



**ORCHARD  
HEAD**

JUNIOR, INFANT  
& NURSERY SCHOOL

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## Handbook for Parents

(Academic Year 2019/20)

Age Range  
3-5 Part Time  
5-11 Full Time

**Value, Respect and Appreciate Everyone**



The information in this handbook is correct at the time of writing. It is however subject to change as the year progresses.

The School follows the guidelines of the Data Protection Act 1998 and Freedom of Information Act 2005



**PONTEFRACT**  
ACADEMIES TRUST

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## AIMS, VISION AND VALUES

**Our school works in close partnership with the families of children in our school to ensure that every child, every day, learns and achieves.**

**We do this through:**

**Our Children:** The welfare and education of the children in our school are at the very core of school life at Orchard Head J I & N School. We want them to feel welcome, safe, secure and a part of our school family. They need to experience excitement, fun, enjoyment and challenge, so we provide a broad and balanced curriculum to meet these needs. Children are



expected to work hard and to the best of their ability. We want our children to be able to communicate with respect and to value all those around them, regardless of age, background, culture and belief. We encourage and expect good manners, behaviour and conduct. We want our children to have good memories of their time at Orchard Head, but also to take away with them achievement, confidence, respect for and tolerance of others and above all, curiosity, the vital ingredient that turns ability and application into real achievement.

**Our Staff and Governors:** The staff in our school work hard to provide our children with an exciting, creative curriculum and stimulating experiences, which support their learning. Our teachers know each child well and ensure learning experiences are differentiated, so that all children make the very best progress they can.

All our staff are caring, well trained, child focused and they model good conduct and behaviour, whether they work in the classroom, care for the building and grounds or have other roles in school.



Our Governors work hard to ensure children are kept at the very heart of school life. They know and understand the school and its children's needs and achievements and are ambitious for their success.

We are signatories to 'Wakefield's Young People's Charter 2016':

<http://www.wakefield.gov.uk/Documents/schools-children/safeguarding/schools/wakefield-young-peoples-charter.pdf>



**Our Parents/Carers:** We regard parents/carers as the 'prime educators' of their child/ren and our role is to support them in this important role. Together, we have high expectations:

- that children attend school every day that they are able;
- their behaviour and conduct make us proud;
- they achieve to the very best of their ability;
- their tolerance and respect for everyone is a role model to others;
- their enjoyment and pleasure in learning will carry them forward and make them ambitious and successful for the rest of their life.

**Our Community:** We see our community as being not just those around the school, but those beyond it as well. We regard other local schools, businesses and organisations as potential partners to work with in order to serve the needs of our children. We recognise that our school has a responsibility to serve our community and will look for ways in which we can achieve this goal.

**Our School Motto: Value, Respect and Appreciate Everyone:** This means that at all times, every day, we show everyone in our school that we respect, appreciate and value them. If we each treat everyone in this way, it makes our school a happy, safe, enjoyable and friendly place to visit, to work in and above all, to learn in. As such, we expect all stakeholders in the school to treat each other with respect and indeed this is what normally occurs. However, it is important to make it clear that we do not accept abuse, verbal or otherwise, of our staff or governors.

### A MESSAGE FROM THE STUDENT COUNCIL

Orchard Head School is a caring place to learn and socialize. Both children and staff know that at Orchard Head we:

**V**alue      **R**espect      **A**ppreciate      **E**veryone

We all try to overcome challenges in our work. We never say, "**We can't do it!**"; instead we say, "**We can't do it.....yet!**"

Children are given house points as a reward to promote positive, independent and team working. The four houses are:

**Water**



**Fire**



**Air**



**Earth**



School lessons are interactive and fun. Teachers are caring and kind and they help children understand the lessons they are learning.

Our learning is enhanced by the visitors who come to educate and entertain us with pantomimes and plays, or to coach us in sports, to teach us how to play a musical instrument or to introduce us to different cultures and ways of life. Our children take part in school visits to different locations and this brings our learning to life. Most years, children in Key Stage 2 are given an opportunity to go on a residential visit to places such as the Yorkshire Dales, London or Wales.

