

Parent Handbook



Headteacher's Welcome



Welcome to Bramhope Primary School.

Bramhope is an exceptional, oversubscribed school with a reputation for providing an all-round education. We have 310 children and accept 40 Reception aged children each year from a range of settings. We also have school places in other year groups from time to time. Reception aged children are initially taught together as a unit and are then placed in mixed age classes as they move through school.

Bramhope is a friendly, welcoming school and an important part of the village. Our experienced, enthusiastic staff enjoy working as a team in order to support and challenge each other. We pride ourselves on how well our staff know each child as an individual and want every child to feel that they belong to our school. Each child is placed in one of four Houses and this identity is strengthened through House competitions and our House trophies. We are fortunate to have a culture where parents' seek to be involved in their children's learning and an active PTA which organises regular events for children and parents, and fund-raises for whole school projects. We are currently fundraising for our 'Great Outdoors Project' and hope to install a M.U.G.A. and a running track on our school field.

Children enjoy coming to Bramhope school and demonstrate a love of learning. They are confident and aspire to do well. We expect all of our children to work hard and our Y6 SATs results place us amongst the highest attaining schools in the country. We have an exciting curriculum and place a particular emphasis on the importance of reading. We seek to ensure that children have a solid understanding of the core subjects of English and Maths but also believe in offering a balanced curriculum; for example Art, Music, Spanish and Sport are specialist taught throughout the school. All staff place an emphasis on achievement through effort.

Bramhope has fantastic playing fields, a large school garden and a private nursery on site. We believe it is important that all our children have a variety of opportunities throughout their primary education and seek to offer a full range of extra-curricular sporting activities including netball, football, rugby, cricket and athletics. We also offer individual and group music lessons and have a school choir, magazine club, French and coding are amongst the other clubs offered. Our children are encouraged to nominate themselves to join our School Council who get involved in decision making and leading projects.

Our Bramhope Buddies scheme offers another way for our children to take a leading role at school. Our Year 6 class undertake further prefect duties to represent our school both here and in the wider world as School ambassadors, Eco Councillors, House Captains, Reading Ambassadors and more.

Bramhope has a history of working in partnership with local schools and is part of a 'Family of Schools' network which meets and works together throughout the year. We also have a particularly close working relationship with Prince Henry's Grammar School, Otley and are part of the [Collaborative Learning Trust](#).

If you would like to get more of a feel for life at Bramhope, please spend a few minutes exploring our Website. Please visit our 'News & Events' page for information on our next Open Day. In the meantime, should you have any questions or would like to arrange a tour of the school, please contact the school directly.

I look forward to meeting you and welcoming you and your children to our School.

Mrs Rachel Colbourn

Headteacher



About Bramhope Primary School

Ethos & Values

Our ethos is one of consistent effort and commitment. We emphasise that hard work leads to success. We work with parents to ensure that children who need additional support receive the help they need.

We believe that emotional well-being is integral to success in the classroom and influences academic performance and learning,

We are committed to developing a culture where Children can work independently and collaboratively and without fear of failure.

We believe that children should respect others, show an interest in the wider world and actively contribute to individuals and groups who are not as fortunate as themselves.

Our values can be summarised by the statement:

'Belong. Be Your Best. Be Bramhope.'



Belong at Bramhope

Sending your child to Bramhope means opportunities and a community feeling that extends beyond the School Day.

At Bramhope our children are known – we develop strong relationships between teachers and children. We want every child and parent and their whole families to feel part of school life. Our school community is somewhere you feel proud to be a part of and belong to. Our parents are committed to supporting their child's learning. We'll let you know how you can support your children's learning so you're involved in every step of your child's journey: read more about our 'Houses' system, get involved in school, become part of our active PTA, make the most of extra-curricular opportunities and join in our wider community here.



Be your best at Bramhope

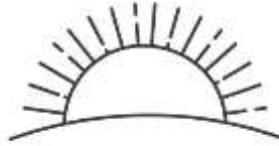
Our reputation for academic excellence is reflected in our end of key stage SATs results and regular, low-stakes testing from Year 1.

Our school is known for much more than our academic results; we place emphasis on the importance of reading and the core subjects of English and Maths, but are committed to providing children with a broad curriculum which encompasses specialist teaching and is led by teachers who

are passionate about their subject areas. Outside of the school day children are encouraged to widen their learning by joining a range of extra-curricular clubs and activities.

We encourage our children to understand the connection between their learning behaviour and their accomplishments. Our rewards system prioritises the effort that children have made. We encourage our children to challenge themselves to work hard and be their best.





Be Bramhope

Strong foundations laid at primary school are fundamental for the rest of your life.

We want every child to positively represent Bramhope both inside and outside of the classroom. Learning is enhanced through a range of school visits which take place from reception. We regularly have visitors into school to inspire our children.

We aim to provide our children with the confidence, independence, self-motivation and work-ethic needed to succeed in their secondary school lives and beyond. We celebrate the successes of our children and maintain close links with school leavers.

Children are given the opportunity to work together through our house system and contribute to their 'team' as well as being recognised for their personal achievement and effort. They are given leadership opportunities through Bramhope Buddies, being a member of our School Council or by becoming a School Prefect in Year 6. Our children develop a range of life skills during our Residential Trips in Years 5 and 6.

We encourage our children to give to others through one of our many initiatives or charity events.



