

# Harden Primary School

## parent Information Pack





# Information for parents whose children are starting at Harden Primary School

## Welcome

We are delighted that you have chosen to send your child to Harden Primary School and we would like to offer a warm welcome to you and your child.

We appreciate that starting (or changing) school is a significant milestone in your child's life. Our expectation is that your child will have a wonderful time at our school and we trust that our partnership with parents will play a significant part of this.

Working in partnership with you, we aim to make Harden Primary School a centre of excellence for our community and children. We will ensure that there will be many opportunities for you to share in the educational progress of your child and the staff are always pleased to make arrangements to discuss any aspect of your child's development. It is our priority that every child feels safe, happy, respected, cared for and has a sense of belonging.

We aim to make each child's Primary school days exciting and rewarding so that they look forward to each new school day, and build a love of learning and discovery that will last all their lives.

**Mrs Kirsty Hutchinson**  
(Executive Headteacher)

**Mrs Leanne Ruddock**  
(Head of School)

## Entry into the school grounds

Your child's safety is of paramount to us and the school's grounds are locked at all times with the exception of leaving and collecting times. Entry to the school at all other times is via the main reception office area. The school operates a visitor signing-in system and all staff, visitors, contractors and parents will be asked to sign in.

## Leaving your child

The school gates will be open to parents and children at 8.00am; parents are responsible for their children until 08.30. School starts at 08.30 and just before this, teachers will come out to the playground to collect the children, children will line up in their year groups, and accompany their teacher into school.

## Meeting your child

All children are collected in the playground outside the exit doors through which the children leave. If you are unavoidably delayed, please telephone us at school to let us know. You should then collect your child from the school office.

## Permission for collecting

When your child starts school we will ask that you advise the names of responsible adults who are authorised to collect your child. Should you ask someone other than those named to collect your child, please ensure the class teacher is made aware as you leave your child in the morning. Should arrangements change during the day, please telephone the school office.

## Breakfast club and after school club

Springfield offer a breakfast club and after school club in the village. Children are collected from school at the end of the day and walked over to the Memorial Hall.

For more information please contact 01535 275 019.

**School starts**  
8.30am  
**School Finishes**  
3.00pm





# Enjoying and Achieving

## Organisation

Our co-educational Primary School welcomes families of all religions and cultures. The school is a one form entry, catering for children between the ages of 4 and 11 years. Our children are divided into the following mixed ability classes taught by a class teacher who has overall responsibility for their well being.

Most of the time, the children are taught by their class teacher, but there are other arrangements in place when the teachers have their non-contact time for planning. At this time Key Stage 1 and Key Stage 2 classes will receive:

- PE and sports instruction from qualified PE and sports coaches
- Teaching from a teacher or cover supervisor under the direction of the Senior Leadership Team

Additional help is available within the classroom from the support teachers, or teaching assistants attached to each key stage. Our Reception Class is always staffed by a minimum of a teacher and support assistant. We work hard to ensure that the needs of every individual are met. Members of our support team frequently teach small groups, under the direction of the class teacher, in a carefully planned strategy of intervention and extension.



## Disabled Access

The school welcomes all children and adults into the school community. We have disabled access to the front of the school to facilitate easy access for wheelchair users to school, offices and classrooms.

## Dogs

We have our own school mentor dog who you will meet soon. However for health and safety reasons, dogs are not allowed on the school site. The only exception to this would be, for example, is if a dog is being brought into class for curriculum purposes, or to assist someone with a visual impairment.

## Smoking

Smoking including vaping is not allowed anywhere on the school site, including directly outside the school gates.

## Car Parking

Parents need to be aware that the car park is for staff and visitors only. We cannot accommodate parents' cars for safety reasons. Please do not drive into the car park to drop children off or use the area in front of the school gates - this is very dangerous. Children must be accompanied by an adult when arriving at school and we ask that you use the safety ramp and walkway when gaining access into the school via the main office.

Early Years  
Foundation Stage  
Age 4 - 5  
Reception

Key Stage 1  
Ages 5 - 7  
Classes  
1 and 2

Key Stage 2  
Ages 7 - 11  
Classes 3, 4,  
5 and 6

## Good Attendance at School

Regular and punctual attendance is encouraged so that children gain fully from all the educational opportunities available to them at school. Harden Primary considers excellent attendance as crucial to a child's success at school. If your child is unwell and unable to attend school we ask that you notify school by 9.00am so that the reason can be noted in the register. Attendance and punctuality is monitored by the Head teacher who will discuss any concerns about attendance.

