



## Prospectus Information

# September 2018

Myrtle Park Primary School is fully committed to compliance with the requirements of the General Data Protection Regulation and the Data Protection Act 2018. "To learn more about how we use your information, go to our Privacy Notice shown on the front page of our School Website - [myrtleparkprimary.org](http://myrtleparkprimary.org)



## WELCOME TO MYRTLE PARK PRIMARY SCHOOL

### Welcome from the Headteacher

A very warm welcome to our school! This prospectus explains a little about how Myrtle Park Primary School works and how we will enable your child to flourish in developing a love of learning and life skills through their primary school years.

We aim to help your child to thrive, academically, physically and socially as they grow from a 3-year old into an independent and confident 11-year-old. We do this by providing a carefully planned set of experiences, within and beyond the school day, that helps your child develop in a happy, supportive and rich learning environment.

We have a dedicated and experienced staff, who are looking forward to working in partnership with you and your child. We are extremely proud of our school, the children's achievements and are continually working to be the best we can be.

This is the place to be!

**Sarah Crowther (Headteacher)**

### Welcome from the Governing Body

Myrtle Park Primary is a Foundation School. This means that, while we are part of the Local Authority, we serve the community directly. In effect the local community owns the school and employs the staff through the Governing Body.

The Governing Body determines the school strategy and helps make sure that your children receive the best possible education. There are representatives of parents, staff, the Local Authority and the people and businesses in the area. From time to time there are elections for new Governors. We hope you will consider offering your services. No special expertise or experience is required and you would be supported in taking up the role.

A list of the Governing Body and minutes from Full Governing Body Meetings are on the school website.

**Johnny Rookes (Chair of Governors)**

### Welcome from The Friends Association (PTFA)

All parents of children in school are automatically members of the Friends Association. The Association promotes social and fundraising activities throughout the year.

We appreciate all the help we receive from parents at all our events but would welcome more members to our 'friends' committee. We meet up once a month, generally at 7.30 p.m. on Monday evenings in school, to organise/discuss the events taking place during the year. Our funds are currently purchasing equipment to supplement and enhance the learning environment in the school. We hope you too will join us and become 'our new friend'. Look out for the posters displayed in the cloakroom windows, noticeboards and we hope to see you soon!

**Sarah Sullivan (Chair) until October 2018 Annual General Meeting - then to be confirmed**

## Additional Information

The most up-to-date information about our school is found on our website, which is [www.myrtlepark.com](http://www.myrtlepark.com). This provides a portal to other sites that support parents and children.

## Afterword

We hope that this Prospectus provides you with the information that you need, both when choosing a school for your child and when your child is with us.

We look forward to working with you to ensure your child gets the best start to their school career.

- High standards in everything we do
- Learning skills for life together
- Making happy memories, realising dreams

This is the place to be!

Mrs Sarah Crowther (Headteacher) on behalf of the Staff and Governing Body

June 2018



Myrtle Park Primary School  
Ash Terrace, Bingley, BD16 1HB  
Phone 01274 564681 Fax 01274 564687  
e-mail [office@myrtlepark.bradford.sch.uk](mailto:office@myrtlepark.bradford.sch.uk)  
Website: <https://myrtleparkprimary.org>

Myrtle Park Primary School is fully committed to compliance with the requirements of the General Data Protection Regulation and the Data Protection Act 2018. "To learn more about how we use your information, go to our Privacy Notice shown on the front page of our School Website

Most of our children go to Beckfoot or Bingley Grammar School, but we must stress that a place at Myrtle Park Primary School does not guarantee admission to any particular Secondary school.

### Industry

We try to work closely with local businesses to improve your child's education.

### Frizinghall Primary School

We have a strong partnership with Frizinghall Primary School in inner-city Bradford. Our children meet to share activities and learn together as part of the Bradford School's Linking Project.

## STATUTORY AND LEGAL INFORMATION

### Charges for Visits and Activities

All visits and activities are arranged so that all children can take part, regardless of ability to pay.

The Governing Body believes that visits out of school are an essential part of children's education. Such visits usually cost money. The Education Reform Act 1988, affirms that everyone has the right of free education and that, with certain exceptions, schools cannot charge for visits during school time and in some instances out of school time.

