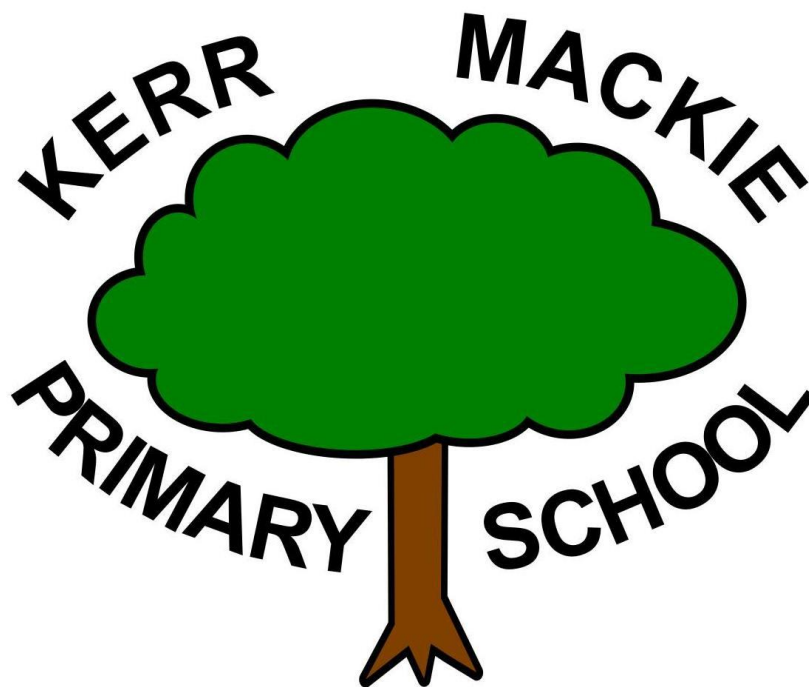


PROSPECTUS

2014/15



Together Everyone Achieves More

Headteacher: Mrs A J Ronicle
Deputy Headteacher: Mrs H Crowther

Gledhow Lane, Leeds, LS8 1NE
Tel: 0113 3368499
Fax: 0113 2370569
Email: office@kmps.org.uk
www.kermackie-primary-school.org.uk

Comments from parents/carers about Kerr Mackie:

I would just like to take this opportunity to say how pleased I am that my child attends Kerr Mackie and how nice and welcoming and compassionate all the teachers are at all times.

I really enjoyed looking at how pupils in the different year groups approach maths –lots of learning for parents to do over the coming years!

Reception open evening
A really interesting and well organised evening – I'm extremely impressed and also amazed to see the reception classroom. I'm convinced my son is going to have a great time at Kerr Mackie.

Maths week
You should be really proud of the children! They were polite, enthusiastic and could explain their thinking and methods really clearly. They showed great understanding of what they were doing - -it was a pleasure to see.

Year 5 welcome meeting
A really good idea for us to have an overview of the year and the direction that teaching and learning is headed. Thank you

Year 6 tea dance
What a fantastic event. I have loved all the wonderful art and writing as well as the fab dancing. Well done Year 6.

Year 3 Viking showcase
Amazing – best thing I've ever seen at a school..... not like when I was at school!

Year 4 Egyptian museum
It was so good that the children could talk about their subject. Great idea and very enjoyable for all!

Reception Christmas concert
Absolutely fantastic, what an amazing show with so much effort put in from staff and pupils!

Year 2 Go kart race
Another fantastic event. Kerr Mackie is second to none, first to everything.

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WELCOME

Welcome to Kerr Mackie Primary School. At Kerr Mackie we aim for excellence, excitement and enjoyment in our teaching and in the children's learning. Like parents and carers we want the very best for each and every child and we will work with you to achieve this. We provide a safe and caring environment where your child can be happy and eager to learn. Teaching is exciting and challenging, enabling all children to work to their highest potential. We value all aspects of a child's development with citizenship and a positive ethos at the heart of all we do. At Kerr Mackie we recognise that all adults and children are learners and we seek to develop our understanding and use of the very best in educational theory and practice. If you haven't already done so, do please come and visit to see the Kerr Mackie magic in action!