If anyone is worried or has a personal problem, they can speak to a member of staff, who will always be willing to listen. For school-related issues, they can speak to a member of the Student Council, who will put it on the agenda for the next Student Council meeting.

All children and staff at Orchard Head are very supportive and welcoming of any child who is new to school. Orchard Head School is a lovely place to learn and we know that, like us, your child will have a great time here.

## **STAFF LISTING – ACADEMIC YEAR 2019 - 2020**

<b>Head of School</b>	Joe Mitchell	
<b>Assistant Headteachers</b>	Joanna Carr Kieron O’Toole	
<b>Teaching Staff</b>	Nicola Lindop Katie Thorpe Anna Huby Melanie Hume Emily Taylor Sally Shute Jennifer Webster James Ward Adrian Field Kim Franks (Maternity cover) Emma Kirby Eleanor Jodrell-Gregson (Maternity Leave) Calum McArthur Kieron O’Toole Emma Lightowler Ciara Kinlough	
<b>HLTAs</b>	Jane Westmoreland Jennifer Dews	
<b>Office Manager Admin Assistant</b>	Denise Miles Lynne Barker	
<b>Learning Mentor</b>	Dawn Higginson	
<b>TA/SNA</b>	Nicola Coyles Sandra Harper Louise Howie Claire Lancaster Jenni Noakes Sarah Utley Joanne Spence-Hirst	Ciaran Tucker Karen Willans Laura van Leeuwen Claire Bedford Karen Tucker Paula Gregson
<b>Nursery Nurses</b>	Stephanie Wadsworth Keeley Wiltshire	

<b>Breakfast Club</b>	Nicola Coyles Dawn Higginson
<b>After School Care Club</b>	Dawn Higginson Paula Gregson
<b>Premises Supervisor</b>	Nicola Coussons
<b>Cleaners</b>	Karen Hanson Becci Gelder Vicki Storey Vacancy x 2
<b>Senior Lunchtime Supervisor</b>	Jenny Pike
<b>Lunchtime Assistants</b>	Jane Blakeston Nicola Coyles Becci Gelder Karen Hanson Annette Inman Karen Willans Ciaran Tucker Ashley Lane Kimberley Stevenson Avis Gough Ann Foreman Angie Atkinson
<b>Kitchen Manager</b>	Julie Dickinson (Chartwells)



## THE SCHOOL

### Position

The school was built in 1959 on an open site mid-way between Pontefract and Ferrybridge and accommodates children from Orchard Head, Stump Cross and New Hall areas. The land on which the school was built was originally a cherry orchard (hence its name) connected with the Old Hall, which used to be in the valley below. Later, liquorice was grown here but the growing of this plant has now disappeared in this area. An extensive view from the school takes in the whole of Pontefract and the power station of Ferrybridge and the area is rich in historical content.



### Accommodation

Since its original construction the school has undergone a number of changes in terms of its buildings.

When the Children's Centre closed in 2015, the school took over the building and it now houses our Upper Foundation Stage classes.

### Academy Status

On 1 April 2013, the school became a member of Pontefract Academies' Trust, joining Larks Hill J & I School, The Rookeries J & I School, Halfpenny Lane J I & N School, DeLacy Primary School, Carleton

Park J I & N School, The Kings High School and Carleton High School.

## THE SCHOOL DAY

Children need to be on the playground by 8:50am. The bell rings at 8:55am at which point the children line up and proceed to class. Prior to 8:50am the school cannot take responsibility for the supervision of the children. We advise that they come to school no earlier than 8.50am in the interests of safety.

	<b>Morning Sessions</b>	<b>Afternoon Sessions</b>
Early Years and KS1	8.55 am to 12.00 pm	1.15 pm to 3.15 pm
KS2	8.55 am to 12.15 pm	1.15 pm to 3.20 pm

When collecting younger children from the main building at the end of the day (between 3.00 pm and 3.15 pm), it would be appreciated if parents could avoid blocking the school paths and wait in the playground well away from classroom windows and doors. Please would parents/carers refrain from:

- parking on the yellow zigzag lines or blocking footpaths with vehicles outside school;
- smoking on the school premises;
- bringing dogs on to the school grounds.

