

SCHOOL PROSPECTUS



Cartworth Road • Holmfirth • HD9 2RG

Telephone 01484 222480

office.holmfirthjin@kirkleeseducation.uk

www.holmfirthjinschool.net

Headteacher: Mr Julian Rose

Deputy Headteacher: Mrs Diane Price

School Business Manager: Miss Alex Sykes

Chair of Governors: Dr Stuart Taberner

About our School

Holmfirth J I & N School offers primary education for up to 252 children aged 3 to 11 (part-time Nursery to Year 6). The original building school dates back to the 1800's, and over the years building work has increased the number of classrooms to nine, including a Foundation Stage unit that provides education for Nursery and Reception age children.

The school is located on Cartworth Road, which is in the centre of Holmfirth. Holmfirth is a small town on the outskirts of Huddersfield, West Yorkshire. The school has extensive grounds, which include a large field that is used by all the children for sporting activities, a pond area, meadow and a basketball area. We have recently re-developed our outdoor space and have created an outdoor learning area known as 'Mission Possible'. Fundraising continues to help purchase new play and learning equipment for this exciting project. The children in the Foundation Stage have their own separate play area, which also has an outdoor canopy to allow the outside space to be used throughout the year – whatever the weather. Our Foundation Stage unit classrooms were refurbished in the summer break 2012, and we now have a brand new learning space, which includes a new kitchen area, and new cloakroom and toilet facilities for our youngest children.

At the school we have a library, and reading areas, and we have recently purchased a total of 32 laptop computers and 32 tablets which all the children will use throughout the year. All the classrooms are networked to the Internet and every classroom has an Interactive Whiteboard, which are used by both teachers and children to make learning more exciting and meaningful.

In recent years we have seen the school successfully achieve several awards, which recognise the quality of the all-round provision we have for our children. In October 2014 the school was awarded the silver Sainsbury's School Games Mark. The Sainsbury's School Games Mark is a Government led awards scheme launched in 2012 to reward schools for their commitment to the development of competition across their school and into the community. The school has been awarded the Golden Healthy Schools Standard Award, which not only emphasises the need for healthy eating and exercise but also focuses on Personal, Social, Health & Citizenship Education (PSHCE). We have been able to demonstrate the importance we give to children's health in the broadest sense. This is not only in terms of the teaching and learning which helps children understand the importance of nutrition, exercise and a healthy life style. It also takes into account the provisions in the school for meeting children's emotional, physical and social welfare needs. We received great praise from the assessors and we will continue to look at ways of improving on this vital area of our children's lives. We were also successful in achieving the 'Active Award Mark'. This is recognition, in particular, of the sporting and physical exercise opportunities provided to children. We have also successfully been inspected and reaccredited by Investors in People (IIP) and in July 2008 we were awarded the Investors in Pupils award.

We offer many additional activities to the children; both in school time and after school, these include Tennis, Art, Football, Dance, Cricket and Multi-Sports. We also have a school choir which is led by one of our parents, who is also a Governor, and who is an award winning composer, producer and arranger. The school also has a very active Parents Association called FONS (Friends of Nabb School) who organise, in conjunction with school staff, a variety of events, including half termly Disco's, Summer Festival and Christmas Fair. These events, as well as helping to strengthen the community spirit of the school, also raise valuable funds for the school, and new members are always valued and welcomed.

Our School Vision is a statement of the type of school we wish to see. In some aspects it is a reflection of what we have already achieved; in others it is a statement of how we would like to develop the School. Overall it is the common aim for everything we do from preparing lessons, to working with the children, to recruiting new staff, to improving the facilities.

Holmfirth J I & N School is a place where:-

Everyone feels happy, safe, valued and enjoys themselves and their learning. We aim to develop confident individuals who feel able to embrace new and exciting opportunities and challenges.

We create stimulating learning environments, which encourage and develop adventurous lifelong learners.

We promote self-esteem by recognising and celebrating individual strengths and having high expectations that acknowledge what children and adults are able to achieve.

It is a place where we respect our individuality, our relationships and the ever-changing world in which we live.