Parents will be encouraged to make a voluntary contribution toward the cost. Children will not be treated differently whether their parents contribute or not. However, if insufficient money is raised to cover the cost it could mean that the visit may not take place.

The Governing Body reserves the right to charge for any optional activity made available outside school hours. The circumstances where the Governing Body may make a charge are outlined in the School's Charging and Remissions Policy.

### Hardship

There may be cases of family hardship which make it difficult for pupils to take part in particular activities for which a charge is made. Please talk to the School Business Manager in confidence.

### Photography

There will be a number of events during the year when parents or carers may wish to take photos. We encourage this but must stress that under no circumstances may photos or videos taken in school be further circulated particularly on social networking sites. If any parent should object to their child being photographed or filmed, please inform the school.

### Complaints

When you have concerns, they are usually best raised early. Talk to the Class Teacher in the first instance. We welcome your feedback. Where things are not going well we will do our best to put matters right.

If you feel the need to make a more formal complaint, you can request our Complaints policy from the School Office or alternatively this can be found on the school website. [www.myrtlepark.com](http://www.myrtlepark.com)

This will provide details of the process to be followed.

## STAFF

Your child will spend most of their time in school working with their teaching team. Younger children work with Early Years Practitioners and older children work with Teaching Assistants. Classroom staff are supported by an Administrative team, Kitchen staff, Lunchtime Supervisors and a Premises team. They are all well qualified and dedicated to helping your child develop their talents as they grow with us from the age of three to eleven.

This is the list of staff who will be working with your child from September 2018:

Headteacher	Mrs S Crowther
Deputy Headteacher	Mrs A Riley
Senior Leadership Team:	Mrs S Crowther (Headteacher) Mrs A Riley (Deputy Headteacher, SENCo , Early Years & Key Stage 1 Leader) Mrs S Knowles (Key Stage 2 Leader) Mrs J Morton (School Business Manager)

### Class Teachers

Nursery	Mrs A Riley
Reception	Mrs A Hargreaves
Year 1	Mrs L Glennon
Year 2	Miss J Anderton
Year 3	Mrs J Llewellyn
Year 4	Mrs S Knowles
Year 5	Mr J Tate
Year 6	Mrs J McNichol
Early Years Practitioners	Mrs J Greenhalgh & Mrs K Webster
Higher Level Teaching Asst	Mrs S Bell
Cover Supervisors	Miss L Birkbeck, Miss P Hoyle & Mrs H Somers
Teaching Assistants	Miss A Ambridge, Mrs E Bailey, Mrs S Batty, Miss J Chilvers, Miss J Haddy, Mrs J Littler, Mrs J McGrath, & Mrs D Rhodes
School Business Manager	Mrs J Morton
Office Staff	Miss J Baxter & Mrs A Denison
Senior Lunchtime Supervisor	Mrs D O'Reilly
Lunchtime Supervisors	Mrs S Abid, Miss A Ambridge, Mrs H Bamber, Mrs D Cottam & Miss G Keach,
Catering Manager	Mrs C Francis
Kitchen Assistants	Mrs C McTavish, Mrs L Shears & Miss L Walton
Site Manager	Mr P Shaw
Childcare Team	Mrs H Boocker (Manager), Mrs K Persson (Deputy Manager), Mrs S Koffler & Mrs J Littler - 1 vacancy

## **PARTNERSHIP WITH PARENTS**

At Myrtle Park Primary we see the education process as a valuable partnership between parents and school.

We will always be happy to discuss your child's progress with you. In addition to the informal conversations you will receive an annual written report. For younger children we operate a system of review meetings when Teachers, Parents and the child talk about progress and development and next steps for learning. For older children we have more traditional parents' consultation evenings.

All records of children's progress are open and available to parents. Some of these are held on computers, for which we comply with Data Protection legislation.

Where you have concerns, we will try our best to deal with them immediately. It is usually easiest to see Class Teachers before or after the school day. For more formal discussions it is worth making an appointment.

We use a text and e-mail service to inform parents of news, information, school closure in addition to reminders and invitations to school.

### **Children's Welfare**

We all work together to make sure that all children are happy, safe and fulfilled.

The health and welfare of each pupil is the responsibility of every adult in school. We work closely with the National Health Service.

