



High Bank Junior Infant and Nursery School

PROSPECTUS 2023/24

Quotes are from our Ofsted Inspections,

February 2014, April 2016 and October 2019

'The school's work to keep children safe and secure is Outstanding'





High Bank is a community school caring for children aged 3-11. We hope that this prospectus will give you a flavour of the rich and varied life at our school. If you wish to visit school you are very welcome, please telephone the school office on 01274 875330 to make an appointment or email office@highbankschool.co.uk

At High Bank School we aim to provide a safe, secure environment, where children's self-esteem and confidence are of paramount importance. Positive adult role models ensure all our children are provided with examples that will encourage mutual respect for one another and a caring and hardworking ethos. We are currently oversubscribed for Reception admission in September.

Within such an environment we believe that opportunities will be made available for all children to achieve their full potential and grow into well, educated and caring adults.

This will be done by.....

- Seeking to promote a positive atmosphere where everyone feels happy and secure.
- Setting high standards of teaching and learning in order that children may achieve their full potential.
- Providing a broad and balanced curriculum to which all children have access, ensuring equality of opportunity.
- Actively promoting and developing a partnership with parents and the community, recognising the importance of the role they play in a child's education.
- Providing, a clear moral and spiritual framework.
- Fostering the growth of self-discipline and a positive self-image by encouraging independence, self-motivation and respect where good conduct is recognised and rewarded.
- Promoting and developing attitudes of tolerance, justice, fairness, openness and honesty.
- Building relationships that are based on trust, courtesy and politeness.

Mrs Kathryn Chubb

Pupils want to do well and leaders have high expectations for pupils.

Pupils behave well in lessons, they listen attentively and work hard.



General Information

School Address

Eighth Avenue, Hightown

Liversedge, WF15 8LD

School Hours

Rec-Yr 6 8.50am - 12.00noon 1.00pm -3.15pm

Nursery 8.50am – 11.50am or 12.30pm – 3.30pm

Follow us on Twitter: @HighBankSchool or Facebook

Also on the school website: www.highbankschool.co.uk

Children may arrive at the breakfast club (hall door) between 8 o'clock and 8.15am or to their classroom entrance at 8.50am. Classes will leave school via the cloakroom doors, at 3.15pm. The Early Years children will leave via the Unit entrance. All children must be met at the entrance/exit at the end of the day, however, children in upper KS2 (year 5 and year 6) may be sent home unaccompanied at your written request.

Safeguarding

Mrs Kathryn Chubb is the Designated Senior Person with lead responsibility for Safeguarding in school. Mrs Joanne Stebbings is the Deputy Designated Senior Person. Mrs Meek the school Deputy Head is also trained as a DSL.

If you have any concerns about a child's well-being then please speak to one of the above staff as soon as possible.

Online Safety

The school has a strict policy on Online Safety and we ask that parents/carers respect and support the school's approach to Online Safety by not uploading or posting to the internet any pictures, videos or text that could, offend or threaten the safety of any member of the school community or bring the school into disrepute.

School pupil and family well-being lead

At High Bank School we believe that pupils achieve much more if school and parents work together. We are committed to developing positive relationships with families within the community through a joint approach to your child's education. Joanne Stebbings is our **school pupil and family well-being lead** and provides early intervention and support for families and children who may be experiencing difficulties either at home or school. Support and advice can be given on a range of issues including: Behaviour management

Parenting skills

Supporting learning at home

Health and well-being

Attendance

Family issues - bereavement, new baby, parent separation, cost of living

Key transitions, including moving between schools and classes

Safeguarding As part of the process of supporting parents, Mrs Stebbings works alongside partners and practitioner from a wide range of agencies which provide a diverse spectrum of services. These may include parenting programmes, health related services and enrichment activities.

If you would like any help, advice or simply a chat about issues or difficulties your family may be facing then please don't hesitate to contact Mrs Stebbings. She is always available from 8:00am each day.



Attendance Information

School registration

School sessions start at 8.50am and 1.00pm. The class and dinner registers are marked at 9.00am and 1.00pm so it is important that you get your child/children to school on time. Children are marked late after the register has closed. Our registers are checked regularly for lateness and poor attendance.