## Holidays from School

Holiday dates are made available to parents each year and are posted on the school website. We request that parents do not take children away on holiday, or abroad on family visits, during term time as this can affect children's progress. If you wish to request a holiday during term time then please fill in a request form available at the school office. Please note that no holidays are authorised and holidays taken in term time could result in a penalty notice issued by Bradford Metropolitan Council.

## Dental and medical appointments

To minimise disruption to children's learning, we strongly encourage parents to make necessary dental and medical appointments after school or, during holidays. Where there is no alternative but to arrange an appointment in school time, school should be notified in advance, if possible.





## Inclusion

Harden Primary School is an inclusive school, and it values the talents and skills that all the community have. We are committed to meeting the needs of every individual and, to this end, take pride in our provision for children with Special Education Needs and Disabilities (SEND) and those who have exceptional talents.

## Special Educational Needs Co-ordinator (SEND)

Many children at some time in their school career will have a special need of some kind. A child has SEND if he/she has:

- a significantly greater difficulty in learning than the majority of children the same age,
- a disability or medical condition which prevents or hinders him/her from making use of the educational opportunities or facilities generally provided in school,
- social, emotional or behavioural difficulties,
- been identified as an exceptionally able child.

All children in school have the same right to a broad, balanced, and differentiated curriculum, which relates to both their individual needs, and the requirements of the National Curriculum. Our clear aim is to address the individual need, and to provide the specific help which is required. Continuity of provision may involve assistance within the classroom from a support teacher or teaching assistant. Children with SEND follow Individual Education Plans (IEPs), or Individual Behaviour Plans (IBPs), in which appropriate and specific targets are identified, and worked on, under the guidance of our Special Needs and Disabilities Co-ordinator. We take great care to bolster the self-esteem of these children. We encourage parents of children with SEND to become involved with the support programmes. The class teacher and SEND Co-ordinator regularly meet with parents to discuss progress on the IEP/IBP. We also have a named governor who takes a specific interest in inclusion issues.

If you have any questions relating to special educational needs then please make an appointment with the SENDCo.

## Assemblies

We hold assemblies each day, which vary between

**Whole school assembly**

**Key Stage assembly**

**Class assembly**

On Fridays we hold a Celebration Assembly to celebrate our children's achievements.



## Assessment

Assessment is a continual process undertaken by teachers and children together, so that everyone is clear about a child's progress. Teachers use assessment every day to enable them to know what each child needs to learn next. Formal assessments take place at regular intervals throughout the year.

All children are continually assessed throughout the Reception year: the outcomes of these assessments are recorded in the 'Foundation Stage Profile'. This is discussed with parents and carers. In Year 1 children will take part in the Phonic Screening tests which will be administered towards the end of the summer term. Children in Years 2 and 6 undertake their Statutory Tests during the summer term. The outcomes of these are always communicated to parents. The school also makes use of non-statutory tests published by the Qualifications and Curriculum Agency in Years 3, 4 and 5.

## Parents Evenings

In September, each class will host a curriculum evening to inform parents about the learning that will take place in that particular year group and also how parents can help their children to achieve. Formal parents evenings are held twice a year, once in November and then again in March to discuss their child's progress and targets the children need to work towards. At the end of the year parents will receive a written report along with final assessment information. An opportunity to discuss the report is provided if needed. Staff are always willing to meet parents to discuss worries or progress and parents are requested to arrange such meetings with the class teacher. This can be done in person or by emailing the class email address.