Our vision is of:

- A beacon school where excellence is valued and celebrated
- A highly aspirational whole school community
- Provision that will be exciting and significant for all pupils so that they can acquire the skills that are essential for life in the 21st Century
- A community where each member feels valued and respected

AIMS

The school aims, to which we all aspire, are:

- To encourage confidence and high aspirations so everyone realises their full potential and talents
- To help each child develop a good understanding of right and wrong, respect and treat each other as equals and become decent and responsible citizens
- To deliver a creative curriculum so everyone is enriched and inspired by memorable experiences with an emphasis on the achievement of high standards in all subject areas
- To assist everyone in acquiring the skills to learn independently, interdependently and work as a team
- To provide experiences that enable pupils and staff to develop tolerance, perseverance, determination and resourcefulness
- To help each child adopt healthy lifestyles with a sound knowledge and understanding of the factors that affect their physical and mental health and emotional well-being
- To positively encourage parental and community involvement in all aspects of the life of the school
- To provide a vibrant, happy and safe environment in which all people can share positive experiences and feel valued

BACKGROUND

Kerr Mackie Primary School was opened in September 1992. It is housed in modern, purpose built accommodation and stands on what was formerly the hockey pitch of Roundhay School. The school is named after Kerr Mackie, the former head teacher of Roundhay School. We intend it to be a fitting tribute to him, with high academic and personal standards of which he would have been proud. We have close links with Roundhay High School, including joint curriculum projects, access to their grounds and facilities as well as placements for their students in our school. It is a partnership which we value highly.

The Building

The building has undergone several improvements since it was opened. Most recently we have created three new group rooms for intervention and significantly improved early years and year 5 classrooms. The playgrounds have been extended and landscaped and we have a nature garden and pond area. At present there are 460 pupils in total on role aged from 3 to 11, including Nursery children. The nursery takes pupils after their third birthday when they attend either morning or afternoon.

OFSTED Reports

The school's last OFSTED inspection was in October 2012. The inspectors judged the school as both good and improving, with many outstanding aspects. The school will continue to build on its many successes to become an outstanding school.

The Governing Body

The Governing Body is made up of elected representatives from parents, staff, the Local Education Authority and community representatives. They have overall responsibility for the strategic direction of the school and monitoring its progress. Members of the governing body can be contacted via the school office. The Chair of Governors is Mrs Gillian Hayward. The names of the members of the school Governing Body and their roles of responsibility can be found on our school website.

ATTENDANCE

It is vital that children achieve maximum attendance at school. We have a **Home School Agreement** in which we ask parents and children to sign up to the child achieving full attendance throughout the school year.

We do not allow holidays in term time and ask parents to avoid taking their child out of school except in *exceptional circumstances*. We award attendance certificates to the classes with 95% or above each week. When a child is ill we ask that parents advise the office or ring into school on the first morning of sickness absence.

Every absence must be explained and we will contact you by phone or by letter if your child has any absences for which the office has not been given a reason.

Holidays in Term Time (See Appendix 1)

The headteacher is the only person who can authorise pupil absence. Absence will only be granted in exceptional circumstances.

If a child is absent for 20 days consecutively, without authorisation, their name will be removed from roll, in line with Leeds City Council policy and with the school's policy of ensuring full attendance by all pupils.

Similarly, parents cannot take their child out of school e.g. on an extended holiday or because of parental commitments elsewhere, beyond 20 days (4 school weeks) and keep their child's name on the school roll. That place would need to be available to offer to another child whose parents wish to have them admitted to Kerr Mackie.

Admission Procedures

Places in the school are allocated according to the procedures laid down by Leeds City Council. In September each year, parents of children due to start school in the following September should receive a copy of the Leeds Schools Booklet produced by Leeds City Council. We will ensure that parents of children in our nursery receive their copy. With the booklet is a form which parents return to express their preferences regarding the schools they would like their child to attend and we display posters in our nursery giving the dates by which the preference form should be returned. Booklets and forms may also be obtained from Leeds City Council in Merrion House. The telephone number for the Pupil Admission department is 2224414.

Once the school knows the names of the children to be admitted to the Reception classes, we contact their parents and invite them to a meeting, held in June. We also arrange times for the children to visit the school in July, before they start in September. Children admitted to Kerr Mackie start in Reception classes in September with a one week phased period where the children attend full time so that they get off to a flying start whilst feeling safe and secure.

