

YEADON WESTFIELD JUNIOR SCHOOL

2024 New Starter Prospectus



We believe that every person has a fair and equal opportunity to succeed, regardless of their age, gender, ethnicity, ability or cultural or religious background, sexuality or disability. We embrace all aspects of global citizenship and community cohesion, promoting British Values throughout all aspects of school life, actively tackling prejudice or extreme views.

This school is committed to safeguarding and promoting the wellbeing of all children and expects our staff and volunteers to share this commitment.

Yeadon Westfield Junior School is required to keep and process certain information about its staff members and pupils in accordance with its legal obligations under the General Data Protection Regulation (GDPR). The school may, from time to time, be required to share personal information about its staff or pupils with other organisations, mainly the LA, other schools and educational bodies, and potentially children's services.

This policy is written in line with our agreed policy for GDPR.



Dear Parents/Carers

We are fast approaching the end of the school year and your child will soon be transferring to us at Yeadon Westfield Junior School. We really look forward to working with you.

In preparation for the children starting at the Juniors, please help us by signing the agreements attached to the end of this information pack returning them to school by **Friday 21st June 2024**.

| | |
|--|---|
| Home/School Agreement | Keep one copy for yourselves & return the other |
| Acceptable use of Schools ICT Systems & Internet | Keep one copy for yourselves & return the other |
| Email & Text Communication | Sign permission slip |
| End of day procedure | Sign permission slip |
| Educational Visits | Sign permission slip |
| Milk Request | Sign permission slip |
| Permission for Photographs/Filming | Sign permission slip |
| GDPR Data Protection Policy | See separate letter |
| Sun Cream Permission | Sign permission slip |
| School Dinners/Packed lunches | See separate letter |

If you have any questions about the information you have received please contact the school office.

At Yeadon Westfield Junior School, we greatly value the partnership between school and home and we are looking forward to working with you.

Kind regards

Mrs L Piotrowicz (Headteacher)

Home School Agreement

Please find attached **two** copies of the Yeadon Westfield Junior School Home/School Agreement. It is now a requirement for all schools to have a contract between themselves and their parents/carers and we value your support in this matter as we work together to provide the highest quality education for your child. I would be grateful if you could read the agreement carefully with your child in order that he/she is clear about his/her responsibilities in school and that you are aware of how the school and governors perceive the parents/carers role. In turn, the school section states our contribution to the partnership. Please return the agreement to school, signed by yourself and your child.

Acceptable use of the school's ICT systems and internet

See separate letter.

Email & Text Communication

Here at Westfield Junior School we value the communication we have with parents in. Wherever possible, we use email to communicate information with parents, alongside text messaging for short, important messages. We also put all our correspondence on our website for parents to view and download as appropriate.

We sometimes use Google forms that are sent to you via email for you to complete.

Some parents may not have an email address or simply prefer paper copies of all correspondence so we will continue to supply these if requested. If you do not have an email address, please contact the office.

We send the text message and email to the named priority person only, however, should you require a second contact to receive texts and emails as well, please just inform the office. We would respectfully remind you that if you change your mobile phone number or your email address you are responsible for informing school as soon as possible.

Please complete the slip below with any email addresses to be used for your child. Please ensure that you write the email address as it is and that it is clear to read.

Thank you for your support with this.

Beginning & End of Day Procedure

The gates will open at 8.45am. If you would like to see your child to the door, please do so. Staff will be on hand to meet and greet your child. Once a child has settled, most parents leave them at the gate, though some parents walk the younger children into school and watch them to the door. At home time please enter via the gates and your child's class will be brought out to meet you on the playground. External doors are closed at 3.45pm for security reasons and we ask that parents and siblings do not come into the cloakrooms, as they are small and also for safeguarding reasons. We also safeguard children by asking that only Junior children use the cloakroom toilets. Toilets for visitors, parents and siblings can be accessed at the school office.

Children are handed over to parents/carers or their nominated adult by the class teacher in Year 3 and 4. Please complete the attached form and return this to us so that we know who you would like us to let your child leave with. As children move throughout the school they may leave to walk home independently if given parental permission to do so.