Nursery times are 8.50am – 11.50am and 12.30pm – 3.30pm. We also, offer 30 hours for eligible families.

Lateness

It is important that your child arrives on time, but if the occasion arises that your child is brought to school late, please come to the main entrance so that details can be entered into the register in the office and the kitchen can be informed. Your child will then be taken to class by a member of staff.

Absences

If children are absent from school, parents need to phone school on the first day of absence by 9.15am. Please phone 01274 875330. If a message is not received an attendance officer will make contact with you. School works closely with the Attendance and Pupil Support Officer. (who is advised of any persistent lateness or absence) We follow the first day calling procedure to ensure safety of all our pupils.

Holidays in Term Time

Parents/Carers are asked to arrange family holidays when school is closed. The amendments made in 2013 to the **Education (Pupil Registration) (England) Regulations 2006** make it clear that head teachers may **not** grant any leave of absence during term time unless there are exceptional circumstances. (A request form is available from the school office in this instance)

Exceptional Circumstances

In making a decision the school will consider the circumstances of each application individually. Any period of leave taken without the agreement of the school, or in excess of that agreed, will be classed as unauthorised and may attract sanctions such as a Penalty Notice.

Pupils clearly enjoy coming to school; this is reflected in attendance figures which are currently higher than the national average.

School Uniform



Early Years and Key Stage 1

- Royal blue school jumper or cardigan.
- White polo shirt.
- Grey skirt or dress or grey trousers with **white, grey or black socks** or **grey or black tights**.

Summer uniform (optional)

- Girls - **Light** blue checked dress with white socks.
- Boys – grey shorts with grey or black socks.

Key Stage 2

- White shirt (not polo) with a school tie. Year 6 will have a plain blue tie which will be made available at the start of the academic year. Other year groups ties are blue/white striped
- Royal blue **V neck** jumper or cardigan (not hand knitted).
- Grey skirt/dress/trousers/shorts with **white, grey or black socks** or **grey or black tights**. **No leggings**.

Footwear – **Black school shoes** and black pumps for indoor use (elastic fronts are best).

PE kit

Indoor

- White plain t-shirt.
- Plain black shorts/leggings.
- Black pumps.
- **Dark** coloured trainers.

Outdoor

- White plain t-shirt.
- Black jogging bottoms/leggings.
- Black jogging top.

All children

- Long hair needs to be tied back and the school does not allow extreme or unusual hairstyles. Hair is to be cut no shorter than a number 2, No shaved shapes or patterns in hair. Accessories must be blue. (**Jojo bows are not allowed**).
- **Stud** earrings only which **must** be removed for PE (including swimming).
- No nail varnish.
- Children will need to bring in a book bag every day.
- Children need to have a water bottle



School Lunches

School meals are cooked on the premises. During lunchtime the supervision of the children is the responsibility of our Educational Teaching Assistant with the specified lunchtime role, supported by our team of ETAs. They in turn, are responsible to the Head teacher and leadership team. School lunches are currently £12.00 a week. (£2.40 a day) School lunches are cooked fresh daily on-site and family service is in place.

School lunches and milk are now paid using Parentpay an e-payment service. Each child has a specific account and parents are allocated a password and login.

Packed Lunches

Your child may bring a packed lunch, which should be brought to school in a named container. Packed lunches should contain healthy items, for example sandwiches/wrap, fruit (fresh or dried), yoghurt and either a biscuit or bun.

Milk

Milk is free to children until the term that they reach five years old, and is available to children throughout school at a small cost £14.18 per term. This needs to be paid at the beginning of each term via Parentpay. If your child is entitled to free school meals, then milk is free. Please inform the school office if your child would like milk.

Fruit

As part of the Government's School Fruit and Vegetable Scheme, children in Foundation Stage and Key Stage 1 receive free fruit or vegetables every day for their morning break.

Chewing Gum/Sweets

Please note that chewing gum, sweets or fizzy drinks are not allowed in school.

Teachers and other staff share a common aim to do the best for all the children in their care. They work hard to ensure that pupils make good progress from a wide variety of starting points.