## Lower Foundation Stage (LFS) – Extended Hours

### Morning Session

8.45am - 11.45am

### Afternoon Session

12.30pm - 3.30pm

Lower Foundation Stage parents/carers may collect their child at any time between 11.30am and 11.45am (morning session) and between 3.15pm and 3.30pm (afternoon session).

## CASHLESS PAYMENTS FOR SCHOOL ACTIVITIES, BREAKFAST CLUB, SCHOOL MEALS, ETC.

Orchard Head School is a cashless school, i.e. cash or cheques will not be accepted as payment for school activities.



Payments, including for school meals and breakfast club, should be made online at [www.eduspot.co.uk](http://www.eduspot.co.uk). School Money gives parents/carers the freedom to make online payments 24 hours a day, 7 days a week.

Please note: the system may not be compatible with some mobile phones. If this is the case, please try again using a desktop/laptop computer or tablet.

We are aware that some parents/carers do not have internet access, so they may pay with a debit/credit card, over the telephone or in person at the school office.

The two exceptions (when parents/carers may pay in cash) are for:

- charity fundraising, e.g. Comic Relief, Children in Need, etc., as this money does not belong to school
- events organised by our fundraising team, Friends of Orchard Head, e.g. non-uniform days.

Parents/carers will be informed in advance of these events.

## ADMISSIONS TO THE SCHOOL

### Arrangements for Visits by Parents Who Are Considering the School

Parents who are considering this school for their children may visit the school by appointment, where they will meet with the Head of School or a member of the Senior Leadership Team and have the opportunity to look around the school itself.

**Admission to Nursery (Lower Foundation Stage)** is based on the following hierarchical criteria:

1. SEN;
2. Children in public Care (Looked After Children);
3. Children who live in the school's catchment area, who have brothers and sisters attending the school at the time of admission;
4. Other children who live in the school's catchment area;
5. Children who live outside the school's catchment area but have brothers or sisters in attendance at the school;
6. Other children by age order (admitting eldest first).





Parents are offered a place for their child in the Lower Foundation Stage on the understanding that their child(ren) will attend five sessions per week (either morning or afternoon). All 5 sessions must be attended and a mix of morning and afternoon sessions is not possible. We do not offer the 30-hour extended childcare.

***Please note: admission of a child to the Nursery/Lower Foundation Stage does not guarantee a place for the child in the Upper Foundation Stage at that school on reaching the age of five. If a child's attendance in Nursery sessions drops to such a level that it is having a significant impact on their learning, we may need to contact you to discuss the situation because your child's place may be at risk.***

**Main School Admission** (The Trust's Admissions Policy can be found on its website ([www.pontefractacademiestrust.org.uk](http://www.pontefractacademiestrust.org.uk))).

Those parents/carers of children who are offered a place at Orchard Head J I & N School are invited with their children to look round the school, prior to the start of the school term in September. At this stage, parents will be given further information to enable them to help their child to become involved in the day to day running of the school.

## **THE CURRICULUM**

Our Curriculum Intent - what do we want our students to experience and learn? To collaboratively create an evolving curriculum where ambition, skills, knowledge and personal development are the cornerstones of success. Our curriculum will facilitate opportunities for all our students to be the best versions of themselves possible.

Our intent is rooted in the long term sustainable development of the individual, regardless of their personal or social circumstances. The young people in our care will be literate, numerate and acquire the capacity to be resilient. Every student has the right to learn and our ambition for their holistic development will be unwavering. Through our thematic approach to learning, students will question the world around them, seek out truth and happiness and be prepared for a future where they thrive and succeed.