Year?@hardenprimaryacademy.co.uk

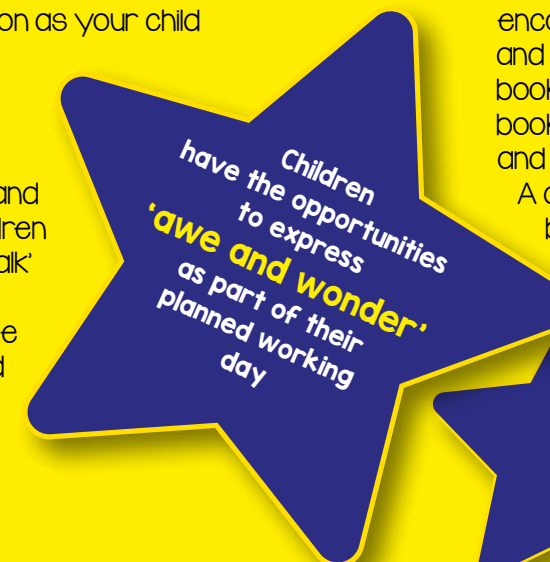
## Homework

By providing homework we hope to involve not just the child but the parents as well. It becomes a shared experience, and allows parents to monitor their children's progress. As soon as your child starts school he/she will be bringing home books to share, and words to learn. Later your child will be asked to find out information, to learn spellings, and maths facts at home. The children may be given additional 'topic talk' homework via 'Marvellous Me'. This is a conversation to engage your child in their new topic and share learning with their families.

## School Library

All pupils can use our well-stocked school library. A wide range of fiction and non-fiction books are available for home loan each week. Please encourage your child to use this facility and help him/her to be a responsible book borrower by ensuring that library books are treated with care at home and returned punctually.

A charge of £4.00 is made for lost books in order to maintain our stock.







## Safeguarding Children, and Child Protection

Harden Primary School is committed to the safeguarding of children, young people, their families, and staff. This means that everything we do is designed to promote the safety and well-being of the children we work with, as well as that of children and young people in general. We believe that safeguarding and good practice are best promoted by staff who, after a thorough selection process, are valued, trained, encouraged and appropriately managed and supported in the work they do. To ensure the safety of all those in our school, we have a range of policies, systems and procedures which all members of the teaching and non-teaching staff follow. They cover lunchtime supervision, evacuation in the event of an emergency, medical care, out of school activities, the use of safety equipment, and so on. At Harden Primary School we are committed to protecting children from danger and abuse of any kind by:

- ensuring that we practice safe recruitment in checking the suitability of staff and volunteers to work with children
- raising awareness of child protection issues and equipping children with the skills needed to keep them safe
- developing, and then implementing, procedures for identifying and reporting cases, or suspected cases, of abuse, and liaising, as appropriate with the Social Services Child Protection Team
- supporting pupils who have been abused in accordance with his/her agreed child protection plan
- establishing a caring, safe environment in which children can learn and develop

Our 'Designated Safeguarding Team' are responsible for safeguarding in the school, these are:

Executive Head Teacher, Head of School and Assistant Headteacher

Full details may be found in our current Safeguarding Children, and Child Protection Policies. More information on Safeguarding Children, and Child Protection may be obtained from our website.

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## Curriculum Enrichment

### Educational Visits and Visitors

We aim to widen and enrich the curriculum with educational visits to places of interest, and by inviting professionals into school. We try to use our local environment as much as possible and, in connection with this, we sometimes take children on walks around our local area. Such visits are a very important aspect of curriculum provision for all classes: they are linked to current work, and provide children with first-hand, memorable experiences, invaluable to their learning. Year 4 and 6 are given the opportunity each year to take part in a residential visit. These have proved to be very enjoyable, and highly beneficial to all-round development.

### Additional Music Tuition

All children study aspects of Music as part of the National Curriculum within their own classes. In addition to this the school provides opportunities for children to learn to play a musical instrument. These lessons are taken by peripatetic music teachers. They are open to children in Years 2-6, and Parents are charged for tuition.

### Activity Clubs

At Harden Primary we are proud to offer a range of clubs that run at lunchtime and after school. The clubs change on a termly basis to ensure we offer something for everyone. Some of the clubs we offer are: Lego, netball, dodgeball, multi skills, art, squash, karate, gymnastics, choir, chill out club and many more. Information is sent home at the beginning of each term with information about the clubs on offer.

### Charging Policy

We invite parents to contribute to the cost of a trip, and, on occasions, a contribution may be requested towards the cost of such activities as baking, sewing or technology. If parents are having difficulty with payment, this can be discussed, in strict confidence, with the Headteacher. No child would be excluded from a school outing/activity through an inability to contribute, however, plans may have to be cancelled if insufficient funding is available.

### Equal Opportunities

Harden Primary School aims to provide a well-structured, stimulating, and enriching educational experience where each child is offered an equal opportunity to fulfil her or his potential. We are proud to be responsible for the education of girls and boys from differing abilities & cultures, that have given our school its special character. Our school is a place which brings people of our community together in an environment of increasing mutual understanding, tolerance and respect. We reject and oppose discrimination in any form. It is the school's intention to respect the dignity of all people with regards to gender, race, religion, and disability.