We promote healthy eating and healthy lifestyles through the formal school curriculum but also through breaktimes, lunchtimes, assemblies and extra-curricular activities.

You are welcome to discuss any welfare issues with us in confidence. The first contact will be with your child's Class Teacher. We find that it is best to talk about concerns sooner rather than later.

Under the Children's Act, we have a legal obligation to report safeguarding concerns. Mrs A Riley (Deputy Headteacher) is the 'named person' who has specific responsibility for working with all appropriate agencies to ensure that children are safe and thrive. Alongside Mrs Riley we have Mrs Crowther who is also trained in Child Protection.

### **Emergencies**

Please make sure we have at least two telephone numbers where you or a relative or friend can be contacted should an emergency arise in school. Please help us to keep our records up to date by informing us when you or your nominee moves or changes phone number. It is vital we can get in touch with you in the event of an emergency.

## **ROUTINES**

### **The School Day**

Nursery children attend 2½ days a week - Monday/Tuesday 8.45 - 11.45 a.m. & Wednesday 8.45 - 11.45 a.m.

The main school day starts at 8.45 a.m. and ends at 3.00 p.m. Children should arrive in school between 8.35 and 8.45 a.m. We cannot accept responsibility for children in school or in the playground before 8.35 a.m.

## **Individual Educational Needs**

We treat every child as an individual. We recognise the many different ways in which children learn. We provide individualised programmes of learning for children with Special Educational Needs and offer appropriate support and challenge to children of all abilities. We seek the advice of outside agencies as required and comply fully with legislation about children with special needs, gifts and talents.

Mrs Anna Riley leads Inclusion across school.

### **How to find out more**

The Governing Body of Myrtle Park Primary School has responsibility for a wide range of policy matters, including curriculum. All school policies are available for you to read along with:

- Copies of the National Curriculum documents (including Government Circulars and Administrative Memoranda relating to Curriculum).
- Documents giving instructions on how to make a complaint.
- Schemes of work and planning documents.
- Any OFSTED Reports which refer to school.

You can download these policies from the website.

## **ADMISSIONS TO MAIN SCHOOL AND NURSERY**

Myrtle Park Primary is a Foundation School. This means that we serve the community directly and operate our own Admissions Policy. We have a defined priority area that we serve. Broadly it runs between the river and the railway line from Ghyll Wood (just past Cottingley Bridge) to the Cattle Market site near Bingley Grammar School.

The full Admissions Policy is on the website.

If we do not allocate a place to your child, you have the right to appeal to: *Children's Services, The Admissions Team, Margaret McMillan Tower, Princes Way, Bradford, BD1 1NN - 01274 439200*

When your child is admitted into Nursery, members of our staff will visit you in your home. Parents and children will then be invited to spend some time in the Nursery together, before the actual starting date. This will be staggered over several days to help the new children settle.

## **Bradford Primary Improvement Partnership (BPIP)**

Our school also works with schools across the Bradford district to drive school improvement. "By schools, For schools, With schools."

### **Extended Schools**

We work with the other Bingley schools to provide extended services outside the normal school day. These are Family Learning, drop-in activities and easy referral to Family Support Services.

### **Secondary Schools**

We have partnerships with Secondary schools to raise opportunities and standards in Sports, Maths, Science and Technology. We work closely with Secondary schools to ensure that children move smoothly from our school into Secondary Education.

Children transfer to Secondary school at the end of Year 6. You have to apply for places using the Common Application Form which is distributed by school in the Autumn term of Year 6.

child with an enriched set of experiences, including additional music, drama, sporting and adventurous opportunities.

### **Sex and Relationships Education**

We are required by law to state the policy on Sex and Relationships Education.

We teach those elements of human development and reproduction that are required by the National Curriculum and do so in a moral context. Books are freely available in the school and class libraries which deal with reproduction and the human body.

Issues of puberty, adolescence and relationships are included in Science and Personal, Social and Health Education and Citizenship lessons. They may also arise in other areas. Where they do so they are dealt with honestly and sensitively. Teachers are supported by the School Nurse or other health professionals.

Where children have problems or raise sensitive issues their Teacher will respond in a sensitive and professional manner. All such matters will be dealt with in such a manner as to encourage pupils to have due regard to moral consideration and value of family life.