Please could you complete the Pupil Details form (both sides) & additional forms and return them to school as soon as possible.

Absence Rates 2012-13

Last year school attendance was 95.2% with 4% authorised absence and 0.8% unauthorised absence.

CURRICULUM

At Kerr Mackie we aim to provide a rich, varied and exciting curriculum which inspires the children to learn not only important basic skills but also to deepen their understanding of the wider world and their place in it. We place a very high value on developing personal and social skills and citizenship, with the children making positive contributions to both school life and the wider community. As well as lessons in the classroom we use the school grounds and we visit the local environment for studies as well as offering visits to theatres, museums etc. We also plan a residential visit for children in Year 6. This is, however, dependant upon a high percentage of pupils taking advantage of the opportunity.

SUBJECTS

All pupils at Kerr Mackie Primary School are taught the full range of National Curriculum subjects - English, Mathematics, Science, Information Technology and RE, which form the core of the curriculum, plus History, Geography, Design & Technology, Music, Art, Physical Education and French.

In addition there are a number of cross curricular elements to be studied such as Multicultural Issues, Personal and Social Education, Sex and Relationship Education Environmental issues, Health Education and Equal Opportunities. The curriculum we offer is designed to take account of the whole range of subjects and cross curricular themes included within the National Curriculum.

Literacy

At Kerr Mackie we use the revised Primary National Framework for literacy. See www.standards.dfes.gov.uk/primaryframeworks/ for more details. This provides a very detailed, structured framework for the teaching of reading and writing skills throughout the school. The teaching is delivered mainly during literacy lessons, which takes place every day in Years 1 to 6. We also have a daily guided reading session every day and parents are encouraged to join us for these sessions which are from 9 to 9.30am every day. Reception class children are taught synthetic phonics where we aim for them to learn 44 phonemes during the year. They also learn key sight vocabulary and are gradually introduced to guided reading during the year.

During literacy lessons, children may be working on word level work, (phonics, spelling, vocabulary and handwriting), sentence level work, (grammar and punctuation) or text level work, (reading comprehension and writing composition). They may be working as a part of the whole class or as part of a small group or independently, to increase and improve their reading and writing skills.

Reading

Reading has been a big focus for our school. We believe good readers are good writers.

At Kerr Mackie we use Project X Rigby Star, and Rigby Navigator as our core schemes for Guided Reading. To supplement this we have a range of other books located in the library.

Home Reading

We have Kerr Mackie Primary School reading bags available for £3.50 from the office. We encourage all opportunities for reading at home and offer children books to be read at home. We aim to have the children change their books at least once a week.

Mathematics

The school uses the Primary Framework for Mathematics and a range of published schemes. More recently we have acquired 'Numicon' resources which are fun to use and a very effective way of helping children learn key number skills. In Year 6 children who excel at Mathematics are able to go to extra maths sessions at Roundhay High School. Many of these children score very highly in international tests.

The teaching programme covers 7 strands which are:

Using and applying mathematics, Counting and understanding number, Knowing and using number facts, Calculating, Understanding shape, Measuring, Handling data.

The school has a calculation policy which details which methods for addition, subtraction, multiplication and division will be taught in each year group. This policy has proved very effective in raising standards in the last year and is available to parents on request and on the school website.

We also place a high value on children learning key number facts including addition and subtraction facts up to 10 and then 20 as well as multiplication tables.

In addition to the daily maths lesson, opportunities are sought to draw out mathematical experiences in other subjects across the curriculum, for example children may use and apply their measuring skills in a science lesson or read charts and tables as part of their geography work.

Religious Education

Religious education follows the guidelines devised by the Leeds Standing Advisory Council on Religious Education - known as SACRE. This body consists of representatives from the major religious groups in Leeds and reflects the religious diversity of the city. The Leeds SACRE has produced a syllabus which meets the requirement that religious teaching should be mainly Christian and should also study the ceremonies and traditions of other major world religions. The children will be introduced to artefacts from various religions and may visit places of worship. We also have visitors to school to speak about the traditions of the major religions both in assembly and also in RE class lessons.

Sex and relationship Education

The responsibility for deciding whether sex education should form part of the school curriculum lies with the Governing Body. After consultation with parents, health visitors and other professionals, they have agreed a policy for sex education within school and each year they meet to monitor its implementation and to review it as necessary.

