



SCHOOL

INFORMATION

BOOKLET

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ORGANISATION OF THE SCHOOL

CLASSES

Yeadon Westfield Junior School is a member of the Aireborough Learning Partnership Trust. It is a Key stage 2 Primary School for children aged seven to eleven years old. We have four year groups within the school:

Year 3 – seven and eight year olds

Year 4 – eight and nine year olds

Year 5 - nine and ten year olds

Year 6 – ten and eleven year olds

In 2024-2025 there will be: two Year 3 classes, two Y4 classes, two Y5 classes and two Y6 classes.

- We can accommodate a maximum of 240 children, usually approximately 60 pupils per year group, in two parallel classes.
- All classes are mixed ability classes in that they contain children from across the ability range.
- Each class is assigned a class teacher who plans work for the children
- A variety of teaching styles are adopted within each class. These may include whole class and individual teaching or small groups. Groupings may be by friendship or ability where children of similar ability will work together.
- Learning Support Assistants (LSA's) may be assigned to your child's class. At times, they support a child or group of children who have additional needs. At other times, they enhance and support the general work of the teacher with the whole class or teach small intervention/booster groups.
- We also have staff who work as Higher Level Teaching Assistants (HLTA's). These members of staff teach classes when staff are released for preparation, planning and assessment sessions (PPA).
- Teachers, LSA's and HLTA's plan lessons and work closely together.
- The school also uses parental helpers as a valuable source of support within class. This may involve hearing readers or helping with group activities. If you would like to become involved, please let us know.

TIME IN SCHOOL

Gates open at 8.45am in the morning and 3.15pm in the afternoon.

- At lunchtime, the Lunchtime staff have responsibility for supervision. The Headteacher, Deputy Headteacher or a member of the Senior Management Team are always available. Sports Coaches help to run supervised games sessions.
- Some parents/carers prefer their children to be handed over personally by a staff member at the end of the school day. Year 3 and 4 children will receive a letter asking if this is required at the beginning of the year. Year 5 and 6 parents/carers can request for

their child to be personally handed over at the end of the school day by informing the class teacher.

- Some older children may be allowed to walk home alone. Should parents/carers wish for their child to walk home please inform the class teacher. If a different member of your family or a friend is collecting your child for you, please ring the office to inform them and they will pass the message onto the class teacher.
- At the end of the school day if any adult is not present in the playground, children are taken to the office to inform staff who can then phone home.
- Staff are on duty on the school gates from 8.45am. Parents/carers can leave children at the school gates to walk in on their own but if a child needs a parent to enter the grounds, they are welcome to come and do so. We request that pupils do not arrive too early for school as this can cause congestion at the gates. If possible, Year 3 and 4 children should enter via the Old Whackhouse Lane entrance and Year 5 and 6 enter via the Crofter's Lee (Swimming Gate) entrance. This helps us to spread out the number of families entering the school grounds across two entrances.

ADMISSIONS & TRANSITION

Parents/carers should ring the Admissions Team on 0113 3785952 regarding enquiries for places at our school as we follow their Admission procedures.

A full transition programme takes place in the summer term for the parents of children starting school the following September. Our staff regularly meet with staff from the Infant School.

HIGH SCHOOL ADMISSION

Parents of children in Year 6 receive information from the Admissions Team in July/August (at the end of Year 5) detailing the arrangements for applying for High School places early in the Autumn term of Year 6. This tells parents the nearest high schools and explains how to apply. We recommend that parents make full use of the Open Days/Evenings our local high schools organise. These provide useful information before a choice is made. Parents are encouraged to apply on-line – visit www.leeds.gov.uk and follow the links to admissions for high schools. You can also apply using a Parents' Preference Form if you wish. It is essential that all applications, whether on-line or by Preference Form, are made by the recommended closing date, usually 31st October. Parents are notified in March which school their child has been allocated.

There is very close and regular liaison between our school and High School staff. Our children are given the opportunity to visit their allocated High School in the summer term when a full transition programme takes place.

CURRICULUM

We have an exciting, creative curriculum which integrates all subjects through a topic approach. English and Mathematics are still taught as separate subjects though link with the current curriculum topic wherever possible. This may involve your child being taught in sets or groups with the year group partner teacher at times. Please see the website for detailed information about all aspects of the curriculum.