### Themes

- Culture
- Modern Britain
- The World Around Us
- The World Beyond Us
- Technology in Action
- Healthy Bodies Healthy Minds

In our schools the curriculum will:

1. Meet the intrinsic and extrinsic drivers of the students by understanding their local context and individual needs.
2. Provide opportunities to develop expertise through rich and meaningful learning experiences; both inside and outside of the classroom.
3. Ensure students know how to cope with life in a multi-cultural country and be safe in all their endeavours.
4. Develop additional creativity by exposure to the arts, sport and music.
5. Promote reflection, resilience and collaboration with others to positively impact self-value and esteem.
6. Keep the development of English and mathematical skills at the heart of our raison d'être. Reading and writing will be the gateway skills to success.
7. Ensure progression and continuity in students' thinking and learning.
8. Develop self-awareness and an understanding of fundamental British values.
9. Be ambitious and responsive to changes in the world around us.
10. Make school a happy place to be!

### **Foundation Stage Curriculum**

The Foundation Stage curriculum is divided into seven areas of learning.

Three 'Prime areas of learning':

- Personal, Social and Emotional Development;
- Communication and Language;
- Physical Development.

Four 'Specific Areas of Learning':

- Literacy;
- Mathematics;
- Understanding the World;
- Expressive Art & Design.

The 'Characteristics of Effective Learning', which move through all areas of learning, are:

- Playing and Exploring;
- Active Learning;
- Creating and Thinking Critically.

Children are formally assessed against these characteristics at the end of Foundation Stage, as either 'emerging', 'expected' or 'exceeding'.



## SCHOOL VISITS

The school is committed to enriching the school curriculum through both visits and visitors. Before a child can attend a visit, permission from their parent/carer is required. The school may also ask for a voluntary contribution from parents.

Class trips are arranged in line with curriculum priorities.



## CHILDREN WHO BECOME ILL DURING SCHOOL HOURS

When a child becomes sick or has an accident during school hours, every effort is made by school to contact parents/carers. To enable us to contact parents/carers speedily, please provide school with your home, mobile and work numbers.

Should a child receive a bump to the head - no matter how minor - the parent/carer will be informed by text.

If a child has a more serious injury, the parent/carer will be contacted. Should staff be unable to directly contact the parent/carer, they will use the alternative telephone numbers provided on the child's emergency contact list. If necessary (e.g. in an emergency), school will request the services of an ambulance.



Please could parents ensure that school always has the most up-to-date contact details for your child.

## Administering Prescribed Medication

**Please note:** School will only administer medication on prescription (e.g. by a qualified GP). Administration of prescribed medicine is entirely at the discretion of members of staff. Members of staff are not obliged to administer prescribed medication.

Medication will not be accepted in school without written and signed instructions and permission from the parent/carer on the appropriate form, which is available from the school office. Prescribed medicine **will not** be administered without submission of this form.

Each item of medication must be delivered to school (usually by the parent or carer) **in a secure and labelled container, as originally dispensed**. It is the parent/carer's responsibility to renew the medication when supplies are running low and to ensure that the medication supplied is within its expiry date.

Each item of medication must be clearly labelled with the following information:

- Pupil's Name
- Name of medication
- Prescribed dose and frequency
- Date of dispensing
- Expiry date
- Written instructions provided by the prescriber on the label or container.
- Storage requirements



The school will make every effort to continue the administration of prescribed medication to a pupil whilst on trips away from the school premises, even if additional arrangements might be required. However, there may be occasions when it may not be possible to include a pupil on a school trip if appropriate supervision cannot be guaranteed.

If children refuse to take prescribed medicines, staff will not force them to do so and will inform the parents of the refusal as a matter of urgency, on the same day. If a refusal to take medicine results in an emergency, the school's emergency procedures will be followed.

Non-prescription medication, e.g. paracetamol, cough medicines, allergy relief, throat sweets etc., should be administered before the child comes to school, as many of these only require a dose every 4 to 6 hours. Parents/carers should consider that a child requiring such regular doses is perhaps not well enough to be in school.