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PARENT HANDBOOK

Welcome to the Bramhope Primary School Parent Handbook. In this guide you'll find lots of useful information about starting and continuing school life at Bramhope Primary School. Please use this guide alongside all of the information available on our website (which is updated regularly) to answer any questions you may have. If you still can't find what you're looking for call in to see our Admin Team in the school office or get in touch by e-mail or phone.

1. CONTACTING SCHOOL

Our School office admin team; Jill Naylor and Elizabeth Walker are available 8.20am-16.20pm in the School Office, on 0113 2671222 or via admin@bramhopeprimaryschool.co.uk.

If you have any queries regarding your child, please speak to your class teacher in the first instance. At any time you can make an appointment with your child's class teacher, assistant headteachers (KS1 & KS2), the Headteacher or other appropriate staff via the School Office.

Please note that any queries sent directly to any Staff member via e-mail will only be responded to during normal working hours (8.30am-5pm). Please note that some queries may take longer to respond to than others and an immediate response may not be possible. We aim to answer all e-mail communication within 3 working days. All contact e-mail addresses can be found in Section 2.

Our Address:
Bramhope Primary School
Tredgold Crescent
Bramhope
Leeds
LS16 9BR

Visitors

All visitors should enter through the main entrance to be signed in. Appointments must always be made with Staff in advance through the Admin team.

The main entrance is off Tredgold Crescent. The gates to the school playground are locked after 9am. If you arrive after 9am, please follow the footpath round towards the Doctors Surgery, cross the car park and follow the path back in front of the school building to the entrance doors.



Parking



This can be very limited especially at the start and close of school at 8.30-9.00am and 2.45-3.30pm. If possible, avoid arriving between these times, or park a short distance away and walk.

Please do not park in either staff car parks at any time because this will prevent staff from being able to park. Staff regularly attend meetings and educational visits off-site, so please, never block teaching staff in or use any free parking spaces. All staff have a parking permit and a permit is now required to park in the school car parks.

If you require a short-term car park permit for any reason please see the office admin team to arrange.

Please do not park on the yellow school 'zig zag' lines at any time, even just to 'drop off'. They are there to help ensure the safety of all our pupils and their families.

Finally, please respect our local residents by not blocking their driveways.

Read our [full road safety](#) charter on our website.

The School Day

Our school day starts at **9.00am**. Children can arrive at any point between 08.40 and 09.00 am. Reception aged children enter via their outdoor area in front of the Reception Classroom.

Registration is at **9.00am**. Children arriving after this time will be marked as late and should report to the school Office.

The school day ends at **3.15pm**. Children in Reception and KS1 must be collected at their designated doors by their nominated parent or carer. Children in KS2 are escorted onto the playground by their teachers for collection. If you wish to make other arrangements or if your arrangements change during the school day please speak to the Office Admin Team who will relay your message to class teachers and your child. In KS1 there are white boards where staff note any changes in pick up arrangements that day.

2. OUR STAFF & CLASSES



Primary School

Early Years Foundation Stage (EYFS) – Birth to 5 years - curriculum must be followed by all including childminders, preschools, nurseries and **school reception classes**.

Foundation Stage - Reception

Key Stage 1 (KS1) - Years **1 and 2**

Key Stage 2 (KS2) - Years **3, 4, 5 & 6**

Secondary School

Key Stage 3 (KS3) – Years 7,8 & 9

Key Stage 4 (KS4) – Years 10 & 11 (GCSEs)

Key Stage 5 (KS5) – Years 12 & 13 – sixth form (A Levels or equivalent)



Mrs Rachel Colbourn

Headteacher and Designated Safeguarding Lead

Mrs Caroline Judd

Deputy Designated Safeguarding Lead

Miss Rachel Harrison

Assistant Headteacher

Mrs Vanessa Laws

Assistant Headteacher

Miss Jill Naylor

Administrator

Miss Elizabeth Walker

Administrator

Mr Brian Bradley

Superintendent

| Reception Staff | Teaching Responsibilities | Coordinator Roles | Class |
|--------------------------|---------------------------|---|-------------|
| Mrs Freer | Reception Teacher | | |
| Miss Burns | Reception Teacher | | |
| Miss Smith | Teaching Assistant | | |
| Mrs Jones | Teaching Assistant | | |
| Mrs Rattanpal | Teaching Assistant | | |
| Key Stage 1 Staff | Teaching Responsibilities | Coordinator Roles | Class |
| Mrs Ellis | Teaching Assistant | | |
| Miss Harrison | Year 1 / 2 Teacher | Assistant Head English Subject Coordinator | Class 1/2HP |
| Mrs Pullan | Year 1 / 2 Teacher (Fri) | Bramhope Buddies | |
| Mrs Flower | Year 1 / 2 Teacher | SENCo (Special Educational Needs Coordinator) | Class 1/2F |
| Mrs Ellis | Teaching Assistant | | |
| Mrs Coates | Teaching Assistant | | |
| Mrs Cahill | Teaching Assistant | Pastoral Coordinator KS1 | |

| Key Stage 2 Staff | Teaching Responsibilities | Coordinator Roles | Class |
|--------------------------|-----------------------------------|-------------------------------|--------------|
| Mrs Hurst | Year 3 / 4 Teacher (Mon-Wed) | Science Subject Coordinator | Class 3/4HL |
| Mrs Lawson | Year 3 / 4 Teacher (Thurs-Fri) | Science Subject Coordinator | Class 3/4HL |
| Miss Maull | Support Assistant | | |
| Mrs Hahnel | Year 3 / 4 Teacher (Mon-Wed) | Computing Subject Coordinator | Class 3/4HB |
| Mrs House | Year 3 / 4 Teacher (Thurs-Fri) | RE Subject Coordinator | Class 3/4 HB |
| Mrs Haughton | Teaching Assistants (1:1 Support) | | |
| Mrs Marshall | Teaching Assistants (1:1 Support) | | |
| Mrs Reynard | Higher Level Teaching Assistant | Spanish Subject Coordinator | |