ASSESSMENT

In the summer term our Year 6 children complete the National SATs assessments in English and Mathematics. For Mathematics three papers are given and for English, there is a reading paper and a spelling, punctuation and grammar paper. Writing is not tested as is a teacher assessment.

HOMEWORK

Children receive weekly homework. This will include reading and alternate English and Maths tasks each week. Year 3 will start with reading for the first couple of weeks and the other pieces of homework will start once they have settled in.

Timetables Rockstars is encouraged to be practised at home. Timetable's and spellings are practised in school. If English and Maths homework is not completed, school will offer support in the Homework Catch-Up Club held on Tuesday break times.

COMPUTING

The school has a Computing Suite large enough to teach a whole class. It is purpose built with thirty-two monitors and an interactive whiteboard. All classrooms have an interactive whiteboard/smartboard networked to the school system. Each class is taught Computing for at least one hour per week and often given additional time. We have Ipads for pupils to use. These are used in classrooms during the week. Children also have access to a range of other digital hardware.

SCHOOL LIBRARY

This is currently based in Grassington Room. Children are encouraged to use the library for topic research and to borrow additional books. Each classroom has a class library corner, stocked with a wider range of reading books and pupils who need a more structured approach may use a variety of reading schemes. Our main phonic scheme is Read, Write Inc but we also use Oxford Reading Tree and other resources.

REALTIONSHIP SEX AND HEALTH EDUCATION (RSHE)

RSHE takes place in Year 5 and 6 children and forms part of a broader health related policy. Yeadon Westfield Junior School follows the Leeds City Council PSHE scheme 'PSHE & Me'. It is taught in line with the Government guidance and in the context of reproduction only. The National Curriculum does include reproduction of mammals as part of the Science Lessons.

Parents are always informed prior to commencement of Relationship & Sex Education. They are sent a letter detailing the content of what is to be taught and parents may request to look at the resources we use to teach this content and meet with the class teacher.

INCLUSION

School keeps a register of children who have Special Educational Needs & Disabilities. Some children move onto the register, stay for a brief period and then are taken off the register. Other children may need continual monitoring and support.

Our Inclusion Manager and SENDCO, Rebecca Whitaker monitors all the children on the register, offering advice to staff when necessary. We also have the service of external specialists if we

require them, e.g. Educational Psychologist and Speech and Language therapists and therapeutic workers.

The termly Inclusion meetings review IEP's (Individual Education Plans) with parents/carers. They are organised to work together to support their child's progress. The school has a SEND Policy, which is available to parents on the website. Yeadon Westfield Junior School has the Inclusion Chartermark.

Since September 2014, all schools have published details of their "Local Offer" i.e. how school manages their special educational needs and disability (SEND) provision. This is published on the school website.

Inclusion meetings may also be held for pupils if they need extra support, are adopted or a CLA (Child Looked After) pupil. School has an excellent reputation for the emotional support and moral curriculum taught across the curriculum. We hold Mindmate Friendly & PSHE Friendly Awards.

HEALTHY SCHOOLS

Yeadon Westfield Junior School holds the Advanced Leeds Award for Healthy Schools. Children are required to bring a water bottle each day. Bottles should be named and filled with water only and can be refilled throughout the day. All bottles should be taken home regularly to be cleaned.

At morning break children are encouraged to bring a healthy snack of fruit or vegetables. Chocolate, biscuits, cereal bars or sweets are not allowed to be brought in as a snack.

MILK IN SCHOOL

All schools across England are legally required to ensure milk is made available during the day to all pupils who request it. Semi-skimmed milk is provided at morning break. Milk is stored in the fridge in the playground Market Stall and cartons are given out by monitors at break times. The cost of milk may be obtained from the school office. Parents are asked to pay in advance on a half-termly basis. If there are difficulties with this, it may be possible to pay on a weekly basis. All payments are to be made on ParentPay. All milk ordered MUST be paid for as school has no other source of funding. Please contact the school office if this is the case. Milk is free for those pupils who are on free school meals.