Parents do have the right to withdraw their children from Sex Education and before any lessons are taught we hold meetings at which parents are fully informed about the content. We do ask parents to discuss any concerns or worries with us before making this decision as we can usually resolve any issues.

Sport

All children follow the National Curriculum for PE and Games. Throughout the school, games skills, dance and educational gymnastics are taught and pupils in Year 4 take swimming lessons at Fearnville pool. The school is also part of a Schools Sports Partnership who provide access to a range of sports training and competitions. We have had particular success in Cricket competitions in the past.

We provide a range of after school sports activities – some of these are free and others are provided by other professionals. There is a small charge for some courses.

Personal, Social, Health & Citizenship Education

Our Personal, Social, Health and Citizenship Education (PSHCE) programme addresses issues such as working with others, bullying, personal safety and road safety. It also addresses issues concerned with drug education.

At the core of our PSHCE programme is the six themes of the SEAL curriculum (Social & Emotional Aspects of Learning). We have a theme for each half term which is used to focus discussion & teaching about a particular aspect. The themes are:

- New beginnings
- Getting on and falling out
- Relationships
- Going for goals
- Good to be me
- Changes

We also cover Keeping Healthy. We talk about the themes in school assemblies and each class has a weekly Circle Time session when they are discussed in a smaller setting.

Circle Time

The Circle Time lessons last about half an hour and are designed to allow appropriate discussion of the key issue highlighted in the ethos statement, depending on the age of the children. The teachers make the sessions fun by including games and energising activities but they have a clear purpose in bringing vital issues to the attention of the children.

EQUAL OPPORTUNITIES AND RACE EQUALITY

Kerr Mackie Primary is a diverse school with children of many different heritages who also speak a wide range of languages. We value this highly as strength of the school, which we celebrate. As well as having a curriculum that recognises the exciting and varied world of Kerr Mackie and beyond, we also have many special projects and festivals. We also have a clear and effective policy and curriculum for the promotion of racial harmony and for dealing with racist incidents.

We hold a Black History Week where children learn about the past and present of Black people.

Kerr Mackie Primary School Prospectus

Stephen Lawrence Award

In October 2002 the school was extremely proud to receive the Stephen Lawrence Award presented by Education Leeds. This award is in memory of Stephen Lawrence who was murdered in a racist attack and recognises the achievements of Kerr Mackie in the field of equal opportunity and race equality. Below is the vision statement and aims from our Equal Opportunities and Race Equality policies:

Vision Statement

The staff and governors are committed to inclusion and to achieving fairness and equality in the whole school community and to celebrating its diversity

Equal Opportunities and Race Equality Aims - **Kerr Mackie Primary School will:**

- promote a positive self image for all
- meet all pupils' needs so they reach their full potential
- ensure that all pupils have equal access to the full range of educational opportunities provided
- promote mutual respect and tolerance so that positive attitudes towards self and others are encouraged and maintained
- challenge myths, stereotyping, prejudice and misconceptions whenever and wherever they occur
- adopt and promote a common sense but sensitive approach to the use of appropriate language throughout the school
- celebrate the cultural diversity of our community and show respect for all
- ensure that all recruitment, employment, promotion and staff development systems are fair to all and that they meet all statutory requirements
- ensure that all parents of pupils have access to full involvement in all aspects of the school community
- recognise the valuable contribution that parents make to their child's education
- regularly review policies and resources from an equal opportunities perspective
- commit to work towards racial equality for all ethnic and national groups represented in the school community
- will not tolerate any racist behaviour from anyone in the school community
- will take action to tackle any discrimination between racial groups in respect of progress, attainment, admissions and exclusions
- will make full use of the skills and knowledge from people from all racial groups in the classroom and on the governing body

TEACHING APPROACHES

Our aim is to support and challenge the children and to help them make the most progress they can. Our teaching is designed to meet the learning needs of all children. Learning Objectives are shared with the children at the beginning of each lesson along with the success criteria which identifies in simple terms what the children will have to do meet the learning objective. Alongside this, children are given personal short term targets in Maths and Literacy to which they then work. These are modified as they meet their targets and informed by the teacher's assessment of their learning. We encourage parents to ask 'What have you been learning today?' and we expect children at Kerr Mackie to know what it is they are learning as well as their personal targets.