Children who are asthma sufferers and need to use an inhaler will have access to them at all times. Parents must ensure that their child knows how and when to correctly use their inhaler. Also they must ensure that only enough medication is brought to school for that day. Inhalers should be clearly labelled with the child's name. The class teacher must be informed.



If children have long-term medical needs, the school will do everything it can to enable them to attend school regularly.

## BEHAVIOUR

We believe that most children can and do behave. Children who do not behave sometimes choose not to, or may not have yet learned the skills needed to behave at school. At school, we provide an environment whereby the use of Restorative Practices and S.E.A.L. (Social and Emotional Aspects of Learning) is practised. Most of our children develop appropriate learning behaviour through the development of their social and emotional skills. Social and emotional skills enable learners to make informed choices about their behaviour by enhancing self-awareness and developing empathy. Children need to know and understand the boundaries of acceptable behaviour. Individual pupils' needs will be taken into account.

### School Rules

Our code of conduct:

- We will walk quietly, sensibly and safely around school.
- We will use good manners and be polite to everyone at all times.
- We will take care of our school and school equipment.
- We will do our best, even when it is difficult.

## CHILD PROTECTION

Staff have received training in Safeguarding and are fully aware of reporting arrangements.

The lead designated person for Child Protection is **Mrs Joanna Carr**

The deputy designated persons for Child Protection are:

Mrs J Carr  
Mr K O'Toole  
Mrs D Higginson  
Mr J Ward  
Mr J Mitchell  
Mrs D Miles

## HOW PARENTS CAN HELP THEIR CHILDREN AT HOME

### Pupil, Parent, Teacher Meetings

Our Pupil, Parent, Teacher Meetings are held at specific points in the year.

Where possible, pupils should attend the meeting with their parent(s)/carer(s) where they will be directly involved in discussing their progress, celebrating successes and setting targets for the coming term.

Parents are welcome to organise a meeting with their child's class teacher any point during the year, should they have something they wish to discuss. Whilst the vast





majority of interactions with parents and carers are positive events, focused on the best interests of our children, we must stress that the school will not tolerate any verbal or physical abuse of its staff.

## Attendance and Punctuality



Children should be encouraged to attend school on time and no child should be kept away from school except for illness. At Orchard Head School, we do not authorise holidays during term time. Any holiday taken during term time will be marked on the register as unauthorised and the Education Welfare Officer informed. Shopping excursions, etc, should be left to out-of-school hours and at weekends, if the child's

education is not to be impaired.

Please notify absences by telephoning the school number **(01977 723495)** and choose **Option 1**.

If any child is not in school when registration has closed and school has not been informed as to why they are absent, the child's parents will be contacted by telephone and if we receive no reply, a member of staff will visit the family home. This procedure is carried out in order to ensure the safety of our children.

For long absences, a medical certificate is required. 'Unauthorised' absences have to be recorded in class registers by law. Please note that those children arriving after 9.15 am will be classed as having an 'Unauthorised' absence.

Medical appointments (urgent) are allowed but school requires evidence, non-urgent appointments should be made outside school hours.

***Children should not be left unsupervised on the playground prior to 8.50am. The responsibility for the safety and welfare of children who are on the playground prior to 8.50am lies solely with the parents.***

Our full policy on attendance is available on the school website.

## School Functions



From time to time functions are held in the school such as Sports Day, Open Days and Christmas Concerts.

Please support these and show your child that you are interested in what they are doing.



## School Uniform

School uniform may be ordered from the following suppliers:

**Signature Retail**  
**13 Ropergate**  
**Pontefract**  
**Tel: 01977 703657**

**Better and Bright**  
**13 Market Place**  
**Pontefract**  
**Tel: 01977 706668**

Pupils should wear the following uniform in school:

- **Maroon V-neck jumper or cardigan with school logo**
- **White shirt, maroon and gold striped clip-on tie (or polo shirt, nursery only)**
- **Black tailored trousers/shorts, black knee length skirt (or black pinafore dress, Nursery and KS1 only)**
- **Gingham style red and white summer dress**
- **Black opaque tights (40+denier), black knee length socks, or black or white ankle socks**
- **Sturdy black school shoes**

The required clothing for PE is:

- **White round neck cotton t-shirt**
- **Black shorts**
- **Optional plain black tracksuit (to be worn during winter if needed)**
- **Optional plain black leotard**

The following items should be brought to school on the days that your child has swimming lessons:

- **Trunks/one-piece bathing costume (no bikinis)**
- **Large towel**

Please could parents/carers make sure that your child's name and class is in all clothing. This is particularly important for coats, as many are identical in appearance and someone else's coat may be mistaken for their own.

