monday 4th September 2023

Friday 20th October 2023

Monday 19th February 2024

Friday 24th May 2024

Monday 3rd June 2024