All of our staff are committed to these fundamental principles and we would welcome your encouragement.

### Bullying

We do not accept any form of bullying, and the school has a clear anti-bullying policy. We encourage children to tell us if they feel they are being bullied. Staff are aware that bullying can take place and may go unreported, we ask parents, therefore, to inform the school if they suspect their child is being bullied. All allegations of bullying are thoroughly investigated, and acted upon. Parents will be notified if their child bullies another child, or is bullied by another child. Our policies (which are available on the website) apply to all staff, peripatetic teachers, supply teachers, governors, and volunteers working in the school.





## Good Behaviour in School

Our philosophy is to encourage and promote good behaviour. We are immensely proud of the very high standards of behaviour in school. All children should behave in a responsible manner, both to themselves and to others. They will be expected to show consideration, courtesy and respect, for all children and adults at all times. We encourage honesty and respect for others' possessions, property and beliefs. Staff encourage the children to behave well and we rely on parents and carers to reinforce with their children a respect for all pupils and adults in school. Through the positive use of praise we encourage all our children to develop self-esteem, self-discipline, and sensitivity to the needs of others.

### Rewards

- a whole-school weekly celebration assembly for children, Friends and Family;
- children are sent to the Senior Leadership Team (SLT) with good work, and receive an award sticker;
- reward stickers for good work and good behaviour in EYFS and Key stage 1;
- two children from each class are chosen by their teacher to receive a good work certificate. These certificates are presented at the Celebration Assembly;
- In Key stage 2 children earn collective and individual rewards



## Health, Safety and Welfare at School

Your child's well-being at school is of paramount importance to us. All the work we do is based on the fact that your child will be safe, and well cared for. The school has a wide range of policies that guide what we do to ensure the children's well-being.

### Medical Matters

Age-related medical and dental checks are held periodically in school, and parents will be informed of these before they occur.

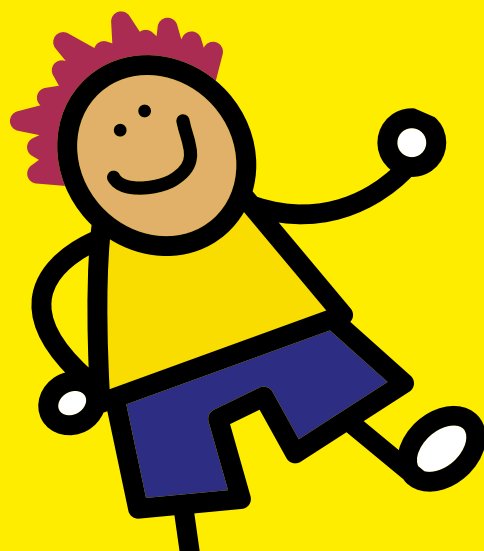
### Medicine in School

In the situation that your child requires other medication, you MUST hand this to a member of staff in the office. Medication should be that prescribed by your child's doctor and should be clearly labelled with your child's name, class and the instruction for administering. You will be asked to complete and sign a form to give school staff permission to administer the medication. School staff will not administer medication unless this form has been completed and signed by a parent/carer. All medicines are kept in the school office during the school day or fridge as required. The school cannot be held responsible should medicine not be administered.

Non-prescription medicines : it is not the school policy to administer non-prescription medicine, however we appreciate that there may be instances (ie toothache) that requires your child to be administered a short-term course (no more than 2 days) of pain-killers ie. Calpol. Medication can only be administered if supplied in sachet or tablet form, not bottles.

Please contact the school office to discuss any medical condition that may require the school to hold medication on site, eg severe allergies, diabetes. Parents should speak to their medical practitioner regarding an individual care plan for your child prior to starting school.

The school work in partnership with health professionals regarding medication and members of staff undergo annual training.



### Rashes and allergies

If your child is subject to rashes, allergies, asthma, etc please let us know in writing with any specific details which you feel may contribute to your child's rash/allergy. This is especially important if your child needs special medication e.g. Ventolin inhalers for asthma. You MUST supply an in-date inhaler, clearly marked with your child's name, to be kept in school, this will be stored in an accessible place at all times. Your child should have an individual care plan provided by the doctor and a copy should be given to school.