| | | | |
|-------------|--------------------|--|-------------|
| Mrs Stewart | Year 4/5 Teacher | History / Geography Subjects Coordinator | Class 4/5 S |
| Mrs Stenton | Teaching Assistant | | |

| | | | |
|------------|--------------------|--|------------|
| Mr McKeown | Year 5/ 6 Teacher | PE Subject Coordinator | Class 5/6M |
| Mrs Pearce | Teaching Assistant | | |
| Mrs Laws | Year 5/6 Teacher | Assistant Head Maths Subject Coordinator | Class 5/6L |
| Mrs Grey | Teaching Assistant | | |

| Specialist Subject Teaching | | | |
|------------------------------------|--|------------------------------|-------------|
| Sporting Influence | Specialist PE / Sport Teaching Mr Atkinson Miss Wilcox | Weekly | All Classes |
| Mrs Heald | Higher Level Teaching Assistant | Art & DT Subject Coordinator | All Classes |
| Miss Gregson | Teacher | Music Subject Coordinator | All Classes |
| Mrs Reynard | Higher Level Teaching Assistant | Spanish Subject Coordinator | All Classes |

Contact Directory

| Staff Name | Class Contact E-mail | Subject Coordinator Contact E-mail |
|---------------------|--|--|
| Reception | | |
| Mrs Freer | reception@bramhopeprimaryschool.co.uk | |
| Miss Burns | reception@bramhopeprimaryschool.co.uk | |
| Key Stage 1 | | |
| Miss Harrison | 12HP@bramhopeprimaryschool.co.uk | english@bramhopeprimaryschool.co.uk |
| Mrs Pullan | 12HP@bramhopeprimaryschool.co.uk | bramhopebuddies@bramhopeprimaryschool.co.uk |
| Mrs Flower | 12F@bramhopeprimaryschool.co.uk | |
| Key Stage 2 | | |
| Mrs Lawson | 34HL@bramhopeprimaryschool.co.uk | science@bramhopeprimaryschool.co.uk |
| Mrs Hurst | 34H@bramhopeprimaryschool.co.uk | science@bramhopeprimaryschool.co.uk |
| Mrs Hahnel | 34HL@bramhopeprimaryschool.co.uk | computing@bramhopeprimaryschool.co.uk |
| Mrs House | 34H@bramhopeprimaryschool.co.uk | re@bramhopeprimaryschool.co.uk |
| Mrs Stewart | 45S@bramhopeprimaryschool.co.uk | history@bramhopeprimaryschool.co.uk geography@bramhopeprimaryschool.co.uk |
| Mr McKeown | 56M@bramhopeprimaryschool.co.uk | pe@bramhopeprimaryschool.co.uk sport@bramhopeprimaryschool.co.uk |
| Mrs Laws | 56L@bramhopeprimaryschool.co.uk | maths@bramhopeprimaryschool.co.uk |
| Whole School | | |
| Pastoral Team | Mrs Cahill Mrs Judd | pastoral@bramhopeprimaryschool.co.uk |
| Mrs Reynard | spanish@bramhopeprimaryschool.co.uk | |
| Rachel Colbourn | headteacher@bramhopeprimaryschool.co.uk | |
| School Admin Team | admin@bramhopeprimaryschool.co.uk | Jill Naylor / Elizabeth Walker |

Class Structure

| | |
|---|--------------|
| Reception - Early Years Foundation Stage (EYFS) | 60 Reception |
| Class 1/2G (KS1) | Year 1/2 |
| Class 1/2HP (KS1) | Year 1/2 |
| Class 1/2F (KS1) | Year 1/2 |
| Class 3/4HL (KS2) | Year 3/4 |
| Class 3/4H (KS2) | Year 3/4 |
| Class 4/5S (KS2) | Year 4/5 |
| Class 5/6M (KS2) | Year 5/6 |
| Class 5/6L (KS2) | Year 5/6 |

3. THE SCHOOL DAY & ROUTINES

School Hours

School Starts 9.00am

Morning Registration

Lessons Start 9.00am

Morning Break 10.40am

Lessons Resume 10.55am

Lunchtime 12.00pm- 1.00pm

Afternoon Registration

Lessons Resume 1.00pm

School Ends 3.15pm

Drop Off Routines at Start of Day



All KS1 children must be accompanied by a parent /carer until the school bell goes at 8.50am (prompt). Children are asked to line up in their classes on the school playground outside the KS1 building. Reception children enter the classroom via the reception outdoor area.

At Bramhope we encourage our children to be independent from their first day at school. Please be assured that there are staff on hand to help younger children to get ready for the start of school once inside the building and that parental / carers are free to leave once the children have lined up.

Short messages can be relayed to teachers at the start of the day but this is always a busy time so we prefer you speak to teachers at the end of the school day or make an appointment through the office admin team.

KS2 children may be left in the KS2 playground by parents / carers **no earlier than 8.40am** when the playground is supervised.

Year 6 children are allowed to make their own way to and from school only with the express permission of their parents. Children should always go directly from home to school and vice versa to avoid any unnecessary concern should they not arrive promptly either at school or home. Your help in enforcing this is appreciated.

