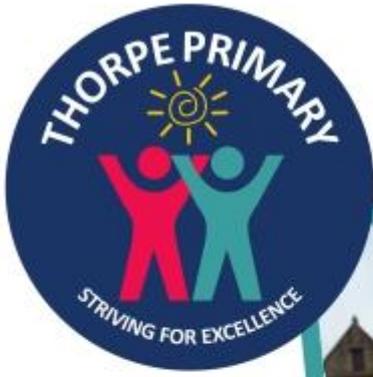


Ofsted  
Good rating





# Introduction

On behalf of the children, staff and governors, I would like to welcome you to Thorpe Primary School. Our school is one form entry and is situated in the heart of Idle village, North of Bradford in West Yorkshire.

At Thorpe we aim to provide the highest quality of education, so that children achieve to the very best of their ability as well as helping all our children become happy, confident and successful individuals.

We strive to create a happy, friendly, safe and encouraging place where everyone feels welcome and valued; where children are inspired to learn; a place where achievement is expected and is celebrated; a place where all members of the school community care about each other and are kind to each other; a place where behaviour is good and where success of all kinds is noticed so we can take pride in all that we do.

We are very lucky to have an extremely dedicated and supportive staff team who work very hard to provide the best opportunities for all our pupils in a safe and happy school environment. We aim to build the skills, knowledge and positive attitudes necessary to help all our pupils become responsible, respectful and tolerant citizens of the future.

One of our strengths is the strong partnership which exists between all members of the community, pupils staff, parents, governors and the local community.

Our school was judged Good by Ofsted in June 2015.

‘Pupils are friendly and polite....the work pupils are asked to do is not only challenging but also really entuses pupils so that they enjoy their learning.’

The good quality teaching, good progress made by our children and the good provision in place for pupils’ spiritual, moral, social and cultural development were also recognised.

It is impossible to convey the friendly, caring atmosphere of the school and the commitment and enthusiasm of the staff. The only way is to see it for yourself! So if you would like to visit, require any additional information or have any queries, please do not hesitate to get in touch.

Debbie Cooksey, Headteacher

# School Motto and Rules

A yellow wooden block with a white border and a white letter 'W' in the center.A blue wooden block with a white border and a white letter 'E' in the center.

We use kind hands, feet and words

Encourage each other and never

give up

A red wooden block with a white border and a white letter 'C' in the center.A green wooden block with a white border and a white letter 'A' in the center.

Care for and help others

Always try our best in everything

we do

A red wooden block with a white border and a white letter 'R' in the center.A blue wooden block with a white border and a white letter 'E' in the center.

Respect each other and

school property

Enjoy learning

# Aims of Thorpe Primary School

## Curriculum

We aim to inspire every pupil to be a highly motivated, independent learner who actively participates in a balanced, relevant and well matched curriculum, which affords equal opportunities for all.

## Ethos

We aim to promote high standards for pupils' achievement and behaviour by encouraging each child to do their best at work and play, to behave with consideration and respect for others and to take pride in themselves and in the school.

## Environment

We aim to create a stimulating, attractive and safe environment where children feel valued and secure to develop and grow socially, intellectually, physically, emotionally and spiritually.

## Parents and Community

We aim to develop working partnerships with parents and the local community and to fully involve parents in the life and learning of the school.



# Teaching Staff

Mrs Debbie Cooksey	Head Teacher
Miss Amanda Ramsden	Assistant Head/EYFS & KS1 Leader/EYFS teacher
Mr Rob Dawson	Assistant Head/Assessment & KS2 Leader/Y6 Teacher
Miss Claire Baker	Inclusion Leader ( SEN/Pupil premium) / teacher
Miss Emily Gimblett	Year 1 Teacher (part time)
Mrs Esther Fowler	Year 1 Teacher (part time)
Mrs Rachel Snowden	Year 2 Class Teacher
Miss Rebecca McTasney	Year 3 Class Teacher
Mrs Helen Davidson	Year 4 Class Teacher
Miss Farah Bajwa	Year 5 Class Teacher
Mr Philip Sharp	KS2 Class Teacher—part-time