### Medication Expiry

It is a parent's responsibility to ensure that the medication held in school is in date. We recommend you make a note of your child's medication expiry dates and replace medication prior to the date. If you would like to check your child's medication, please contact the school office.

### First Aid and Accidents

Minor injuries sustained in school are treated by staff trained in basic first aid. Any child receiving first aid treatment will be given a sticker, type dependent on the accident. Any minor first aid injuries will be reported to parents through a form being sent home at the end of the day. In the case of your child requiring treatment which the first aider would like parents to be made aware of earlier but is not classed as serious, a message will be sent to parents.

In the case of a more serious accident or a child feeling unwell, we will contact, by telephone, the parent or named person as soon as possible to seek advice or personal involvement. Parents will be informed of any serious head injury by telephone whenever possible. If we are unable to contact the parent or a named person, a message will be sent, by 'Marvellous Me'.

### Emergencies and Contact Numbers

Should your child become ill at school we will contact you during the day. Parents/carers are asked to supply the school with their home and work telephone numbers and also a contact number of at least one other person. These numbers must be kept up to date in case school needs to contact you in an emergency. This form is updated annually and your co-operation is appreciated. If, in an emergency, we cannot establish contact, the Headteacher has authority, in loco parentis, to take appropriate action in the interest and welfare of the child.

if there  
are any changes to  
emergency contact  
information parents  
must let us know  
immediately.



## Weather Precautions

In summer, if good weather is forecast, we would ask you to apply sun cream to your child before coming to school in the morning, and to send a sun hat. There are a number of sunscreen products on the market which offer all day protection ie P20. School is unavailable to assist your child in applying sunscreen.

We ask that you provide your child with a waterproof coat each day as sometimes the children may get caught out in a shower at playtimes. Please also ensure that they are wearing footwear that is suitable for the weather. Children can wear wellies to school but we request that school shoes are brought to be changed into. Children in Reception class are asked to keep a pair of wellies in school at all times.

## School Meals

The school meals service maintains a healthy eating policy and offers a nut-free menu. The school is very fortunate in having its own kitchen, where meals are prepared daily. There are at least two choices of main course and dessert. Menus are displayed on the website so parents can help their children to make healthy choices. Every effort will be made to cater for the particular dietary requirements of each child. Please make an appointment via the school office to discuss with the Catering Manager. Parents can apply for free school meals by visiting the council website: <https://www.bradford.gov.uk/benefits/apply-for-benefits/free-school-meals/> If you wish to discuss this further then please see the school office. We also cater for vegetarians and vegans

## Packed lunches

As part of the school's healthy eating approach, we encourage a good mix of healthy foods. Crisps, biscuits and cakes should be limited. For safety reasons, we do not allow the use of glass containers or polythene bags. Chocolate, nuts or products such as peanut butter, sweets, and fizzy drinks are not permitted.

## Drinks and Snacks

Research has confirmed the benefits of drinking water throughout the day, and how it helps concentration levels and the ability to learn. Children are encouraged to have water available at their desks at all times.

Please provide your child with a named plastic water bottle with a sports type top for water; these may be purchased from the school office or any supermarket. Drinks other than water are not permitted except those brought with a packed lunch.

Milk is supplied free to all Reception children under 5 and children in receipt of Free School Meal Allowance. Parents have the option to purchase milk for children 5 and over through an online milk scheme. The school office can provide details.

Foundation stage and KS1 children are offered free fruit as part of a government funded scheme. KS2 children can bring fruit or a healthy snack to eat at morning playtime.

Foundation  
and KS1 children are  
**offered free fruit**  
as part of a  
government  
funded scheme





# Communication with Parents

## Parents are Partners

Our school aims to be a friendly, welcoming place for children, parents, staff and visitors. We value our relationship with parents. We aim to be as open and honest with you as we hope you will be with us. We will keep you fully informed of your child's progress at school, and we will approach you if we have any concerns. We positively encourage all parents and carers to talk to us if there are any problems or queries, however small they may seem. Throughout your child's time with us, you will be given many opportunities to come into school on either a formal, or informal, basis. We will keep you informed via our regular newsletters, letters and website. The school operates a paper-free communication system. Please ensure you advise the school of any changes to your email address.

We give you  
the opportunity  
to share in  
your child's  
learning

## Meet your child's new teacher sessions

September drop-in sessions are held to provide parents with an opportunity to meet their new class teacher.