At Holmfirth J I & N School we value:

CONFIDENCE
LEARNING
ENJOYMENT
ACHIEVEMENT
RESPECT



HOLMFIRTH J I & N SCHOOL - CLEAR VALUES

We aim to develop **confidence** in a range of contexts: confidence to try new things, confidence to take risks, confidence to share feelings and findings, confidence to ask questions and seek answers for clarity, depth and insight, confidence to present a point of view and confidence to make independent choices.

We aim to develop a love and appreciation of **learning**, where challenge is viewed as opportunity to progress. We aim to develop understanding of the learning process, where pupils recognise that they may favour particular styles and situations, and that learning is not always strategic and sequential.

We aim to foster a sense of **enjoyment**. Sometimes, this will be seen during activities; sometimes, this will materialise upon reflection. Sometimes, enjoyment will stem from the nature of the activity; at other times, it may stem from the approach. Enjoyment must be seen as more than fun, but rather the benefit that arises. Therefore, we aim to encourage pupils to consider a range of factors that have impacted upon their quality of experience.

We aim for all pupils to strive for, and recognise **achievement** in a wide variety of subjects, including communication, science and mathematics, the arts, sport, humanities and computing. Achievement also exists within personal contexts, where children have shown the qualities of endurance or determination, or have overcome obstacles. Achievement is both short and long term. We aim to praise, encourage and sustain achievement so that learning continues to flourish.

We aim for all pupils to recognise and understand their own feelings, and to respond to others in a positive way. We aim to promote awareness of different cultures and faiths, and the importance of similarities and differences. We aim to develop appreciation and tolerance, so that **respect** is given to all. Respect for one another should not be passive, but rather active, where pupils reach out to others, individually, as a small group, or collectively as a class or school, to make a difference.

Safeguarding Children

Holmfirth JIN School is committed to ensuring the welfare and safety of all children in school. All Kirklees schools, including Holmfirth J I & N School, follow the Kirklees Safeguarding Children Board procedures. The school will, in most circumstances, endeavour to discuss all concerns with parents about their children. However, there may be exceptional circumstances when the school will discuss concerns with Social Care and/or the Police without parental knowledge (in accordance with Child Protection procedures). The school will, of course, always aim to maintain a positive relationship with all parents. The school's child protection policy is available on request.

OfSTED Report

The school was last inspected by Ofsted in November 2012. Their report can be viewed here <http://www.ofsted.gov.uk/inspection-reports/find-inspection-report/provider/ELS/107655>. A full copy of the report is available from the school office.

Ofsted found that Holmfirth J I & N School is a **Good School** and is **Outstanding** for the behaviour and safety of our pupils. This is a section of what the inspectors said about our school.

This is a good school

- Leaders and managers, at all levels, have effectively led a period of change and consequently teaching and pupils' progress have improved especially in reading and writing.
- Teaching and learning are good and at times outstanding. There are good opportunities for pupils to share ideas and work in teams.
- In the best lessons activities are planned well and interest and enthuse pupils and help them to do well.
- The school has a variety of well-established ways that it uses to check how well it is doing. This ensures the school has an accurate understanding of its strengths and areas for development and is improving.
- Progress throughout the school is good and pupils achieve well so that their attainment is above average by the time they leave. Pupils do particularly well in reading and benefit from the excellent programme for teaching them the sounds in words (phonics).
- Effective procedures for checking teachers' performance (performance management), together with effective monitoring, result in good teaching.
- The school is a happy and harmonious community. Pupils' behaviour is excellent and they say they feel very safe. They form strong relationships and work exceptionally well with each other developing skills of cooperation and resilience.
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Educational Visits

Throughout their time at the school the children are offered a wide range of educational visits. When the children are in years 5 and 6 we offer residential visits to Cliffe House in Shepley and Robinwood Activity Centre in Todmorden. We follow Kirklees policy on charging for educational visits and a copy of our Charges & Voluntary Contributions policy is available on the school website or from the school office.