Children attending Kingfisher Buddies, the on-site private before and after school care provider will be escorted to and from their classrooms by Kingfisher Buddies staff. There is more information about Kingfisher Buddies in Section 8.

Parking around school and on some roads around school can be congested around school opening and closing times. We ask that you build some extra time into your school drop off routine to avoid the disruption of late arrivals and loss of teaching time and to avoid dangerous driving or parking when there are school children and their younger siblings moving around the school area.

Collection Routines at End of Day



You are asked to collect your child from the allocated doors of their classes for Reception and KS1. Every child will exit from the same class door every day. No child will be allowed to leave until the teaching staff have identified the adult picking up the child. Please notify the school office admin team of any changes to normal pick up routines. If you are going to be more than 10 minutes late for any reason please ring the school office admin team so a message can be passed on to the necessary staff.

Key Stage 2 children will exit the school building onto the KS2 playground for collection. KS2 children are also permitted with parental consent to walk round to the KS1 building to meet up with parents and younger siblings. Please ensure you have agreed your collection routine with your child each day.

Year 6 children may make their way home alone with the permission of their parents as above.

School Closure

It is at times necessary to close the school at short notice e.g. due to extreme weather conditions. We will always send you a direct e-mail and / or text message through Scopay communications service. Also, please consult our website or check the Leeds City Council school closures notification service. Read our full [Snow and Ice Policy](#) here.

4. ATTENDANCE & ABSENCE

Attendance

At Bramhope Primary School we value high attendance and unless children are unable to attend due to illness, we expect children to be in school every day. All absence will be monitored and any individual attendance dropping below 90% will be discussed with the relevant parents / carers. We discourage all parents from taking holidays during term time and all such absences will appear as unauthorised.

Lateness

We appreciate your help in ensuring that your child(ren) are on-time for school each day and that you collect your children on-time after school (please phone the school admin team if you are unavoidably late for pick-up so we can let teaching staff know). Did you know that arriving at school just 5 minutes late every day means missing over 3 days of school per year? If you are late and the school doors or gates are closed in either building, please report to the school office with your child. The admin team will ask you to sign your child in before taking your child to their class.

Reporting Absence

Please telephone the school office team on 0113 2671222 or use email to notify us of your child's absence on the first day of their illness. Please notify us on each subsequent day of illness. Please note there is no need to write a letter to school if you have notified us each day.

Please note that there are strict rules around Vomiting and Diarrhea. No child is allowed to return to school until 48 hours have passed to avoid spreading illness. For example, if your child is sick on Monday afternoon they must not return to school until Thursday.

Absence Request

We will not authorise absence in term time unless there are exceptional circumstances. Please note that holidays in term time are not exceptional circumstances. All absences during term time must be notified to school via the 'Exceptional Circumstances Request Form' (issued by Leeds City Council) **before** the absence. This form can be found on our website in the [Virtual Office, Consent Forms](#) section. Please note we are unable to authorise absence after the absence so always complete the request form **prior** to the absence. This allows us to apply the correct code for any absence in our registers. Requests for leave can only be granted by schools if there are exceptional circumstances, and holidays are not considered exceptional. Requests for leave must also be made to the school in advance, as the Department for Education has told schools that they cannot authorise any absences after they have been taken.

A penalty notice is a fine to parents or carers if they fail to ensure that their child/ren attend school regularly. Leeds City Council is responsible for issuing penalty notices on behalf of schools in the city.

If a penalty notice is issued, it will be one fine to cover the whole period of the absence. So the fine would be the same amount for an absence of five days or 10 days. For example, a parent could be issued with a £60 fine if their child misses one day of school each week over a five week period, whilst another parent might be issued the same fine for one two-week block of absence.

Penalty fines are £60 per child per parent if paid within 21 days, and £120 if paid between 22 and 28 days. If the fine is not paid, parents will be reported for prosecution.

Medical Appointments

All medical and dental appointments should be arranged for before or after school if at all possible. If you are unable to do so you must provide a copy of your appointment along with a completed 'Exceptional Circumstances Request Form'.

5. SCHOOL MEALS



At Bramhope children can be provided with a School lunch or bring a packed lunch from home. **Reception and KS1 children are currently entitled to a free school meal.** Children in KS2 can choose a school lunch at a cost of £2.50 per day. Meals are paid for via our on-line payment system accessible via ParentMail.

We are delighted to have brought Harrison catering services to Bramhope Primary School in September 2017. They are committed to delivering delicious and nutritious meals to our children. They also support the school with their food passport programme which gives our children the opportunity to taste new foods and find out where our food comes from. Everything is freshly prepared each day on site including freshly baked bread. Harrison commit to local sourcing of fresh ingredients and will cater for all allergies.

If you ever have any concerns about your child at mealtimes then please contact the school office admin team or your class teacher. You are also encouraged to contact Craig Robinson our catering manager on bramhope@harrisoncatering.co.uk who will be happy to help.

Please note that that we are able to switch children between school meals and packed lunches on a half termly basis only. Please notify the office before the end of each half term if you intend to switch your child for the next half term.

We run a three week rolling menu. View [our latest menus](#) here.

Food Allergies & Preferences

We are able to accommodate all food allergies, intolerances and preferences. In the first instance this should be included in the registration form completed when your child joins school. Please make known any requirements to the school admin team upon joining who will relay your messages to the Harrison Catering Team. Craig Robinson our Harrison Catering manager is actively involved in accommodating all children and can be contacted directly via bramhope@harrisoncatering.co.uk.