SCHOOL ACTIVITIES

The school encourages extracurricular activities for the children both through our own school staff and through outside providers. It is hoped that all children will participate and enjoy such activities, details of which will be notified to parents as appropriate. We take part in numerous interschool sports activities including Trust competitions and use external sports providers in school.

EDUCATIONAL VISITS

We regard educational visits as an exciting part of school life in that they bring alive a topic being studied and increase the children's levels of interest and motivation.

Each year we plan a residential visit to Herd Farm, Eccup, Leeds for our Year 6 children.

If an educational visit takes place within the school day, the school will ask for voluntary contributions from parents to cover the cost of the visit. No pupil is excluded from a visit if his/her parents/carers fail to contribute. Realistically, however, we need parents/carers to make a full and voluntary contribution as this is our only source of funding.

Residential visits must be self-financing because of the high costs involved. The school's policy on charging supports us to ask for the cost of board and lodging on this type of visit while transport costs, entrance fees etc. are still covered by voluntary contributions.

The Governor's charging policy is available for parents to view on the school's website.

RE & COLLECTIVE WORSHIP

The study of RE helps children to develop critical thinking skills and to acquire the skills of reflection and **resilience**. It enables children to be **curious** about and **inspired** by world faiths, spirituality and morality. Fundamentally, it leads to greater community cohesion, **respect** and tolerance.

At YWJS we want our children to be fully equipped for life in modern Britain by developing **respect**, awareness, understanding and acceptance for those of other faiths, and those of none.

There are three main aims of the RE curriculum:

- Children should investigate and know the beliefs and practices of religions and other world views.
- Children should investigate and know how religions and other world views address questions of meaning, purpose and value.
- Children should investigate and know how religions and other world views influence morality, identity and diversity.

Like all Leeds maintained and foundation schools, we follow the Leeds Agreed RE Syllabus for RE - *Belonging and Believing*, which provides children with a robust, challenging and enquiry-based approach to the study of RE. In KS2, we build on the learning foundations of KS1 in Christianity, Islam and non-religious approaches to life, by adding studies in Judaism, Sikhism and Hinduism.

By the end of Year 6, our children will be critical, respectful thinkers who are curious and inspired by the variety of world views encountered in Modern Britain and the world. They will be further along in their personal journeys of spirituality and morality and will have a deeper understanding of what is important to them, and to others.

We hold assemblies at 3.00pm on most days of the week. Our assemblies are broadly based on Christian values and are planned to cover a range of themes.

The weekly order of assemblies follows the pattern below:

Monday	Led by the Headteacher or senior staff and linked to the Mindmate ethos statement for the week.
Tuesday	Class assembly.

- Wednesday Class reflection based on thrive targets.
- Thursday Singing assembly.
- Friday This celebrates our “Learning & Achievements” at the end of the week. Certificates are given for the Ethos Statement and for being an Outstanding Westfield Learner (O.W.L. award) based on being resilient, respectful, inspired and curious. Examples of good work may be shared. We also celebrate our Golden Stars in this assembly, children who have had an exceptional week for their behaviour. We also celebrate awards children achieve outside school. Termly children will receive bronze, silver and gold awards based on a number of good work stamps.

We have a termly visit from the vicar and/or curate of St John’s Church Yeadon and visit the church for curriculum visits and Christmas/Easter Services.

Parents have the right to remove their child from assembly after notifying the Head Teacher in writing if they wish to do so.

SPORTS & OTHER EXTRA CURRICULAR ACTIVITIES

The school is keen to promote the playing and enjoyment of our major sports to all children, regardless of ability.

On average a child receives 2 hours of physical activity each week with further hours available for after school sports clubs. We have a large school hall that is fully equipped with both large and small PE apparatus. Our school field is marked out with two football pitches in the winter and a rounder’s pitch in the summer. Our hard sports playground is marked out for football and netball. The Year 4 swimming lessons are held at Aireborough Leisure Centre. Swimming is a statutory part of the primary curriculum and all children must take part.

The school enters teams in local leagues and Aireborough Learning Partnership Trust Events. Our teams play regular matches against local schools. The children take part in numerous sports festivals and competitions organised throughout the year.

A variety of activities take place and these are changed termly. Clubs vary according to the season. Fees are paid directly to any outside provider. Details are sent home during term time about this and are on the school website.