# Non Teaching Staff

Miss Michelle Marsden	School Business Manager
Mrs Christine Graveson	Administrator
Mrs Tracey Wood	Nursery Nurse
Mrs Evelyn Holmes	Lead Support Assistant (KS2)
Mrs Joanne Pearce	Nursery Nurse/Care Club Manager
Mrs Michelle Fletcher	Pastoral Manager
Mrs Kathleen Preston	Support Assistant
Mrs Christine Lawrence	Support Assistant
Miss Paula Sladdin	Lead Support Assistant (KS1)
Mrs Sam Harrison	Support Assistant
Miss Debra Willoughby	Support Assistant/Care Club
Ms Colleen Brotherton	Support Assistant
Mrs Debbie Brandon	Support Assistant
Mrs Nikki Eldred	Support Assistant
Miss Sarah Nelson	Support Assistant
Mr Daniel Grabarchyk	Caretaker
Miss Zoe McArdle	Cleaner
Miss Zoe McArdle	Lunchtime Supervisor
Mrs Pam Martin	Lunchtime Supervisor
Miss Linda Holt	Lunchtime Supervisor
Miss Brenda Lee	Lunchtime Supervisor
Mrs Alison Hanson	Lunchtime Supervisor
Mrs Michelle Roundhill	Lunchtime Supervisor
Mrs Nicola Jaques	Lunchtime Supervisor
Mrs Sarah Kearns	Lunchtime Supervisor
Miss Kirsty Brooke	Kitchen Unit Manager
Mrs Denise Swaine	General Kitchen Assistant
Mrs Julie Wroe	General Kitchen Assistant
Mrs Suzy Zito	Chair of Governors

# School Session Times

School starts at 8.50am

School ends at 3.15pm

## Lunch Times

Reception, Years 1 & 2 (Key Stage 1) 12.00pm to 1.00pm

Years 3, 4, 5 & 6 (Key Stage 2) 12.15pm to 1.15pm

## Breaks

All children have a 15 minute break during the morning.

Children in Reception and Key Stage 1 have a 15 minute break in the afternoon.

All children are fully supervised during these breaks.

# Bringing Your Child to School

Supervision before and after the school day is the responsibility of parents. We do recommend that all children are accompanied to and from school by a responsible adult. Please keep your child and siblings under close supervision on the school premises.

Being punctual in the morning is very important as it ensures that your child has a really good start to the day.

If you are unavoidably delayed at the end of the day, please contact the school. Your child can then be reassured and supervised in the office area until you arrive.

For Health & Safety purposes, dogs are not allowed on school premises.

The entire school and site is a designated no smoking area.

# Admissions

The school adopts the standard admissions policy used by the LEA for new entrants.

All children will be admitted in the September of the academic year in which they become 5 years old. Parents need to fill in a preference form by the end of January of the preceding year.

Our planned admission limit is 30 children for each year group.

Parents of prospective pupils are welcome to visit the school by arrangement with the Head Teacher.

## Starting School

This is a very special time for children and parents. We aim, with your support, to make the entry year smooth, calm and enjoyable for all involved. We will develop links with local nurseries and pre-school provisions during the term before your child starts school. We offer home visits and invite you to bring your child to visit their new class, to meet their teacher and to take part in some planned activities. During the summer term you will also be invited to attend a new entrants meeting for parents.

## Children Transferring from Another School

All other admissions are also handled by the Local Authority and an application form must be completed and returned to the LA.

Parents wishing to transfer their children to our school are encouraged to visit.

## Disability Access

Please contact school to discuss our Accessibility Plan and to discuss individual needs.



# Attendance

At Thorpe Primary School, every day matters and we aim to work together with parents to ensure that each child reaches their potential by maximum attendance and punctuality.

## Absence

If your child is not well enough to attend school please either ring school or use the parents mail app on the first day of absence by 9.15 am. If your child is absent after this time and we have not received a message, school will contact you for reasons of safety.

If your child has a medical appointment please inform school in advance.

The Governing Body have published the school holidays in advance. Please make arrangements to take family holidays within these dates.