Admissions Policy

The school operates the Kirklees Local Education Authority's Admissions Policy. Full copies of the policy are available from the office. If you have any queries regarding admissions please contact the school or School Admissions, Kirklees Council, telephone: 01484 225008.

The criteria for admission to community/controlled schools are:-

- 1) children in public care (Looked After Children)
- 2) children who live in the school's Priority Admission Area (PAA) who have an older brother or sister attending from the same address at the date of admission.
- 3) other children who live in the school's priority admission area
- 4) children who live outside the school's PAA who have an older brother or sister attending from the same address at the time of admission
- 5) other children who live outside the school's PAA

Community and controlled schools will admit children with Statements of Special Educational Needs where the school is named in the Statement.

Notes

- a) Children in priorities 1 above may also be admitted above the Published Admission Number (PAN)
- b) If we cannot agree to requests for admission in priorities 2 to 5 above without exceeding the PAN, we will give priority up to the PAN to children living nearest the school.
- c) Distance is measured in a straight line from a child's home address to the school. Measurements are calculated using seven figure grid references for each address taken from Ordnance Survey ADDRESS-POINT® data. This grid reference relates to a point that falls within the permanent building structure for the address is derived from Ordnance Survey Land-Line data. For smaller, residential properties, like schools with, for example, multiple buildings and large grounds, the grid reference relates to a point inside the main addressable building structure. The distance calculated is accurate to within 0.1 metres.
- d) 'Live' means the child's permanent home at the date when applications close, or if a significant house move is involved, the latest reasonable date prior to the final allocation of places.
- e) For children transferring from First and Middle schools, preference within any of the priorities 2 to 5 above (up to the PAN) will be given to children attending either a first school in the middle school priority admission area, or a middle school in the high school priority admission area.
- f) A Priority Admission Area means a geographical area determined by Kirklees in consultation with their governing body of the school.

N.B. There is no longer a guaranteed place for any child in any of the priorities at any key stage.

At the end of this prospectus is a table showing the different start dates for Part-time Nursery places and full time Reception places. If you have any queries regarding start dates please do not hesitate to ask – as they can be confusing!

Religious Education

Our school has no specific religious affiliation. The religious education curriculum forms an important part of our school's spiritual, moral and social teaching. It also promotes education for citizenship. Our school RE curriculum is based on the Kirklees Local Authority's Agreed Syllabus and it meets all the requirements set out in that document. Parents may request that their children be excluded from acts of Collective Worship and Religious Education if their own religious belief or customs were to be infringed. The children involved would be supervised by another member of staff. There is no compulsion to take part in Christian or other religious festivals held at, or organised, by school. The Headteacher and other members of teaching staff lead assemblies. The focus of assemblies varies but they address spiritual, moral and cultural education for all our children.

ParentPay

The school uses an online payment system that enables parents make secure online payments by credit and debit card. You can also pay in cash at local PayPoint stores. When your child is enrolled at school an account will be created for you and any payments to school (for school meals, milk, trips, clubs etc) should be made via ParentPay.

School Meals

Children in Reception class, and Years 1 and 2 are all entitled to Free School Meals. Children in Years 3, 4, 5 and 6 can either bring sandwiches for their lunch (no sweets or chocolates please!) or have school dinners at a cost of £1.95 per day. Payments for school dinners are due in advance and should be paid online through your ParentPay account. You can pay either weekly or at the beginning of a new school term in one lump sum. If your child wishes to change from school meals to sandwiches, or vice versa, the kitchen requires 3 weeks' notice to enable the cook to alter food orders. Some of our children suffer from nut allergies and we would ask other parents to be mindful of this when sending any food into school.

Correspondence

In an effort to be environmentally friendly the majority of letters are sent home via email. Copies of all the letters sent home are also added to the website and a paper copy is available from the office on request. We have a database of parental email addresses and we request that parents inform the school if there is a change of email address, this can be done by emailing us at office.holmfirthjin@kirkleeseducation.uk and we will make any necessary amendments. Parents who don't have access to an email account can request paper copies of all letters.