Pontefract Academies Trust and Orchard Head J I & N School will not be held responsible for the loss of pupils' clothing or personal possessions, etc.



## PREPARING FOR SCHOOL LIFE

Before coming to school and in the first few weeks:

- Engage your child(ren) in conversation about everyday life
- Teach them to use the toilet correctly
- Teach your child to use a knife and fork
- Teach your children to dress themselves, to button their coats and fasten their shoes. Show them how to hang up their clothes.
- Teach them to wash their hands and to use tissues properly.

### Getting Ready to Read and Write



Parents have an important role to play in their child's progress in reading and writing. The best start you can give your child as a parent, is to love, care for and talk to them. Talking helps reading; talk to your child as much as you can about the things you are doing, such as washing, cooking, gardening and shopping. Talk about the things you did yesterday, today and about the things you will do tomorrow. Get them to think out loud and answer questions.

The best way to prepare your child for reading is to sit with your child and read aloud the stories they like, over and over again.

Give them a chance to hear, tell and re-tell stories with a caring adult. A child's first experience with reading and writing must be enjoyable. Share it together.

At all ages surround children with plenty of books, particularly those with stories and topics which appeal to them and encourage them to join school and public libraries.

### Valuables

Please do not bring any valuables into school unless it has been previously agreed with your child's class teacher. School cannot take responsibility for items lost or damaged.

### Make up and jewellery

No make-up should be worn at school by children. A watch and stud earrings are the only acceptable jewellery, although the latter should not be worn on a PE day. Please ensure your child does not wear any other items of jewellery. On days when PE or games are timetabled, children are expected to remove jewellery in the interests of their own and other children's safety. In this respect we would appreciate earrings or sleepers being left at home on PE and games days, especially if your child is unable to remove them. Where a child has recently had earrings put in, then parents should provide plasters to cover the ear lobes until the earrings can safely be removed (usually 6 weeks). When on visits to other establishments, e.g. swimming baths, children must abide by the rules laid down by that authority.



## Mobile Phones

Where possible the children should not bring a mobile phone to school. School is not responsible for any mobile phone that becomes broken or lost whilst on school premises.



## Lost Property

For lost property enquiries, parents/carers should contact the school office for advice on where lost property is kept. If there is a large amount of lost property in school, this will be displayed on the playground at some point during the final week of each half-term, so that parents can check and claim items. If after a reasonable amount of time has passed and no one has claimed the items, they may be kept in school as spare uniform or, if unwearable, thrown away.

Any items that are clearly labelled will be returned to their owners.

## BORROWING SCHOOL RESOURCES



Books and resources belonging to Orchard Head School are given to pupils at the class teacher's discretion. Should any school books or resources be lost or damaged by a pupil, the school will seek reimbursement for the cost of those items.

## BREAKFAST CLUB

Your child must be registered for Breakfast Club before they can attend. A registration form can be obtained from the school office.

Breakfast Club takes place within the school building, but every effort is made to make the atmosphere feel different to the rest of the school day, so that the children do not feel as if they are in lesson time.

Breakfast Club begins in the school hall at 7.45am, when children sit down with their friends to eat a choice of the following:

- Toast with jam
- A selection of cereals
- Fruit juices
- Milk or Water



To ensure that your child receives a breakfast, please make sure that they arrive no later than 8.30am. After breakfast, our children benefit from a range of activities before the start of the school day.