We provide each child with tasks at an appropriate level, geared to their needs. Each child's progress in reading, writing and mathematics is monitored and recorded against their targets each term. These, in turn, are monitored on a whole school tracking system to ensure all

Kerr Mackie Primary School Prospectus

pupils are making good progress. A range of teaching approaches is used and the children will sometimes work in ability groups, interest groups, friendship groups, as a whole class or individually. The teacher will select the approach which best matches the needs and ability of the children to the demands of the subject being studied.

SPECIAL EDUCATIONAL NEEDS

Kerr Mackie Primary School, in common with all Leeds schools, organises Special Educational Needs according to the national Code of Practice. This is designed to monitor the special needs of children in the school, be they academic, behavioural, social or emotional.

If there are concerns about a child, the Code lays down a process which closely involves parents, the school and the child in seeking ways of bringing about progress. Children who have a formal Statement of their Special Educational Needs are given support as detailed in that Statement and their progress is monitored through the Annual Review system. Children with Special Educational Needs, both statemented and not, are usually taught within their own class and may receive support from other members of staff as appropriate.

Mrs Furness is our Special Educational Needs Co-ordinator. In conjunction with the class teachers, she monitors progress of individual children and provides advice and support as required. She also liaises with parents, the school psychologist and other agencies and is responsible for deploying the Special Needs team in conjunction with Mrs Bourne, the non teaching leader of our support team.

The Foundation Stage covers the work of children in Nursery and Reception

Key Stage 1 includes all the children in Years 1 and 2

Key Stage 2 covers Years 3, 4, 5 and 6.

At the end of Key Stage 1, in Year 2, the children are assessed using a mixture of Government produced tests (SATs in English and Maths) and Teacher Assessments. The children in Year 6, the end of Key Stage 2, are also formally assessed in the May before they transfer to High School using SAT tests in English and Maths. The KS1 and KS2 SAT results are sent to parents with the end of year report and the results of the KS2 tests are published in national tables produced by the Government. At the end of this prospectus are the results of the KS1 and KS2 SATs tests taken by children in the school last year plus details of the teacher assessments. The national figures from the previous year are also given for comparison.

HOMEWORK

As children progress through the school, homework is a routine part of school life. At Kerr Mackie it takes several forms - from reading at home in the early years, through voluntary topic related activities in the middle years to set tasks by the time the children reach Year 6. We value homework for a number of reasons. Firstly, it helps to consolidate or clarify aspects learnt in daily lessons and it involves parents in the work their child is doing. It also helps establish good work habits which will be built upon in the high schools.

We send home letters at the start of each half term which describe the theme being studied and give parents general guidance as to the kind of activities they can do with their child. The type of homework will vary through the school but all classes will send home spellings and tables for the children to learn.

In the early part of the school these activities are voluntary but, by the time the children reach Years 5 and 6, they are expected to complete some homework each week.

SATs Results

Reprinted below are the KS1 and KS2 SAT results from June 2013. The Government expects children to reach Level 2 of the National Curriculum at the end of Key Stage 1, which is at the end of Year 2, and Level 4 at the end of Year 6, before they transfer to high school.

We are required by the Government to set targets for the children taking the KS2 tests.

Key Stage 1 SCHOOL RESULTS

These tables show the percentage of eligible children at the end of Key Stage 1 achieving each level in the school in 2013.

The number of eligible children is: 60

Figures may not total 100 per cent because of rounding.

	W	1	2	2C	2B	2A	3+
Speaking & listening	0	8	60				32
Reading	0	3		13	17	30	37
Writing	0	7		15	32	30	17
Maths	0	7		10	33	27	23
Science	0	7	60				33

'W' represents pupils who are working towards level 1, but have not yet achieved the standards needed for level 1.

Kerr Mackie Primary School Prospectus
Key Stage 2 SCHOOL RESULTS

Targets set were as follows:

English – Level 4 and above 89%

Maths – Level 4 and above 83%

These tables show the percentage of pupils at the end of **Key Stage 2** actually achieving each level in the school in the national tests in 2013.

The number of pupils at the end of Key Stage 2:

Figures may not total 100 per cent because of rounding.