As parents, you have a statutory right to withdraw your child from those aspects of Sex and Relationships Education that do not form part of the National Curriculum but not from the National Curriculum itself. However, at Myrtle Park Primary there is no Sex Education teaching other than the National Curriculum. As with any other area, you are welcome to discuss this with the Teachers or the Headteacher.

### **Religious Education**

Religious Education follows the Bradford Agreed Syllabus. It is offered within the planned activities in each classroom and within the values of the school. Children are taught to understand how different groups of people celebrate their faith. They hear and read stories from different cultures and religions and will be encouraged to develop empathy towards other people's beliefs. They will be expected to share in the school's moral values, which emphasise concern and care and help for those in need. While our Religious Education comes from a broadly Christian standpoint, we also help children understand other religions through fact-finding visits to other places of worship. Parents have the right to withdraw their child from religious Education.

### **Homework**

Homework enables learning to carry on after school hours. For young children this will be by sharing reading books with family members or talking about what they have done at school. The emphasis gradually moves towards the self-discipline and independence that children need if they are to do their best.

There is a planned homework programme. We follow recommendations of 20 to 30 minutes per day on average. Children do 10 to 15 minutes in Key Stage 1, rising to about 35 minutes in Key Stage 2, in a regular but not regimented programme.

Together we sign a Home-School Agreement.

### **Worship**

We comply with our legal obligation to provide a broadly Christian act of worship in school assemblies. We lay great stress on morality and understanding right and wrong. This worship is different from the finding out about religions that takes place in RE lessons. Parents have the right to withdraw children from worship.

Key Stage 1 children start their lunch at 11.45 a.m., while those in Key Stage 2 start at 12.00 noon. The afternoon session begins at 12.45 p.m. for Reception, Years 1 & 2 and 1.00 p.m. for the older children in Years 3, 4, 5 & 6.

The children have a break each morning. Unless the weather is poor, children play outside in the playgrounds. They are well supervised. Key Stage 1 children also have an afternoon break.

### **Before and After School Care**

We offer childcare before and after school, from 7.30 to 8.45 a.m. and from 3.00 to 6.00 p.m. This is limited to 32 places each session and must be paid for in advance of the session/sessions booked. We accept childcare vouchers. Contact Helen Booker for further details on 07907 243186.

### **Registration and Attendance**

Registration takes place between 8.45 and 8.50 a.m. in the morning and between 12.45 and 1.05 p.m. in the afternoon.

As parents, you are legally obliged to send your child to school regularly. This is vital to a child's learning. It is really important to get children into a regular routine.

If your child is ill and needs to be kept away from school, please inform the School Office by telephone straightaway. Please do not send your child back to school before they are completely better.

Please avoid taking children out of school for any reason other than illness or family emergency during term time. We do not authorise absence for holidays as this severely impacts on children's learning.

### **Lunchtime**

We encourage children to have a meal at school because lunchtime provides an ideal opportunity to develop social skills amongst friends. Most children stay at school for lunch.

They may have:

- a cooked meal from school/grab bag (choice of sandwich, salad or fruit, drink, Yoghurt or cold desert)
- a cold option/salad bar choice from school
- sandwiches brought from home or go home for lunch.

The school meals provided by Bradford Council Facilities Management follow our healthy eating ethos, as well as national nutritional guidelines. Ingredients are chosen to provide a healthy and balanced diet. A choice of fruit or sweet is available each day. The Catering Team are able to meet special dietary requirements, please contact the School Office for information.

Menus are distributed and displayed each week around school and are also available on the website. Meals for Reception and children in Years 1 and 2 are free. Meals currently cost £1.70 per day for Key Stage 2 children (Years 3, 4, 5 & 6). If your child is choosing school meals, these must be paid for in advance using the online method of ParentPay - [www.parentpay.com](http://www.parentpay.com). Once your child starts school you will receive a letter giving details of your user name and password.

From April 2011 extra funding was given to pupils in school who are on Free School Meals.