Healthy Snacks at Morning Break



Children in reception are offered free milk (this is optional and must be paid for the term after the child turns 5) and all children in KS1 can receive milk by subscribing to the '[Cool Milk scheme](#)'. Children in Reception and Key Stage 1 are also offered a portion of fruit (free of charge) each day as the school subscribes to the Government's 'Fruit and Vegetable Scheme'. For children in KS2, you may wish to send in a mid-morning snack for break-time. We want to encourage our children to have good eating habits so please limit this to fruit or vegetables.

6. SCHOOL UNIFORM AND EQUIPMENT



Our children wear grey trousers, shorts, skirts and pinafore dresses with white or red polo shirts. The school uniform is also a red jumper, cardigan or sweatshirt preferably with the school logo embroidered on it. Socks can be white or grey and shoes must be black. Girls may wear a red checked dress in the summer term. See full uniform including PE kit below. Read our [school uniform section](#) on the website here.

| FULL UNIFORM LIST | |
|---|---|
| Girls | Boys |
| Grey tailored trousers/shorts, skirt or pinafore dress | Grey tailored trousers/shorts |
| Bramhope white polo shirt | Bramhope white polo shirt |
| Bramhope red cardigan or sweatshirt | Bramhope red sweatshirt |
| Red checked dress may be worn April - October | |
| Black outdoor shoes with little or no heel (not slip-ons). Trainers are not allowed. Black boots may be worn in Winter. | Black outdoor shoes. Trainers are not allowed. |
| White or grey socks, grey or red tights | Grey, white or black plain socks |
| Bramhope Rucksack | Bramhope Rucksack |
| Bramhope house water bottle | Bramhope house water bottle |
| PE Kit: Bramhope skort / shorts and Bramhope sports polo top | PE Kit: Bramhope shorts and Bramhope sports polo top |
| PE Kit: Bramhope tracksuit (optional – plain black if not) | PE Kit: Bramhope tracksuit (optional – plain black if not) |
| PE Kit: Trainers (black or white, plain design, unbranded if possible) | PE Kit: Trainers (black or white, plain design, unbranded if possible) |
| House T-shirt | House T-shirt |

School uniform can be purchased at **the following suppliers**, please click below:

[JR Sports, 21 Market Street, Otley.](#)

www.koolkidzuniforms.com/ (Wetherby and online)

The following items can only be purchased via Scopay and collected from the school office:

- Water bottles £1.50
- Replacement water bottle lids 50p
- Dry whiteboard pens 50p (KS2)
- House t-shirts £2.50

7. COMMUNICATIONS & PAYMENTS

COMMUNICATIONS

For environmental and security reasons we aim to be a paperless school.

All communications from School will come via Scopay - letters home (**e-mails**), forms to complete and return electronically (**online forms**) and text messages (**SMS**).

From time to time we will send something home in school bags on paper if we are unable to share electronically.

Our **Website** www.bramhopeprimary.co.uk has lots of useful and up to date information about school including our school calendar.

We publish a **Weekly Newsletter** on a **Friday** which is sent out via Scopay. It includes a round-up of what's been happening in school and what's coming up and is always a great source of information. A copy of past newsletters can be found on the Website on the [News & Events](#) page.

You can follow us on Twitter by using our handle **@bramhopeps**.

ON-LINE PAYMENTS

For ease and security, we aim to be a cashless school.

All payments can be made on the app Scopay and this is where you can pay for all items owing to school including School meals (where applicable), School Trips, Club and Activity Payments etc. The school office will send out a unique code for each child to the nominated email address, so you can set up Scopay. Please note that all payments must now be made by debit or credit card.

The School Meals payment option operates a wallet system whereby you can 'top-up' your account by any amount at any time. School meals will be taken off any balance credit. Or, you can simply pay for school meals owing as they land in your payments.

If you are unable to use Scopay for any reason to make payments on-line please contact the office admin team who will be able to assist you with payment.

Please note all accounts should be cleared at the end of each term.

If you are unable to use Scopay for any reason to make payments on-line please contact the office admin team who will be able to assist you with payment.

HELP

If you need any help with Scopay click [here](#) to access the FAQ for parents.

For any further queries or help please contact the office Admin Team.

8. BEFORE AND AFTER SCHOOL CARE

There is provision of before and after school care through a number of privately registered child-minders based locally as well as the on-site privately owned provider 'Kingfisher Buddies'.

The before and after school club based at the primary school is managed by a privately-owned provider [Kingfisher Buddies](#). This club is for children aged from Reception to Year 6.

The club is open for 3 sessions a day (term time):

Session 1 Morning 7.45am till 8.50am

Session 2 Afternoon 3.15pm till 5.15pm

Session 3 Afternoon 5.15pm till 6.15pm

For information & booking please call Natalie on:

07436 015317 or email kingfisherbuddiesbramhope@gmail.com.

9. EXTRA CURRICULAR ACTIVITIES

For the latest activities visit our [extra-curricular](#) website page: clubs include sports clubs, chess club, peripatetic music tuition, bramhope buddies, choir, orchestra, forest school and many more!

10. CONCERNS AND COMPLAINTS

We are always happy to discuss any concerns or complaints you may have to do with any aspect of school life. Please contact the School Admin team who will arrange any appointments required with the appropriate members of Staff including the Headteacher.

Please follow this link to view our [Concerns and Complaints](#) Parents guide. Our [Complaints Procedure Statement Policy](#) can be found here.