	A	D	B	N	2	<3	3	4	5	6	4+
Reading	0	0	6	1	0	4	8	33	50	0	83
Writing	0	0	0	0	5	0	18	39	38	0	77
Maths	0	0	3	0	0	0	13	40	43	15	83
Grammar, punctuation & spelling			6	1			13		53	10	77

National test results 2013

English level 4 and above 81%

Maths level 4 and above 80%

N Pupils who were not entered for the tests because they were working below level 3 in English, mathematics or science; pupils awarded a compensatory level from the tests; and pupils entered for but not achieving a level from the tests.

B Pupils who are working at the levels of the tests, but unable to access them.

BEHAVIOUR

We have a positive attitude to behaviour management. The children are encouraged to take responsibility for their own actions within a clear school ethos based on friendliness, good sense, co-operation and care for others. Good behaviour is encouraged and any unacceptable behaviour dealt with in a positive and constructive way. High standards are expected and all our pupils are encouraged to strive to meet them. If we have concerns about a child's behaviour, it is our policy to contact parents to discuss the problem with them since it is vital that home and school work together for the benefit of the child involved.

Golden Rules

At Kerr Mackie we have the following Golden Rules:

- Be safe
- Treat others as you would like to be treated yourself
- Always do your best
- Be friendly, kind and caring
- Tell the truth
- Look after our school

Consequences

When a rule is broken the child will be given a rule-related reprimand describing the behaviour and telling them or getting them to tell the member of staff what they should have done related to the rules. A few minutes after a reprimand staff will try to notice them following the rule and praise them for doing the right thing.

Zero Tolerance behaviours

The school does not tolerate violence against others, repeated defiance or verbal abuse of staff. In this case children will be sent straight to Head teacher and will receive up to ½ a day internal exclusion depending on the severity of the incident.

BULLYING

Bullying is one form of anti social behaviour which can take many forms but, however it manifests itself, it will not be tolerated at Kerr Mackie School. Children and parents should inform the teachers or the head teacher immediately if bullying of any kind is experienced. We use a variety of approaches including the 'No Blame Approach'. Using Circle Time each class is encouraged to talk about issues surrounding friendships with the intention of teaching children how to cope with difficult situations.

The children learn that they should not tolerate unacceptable behaviour from others but they also learn the vital need to treat others with equal respect. The children are encouraged to talk within their classes about class rules and their expectations for the behaviour of themselves and others in their class. The class rules which emerge from the discussions are used to encourage good behaviour within the class group.

REWARDS

GOLDEN TIME

When a class shows good behaviour, team work and a positive attitude to learning, they can be awarded between 5 and 10 minutes of Golden Time. When the class has reached 60 minutes they have one hour's Golden Time. The children in the class can choose how they would like to celebrate their Golden Time e.g. extra art or watching a DVD.

LEARNING STICKERS

Each child is given a 'Learning Sticker' card at the beginning of the school year. The teacher will award learning stickers to children who have achieved well in a lesson and shown a positive attitude to learning. Once one side of the 'Learning Sticker' card is completed, the child can trade it for a prize from the sticker shop.

Parental Involvement

Ever since the school opened, staff have forged close links with parents. Parents can get involved in school life in many ways, including joining us for guided reading and meeting teachers before and after the school day. Our Learning Mentor, Amanda Cambridge is here to help with any concerns children or parents have. A bilingual member of staff is also available should translation be needed. Parents are also very welcome to come and work with children in school and to help out on out of school visits.

Another way of getting involved is supporting through the Parent School Association (PSA). The PSA has proved to be a very active and successful body. All parents are automatically members of the PSA and they elect a committee annually. The committee has organised a number of successful events including Winter and Summer Fairs, discos for the children and a number of very popular and successful events for parents. As a result of their efforts, large sums of cash have been raised. A major project funded by the PSA is the development and improvement of the playgrounds.

A number of parents come into school to help in a variety of ways. Some hear children read, some help prepare resources and others come in to play maths or word games with children in all parts of the school. Parents who are interested in offering their help to the school should contact the school office. All parent helpers need to be vetted - a process which involves the completion of a form - and, so far, well over two hundred parents have gone through the vetting procedure.