## Family Holidays

### Holiday Dates 2017-2018

<b>2017</b>	Re-open	Tuesday	5 September 2017
Half Term	Close	Friday	20 October 2017
	Re-open	Monday	30 October 2017
Christmas	Close	Friday	15 December 2017
<b>2018</b>	Open	Wednesday	3 January 2018
Half Term	Close	Friday	9 February 2018
	Re-open	Monday	19 February 2018
Easter	Close	Thursday	29 March 2018
	Re-open	Monday	16 April 2018
May Day	Closed	Monday	7 May 2018
Spring Bank	Close	Friday	25 May 2018
	Re-open	Thursday	7 June 2018
Summer	Close	Wednesday	25 July 2018



# The Early Years Curriculum

The Early Years Foundation Stage (EYFS) sets standards for the learning, development and care of children from birth to 5 years old. The last year of the Foundation Stage is spent in the Reception class.

There are seven areas of learning and development that must shape teaching and learning in Reception. All areas of learning and development are important and inter-connected. The seven areas are:

- **Communication and language**
- **Physical development**
- **Personal, social and emotional development**
- **Literacy;**
- **Mathematics**
- **Understanding the world**
- **Expressive arts and design.**

In planning and guiding children's activities, the different ways that children learn are reflected on within the teaching.

These are called the characteristics of effective learning and are:

- Playing and exploring – children investigate and experience things, and “have a go”.
- Active learning – children concentrate and keep on trying if they encounter difficulties, and enjoy achievements.
- Creating and thinking critically – children have and develop their own ideas, make links between ideas, and develop strategies for doing things.

## Key Stages 1 & 2 National Curriculum

The National Curriculum is followed in Key stages 1 and 2. This curriculum covers Maths, English, Science, Computing, History, Geography, Art, DT, PSHE, Music and PE. KS2 children are also taught a modern foreign language ( Spanish).

You can find more information on the following website:

<https://www.gov.uk/government/publications/national-curriculum-in-england-primary-curriculum>

## RE

Religious Education is a statutory element of the curriculum and we follow the Bradford Agreed Syllabus. which reflects the fact that the religious traditions in Great Britain are mainly Christian while taking into account other the beliefs and customs of other faiths.

Each day we have an assembly where children join together either as a whole school, in Key Stages or as an individual class. Parents have the right to withdraw children from religious education and assemblies by notifying the Headteacher in writing.

## PE

We have improved our PE provision by using sports coaches from Sports UK to deliver PE lessons for Years 1 to 6, as well as running after school clubs. Attending sports festivals and tournaments allow our children to participate in events as well as compete in competitions.

# PSHE (Personal, Social, Health Education)

Although PSHE remains a non-statutory subject, the National Curriculum states that; 'all schools should make provision for personal, social, health and economic education (PSHE) drawing on good practice'. PSHE education is a school subject through which pupils develop the knowledge, skills and attributes they need to keep themselves healthy and safe, and prepare for life and work in modern Britain. At Thorpe Primary School, we have a programme of topics which are covered over the year in each year group.

## Homework

Homework is set regularly for all children. For children in Reception and KS1, homework is centred around reading, spelling and basic maths skills. For all other children, homework is set regularly. Our homework policy sets out our expectations

## Safeguarding

Thorpe Primary School is committed to ensuring the welfare and safety of all children in school. We aim to create an ethos where children and parents feeling valued, listened to and understood. Children are made aware that their safety is important. We will always take a considered and sensitive approach in order that we can support all of our pupils.

A senior member of the school's leadership team is designated to take lead responsibility for safeguarding. Our policy is available publicly and is linked to our Positive Behaviour Policy, Health and Safety Policy, E-safety policy and Anti-bullying Policy. Training is undertaken by all staff to deal with safeguarding matters.

## Extra-Curricular Clubs

We offer a variety of after school clubs such as cheerleading, art, reading and rounders.

Swimming lessons occur in Year 5 and Cycling Proficiency takes place in Year 6.

Whole class instrumental lessons are currently provided to Year 4 children.