Educational Visits

During the course of any one school year, there are times when we take our children out on trips and into the locality. We will always inform you when visits are taking place, either through individual letters or through the newsletter. This letter is requesting that you give blanket permission for such visits knowing that our children will be properly supervised, fully risk assessed, and your child's safety will be of utmost importance at all times.

Milk

All schools across England are legally required to ensure milk is available during the day to all pupils who request it, across all year groups. Milk must be ordered for the full period. The current cost of milk is 27p per day. For the Autumn term, Tuesday 3rd September 2024 to Friday 20th December 2024 the cost will be £20.25. Milk is provided free of charge to pupils in receipt of free school meals.

If milk is requested, we need to place an order for milk before we break up in July, therefore could you please make sure the permission slip is handed in to school by Friday 21st June 2024.

Our method of payment is via the Parent Pay system – See attached information letter.

Wherever possible we would appreciate payment in advance for the term as this helps us with our accounting. If you would prefer to pay weekly/monthly, that is possible - please let us know. Two weeks' notice is required should you wish your child to stop having milk. If children are out of school on an educational visit, they will still have their milk that day.

It is essential that you state on the slip whether your child has any milk/food allergies. This is so we can ensure that pupils with allergies are not given milk.

Permission for Photographs/Filming

From time to time, during the school year, we take photographs of children undertaking various activities. So that we do not have to contact you on every occasion this letter asks for your permission for your child's photograph to be used for any of the following:

- School Web Site
- School Publications i.e. prospectus, newsletters etc.
- Local Press
- Displays around School
- School Calendar
- Team/Sport Photographs
- Educational Visits/General Visits Photographs
- ALP Trust Website
- Guiseley Community Foundation Website/Newsletters
- Social Media inc. Facebook page.
- Class Photographs

Please let us know if there are serious safeguarding issues for your child with regard to photographs/videos. Whilst in public areas on some trips, it may not be possible to guarantee your child will not be photographed. If you have any concerns, please speak to a member of the Senior Leadership Team.

GDPR Data Protection Policy

See separate letter.

Sun-cream Permission

Children should bring their own sun-cream into school if required on hot days. It should be clearly labelled with their name. School does have a generic factor 50+ sun-cream which children can self-administer if written permission has been given by the parent. If you would like your child to be able to use the school's sun-cream, please sign the permission slip.

School Dinners/Packed lunches

See separate letter.



Home School Agreement

This school is committed to working with families and children to provide the highest quality of education. We ask pupils and parents to enter in to the following agreement as the first step of our partnership.

| Pupil | School | Parents/Carers |
|---|--|--|
| <p>I will:</p> <ul style="list-style-type: none"> Attend school regularly and on time. Do all my class work and homework as well as I can. Be polite, helpful and considerate to everyone within school and outside. Be tidy in appearance and bring suitable clothing for PE so that I am safe. Always wear my indoor shoes. Remember that I represent my school both at school and outside. Keep the school free from litter and graffiti. Always behave sensibly in class. Look after my personal belongings. Use the internet, both in and out of school, in a sensible and appropriate way. Follow the acceptable use agreement. I understand that I am not allowed to use sites such as Facebook and Instagram below the age of 13 years old and school will report my account if I am found to use these types of sites inappropriately. I will treat everyone with respect regardless of their age, race, sexuality and religion. <p>Signed _____ (Pupil)</p> <p>Name _____ (Please Print)</p> | <p>In partnership with parents, carers, governors and the wider community, we aim to provide:</p> <ul style="list-style-type: none"> A broad, exciting and creative curriculum which ensures that all pupils experience success and enjoyment in their achievements. An opportunity to develop lively, enquiring minds. A fully inclusive environment with respect and understanding for those with other religious cultures, heritage and ways of life resulting in the ability to live in harmony both in school and in the wider world. An environment in which all pupils feel nurtured and demonstrate positive attitudes to learning and exemplary behaviour. Systems and procedures to enable the school to be managed with maximum efficiency. Effective management for resources and finances in order to ensure good value for money. A well-resourced and organised learning environment. A safe, secure, healthy environment which is well cared for and respected by all who use it. <p>We will</p> <ul style="list-style-type: none"> Let parents know of any concerns or problems that affect the pupil's progress in particular. Arrange parents' evenings during which progress will be discussed. Be open and welcoming at all times and offer opportunities for parents to become involved in the life of the school. <p>Signed Lisa Piotrowicz (The Headteacher)</p> | <p>I/We will:</p> <ul style="list-style-type: none"> See that my/our child goes to school regularly and on time in line with the school attendance policy. Ensure my/our child has correct uniform, P.E. Kit and indoor shoes. Provide an explanation if my child is absent in accordance with school's attendance policy by 9.30am on first morning of absence. Make the school aware of any concerns or problems that might affect my/our child's work or behaviour and discipline. Support my/our child in homework and other opportunities for home learning. Attend parents' evenings and discussion on my/our child's progress. Get to know about my/our child's life in school. Use the Internet, particularly social networking sites, in an appropriate manner with regard to the school community. I understand that the inappropriate use of the internet, by child or parent, with regard to school, including inappropriate comments regarding other pupils, parents, staff or the school community could lead to further action being taken. I will monitor communications from school in the form of emails, text messages, paper letters, the weekly newsletter and check the Letters section of the website. I will monitor text communications. <p>Signed _____ (Parent/Carer)</p> |