## Parent-Teacher Consultation Meetings

Individual appointments are available with the class teachers in October and again in March to provide an opportunity for discussion about children's progress and targets.

## Annual School Reports

You will receive a written report of your child's progress in the summer term, and in July any matters that arise from your child's written report may be discussed with the class teacher.

## Throughout the Year:

Every Friday the school has a celebration assembly that all parents are invited to. This is time when the school comes together to celebrate all achievements that week. Special certificates are given out to children who have particularly worked hard. At Harvest, Christmas and Easter the school has a special service at either St Saviours, Harden Congregational Church or school which anyone is welcome to attend. Many events take place during the year, to which parents are invited. These may be class assemblies, musical evenings, drama productions, social events or curriculum workshops.

## Other Meetings

You are encouraged to come into school to discuss any concerns that you have about your child, or general school matters. It may be necessary to make an appointment to do this, to ensure that the member of staff concerned can give the matter his/her full attention. You should not hesitate to contact the school if you have any worries concerning your children.

## Messages home

School sends communication home via an app called 'Marvelous Me'. You will receive half termly newsletters, curriculum updates and important information via the app.

## Termly curriculum letters

In each class, parents are provided with specific information every half term/term about the things the children will be learning. This enables you to support the home learning your child will be expected to do, and also support that learning by, for example, taking them to places of interest linked to a history theme. These are also displayed on the class page on the website.

## Termly Parent events

With the class teacher, the children organise a showcase of the work completed in that term and give you an opportunity to share in your child's learning. Information about these events are found on the class pages on the website.

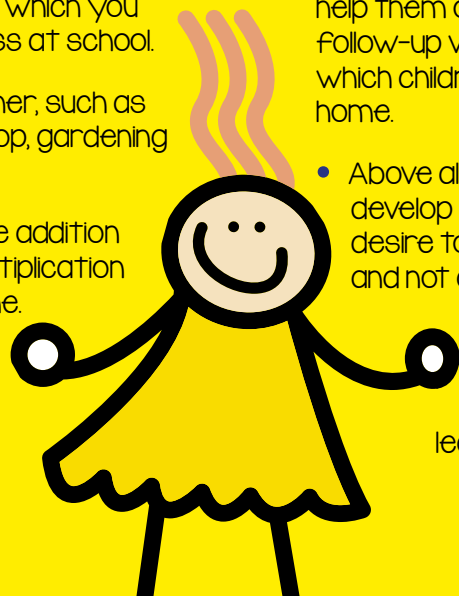
## Further ways in which you can help us

Please speak to your child's class teacher in the first instance about any concerns you may have. We would rather deal with small problems before they become big ones. Please keep us informed of anything that may affect your child's education, such as health, upsets with friends or changes in family circumstances. You can make a vital contribution to your child's success at school by helping us to understand and respond sensitively to his/her growing personality. Please remember that one of the best ways you can help your child is by talking to them about their day, sharing their work and demonstrating your support for all that the school and its staff are doing in the best interest of all the children.

## Supporting your child's education at home

Here are a few tips for ways in which you can help your child make progress at school.

- Do everyday activities together, such as cooking, paying for items in a shop, gardening and playing board games.
- Encourage children to practice addition and subtraction, to learn the multiplication tables and to learn to tell the time.



- Encourage children to complete and return promptly any extra work they have been given to help them on an individual basis. This applies to follow-up work in general i.e. topic/story writing, which children are sometimes asked to finish at home.
- Above all, encourage and help your children to develop a positive attitude to learning and a desire to give their best. Try to make learning fun and not criticise your child.
- Visit our website [www.hardenprimaryacademy.co.uk](http://www.hardenprimaryacademy.co.uk) and explore the class pages and learning links.





## 12 things you can do to help your child learn:

1. Give your child confidence through lots of praise and encouragement.
  - You have tremendous power to strengthen your child's confidence - and confidence is vital to learning.
  - Provide specific praise that focuses on a particular aspect of their work. A comment such as "I like the way you have..." is more effective than "you're clever".
2. Read to, and with, your child as much as possible.
3. Encourage your child to observe and talk about what they see, feel, think etc. For example, even young children can be helped to read notices and signs, and understand what they mean.
4. Make use of your local library.
  - Look out for special events and services for children.
5. Visit museums and other places you think your child might find interesting.
  - Children now have free admission to major national museums and art galleries.