For parents who would like to discuss any aspect of ongoing School provision then please look out for our half-termly **Parent Forums** advertised in the Weekly School newsletter - these sessions consider whole school plans (and not individual children).

If you would like to discuss any aspect of your child's schooling or welfare, please make an appointment with your class teacher in the first instance.

Please make appointments through the office admin team:

For any **pastoral** concerns with Sheila Cahill (KS1) or Caroline Judd (KS2)

For any **safeguarding** concerns with Rachel Colbourn or Caroline Judd (Safeguarding Leads).

Appointments can be made with the Headteacher or Assistant Headteachers at any time.

Each school year we offer **two Parents' Evenings** to discuss your individual child with a **full written report** coming home towards the end of the final Summer Term.

We carry out on-line **parent surveys**. We use the results from these surveys to inform our future plans and thinking.

Parents have the right to complete the on-line form that is collated by Ofsted called Parent View with any feedback about School. You can do this at any time not just when the school is inspected.

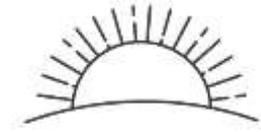
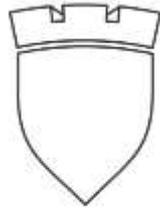
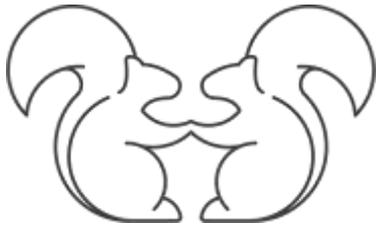
11. CURRICULUM INFORMATION

You can find more information about the Curriculum we follow on the **Subject Area pages in the 'Be Your Best' section** of our website. These are regularly updated to contain all the latest information.

Every half term our teachers issue a **'Curriculum Newsletter'** which includes all information about what will be covered in each area of the curriculum for your child's class or year group. They are available via our website or ParentMail.

At the start of each academic year you will be invited to a **'Curriculum Information Evening'** where you will be given an overview of Curriculum information and given the chance to discuss any questions you may have with your individual class teacher(s).

We also hold curriculum events for parents throughout the year including 'How to Hear your child read'. See our school calendar and newsletter advertising these.



(MORE) ABOUT US

1. SCHOOL RESULTS

KEY STAGE 1

Our KS1 SATs results continue to be significantly above the national average. The most current SATs results are in the ['Be Your Best'](#) Section of our Website.

KS1 SATs testing takes place in May / June.

KEY STAGE 2

In 2019, **90%** of all Year 6 pupils at Bramhope Primary School were at the expected level across all three areas: Mathematics, Reading and Writing. [Full results](#) are available here.

KS2 SATs testing takes place in May.

See our website for full details of all reportable measures available via the [School Performance Data](#).

2. HOME LEARNING

At Bramhope we've looked at the research and on this basis we would like to share our home learning principles with you:

- **The most effective thing any parent can do to help their child succeed at school is to read with them** (we're passionate about reading and that's why we've invested in our library spaces and books and periodicals to continue this in-school).
- Activities involving parent and child working together on something or talking about work in school can be effective.
- Regular practising and low stakes testing can really see improvements being made.

Our full [Home Learning Policy](#) can be found on our Website.

Every class has a different timetable for the receipt and return of homework. Your class teacher will be clear about your child's schedule at the start of term and will inform you if your child is not handing in their homework.

3. SAFEGUARDING

Bramhope Primary School is committed to safeguarding and promoting the welfare of our children and young people.

If you have any issues or concerns regarding your child's welfare or any questions about [Safeguarding](#) at Bramhope please contact Mrs Rachel Colbourn on 0113 2671222 or headteacher@bramhopeprimaryschool.co.uk.

Our Deputy Designated Safeguarding Lead is Mrs Caroline Judd.

Follow this link to read all the Bramhope Primary School Safeguarding Policies.

4. SPECIAL EDUCATIONAL NEEDS AND DISABILITY (SEND)

Here at Bramhope Primary School our aim is for every child to achieve his or her full potential. We aim to raise aspirations and support all pupils, including those with Special Educational Needs and Disabilities. Our SEND coordinator is Mrs Valerie Flower. Read more about [SEND here](#).

All of our [SEND policies](#) and spending strategy documents are available on our website.

5. PASTORAL TEAM

Our [Pastoral Team](#) work with our children either one-to-one or in small groups to ensure that every child has access to additional support where required. Alongside our Safeguarding team our Pastoral Coordinators get to know our children and work with them to consider any specific needs they might have. This might include helping children with friendships, confidence building or low esteem.

The team can also help children at a specific time for example; the birth of a sibling, parental separation or bereavement. If your child appears to be unhappy at home or their family circumstances have changed, please inform a class teacher.

As a school we have access to many and varied resources as part of the Leeds City Council network of schools and as part of our Family of Schools Cluster. Our Pastoral Team also request input from outside agencies whenever required.

If you have any specific concerns about your child to do with any aspect of their well-being please speak to your class teacher in the first instance. An appointment can be made with the Headteacher or our Pastoral Team by contacting the School Admin Team or can be arranged by your class Teacher.

6. GOVERNORS

The governors provide strategic direction and accountability in school. The headteacher is responsible for the day to day management of the school and the governors act as critical friend providing challenge and support. Individual governors do not act independently of the rest of the governing board; decisions are the joint responsibility of the governing board.