SCHOOL UNIFORM

Our school uniform is as follows and is compulsory:

Navy trousers/skirt/shorts

Navy sweatshirt/cardigan with or without the Kerr Mackie logo

White/sky blue polo shirts

White shirt/blouse

Black shoes/plain black trainers

Grey/navy tights

Grey/navy/white socks

Blue and white gingham/striped dresses may be worn in the summer months

Our school uniform suppliers are Tesco online (www.tesco.com/ues), Rawcliffe's, 617 Roundhay Road and also on the internet at www.yourschooluniform.com. The school office also sell book bags at £4.00 each.

For PE and Games, a change of clothing is needed – black shorts and a white t-shirt or track suit, together with socks and appropriate footwear for outdoors and black shorts and white t-shirt or leotard for indoor use. We do not expect our pupils to wear denim in school.

It would be of considerable help if parents would ensure that their children's possessions are named - particularly those items which are often mislaid, such as coats, bags, PE/games kit etc.

Lost Property

We do have a problem with storing lost property but any unclaimed items are kept for a few weeks in the parent's room. Unfortunately, it is impossible to store indefinitely the amount of property lost in school and any unclaimed items do have to be disposed of.

Jewellery

The wearing of jewellery in school is not allowed. It can present a danger in crowded class areas and playgrounds and it can also be lost, or even stolen, causing staff to lose valuable time.

It would be better if all jewellery, including watches, were left at home but we are aware that, for some children, a watch is an important item and, in addition, we understand that many children have pierced ears. Consequently, children may bring watches to school and children with pierced ears may wear studs in school but not earrings. Both items will be their responsibility.

THE SCHOOL DAY

To ease congestion around the site we have arranged staggered starting and finishing times with Roundhay School. Our day, therefore, begins at 9.00 and ends at 3.25 for year 1-6 and 3.15 for nursery and reception.

The children in Reception have an hour for lunch from 11.45 until 12.45 with the older children having their lunch break from 12.00 - 1.00.

In the morning, registration is at 9.00 but the children may come into school at any time from 8.45 onwards. There is a menu of activities for your child to choose from and we ask all parents to help their child settle into the school day by choosing an activity to do. The cloakroom doors open at 8.45 and close at 9.00. Children who arrive after the doors are closed have to come to the main entrance door by the school office where they will be marked as arriving late.

At the end of the day, at 3.25 (3.15 for nursery and reception classes), parents should wait for their child outside the cloakroom doors. It is important that parents arrive on time to collect their child as it can be very upsetting for a child if the person they expect to collect them is not there at the end of the day. If you are going to be delayed we ask that you contact the office to let us know. In the event of a delay, we would ask, though, that you try to arrange for an alternative adult to collect your child but please let us know who it is since we will not let a child leave school with an unknown person.

Nursery hours are 8.45am – 11.45am for the morning class and 12.15pm – 3.15pm for the afternoon class.

Parking at the School

Ever since the school opened, there have been problems with cars when parents are collecting children at the end of the day. Parents, carers and others collecting children are asked **not** to park in such a way as to cause blockages to the traffic flow around the school, particularly to the house owners on Gledhow Lane. There have been a number of accidents on Gledhow Lane caused by parked cars obstructing the view of those attempting to cross a very busy road. I am sure you will share our fervent wish to prevent any accidents occurring which could harm children from the school or their parents and carers. Please make sure that you are not responsible for injury to a child or adult by thoughtless or illegal parking.

There should be no parking at all on the zigzag lines marked on both sides of Gledhow Lane. Parents are **not** allowed to bring their cars into any part of the school grounds, the drive or the school car park. The only exception is for parents whose child has physical difficulties. In this case an application can be made to the office for an access fob. It will be necessary to identify your vehicle by providing the registration number to the office.

School Meals

The school has a kitchen on site which prepares excellent meals. Most of the children stay at school for their lunch with almost equal numbers having a cooked meal as bringing their own food. Dinner money is paid via the cashless system next to the office. This requires a unique number for your child which can be obtained from the office.

Payment can be made by cash or cheque. All cheques should be made payable to **Leeds City Council** and posted in the box next to the machine.

From September 2014 the charges for school meals will be:

Rec, Years 1 & 2 – universal free school meals *

Years 3-6 £2.05 per day

*If you are in receipt of benefits and would be eligible for Free School meals please apply as usual as you will then be entitled to free school milk and the school will receive additional funds.