Absences

If your child is going to be absent from school for any reason please can you ensure that school is informed no later than 9.30am on the first morning of absence whenever possible. You can either telephone or send a note with a sibling. If we do not receive notification of absence your child will be marked as an unauthorised absence in the register. If your child has a doctors or dental appointment, please sign your child out in the office. Office staff will collect your child from their classroom for you.

Term-time Holidays

From September 2013, the new law gives no entitlement to parents to take their child on holiday in term time. It makes it clear that Headteachers **may not** grant any holidays or other absences during term time unless there are exceptional circumstances. Headteachers should determine the number of days a child can be away from school if leave in exceptional circumstances is granted. Headteachers would not be expected to class any activity, holiday or event that can be arranged during the annual 13 week holiday time as exceptional. Please call into the office for further details.

Dress

At Holmfirth J I & N School we do not have a formal uniform but we do ask that children wear sensible, comfortable clothes, suitable for learning. Jewellery is not allowed, apart from simple stud earrings if your child has pierced ears (please note that children in Year 4 have swimming lessons and DfE regulations state that earrings must be removed before children are allowed to enter the pool – please ensure that your child is able to remove their own earrings and try to avoid having their ears pierced in year 4, as they will not be allowed to swim until they are able to remove their own earrings.. Long hair, for girls or boys, must be tied back at all times. All children should have a PE kit containing a pair of pumps or trainers, shorts and t-shirt (fleece and tracksuit bottoms in winter if you would prefer).

Parental Concerns

We have an open house policy and encourage you to come and see the class teacher, in the first instance, if you have concerns about your child, need clarification about something or would like to share an idea or make a suggestion. We want your child to make good progress and be happy in our school.

A copy of the Complaints Policy is available from the Office, along with all other policy documents.

School Times

For children in Reception class through to Year 6, the school day starts at 8.55am and finishes at 3.30pm.

2015/2016 School Session Times

School starts	8.55am
Morning Break	10.40am to 10.55am
Lunchtime	12 noon to 1.15pm – Foundation Stage and Key Stage 1 12.10pm to 1.15pm – Key Stage 2
Afternoon Break	2.30pm to 2.45pm
School Finishes	3.30pm

Assemblies

Monday	2.45pm to 3.15pm	Whole School
Tuesday	2.45pm to 3.30pm	Key Stage 2 singing
Wednesday	In class act of worship	
Thursday	2.00pm to 2.30pm 2.45pm to 3.30pm	EYU/Key Stage 1 singing Celebration Assembly–whole school
Friday	In class act of worship	

Nursery Session Times

6 hour sessions	9am to 3pm	Monday to Friday
3 hour sessions	8.45am to 11.45am 12.30pm to 3.30pm	Monday to Friday Monday to Friday
Lunch	11.45am to 12.30pm	Monday to Friday

Holmfirth J I & N School – Holidays 2015/2016

Autumn Term	School opens Thursday 3 September 2015 (this includes 2 Staff Training Days)
Autumn Half Term	School closes Friday 23 October 2015 School reopens Tuesday 3 November 2015 (this includes 1 Staff Training Day)
Christmas Holiday	School closes Friday 18 December 2015 School reopens Tuesday 5 January 2016 (this includes 1 staff Training Day)
Spring Half Term	School closes Friday 12 February 2016 School reopens Monday 22 February 2016
Easter Holiday	School closes Thursday 24 March 2016 School reopens Monday 11 April 2016
May Day Bank Holiday	Monday 2 May 2016 (Bank Holiday – School Closed)
Summer Half Term	School closes Friday 27 May 2016 School reopens Tuesday 7 June 2016 (this includes 1 Staff Training Day)
Summer Holiday	School closes Wednesday 20 July 2016