If you are in receipt of one of the following you are entitled to receive free school meals:

- Income Support (IS)
- Income Based Job Seekers Allowance (IBJSA)
- An income-related employment and support allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit (provided they are not entitled to Working Tax Credit) and have an annual income which from 6 April 2010 does not exceed £16,190 as assessed by Her Majesty's Revenue and Customs
- Guarantee element of State Pension Credit

If you think you may fall into one of the categories above please apply online [www.bradford.gov.uk](http://www.bradford.gov.uk) (in the search box type in - Free School Meals)

Or in person to: Welfare Benefits Service  
Britannia House  
(on corner of Bridge Street)  
Hall Ings  
Bradford BD1 1HX

Opening Hours: Monday – Thursday 8.30 a.m. – 5.00 p.m.

Friday 8.30 a.m. – 4.30 p.m.

Telephone: 01274 432772 or email [benefits@bradford.gov.uk](mailto:benefits@bradford.gov.uk)

**IF YOU ARE ENTITLED TO CLAIM BUT DO NOT CLAIM THE SCHOOL WILL LOSE OUT ON FUNDING THAT COULD HELP YOUR CHILD**

#### Drinks

Milk is available each day for all children in school. Stage. This is free for Nursery and for children in Reception up to the term when they become 5. All other children will need to pay for the milk in advance by logging on to [www.schoolmilkuk.co.uk](http://www.schoolmilkuk.co.uk). The cost per day is currently 21p per 1/3 of a pint carton.

We actively encourage all children to drink water. We ask that your child brings in their own water bottle clearly marked with their name. There are water fountains in each cloakroom and children have access to their water bottles in their classroom.

#### Snacks

We encourage children to have fruit as a snack at morning break. This is provided free for all children in Reception, Years 1 and 2. Children in Years 3, 4, 5 and 6 are encouraged to bring a snack from home. We do not allow crisps or sweets—healthy snacks only please.

**For allergy purposes please note we are a NUT FREE school.**

#### Uniform

Children are proud of their school and wear school uniform to acknowledge their sense of community and high standards. Please ensure you mark all items of clothing with your child's name clearly visible.

Our school uniform consists of

- Red sweatshirt or cardigan with the school logo
- White polo shirt
- Grey trousers, pinafore or skirt.
- Red gingham dress (summer)
- White, black or grey socks (girls)
- Plain coloured tights (girls—black, grey or red)
- Black or grey socks (boys)
- Smart black flat sturdy shoes, not trainers or boots.
- Old large shirt for art work

For PE lessons children must wear

- Plain dark blue shorts (not cycling shorts)
- Plain white t-shirt
- Pumps
- Trainers (KS2 for outdoor use)
- Plain navy blue jog pants (KS2)
- Plain navy blue sweatshirt (KS2)

#### Jewellery/Makeup

Nail varnish and make-up must not be worn to school.

We would much prefer your child not to wear jewellery to school. If children really have to wear earrings they must be tiny stud earrings only. Anything loose or dangly is considered dangerous.

No jewellery at all is allowed for PE or swimming. If a child is unable to remove their own jewellery, parents must ensure that the child arrives at school without it. The school cannot accept responsibility for loss, damage or breakage. Children will not be allowed to participate in PE lessons if they are wearing jewellery.

#### Personal property

Please do not allow your child to bring anything valuable to school as children tend to lose things.

Whilst we try to make sure that children take good care of their possessions, any personal property is brought to the school at the pupils'/parents' risk. The Governors cannot accept responsibility for loss or damage. Parents may wish to consider taking out insurance against possibility of loss or damage.

#### THE CURRICULUM

We aim for children to develop a love of life long learning. We teach the National Curriculum. You are welcome to discuss its content with any of the Teaching staff. The National Curriculum prescribes subjects, cross-curricular themes such as enterprise education, healthy living, British values and other values that apply across school. Details of the National Curriculum can be found on the school website.

The youngest children are in the *Foundation Stage*, which consists of Nursery and Reception class. *Key Stage 1 (KS1)* is the national name for Years 1 and 2. Years 3, 4, 5 and 6 are known as *Key Stage 2 (KS2)*.

Children undertake national standard attainment tests (*SATs*) at the end of Key Stages 1 and 2 and Phonics screening in Year 1. Whilst we are proud of our children's results and are committed to bringing out the best in all children, we believe in excellence in all areas. We aim to provide your