Home School Agreement

This school is committed to working with families and children to provide the highest quality of education. We ask pupils and parents to enter in to the following agreement as the first step of our partnership.

Pupil

School

Parents/Carers

I will:

- Attend school regularly and on time.
- Do all my class work and homework as well as I can.
- Be polite, helpful and considerate to everyone within school and outside.
- Be tidy in appearance and bring suitable clothing for PE so that I am safe.
- Always wear my indoor shoes.
- Remember that I represent my school both at school and outside.
- Keep the school free from litter and graffiti.
- Always behave sensibly in class.
- Look after my personal belongings.
- Use the internet, both in and out of school, in a sensible and appropriate way.
- Follow the acceptable use agreement.
- I understand that I am not allowed to use sites such as Facebook and Instagram below the age of 13 years old and school will report my account if I am found to use these types of sites inappropriately.
- I will treat everyone with respect regardless of their age, race, sexuality and religion.

Signed _____ (Pupil)

Name _____ (Please Print)

In partnership with parents, carers, governors and the wider community, we aim to provide:

- A broad, exciting and creative curriculum which ensures that all pupils experience success and enjoyment in their achievements.
- An opportunity to develop lively, enquiring minds.
- A fully inclusive environment with respect and understanding for those with other religious cultures, heritage and ways of life resulting in the ability to live in harmony both in school and in the wider world.
- An environment in which all pupils feel nurtured and demonstrate positive attitudes to learning and exemplary behaviour.
- Systems and procedures to enable the school to be managed with maximum efficiency.
- Effective management for resources and finances in order to ensure good value for money.
- A well-resourced and organised learning environment.
- A safe, secure, healthy environment which is well cared for and respected by all who use it.

We will

- Let parents know of any concerns or problems that affect the pupil's progress in particular.
- Arrange parents' evenings during which progress will be discussed.
- Be open and welcoming at all times and offer opportunities for parents to become involved in the life of the school.

Signed *Lisa Piotrowicz*

(The Headteacher)

I/We will:

- See that my/our child goes to school regularly and on time in line with the school attendance policy.
- Ensure my/our child has correct uniform, P.E. Kit and indoor shoes.
- Provide an explanation if my child is absent in accordance with school's attendance policy by 9.30am on first morning of absence.
- Make the school aware of any concerns or problems that might affect my/our child's work or behaviour and discipline.
- Support my/our child in homework and other opportunities for home learning.
- Attend parents' evenings and discussion on my/our child's progress.
- Get to know about my/our child's life in school.
- Use the Internet, particularly social networking sites, in an appropriate manner with regard to the school community.
- I understand that the inappropriate use of the internet, by child or parent, with regard to school, including inappropriate comments regarding other pupils, parents, staff or the school community could lead to further action being taken.
- I will monitor communications from school in the form of emails, text messages, paper letters, the weekly newsletter and check the Letters section of the website. I will monitor text communications.