Individual lessons are available at a cost through Bradford Music service.



# Care Club

Thorpe Primary School breakfast club is open to pupils from 7.30am, Monday to Friday during term time. After school club runs until 5.45pm every day.

It provides a safe, secure environment for children. The staff provide a wide range of indoor and outdoor activities in a well-equipped facility within the school premises.

A range of healthy meals are provided.

For any further information, please contact Mrs Joanne Peel through the school office.

# School Council

Our school council meets weekly and one child from Years 1 to 6 are elected to be school counsellors. The School Counsellors represent our 'Pupil Voice' and contribute to the development of the school and organisation of a variety of events.



# Pastoral Care

Each class teacher is responsible for the general welfare of the pupils in their class. Please inform them if you are worried about your child.

Problems which persist, or are of a more serious nature, can be discussed with our Pastoral Manager and/or Head Teacher. If appropriate we have a directory of agencies who might be able to assist with family problems and concerns.

# Medicine

In line with the L.A. and teachers' professional association guidelines, no medicines will be given to children with the following exceptions:

- **Inhalers - these may be kept in the office or in a safe place in the classroom**
- **Prescribed medicines where the frequency of dosage makes this necessary**
- **Medication cited in a medical care plan**

Any medicine should be brought to the office by an adult and must be clearly marked with the child's name and dosage. We can take no responsibility for a missed dose. Parents may choose to come and administer medicines themselves.

Children should not bring throat lozenges, creams or other non-prescribed medicines to school. Parents have to sign a medical consent form

Our 'Managing Medicines in School' policy is available from the office and on our website.

If your child is absent due to sickness and diarrhoea, they should not return until they have been free of symptoms for 48 hours.



# Children with Additional Needs

Some children may need additional help at some point during their time at school.

Our Special Educational Needs Co-ordinator, Miss Claire Baker works closely with class teachers, parents and children to ensure the appropriate provision is in place. Equally some children are more able and receive differentiated provision where appropriate.

Where necessary, school works closely with other professionals and agencies for advice and support.

# Uniform Policy

The Governing Body feel strongly that a uniform helps children to develop a sense of belonging to the school and promotes equality of opportunity. We want children to feel proud to be at Thorpe Primary School.

The uniform consists of:

- **Jade polo shirts with navy sweatshirt/cardigan or navy polo shirt with jade sweatshirt/cardigan**
- **Navy / black trousers**
- **Navy skirt or pinafore dress**
- **Black shoes /plain black trainers**
- **Black/navy/grey/white socks or tights**
- **Optional—navy fleece jacket/summer caps with school logo**

Summer Uniform—Optional:

- **Blue gingham check dress/black/navy tailored shorts**

P.E. Kit:

- **White t-shirt with Thorpe logo or a plain white t-shirt**
- **Navy blue shorts/tracksuit bottoms**
- **Black pumps**
- **Draw string pump bag**

Please make sure that all items of clothing are named.

## Jewellery

For safety reasons the only jewellery allowed in school is stud earrings.

Requests for exceptions may be made for religious reasons.

All piercings should be taped over or removed prior to any physical activity and removed before swimming lessons by the pupil.

Parents are also reminded to remove nail varnish from their children's fingernails before arriving at school.

Long hair: Children with long hair must tie their hair back for practical activities such as PE and baking. Extreme hairstyles, shaving patterns and colouring are not part of our uniform policy.



# School Meals

You can decide if your child is going to have a school meal or bring a packed lunch.

All children in Reception and KS1 are entitled to free school meals. In KS2, entitlement to free school meals is determined according to individual family circumstances. You can contact Welfare Benefits, Britannia House, Bradford or ask for advice from Mrs Fletcher, our Pastoral Manager.

School meals are cooked on site and can be ordered on a daily basis. There is a three week rolling menu which changes every term.

## Payment for School Meals

Dinner money should be brought in a sealed envelope (school will provide envelopes) with the child's name, class and the amount enclosed written on the front. School meals can also be paid on Parent Pay.