The cost of each session is £2.75 per day (£13.75 per week), payable online at [www.eduspot.co.uk](http://www.eduspot.co.uk), or by debit/credit card at the school office

## AFTER-SCHOOL CARE CLUB

After-school Care Club takes place within the school building immediately at the end of the school day, until 5.30pm. However, parents/carers are welcome to collect their children at any point up to this time. Children must be collected by 5:30pm at the latest. Should parents/carers fail to comply, additional costs may be incurred or the service may be withdrawn.



Children are given a choice of snacks and a drink during the session. The cost of each session is £4.00 per child and payment should be made online at [www.eduspot.co.uk](http://www.eduspot.co.uk). Please note that school does not take payment by either cash or cheque, although payment by credit or debit card can be made either over the telephone or in person at the school office.

If a child already attends one of the existing after school clubs (sports, drama, etc.), they are welcome to attend the After School Care Club for the remainder of the session, up to 5:30pm, when the £4.00 charge will cover both the existing after school club and the time spent in the After School Care Club.

Arrears are promptly identified and outstanding balances are pursued. Texts and emails are sent each week to those parents/carers who have an outstanding balance. Outstanding payments will be dealt with as follows: Any child whose total arrears amount to the cash value of £20.00 (**total arrears = Dinner Money + Breakfast Club + After School Care Club**) will be contacted and advised that, until the arrears are cleared, they will no longer be able to access school meals, Breakfast Club or After School Care Club.

Please see the Charging and Remissions Policy for further details.

## SAFETY ISSUES

### Car Parking

Spaces for the parking of cars are inadequate and parents are requested where possible to walk with their children to school. When bringing or collecting children by car, please park in the car park at the entrance to the Council's playing fields at the end of Orchard Head Lane. In the interests of safety, please do not park on the zigzag lines outside school or on the footpaths both of which are illegal places to park.



No car or motorized vehicle (unless a mobility vehicle) should be brought into the school playground to either pick up or drop off children, or at any other time of day.

### Other Safety and Health Education Issues

No person will be allowed to bring on to school premises any substance or object which may endanger the safety or welfare of staff or pupils. If a pupil is found in possession of any substance or object deemed to represent a danger, it will be

removed from the child to a place of safety and then may only be collected by a parent or guardian. The school may feel it necessary to inform the police or other appropriate authority to ensure safety or to comply with legal requirements.

Children are not allowed to ride bikes or scooters on school premises at the start or end of the school day.



We recognise that adults are role models for children and in order to encourage positive attitudes among our pupils, we ask parents and visitors to support us by not smoking or drinking alcohol on school premises, particularly when bringing or collecting children. We also ask parents to consider their choice of language around our children.

**NO DOGS** (except guide dogs) should be brought on to school premises.

### Hot Weather

In summer, or on warmer days of the year, parents/carers should ensure that they apply sunscreen to their child prior to the start of school. Also, suitable headwear (labelled with the child's name) should be provided for during break-times, dinner times and outdoor PE sessions.



Parents/carers should provide a container (non-glass) filled with plain water for their child, to keep them hydrated.

### Daytime Security

All access gates will be locked once the children are in school and will be re-opened at home time. The main entrance gate will remain open throughout the day and we would ask visitors to only use this gate to access school.

We have CCTV in key internal and external areas of school. Recording takes place twenty-four hours a day and is monitored off site during the hours when school is closed.





## SPECIAL NEEDS PROVISION

### Special Educational Needs and Disabilities (SEND)

Orchard Head Junior, Infant and Nursery School is a welcoming, inclusive school with a strong sense of community. We value every person who is part of our community by respecting and nurturing their uniqueness, responding to their diverse needs and by doing all we can to enable them to reach their full potential. Our SEND Policy is available on the school website.



### MORE ABLE POLICY

At Orchard Head School we recognise that all children are individuals with their own strengths and weaknesses, gifts and talents. Within this range of individuality there are children who are more able intellectually than others, and children who are particularly talented in certain specific areas of ability. Just as we need a policy for provision for children with special educational needs, so we need a policy for provision for children at the upper end of the ability range, who have their own special needs. We aim to meet the needs of all our children including the more-able.