6. If your child likes watching television, watch it together sometimes and talk about what has been watched. Children enjoy sharing their experiences and will gain a lot from the discussion.
7. Try to provide a reasonably quiet and suitable place where your child can work, and show that you and all members of the family value and respect the homework activity.
8. Try to set time aside to support your child's homework activities whilst also allowing some independence where appropriate.
9. Encourage your child to discuss homework with you, including feedback from teachers.
10. Try to help your child to see the enjoyable aspects of homework.
11. Help your child to see the importance of homework and teach them to become more independent and take more responsibility for themselves as they get older.
12. Remind your children to complete and hand in homework on time. Please contact us if you have any questions or concerns. We want your children to succeed.

## When your child brings home a book

It is not intended that you teach your child to read every book word for word. Instead read the book and bear these points in mind -

1. Choose a time when you can give all your attention.
2. Choose somewhere quiet and comfortable.
3. Allow enough time to talk about the story and the pictures.
4. Ask what he/she thinks might happen next.
5. Let your child "read" the story to you afterwards or tell you what happened.
6. Point to the words as you read (only applicable for very young readers).
7. Use your voice to reflect what is happening.
8. Your child will probably make-up the story from the pictures. This is an important stage at the beginning and will give satisfaction.
9. If your child is tired or reluctant - don't insist on continuing, leave it for later or another day.
10. Don't worry if reading isn't word perfect - if it makes sense, don't correct it.
11. Reading the story first isn't cheating - it is helping your child to predict. Never make your child feel s/he must read - always praise and encourage.

## How to help your child with reading

- Read for a short while every day - make it a time that is enjoyable to you both.
- Encourage your child to look at different words in the world around them. Point out street signs, shop names, food labels, birthday cards, buses and so on.
- Traditional nursery rhymes - children soon learn by heart and pretend to read them in books. Point out words as you read them together. Songs and TV ads can be used in the same way.
- Help your child to use a TV guide to find their favourite programmes.
- Spend time talking to your child about things you do together - include everyday things as well as special things.
- Let your child see you reading books, magazines and newspapers and that you find them useful and enjoyable.
- Continue bedtime story sessions - the best way to share the pleasure of reading.

Give your child confidence through lots of praise and encouragement.



## Our Parents' Contribution to Their School Community

### Parental Involvement

The support and co-operation of parents is highly valued and we hope that you will spend time participating actively in the life of our school. Parents are welcome to volunteer in school on a regular basis if they feel they have the time to give. Help is required for a variety of purposes including:

- reading with children and helping them change library books, telling stories, playing mathematical games, cooking, sewing, accompanying school visits, making resources or helping in the school garden and grounds.

Parents will not be assigned to work in the same class as their own children. The school will carry out an Enhanced DBS Check on any parent working unsupervised with children. If you would like further details regarding volunteering please contact the school office.

### The Parent Teacher Fundraising Association (PTFA)

All parents/carers of children who attend the school become members of the PTFA. We belong to the National Confederation of Parent Teacher Associations, (NCPTA). The PTFA are a hard-working group who work to benefit the school through the organisation and provision of both fund raising and social activities. In the past they have held fun runs, children's discos, Christmas and Summer Fairs, and a wide range of other activities. The money raised is used to pay for equipment and activities that will enhance the children's experience of school. For example, refurbish a new school library and provide playground equipment. The Committee is elected and they are responsible for organising events and controlling funds. They are always happy to welcome new faces and new ideas - please come and join them to support the progress of the children and the work of the teaching staff!



## School Groups

### School Council

A School Council is elected by pupils in the school. Two representatives from each class are elected by their classmates to represent them. The Council representatives hold regular meetings and invite guests from the community to join them. At these meetings, decisions are taken, and the representatives feedback the information to their classmates. All pupils are encouraged to pass ideas and suggestions to their representatives, thereby sharing in the decision-making process. The staff believe very strongly that the children should have a voice, and that their views should influence the development of the school.

### Eco Committee

The school has a newly formed Eco Committee which consists of 2 children from each class. This group meet regularly to come up with ideas

to help better the environment. We encourage children to be active members of their school community in many other ways.

- Classroom monitors, and assembly monitors.
- Buddies: Volunteers from Y6 act as supportive playtime mentors to the younger children. The children are trained to lead games and activities during playtimes for Reception and KS1 children. This has been highly successful in creating an active environment in which children learn new skills and keep fit. It has proved to be enjoyable and effective for both the older and younger children.