SEND (special educational needs and disabilities)

We are a fully inclusive school and welcome children with a range of needs. We aim to provide an environment where all children are valued and are offered the best education possible, regardless of race, age, gender, disability. In our school, we believe that all our children are unique and have different needs. We aim to provide for these needs effectively and, in so doing, offer a broad and well balanced curriculum and support, if needed to help children achieve their targets.

There are several stages of assessment which must be adhered to when a child is recognised as having additional needs. This begins when a parent, teacher or other professional, expresses a concern about a particular child. The three stages are carefully recorded and follow the code of practice. We make extensive use of the authority's support, services and agencies, using a range of experts who assess our children and advise staff on best practice for that child. This sharing of information on different needs means that our staff has a wide range of experience and training to draw upon to support any child with difficulties. We publish our 'SEN Report' which details and arrangements for identifying, supporting and assessing pupils with SEN on our school website and as part of the Kirklees Local Offer which can be found at www.kirkleeslocaloffer.org.uk. The Special Educational Needs Policy is available in school on request, or on our school website at www.highbankschool.co.uk

Our school has wheelchair access, ramp and rails, an automatic main door and disabled toilet to enable access for all. The school abides by the DDA policy and continually reviews the needs of pupils, visitors and staff.

Staff work exceptionally hard to ensure that the work set for pupils is imaginative and captures their interest.

The curriculum is exciting and is enriched with many opportunities to deepen pupils' learning.

Teachers carefully plan pupils' future learning using information gained from previous lessons. Teachers and educational teaching assistants (ETAs) are skilled at using questions to find out how much pupils have understood and using this information to tailor further learning.



Assessment

We continually assess the children both formally and informally. Parents will be kept informed of their child's progress and have access to the records we keep. Parents meet with their child's teacher at parents' evenings which are held every term. However, parents are encouraged to talk to teachers as soon as there is a concern and not to wait until parents' evenings. Most issues can usually be resolved quickly and simply. If the teacher is busy they will make an appointment to see you as soon as possible. Parents will receive a written report at the end of each school year.

Homework/ Links with parents

High Bank is committed to raising standards of achievement. One way of doing this is by setting regular homework. We believe that homework provides a valuable opportunity for parents, pupils and the school to work together. If you ensure that homework is completed you will be helping your child to achieve good learning habits. You may even have fun together! You can help by...

- Finding your child somewhere quiet to work
- Encouraging your child by sitting with them
- Helping your child with words, phonics or spellings
- Hearing your child read regularly

At the beginning of the year you will be asked to sign a home school agreement which sets out the expectations of school and home. We are very keen to involve parents in school life and are proud of relationships we build with our parents. Each Friday, we have a celebration assembly which parents are invited to. This celebrates children's achievements throughout the week and promotes a sense of pride of being a part of the school. In addition to this, we also have themed events in the classroom where children share their learning. We also have class assemblies and end of year productions. All of which parents are invited to.



Swimming

Swimming lessons are provided free of charge. The children follow a course of lessons during their time in Years 4 and 5 gaining certificates along the way.

Clubs

We are very proud of the wide range of opportunities we provide for our children as extra curricular activities. Various clubs run throughout the year.

- Art Club
- Choir
- Science
- Games and multi-skills
- Football
- Construction
- Dance
- Maths

Educational Visits

We believe that first-hand experience is invaluable and use the local environment as much as possible to support the curriculum. For visits further away which requires a bus or coach journey specific permission is required and we also ask for voluntary contributions to cover the cost of the trip. However, if we do not receive enough voluntary contributions the visits may have to be cancelled.

Each year pupils will experience a live theatre show enjoying the interaction of the annual Pantomime visit. Our year 6 class have the opportunity to go on the school residential visit and have a wonderful time, exploring and experiencing this, which is for many there first time away from home.

A number of visits are linked to attendance and punctuality which are funded by school.





Breakfast Club

We offer breakfast for our children from 8 am at a cost of £1.50 per week or 30 pence per day. Most of our children now attend regularly. It is an excellent start to the day and we offer cereal, toast (bagels), fruit and milk. This is supported by Magic Breakfast.

There are many activities including such things as laptops, construction, music and dance. As well as quieter activities like puzzles, board games, books, crafts and much more.