### FOOD & DRINK IN SCHOOL

Orchard Head J I & N School is a **nut-free school**. Please do not send your child to school with any nut products or products containing traces of nuts. Thank you.

#### In Class

Children may bring their own water to drink in class, (in a named, clear, non-glass container, please). **This is purely water - not flavoured varieties.**



#### Playtime and Lunchtime

All our Foundation Stage and Key Stage 1 children receive free fruit each day as part of a government initiative.

In order to comply with health and safety procedures, school has put in place rules regarding what children are, and are not, allowed to eat during morning and afternoon playtime breaks.

#### ***Acceptable snacks/drinks/lunchtime items are:***

- Plain water (in a labelled, clear, non-glass container please) – plain drinking water is also available in school;
- Fresh fruit (grapes sliced in half lengthways please, to avoid choking)
- Sealed cartons, containing fresh fruit juice
- Sandwiches (not chocolate spread, if possible please)





**Parents/carers are requested not to send their child with the following food/drink items for playtime, break times or lunch times:**

- Drinks other than plain water or sealed cartons of fruit juice (please see above)
- Chocolate bars or biscuits
- Cereal bars
- Crisps
- Nuts (or any product containing nuts). This is to avoid triggering allergic reactions in pupils and staff with nut allergies.
- Sugary or boiled sweets
- Buns/cake bars



### **School Dinners**



Should parents/carers wish their child to have a school lunch, there will be a choice of hot meals or sandwiches. The child may make their choice on the day in class.

Water is provided by school at lunchtime.

As part of the government's Universal Infant Free School Meals initiative, all children from Reception to year 2 are eligible for a free school meal.

### **Packed Lunches**

If your child prefers to bring a packed lunch, they may do so. Please note:

- All food must be contained in sandwich boxes, clearly labelled with your child's name;
- Sandwich boxes should be taken into the classroom for safe storage;
- No sharp tools should be brought into school;
- No responsibility can be accepted for damage or loss of sandwich boxes;
- Should yoghurts be brought in lunch-boxes, please provide a spoon.
- As school has no facilities for refrigeration, parents need to be aware that certain kinds of food will not keep in hot weather, e.g. all types of meat, some yoghurts.





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## COMPLAINTS ARRANGEMENTS

Orchard Head J I & N School adheres to and complies with, the Pontefract Academies Trust Complaints Policy, which can be found on the Pontefract Academies Trust website ([www.pontefract-academiestrust.org.uk](http://www.pontefract-academiestrust.org.uk)).

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## RIGHTS AND RESPONSIBILITIES OF PARENTS/CARERS AND SCHOOL'S EXPECTATIONS OF THEM

Parents'/Carers' Rights	Parents'/Carers' Responsibilities	School's expectations of Parents/Carers
The right to contribute to the development of the school Behaviour Policy.	To respect the school's Behaviour Policy and the disciplinary authority of school staff.	Parents/carers will encourage independence and self-discipline in their child/ren.
To expect their child/ren to be safe, secure and respected in school.	To help ensure that their child follows reasonable instructions given by school staff and adheres to the school rules.	They will show an interest in everything that their child does in school.
The right to appeal to the Governing Body regarding a decision to exclude their child from school (in the case of a permanent exclusion, an appeal should be made to an independent appeal panel).	To send their child/ren punctually to school each day, ensuring that they are fed, rested, suitably clothed, equipped and ready to learn.	They will foster good relationships with school.
	To refrain from posting on social media, photos taken in school (e.g. at concerts,) that contain images of other pupils.	They will support the school in the implementation of this policy.
	To refrain from posting content on social media, comments about the school or its staff that could be interpreted by others as defamatory, inflammatory or libellous.	They will be aware of the school rules and expectations.
		They will treat school staff, other parents and families with respect.
		They will support the school by acting upon advice to help their child/ren, both academically and socially.
		They will follow the school's complaints procedure if they believe that the school has exercised its disciplinary authority unreasonably.