All children are encouraged to share their ideas about improving school life, most make their suggestions directly to the Headteacher



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## Further Information

### School Dress Code

We are very proud of the appearance of all children at Harden Primary School. It is our policy that children wear school uniform every day, and we would appreciate your cooperation in this. It is designed to be simple and practical and, above all, gives children a sense of belonging to the school. We also feel that wearing the school uniform encourages a pride in personal appearance.

### School Uniform

Blue Logo Sweatshirt or Cardigan  
Yellow Logo Polo Shirt  
Grey Trousers, Skirt or Pinafore Dress.  
Grey school-style Shorts (Summer term only)  
School-style dress (Summer term only)  
Grey or White socks  
Grey tights  
Black school-style shoes

### PE Uniform

Blue Logo Hoodie or Zipped Hoodie  
Blue Logo PE Sports Top  
Navy Blue Tracksuit bottoms  
Navy Blue Leggings (girls)  
Navy Blue Shorts  
White socks  
Trainers

Please make sure that all school clothing, including indoor shoes are clearly marked with your child's name.

### Complaints Procedure

At Harden Primary School we believe that parents have the right for all complaints to be dealt with quickly, fairly, and with the minimum of difficulty. Should you have a complaint, or an issue to raise, there are two steps to follow:

1. Talk to the class teacher. Class teachers are available to speak with you at the end of the school day. Alternatively, if you need a longer discussion, please make an appointment.

2. After speaking to the class teacher, talk to the Headteacher. Most matters can be resolved in this way. Please make an appointment with the Headteacher. The vast majority of concerns will be of a minor nature, and are usually dealt with as described above.

Harden Primary School has an excellent reputation in this area, and our relationship with parents has always been really important to us. A fundamental aim of our school is for the children to be happy, and anything that affects this must be dealt with quickly and effectively. Please help us to help your children - contact us early so that small problems will not grow into large ones. If, in the unlikely event of the matter remaining unresolved, then parents have the right to take the complaint further via the Local Advisory Board. Details of these procedures are available on the school website.

### School Inspection

The school is inspected on average every 2 to 3 years. A copy of the summary of the report is available on the school website. The full report can also be viewed on the Ofsted website [www.Ofsted.gov.uk](http://www.Ofsted.gov.uk)

### Transfer Arrangements

Transfer to a secondary school is at the end of Year 6 (age 11) and is dependent on the admission policy of the receiving school. Children from Harden usually transfer to Parkside School, Bingley Grammar and Beckfoot School. Our pupils have also been successful in gaining places in Bradford Grammar, Bradford Girls, Ermysteds and North Halifax Grammar School.

We have good links with the secondary schools to ease the stress of transfer. Parents will receive further information about the transfer procedures when their child is reaching the end of his/her time at this school. Entry to Harden Primary School cannot be seen as a guarantee of entry to any particular secondary school.

At other stages in your child's education it may be necessary to transfer to a different school. This will usually take place at the end of term to minimise disruption. In cases where a house move means a change of school, both schools will discuss appropriate start and finish dates with the parents. Pupils records will then be passed on to the new school.

### Governing Body & Local Advisory Board

It is a legal requirement that every school should have a Governing Body which acts in the interests of current and future pupils and staff. Exceed Academies Trust act as the Governing Body of the Trust and the interests of the school are represented through the Local Advisory Board (LAB). Members of the LAB are unpaid volunteers and school staff.

The key responsibilities of the Local Advisory Board include ensuring the quality of educational provision, challenging and monitoring the performance of the academy, ensuring good financial health and probity, supporting the SLT in management of staff.

In fulfilling these responsibilities an effective board will help the school to set high standards by planning for the school's future and setting targets for school improvement.

The LAB is confident that most issues can be addressed by the headteacher, however a direct approach may be made to the chair of the Local Advisory Board through the clerk to the governors, c/o the school office.







## HARDEN PRIMARY SCHOOL

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## Exceed Academies Trust

C/O Horton Park Primary School, Dawnay Road. Bradord. BD5 9LQ

Tel: 01274 574 544 email: [info@exceedacademiestrust.co.uk](mailto:info@exceedacademiestrust.co.uk)

Chief Executive Officer & Accounting Officer

Duncan Jacques CBE NLE