Cheques should be made payable to "Bradford Council" and your cheque card number written on the back. If you think your child is entitled to free school meals please contact Welfare Benefits, Britannia House, Bradford or ask for advice from Mrs Michelle Fletcher in the School Office.

## Packed Lunches

These should be brought in a named, hygienic container and placed on the trolley provided. Water is provided for every child. Should your child wish to bring a drink from home, it should be in a carton or plastic bottle, and should not be a fizzy, high sugar or high energy drink. Sweets and chocolate bars are not allowed.

## Milk

Children in Reception class are entitled to free milk. All other children are able to order milk each term which must be paid in advance unless they are registered as being entitled to free school meals.

## Snacks

In order to promote healthy eating habits, children are encouraged to bring a piece of fruit to eat at morning break. A piece of fruit or vegetable is provided for children Reception and Key Stage 1 on a daily basis as part of the 'Fruit for school' initiative.

**Sweets, crisps and biscuits are not allowed.**



# Behaviour

At Thorpe Primary School, we have high expectations of children's behaviour at all times. We work with staff, pupils, parents and governors to create an environment where bullying and discrimination are not tolerated.

School rules are kept to a minimum and worded positively to promote responsible behaviour.

Rules are displayed in classrooms and we ask for your support in encouraging your child to adhere to these rules both within school and on the way to and from school. All classes follow the 'Good to be Green' system of rewards and sanctions, which acknowledges those children who are consistently well behaved.

When your child starts school you will be asked to sign a Home/School Agreement, which will confirm your support of our expectations and what you can expect from school.

# Educational Visits and Charging Policy

At the beginning of each year, parents are asked to sign a form allowing for short visits around the school and local area. Other visits will be arranged throughout the year by the class teachers to enhance the children's learning experiences.

For visits which incur costs such as entrance fees, transport or visitors to school such as theatre companies, we will ask for a financial contribution from parents. If insufficient funds are received, we may have to cancel the visit. Where necessary, payments can be made in instalments.

In Year 6, the children are offered a two night residential visit to the PGL centre in Lincolnshire.

# Communication

Good communication is essential between home and school if we are to cater for the needs of children effectively.

Teachers are available at the start and the end of each day so that information can be passed between teacher and parent. When there is the need to discuss issues at greater length, then appointments can be made to see the teacher at a mutually convenient time.

A newsletter is e-mailed home each week and posted on our website. Other information is displayed on noticeboards in the playground and on our website. Information is also communicated through e-mail and text using our parent mail system.

# Parent/Teacher Consultation Meetings

Parents have the opportunities to discuss their child's progress, once in the autumn term and once in the spring.

In the summer term, a report is sent home.

# FoTPS

We have a supportive parents group ( Friends of Thorpe Primary School) which organises events throughout the year such as a Christmas Fair, and discos to raise money for resources in school. They are always looking for willing and enthusiastic members and helpers.

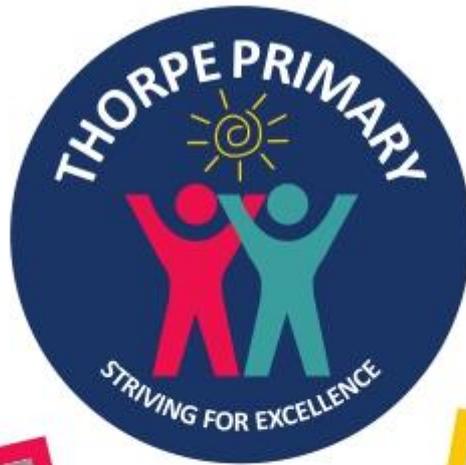


## Complaints

Complaints should be brought initially to the Class teacher, then if necessary, to a member of the Senior Leadership team who, in most cases, will be able to resolve complaints. A more formal route for more serious complaints is by a letter to the Chair of Governors.

Our complaints procedure is available on our website.





**Thorpe Primary School**, Albion Road, Idle, Bradford BD10 9PY

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Email: **[office@thorpe.bradford.sch.uk](mailto:office@thorpe.bradford.sch.uk)**

Visit: **[www.thorpeprimary.org.uk](http://www.thorpeprimary.org.uk)**