Pupils clearly enjoy coming to school; this is reflected in attendance figures which are currently higher than the national average. The very popular breakfast club is attended by almost half of all pupils and ensures that many have a nutritious and calm start to the day.



School Health and Safety/Safeguarding

Health

The school is regularly visited by the school nurse to check eyesight, hearing and general growth. These visits take place in Reception and Year 6. If you have any concerns regarding your child's health that may affect his or her learning, please come and discuss them with us.

Medicine

In line with Kirklees Council guidelines, only medicines prescribed by a doctor 4 times a day can be administered by our staff. Please talk to Mrs Croft, our Business Manager or Miss Weir in the Office. If your child needs medicine in school, a medication request form must be completed at the school office first. Children who may just feel a little 'under the weather' cannot be given 'Calpol', or similar syrups, in school. In this case it is your responsibility as a parent to decide whether your child should be in school or not.

Illness and accidents

We have fully trained first aiders in school who deal with any minor accidents, illness or injury. A first aider is always on duty during the play and lunchtime breaks. We assess if a child needs to be sent home, or if they need further attention, we will then contact you at the earliest opportunity.

First Aiders in School

Miss L Ayres	Paediatric and Emergency First Aid
Mrs J Stebbings	Paediatric and Emergency First Aid
Mrs K Inman	Paediatric and Emergency First Aid
Mrs B Dyson	Emergency First Aid and Emergency Paediatric first Aid
Mrs K Chubb	Emergency First Aid and Emergency Paediatric first Aid
Mrs V Meek	Emergency First Aid and Emergency Paediatric first Aid
Mrs E Kear-Smith	Emergency First Aid and Emergency Paediatric first Aid
Mrs E Boyden	Emergency First Aid and Emergency Paediatric first Aid
Mrs S Bottomley	Emergency First Aid and Emergency Paediatric first Aid
Mrs M Johnson	Emergency First Aid and Emergency Paediatric first Aid
Mr T Barrett	Emergency First Aid and Emergency Paediatric first Aid
Mrs V Meek	Emergency First Aid and Emergency Paediatric first Aid
Mrs R Aspey	Emergency First Aid and Emergency Paediatric first Aid
Mrs R Shaikh	Emergency First Aid and Emergency Paediatric first Aid
Miss M Weir	Emergency First Aid and Emergency Paediatric first Aid
Mrs C Wood	Emergency First Aid and Emergency Paediatric first Aid
Mr T Hardy	Emergency First Aid and Emergency Paediatric first Aid

It is important that parents ensure we have up to date medical and contact details to keep your children safe



The Governing Body

Chair of Governors message

High Bank is a very successful school that provides that personal touch we would all choose for our children. The teachers, support staff and members of the Governing Body all share a common goal which is to ensure that your child has access to the greatest opportunities to do well. That is why we provide a rich and fun experience across a whole range of developmental areas. Academic achievement is central to each child's school experience yet here in High Bank we also choose to look beyond this to the whole person. Success comes in many guises and we work hard to ensure all High Bank children experience this. Your child's progress depends on a strong partnership, a partnership between yourselves and school.

We look forward to working with you in achieving this.

Samantha Naylor
Chair of Governors
High Bank

Any parent with a child at school, including nursery, is eligible to become a parent governor. In the event of a vacancy, letters are sent to parents inviting them to make a nomination. If the nominations exceed the number of vacancies, a ballot will be held. Parent governors are elected to serve a four year term.

Additional information can be found on the school website showing the current members of the governing body along with attendance and business interests.

For more information about school governors please visit www.Kirklees.gov.uk



School rules for visitors

We would be grateful if all adults visiting our school use consideration by following these few simple rules.

- All visitors to school must do so via the main entrance and will be required to sign in

on the electronic system which includes a photograph, to help us keep your children safe.

- Mobile phones disturb the children's learning. We ask you to put them on silent whilst in school; if you wish to make a call please go outside.
- For health and safety reasons, and the safety of our children we ask that parents do not bring their dogs onto the school site at any time.
- Smoking is not permitted on the school site at any time.
- A parent code of conduct helps to ensure the safety, happiness and well-being of all children.

Please keep our grounds clean and tidy by not dropping litter.