The role of the governing body is a strategic one; its key functions are to:

- set the aims and objectives for the school
- set the policies for achieving those aims and objectives
- set the targets for achieving those aims and objectives
- monitor and evaluate the progress the school is making towards achievement of its aims and objectives

The Governing Body consists of:

- The headteacher
- Two elected staff governors
- Four parent governors
- Six co-opted governors (including a Leeds Authority appointed governor)

The standard term of office for a governor is four years. The chair and vice-chair are elected annually at the first meeting of the academic year.

The chair of governors is Mrs Fiona Wrightson, who can be contacted via the school office admin@bramhopeprimaryschool.co.uk.

The Governing Body meets four times each year. Much of the work of the Governing Body is delegated to the six committees which meet up to five times each. Not all Governors sit on every committee - see committee roles and attendance in the table below.

At Bramhope Primary School, we have the following committees:

- **Standards and Attainment:** This committee monitors all aspects of the school's work around pupil attainment and progress, and ensuring that the school's curriculum is broad and balanced and meets statutory requirements. This committee also monitors the School Improvement Plan.
- **Finance:** This committee ensures that the school spending remains within budget and that all funds are spent wisely to best meet the needs of the pupils and ensure value for money.

- **Estate Management:** This committee oversees the annual inspection of the premises and grounds and ensure priorities for maintenance and development are identified, it reports regularly to the governing board on property matters, including the monitoring of contracts for minor works related to improvements or repairs to the buildings or grounds and reviews, approves and implements a Health and Safety policy and ensure that the school meets all relevant health and safety legislation.
- **Pupil Welfare:** This committee is responsible for behaviour, safeguarding, attendance, children's spiritual moral social and cultural development, children, parent and staff voice.
- **Personnel / Pay & Salaries:** This committee supports the headteacher to recruit and manage staff and ensure robust performance management procedures are in place. It also agrees pay progression, monitors absences and CPD. It also monitors the implementation of the Teacher's Pay Policy, approves the Teacher Appraisal Policy and ensures it is effectively implemented.
- **Headteacher's Performance Management:** This committee assesses the performance of the Headteacher and sets his / her objectives and salary for the coming year. The committee is advised by an external education expert.

For meeting attendance as well as full details of current governors please [visit our website here.](#)

7. HOUSES

In order to engender a positive approach to behaviour at school and develop pride and a sense of identity we have adopted a 'House' system at Bramhope.

There are four Houses running from Reception to Y6. Read more about our [Houses](#) here.

Our houses focus on inspirational Yorkshire men and women and each child is placed in one of the following houses (siblings are always in the same houses): Burton (Green), Wilberforce (Yellow), Bronte (Blue) or Hepworth (Red).

Each child earns house points for demonstrating positive behaviour and attitudes to learning and will remain in the same house throughout their school lives. Siblings will always be placed in the same house. The houses provide a strong identity within school with each child receiving a house t-shirt. At the end of each half term the House Cup is awarded to the house with the most house points.

Each house has two Year 6 children as their 'House Captains'.

To see the latest points tallies visit our [home page.](#)



8. GET INVOLVED

We are very lucky to have so many parents, extended family members and members of our local community actively involved in our school. Whether personally or professionally, if you feel you have a skill or a few hours to spare we'd love to harness that enthusiasm with our children, do get in touch with our Admin Team and we'll add you to our parent skill database or arrange an informal chat with Rachel Colbourn. [Get involved](#) by reading more here.

As part of commitment to Safeguarding our children we ensure that all regular volunteers are DBS checked. This can be done in school by speaking to our Admin Team. The DBS process is now done online and takes just a few minutes.

Read on to see how to get more involved with our active PTA.

9. PTA

Bramhope Primary School has an [active PTA](#) involved in organising events to raise money to support projects that enhance the school experience of children at Bramhope primary school. Fundraising efforts recently have raised money to redevelop our library spaces, for outdoor play equipment, for IT and AV equipment and to fund our wildlife garden space – all invaluable resources for school. These events bring the whole school community together. Recent events have included an inaugural sponsored fun run as well as regular events; the Christmas Fair and Summer Scarecrow Hunt and Festival as well as our Spooktacular Discos for our children. In addition we have regular parent social events like our 'Big Night Out'.

If you would like to get involved further please speak to one of the committee members who can be contacted via the Admin Team at school or via bpspta@outlook.com.

You don't have to volunteer for an ongoing role - our PTA events are run by **small project teams** that work together to organise events.

If as a group of parents you'd like to organise your own fundraising event to support the PTA we'd love to hear from you! Please contact the PTA or Mrs Colbourn directly.

Currently we have set ourselves an ambitious fundraising target to reinvigorate and refresh our fantastic outdoor spaces! Read more about our '[Great Outdoors Project](#)' [here](#).

10.SCHOOL COUNCIL

Bramhope Primary School Council members are self-nominated and elected by their peer groups on a bi-annual basis. Anyone in Year 2 and above can become a member of the School Council. Council members meet regularly before school to discuss important school issues with Mrs Colbourn directly. They give input and feedback on important school matters. They often take questions back to their classes and lead their own projects. Anyone interested in becoming a School Council member should speak to their class teacher. Application forms will be sent home to every child to invite applications to join the School Council twice yearly.

11.BRAMHOPE BUDDIES

The '[Bramhope Buddies](#)' is a whole school initiative run **by** our pupils **for** our pupils.

The aim of the scheme is to:

- Encourage positive playtimes by leading games and modelling positive behaviour
- Enable older pupils to offer support to younger pupils
- Provide leadership opportunities for pupils who would like it

Pupils in Year 5 and 6 are invited to become a 'Bramhope Buddy' on a termly basis. Every Bramhope Buddy wears the Bramhope Buddy purple sweatshirt.