Staffing Structure from September 2015 to August 2016

MEMBER OF STAFF	POSITION AND ROLE
Julian Rose	Headteacher
Diane Price	Deputy Headteacher/Foundation Stage Co-ordinator/ Reception Class Teacher/SenCo
Jon Warrener	Year 6 Teacher
Jane Perrons	Year 5 Teacher
Catherine Wren	Year 5 Teacher
Stacy Worsley	Year 4 Teacher (Staff Governor)
Nicola Stables	Year 3 Teacher
Karen Formby	Year 2 Teacher
Emma Robinson	Year 1/Reception Class Teacher
Liz McLoughlin	Year 1/Reception Class Teacher
Emma Turner	Reception Class Teacher
Joan Clayton	Nursery Teacher
Alex Sykes	School Business Manager
Kate Pearson	Administration Assistant
Olivia Briddon	Administration Assistant
Amanda Charlesworth	Nursery Nurse
Alison Digman	Caretaker/ETA
Donna Holmes	HLTA
Michelle Todd	HLTA
Heather Hunt	ETA/ Senior Lunchtime Supervisor
Jeanette Kenworthy	ETA/Lunchtime Supervisor
Mandy Garfitt	ETA
Marietta Hague	ETA
Pam Foster	ETA/Lunchtime Supervisor
Rachel Carr	ETA
Sharon Traviss	Senior ETA
Haley Dyson Greaves	Senior ETA
Kerry Parkes	Lunchtime Supervisor
Sian Parr	Lunchtime Supervisor
Sharon Brown	ETA/Lunchtime Supervisor
Caroline Adams	Lunchtime Supervisor (Nursery)
Claire Wake	Cook
Susan Owen	Assistant Cook

*ETA Educational Teaching Assistant

*SEN Special Educational Needs

*SenCo Special Educational Needs Co-ordinator

The Governing Body

Why does the school have a Governing Body?

The school has a Governing Body to ensure that it has the capacity to improve and raise overall standards.

Ofsted considers the governing body to be part of the leadership and management of the school. However governors do not manage the school. That is the job of the head teacher and management team.

Aligned to its improvement role, the governing body is there to be a critical friend who can provide the right balance between supporting and challenging the performance of both the head teacher and the school.

How do we do this?

- Confirm the content of the School's Self Evaluation procedures.
- Agree the School Development Plan and monitor its implementation.
- Ensure that the school meets its statutory and professional responsibilities as an employer and a provider of services to children.
- Plan how the school budget is to be used and monitor compliance with the Budget.
- Authorise the policies and strategies required to provide the best available education to children.
- Ensure the children have a safe and supportive environment.
- Review how the school meets its statutory responsibilities to provide for the needs of every individual child.
- Agree the appropriate staff structure for the school and ensure that staff are managed in a way that holds them to account for their performance and develops their potential for the future.
- Confirm that the voice of the children, parents and others with a legitimate interest in the school are heard and taken into account.
- Resolve any serious conflict within the school or between the school and parents.
- Appoint and support the Head Teacher in his/her role as the leader of the school.

How do we work?

We meet as a full Governing Body at least once every half-term. Extraordinary meetings are arranged if circumstances warrant such action.

- Every year we elect a Chair and Vice-Chair from amongst the existing members of the Governing Body (employees at the School cannot be elected to these positions).
- The Governing Body also has a Clerk who arranges its meetings, circulates the agenda and papers, takes minutes of full meetings of the Governing Body, and circulates information to Governors from the Local Authority.
- Minutes of Governors' meetings are available on request from the Clerk to Governors.

Committees

In order to delegate and share the responsibilities of the Governing Body more effectively, we have set up the following sub-committees. These also meet once every half-term, with the Headteacher, separately from the full Governing Body meetings:

The main two sub-committees are: 'Resources' and 'Teaching and Learning'. In addition we have a Discipline Committee, Complaints Committee and Performance Management Committee that meet only when required.

These Committees are a flexible way of dealing with specific or fairly detailed matters. They offer individual governors wider opportunities to apply their personal expertise. They also make full Governing Body meetings more effective and efficient.

Types of Governors?

Parent governors are selected by election (or appointment if insufficient people stand for election) and drawn from parents and carers of children at the school. Although elected by parents, parent governors are not obliged to express any views apart from their own. However, it is important that they try and contribute from a parents' perspective.

Staff governors are selected by election from teaching and support staff who work at the school.