Signed _____ (Parent/Carer)

PLEASE KEEP THIS COPY AT HOME

ACCEPTABLE USE OF THE SCHOOL'S ICT SYSTEMS AND INTERNET: AGREEMENT FOR PUPILS AND PARENTS/CARERS

Name of pupil:

I will read and follow the rules in the acceptable use agreement policy

When I use the school's ICT systems (like computers) and get onto the internet in school I will:

- Always use the school's ICT systems and the internet responsibly and for school related purposes only.
- Only use them when a teacher is present, or with a teacher's permission.
- Keep my username and passwords safe and not share these with others.
- Keep my private information safe at all times and not give my name, address or telephone number to anyone without the permission of my teacher or parent/carer.
- Tell a teacher (or sensible adult) immediately if I find any material which might upset, distress or harm me or others.
- Always log off or shut down a computer when I'm finished working on it.

I will not:

- Access any inappropriate websites including social networking sites, chat rooms and gaming sites unless my teacher has expressly allowed this as part of a learning activity.
- Open any attachments in emails, or follow any links in emails, without first checking with a teacher.
- Use any inappropriate language when communicating online, including in emails, both in and out of school time.
- Log in to the school's network using someone else's details.
- Arrange to meet anyone offline without first asking my parent/carer, or without adult supervision.

If I bring a personal mobile phone or other personal electronic device into school:

- I will not use it during lessons, clubs or other activities organised by the school, without a teacher's permission.
- I will switch off my mobile phone as I enter the school gate and hand it to the teacher at the start of the school day and it will be given back at the end of the day.
- I will not turn it on until I leave the school grounds.

I agree that the school will monitor the websites I visit and I understand that breaking these rules may result in a ban from using the computers/ internet or behaviour related sanctions being applied if I don't follow the rules.

Signed (pupil):

Date:

Parent/carer's agreement: I agree that my child can use the school's ICT systems and internet when appropriately supervised by a member of school staff. I agree to the conditions set out above for pupils using the school's ICT systems and internet, and for using personal electronic devices in school, and will make sure my child understands these.

Signed (parent/carer):

Date:



PERMISSION SLIPS – To be returned by Friday 21st June 2024.

Childs Name:

Class:

Date:

Pupil's Agreement – Computing

I agree to follow the Acceptable Use Agreement. I agree to the monitoring and auditing of my mail and Internet Access. I understand that breaking these rules may result in a ban from using the computers/internet or behaviour related sanctions being applied.

Signed by Pupil.....

Signed by Parent/Carer.....

E-Mail & Text Communication

Name of person to whom email address & phone number belongs to.....

Relationship to child.....

Email address.....

OR

I wish to receive paper copies of all correspondence

Mobile Phone Number

Signed (Parent/Carer)

End of Day Procedures

I give permission for my child to be released independently from the playground at the end of the school day to walk home or meet an adult beyond the school grounds.

I would like my child to be released by the teacher to a known adult/carers at the end of the school day.

The adults allowed to collect my child are:

1..... Relationship to child

2..... Relationship to child

3..... Relationship to child

I understand it is my responsibility to inform school if the arrangements change.

Signed (Parent/Carer)

Educational Visits

I give permission for my child to be out of school on a fully supervised educational visit organised by Yeadon Westfield Junior School.

Signed (Parent/Carer)

Milk

I would like my child to have milk from Tuesday 3rd September 2024 to Friday 20th December 2024.

I agree pay via Parent Pay

Please state any milk or milk related allergies

.....

Signed (Parent/Carer).....

Permission for Photographs/Filming

(*Please delete as appropriate)

I give / do not* give permission for my child to have his/her photograph taken and used for all of the above mentioned purposes. This could be at any time during their stay at Yeadon Westfield Junior School and possibly after they have left if necessary. (Should you change your mind at any time please inform school).

Signed (Parent/Carer)

GDPR Data Protection Policy

I confirm I have read the School GDPR Data Protection Policy.

Signed (Parent/Carer)

Sun-cream Permission

I give permission for my child to self-administer the school’s factor 50+ sun-cream if required.

Signed (Parent/Carer)