Between eight and ten children will be appointed and receive training. At the end of each year, the 'Bramhope Buddies' will produce a pupil questionnaire and provide feedback about the quality of playtimes and level of support the programme offers.

For more information e-mail bramhopebuddies@bramhopeprimaryschool.co.uk or speak to Mrs Pullan.

12.YEAR 6 PREFECT ROLES

In Year 6 all of our children are given '[Prefect Roles](#)' to promote leadership and demonstrate responsibility, including the following roles: School Ambassadors, Reading Champions, House Captains, Digital Leaders and Eco-Councillors. Children nominate themselves for the role that they feel most passionate about. Prefect Roles are awarded by the Year 6 teachers in the first half term of Year 6.

13. GIVING

At Bramhope Primary School we do a lot of fundraising via our PTA to improve the spaces and resources we have available in school.

We support a [number of charities](#) regularly each year including: Jeans for Genes, Mcmillan Cancer Support, Mind, St George's Crypt, The Poppy Appeal, Children in Need, Save the Children, Radio Aire: Mission Christmas, Marie Curie, Red Nose Day and Dementia Friends as well as other ad hoc events to raise money for a variety of charities.

Our Children are encouraged to raise money for the Charities that they feel passionate about and to donate their time and energy as well as their money.

14. CELEBRATING SUCCESS

We [celebrate individual and group successes and effort](#) at Bramhope.

Our children are awarded '[House Points](#)' in recognition of good work, good behaviour or other things warranting a positive reward. The children find these highly motivating and are in their houses from reception through to Year 6.

Our children are awarded certificates given out in our weekly assemblies.

Certificates are given out for effort and good work e.g. Athletics and Times Table Rockstars. Certificates are also awarded for demonstrating the attributes we talk about in school e.g. being kind to others, being a good friend.

Good work and successes are shared on our website, in our weekly newsletter and via our twitter account @bramhopeps (subject to parental permissions).

15. RESIDENTIALS

At Bramhope Primary School our children get two opportunities to attend [Residential](#)s. We have long-standing arrangements with both of our partner venues. Our children take these memories with them for life.

16.SCHOOL TRIPS & VISITS

At Bramhope we offer [school trips and welcome visitors](#) into our school to enrich the learning of our children. All trips where possible take place in school hours and we appreciate the help of parents to enable us to facilitate the occasional early start or late finish. We try to create trips that are both memorable as well as complimenting the current topics that the children are learning about. To read more about our school policy for financing school trips please [visit our Charging & Remissions Policy here](#).

If your child is on school dinners, for any off-site visit over lunchtime they will automatically be provided with a packed lunch by Harrison catering.

Please do not hesitate to contact our admin team if you are struggling to pay for a school trip or visit. We have very good relationships with the local charity 'Bramhope Youth Trust' who have helped to fund pupils previously.

Recent trips have included educational visits to RHS Harlow Carr, Skipton Castle, Yorkshire Sculpture Park, Swillington Organic Farm and many more. Visitors to our school have included The Young Shakespeare Company, Ancient Egypt Workshops and Steel Drumming Workshops.

We will endeavour to give you advance notice of these trips wherever possible. Please visit our [School Calendar](#) to find out more.

17.School Payment Policy

The school aims to offer a rich, broad and exciting curriculum and in order to offer a range of curriculum enrichment activities it may occasionally be necessary to ask parents to contribute to the costs. If a parent is unable to make a contribution they must make contact with the lead teacher who will review each request on an individual basis. Anyone struggling to make payments should contact school to discuss directly with the Headteacher. Read our [charging and remissions policy](#) here.

18.GDPR & PRIVACY CHARTER

We need to hold personal information about your child on our computer system and in paper records to help us with their educational needs. Your Headteacher is responsible for their accuracy and safe-keeping.

Please help to keep your child's records up to date by informing us of any change of circumstances.

School staff have access to your child's records to enable them to do their jobs. From time to time information may be shared with others involved in your child's care, if it is necessary. Anyone with access to your child's records is properly trained in confidentiality issues and is governed by a legal duty to keep their details secure, accurate and up to date.

All information about your child is held securely and appropriate safeguards are in place to prevent accidental loss. In some circumstances we may be required by law to release your child's details to statutory or other official bodies, for example if a court order is presented, or in the case of public educational issues. In other circumstances you may be required to give written consent before information is released – such as the educational reports for insurance, solicitors etc.

To ensure your child's privacy, we will not disclose information over the telephone or fax unless we are sure that we are talking to you - the parent/carer. Information will not be disclosed to family and friends unless we have prior written consent and we do not leave messages with others.

You have a right to see your child's records if you wish. Please ask the office admin team if you would like further details.

Photography Consent

We generally ask for your consent for photography usage towards the start of each academic year to cover the year ahead. If you're not happy for us to use information in certain ways that's no problem – we will accommodate your preferences.

We will also ask for your permission for any video photography again at the start of each academic year.

If you change your mind at any time, you can let us know by e-mailing admin@bramhopeprimaryschool.co.uk, calling the school Admin Team on 0113 2671222, or just popping in to the school office and we will update your preferences.

On-Line Usage Consent

At Bramhope we ask that you confirm that you have read and understood the school's Acceptable Use Policy for Remote Learning and online communication, for staff and pupils, via an online form. We request this once per annum so that everyone stays safe on-line. Read our [acceptable use policy here](#). Please follow [this link](#) to complete the online form.