Community governors are appointed by the governing body to represent community interests.

Authority governors are appointed by Kirklees Council.

Governors serve for a 4 year term.

All members of the Governing Body are volunteers; they do not receive payment or expenses for being members of the Governing Body.

Admission start dates for Nursery and School

Date of Birth	Start Nursery (part time)	Start School (full time)
1 Sept 11 – 31 Dec 11	January 2015	September 2016
1 Jan 12 – 31 March 12	April 2015	September 2016
1 Apr 12 – 31 Aug 12	September 2015	September 2016
1 Sept 12 – 31 Dec 12	January 2016	September 2017
1 Jan 13 – 31 March 13	April 2016	September 2017
1 Apr 13 – 31 Aug 13	September 2016	September 2017
1 Sept 13 – 31 Dec 13	January 2017	September 2018
1 Jan 14 – 31 March 14	April 2017	September 2018
1 Apr 14 – 31 Aug 14	September 2017	September 2018
1 Sept 14 – 31 Dec 14	January 2018	September 2019
1 Jan 15 – 31 March 15	April 2018	September 2019
1 Apr 15 – 31 Aug 15	September 2018	September 2019
1 Sept 15 – 31 Dec 15	January 2019	September 2020
1 Jan 16 – 31 March 16	April 2019	September 2020
1 Apr 16 – 31 Aug 16	September 2019	September 2020
1 Sept 16 – 31 Dec 16	January 2020	September 2021
1 Jan 17 – 31 March 17	April 2020	September 2021
1 Apr 17 – 31 Aug 17	September 2020	September 2021

PRIVACY NOTICE 2015

for

Pupils in Schools, Alternative Provision and Pupil Referral Units and Children in Early Education and Childcare Provisions

Privacy Notice - Data Protection Act 1998

We, Holmfirth J I & N School, are a data controller for the purposes of the Data Protection Act. We process personal information from you and may receive information about you from your previous school, local authority, the Department for Education and the Learning Records Service. We hold this personal data to:

- Support your learning;
- Monitor and report on your progress;
- Provide appropriate pastoral care, and
- Assess how well we are doing.

Information about you that we hold includes your contact details, national curriculum assessment results, attendance information¹, any exclusion information and personal characteristics such as your ethnic group, any special educational needs you may have and relevant medical information. *If you are enrolling for post 14 qualifications the Learning Records Service will give us your unique learner number (ULN) and may also give us details about your learning or qualifications.*

We will not give information about you to anyone without your consent unless the law and our policies allow us to.

We are required by law to pass certain information about you to our Local Authority (LA) and the Department for Education (DfE). *Further Information may be passed to the LA only, in line with data sharing agreements.*

If you want to receive a copy of the information about you that we hold or share, please contact Alex Sykes, School Business Manager, in the office.

If you need more information about how the LA and DfE store and use your information, then please go to the following websites:

<http://intranet.kirklees.gov.uk/Policies-and-procedures/Service/Schools/Information-systems-guidance/Privacy-Notices>

Or

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

If you cannot access these websites, please contact the LA or DfE as follows:

- Kirklees Council, Information Access Officer
Email: data.protection@kirklees.gov.uk
Telephone: 01484 221000
- Public Communications Unit
Department for Education
Piccadilly Gate
Manchester
M1 2WD
Website: <https://www.gov.uk/government/organisations/department-for-education>
Email: <http://www.education.gov.uk/help/contactus>
Telephone: 0370 000 2288

¹ Daily attendance information is **NOT** collected as part of the Censuses for the Department for Education for the following pupils / children - a) in Nursery schools; b) aged under 4 years in Maintained schools; c) in Alternative Provision; and d) in Early Education and Childcare Provision. However attendance is recorded and monitored within the individual Schools / Settings and may be sent to the Local Authority.

We hope this prospectus has been of interest to you and if you would like to make a visit to the school to look around, meet our staff, our pupils and discuss any points we have not covered in the prospectus please telephone the office to make an appointment, we look forward to meeting you.

Holmfirth Junior, Infant & Nursery School
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January 2016