Milk

There is an option for children in reception to year 2 to have milk every day. There is an annual charge of £18. Please complete the form (appendix 2) if you would like your child to have milk and submit your payment for the year with the form. Cheques payable to Leeds City Council please.

Lunch Time

There is a lunchtime supervisor and a number of supervisory assistants to look after the children at lunch times both inside the dining room and outside on the playgrounds.

The children in the Reception classes begin their lunch break at 11.45. For the rest of the school the morning session does not end until 12.00 which means that the younger children have the dining room to themselves for fifteen minutes before the older boys and girls come in for their lunch.

SCHOOL CALENDAR 2014-15

HOLIDAY	SCHOOLS CLOSE	SCHOOLS OPEN
Summer		Monday 1 st September 2014
Autumn mid-term	Friday 24 th October 2014	Monday 3 rd November 2014
Christmas	Friday 19 th December 2014	Monday 5 th January 2015
Spring mid-term	Friday 13 th February 2015	Monday 23 rd February 2015
Easter break	Thursday 2 nd April 2015	Monday 20 th April 2015
May Bank Holiday	Friday 1 st May 2015	Tuesday 5 th May 2015
Summer mid-term	Friday 22 nd May 2015	Monday 1 st June 2015
Summer break	Tuesday 21 st July 2015	

Training days 2014-15

Monday 1st September 2014
 Tuesday 2nd September 2014
 Wednesday 17th September 2014
 Tuesday 23rd September 2014
 Monday 5th January 2015

SCHOOL POLICIES

EMERGENCY CLOSURES

In the event of emergencies such as heavy snow or heating failure we may have to close the school. We will send a text to the first contact number held for each pupil and put a message on the school website. School phone lines can get very busy at these times so please only call if you need to.

MEDICATION IN SCHOOL HOURS

For a number of obvious safety reasons, medicines of all kinds are best kept out of school. It would be preferable for all medication to be administered outside the school day and we ask parents to arrange this whenever possible. If your child has special medical needs please make sure the school knows of them before the date of admission.

In **exceptional circumstances**, and only by prior arrangement, it may be possible for medication to be brought in to school. If you feel your child may need to take medication during school hours you should contact the school office **before** it is brought in to school. Inhalers are the exception to the above rule. Children needing to use inhalers may bring them to school. They should be brought to the office in a named box where they will be kept safely.

POLICY ON CHARGING

The Governing Body has decided to adopt the policy on charging and remissions proposed by Leeds City Council. This states that parents may be asked to make contributions towards the cost of, for example, educational visits. In the case of residential visits, charges and remissions will be made in accordance with the City Council's policy in force at the time. Similarly, if parents agree in advance, they may also be asked to pay the cost of materials used in food technology or craft activities, with the finished items then becoming their property.

The Governing Body has agreed that a charge will be made towards the cost of peripatetic music lessons. Children receiving music tuition from the peripatetic teachers will be in groups of no more than four and the payments will be requested termly.

COMPLAINTS PROCEDURE

It is the policy of the school to work closely with parents. The teachers, headteacher and Governors will try to keep all parents fully informed about all matters connected with their child's education. In addition to regular letters there will also be events, meetings and displays about areas of the curriculum at the parent/teacher consultation evenings which are held twice a year. There is also a full end of year report. If any parent has a concern about any aspect of the work of the school they should, initially, contact either the Head teacher or the Chairperson of the Governing Body who will ensure that the matter is dealt with promptly. There is a formal LEA procedure to deal with complaints about the curriculum, further details of which can be obtained from the Head teacher.

ACCESS TO DOCUMENTS

Parents may see copies of key policies and documents on our website at www.kerrmackie-primary-school.org.uk - copies are also available in the foyer and on request.

CONTACT US

This booklet can only give an indication of what the school is like and parents and carers are welcome to look around. For an appointment please telephone the office on 0113 3368499.

In September each year, when the time comes for parents to complete the Leeds City Council preference forms for admission to our reception classes the following September, we arrange a number of group visits to show parents around the school. Please contact the school office to book your place.

You can also go to our website at www.kerrmackie-primary-school.org.uk.