Our children frequently reach an exceptional standard of individual performance and each year children have been selected for district and city teams. Occasionally, a child will be selected for a county team or become a county champion.

We also make excellent use of the sporting expertise of those outside school. In recent years Leeds United, Bradford City, Yorkshire County Cricket Club, Horsforth Golf Club and the Leeds Rugby League staff have all worked in our school with the children.

We link with Guiseley Community Foundation and use sports coaches to carry out individual and group work with children in school. We also link with other organisations to enhance both our curriculum and extra-curricular offers.

Some after school clubs are run by the teaching staff and are advertised throughout the year (e.g. football, netball, athletics, eco club and running club.) Not all clubs involve sport training. Additional interest clubs such as Gardening Club, Art club and Times Table Rockstar's run during the year.

BEFORE & AFTER SCHOOL CARE - TWILIGHT OWLS CLUB

Our before and after school care club is based in the Whitby Bungalow for our KS2 children. Children can attend from 7.30am for the morning session. At the end of the school day Twilight Owls staff collect the children from the hall and walk them across to the Whitby Bungalow for the after-school session which runs until 6.00pm. Please contact the school office for further information.

SCHOOL ROUTINES

LUNCHTIME

Meals are provided by the Leeds Catering Agency and are prepared on a daily basis. The kitchen staff maintain a healthy eating policy and vegetarian food is always included. Children in Year 3 & Year 4 eat their lunch on the first sitting at 12.00pm. Children in Year 5 & Year 6 eat lunch at 12.30pm.

The cost of school lunches from September 2025 is £2.90 per day for children in all year groups. Payment is made via 'ParentPay (see ParentPay leaflet).

You will initially be asked whether your child will be bringing a packed lunch from home or eating a school lunch before we break up in July. This enables us to organise seating arrangements for September. School requires two weeks' notice to leave school meals to assist with food ordering.

Please help your child to use a knife and fork in preparation for school lunches at the Junior School.

BEHAVIOUR AND DISCIPLINE

There are very few formal rules in school. Children are expected to behave as responsible members of our school society and be fully aware of the needs of others. They are expected to self-regulate their behaviour and most children do this well.

We have three key rules in school

- Be Ready
- Be Respectful
- Be Safe

This school has a positive, resortative behaviour code in that we place great emphasis on praising good and appropriate behaviour.

The Head and staff try, always, to approach children's behaviour in the way a caring parent might do. We give lots of verbal praise for things well done and celebrate excellent manners.

We use Restorative Practice in school which encourages children to take control of their own behaviour and it has been very successful. If children behave well they can progress up our 'Behaviour Rainbow' and may become a gold star pupil for their work.

If necessary, school uses a number of sanctions with pupils who do not follow the Behaviour Policy. Warnings and reminders are given to begin with, using our behaviour rainbow system. If pupils continue to misbehave or do so in a serious manner, they receive a restorative slip. When a restorative slip is given for more serious behaviour, staff will phone home to let parents/carers know. Pupils may then be given reflective restorative time over break. Restorative times are held during the following day's playtime to reflect upon how behaviour could be better. Our Behaviour Policy is available on the school website.

Each week children from each class are nominated for their excellent classwork. They receive a Head Teacher's award sticker and their work is displayed on the playground notice boards.

If pupils display good behaviour, kindness, good manners etc. they are promoted to the purple zone on the Behaviour Rainbow chart and receive a purple sticker. Children receiving our positive awards are published in the weekly newsletter.

Once every half term we hold a Funzone afternoon to celebrate and reward good behaviour. Funzone activities are fun, varied and chosen by the children. Recent Funzone activities have included a Wheels Club (bikes/scooters/skateboard), DS Club (small hand held games consoles only), water obstacle course, dance, baking and crafts. Some activities require children to bring equipment and to have parental permission – we always send a letter home if this is required. Children who have not had any restorative time within a week also have an extra reward play of 15 minutes on a Thursday afternoon.

Pupils who miss Funzone spend time completing work with a member of the Senior Leadership Team. This is usually only a small number of pupils, and often no pupils, as generally the children respond well and behave brilliantly.

We believe children need to know what is expected of them and we actively encourage children to meet these expectations and self-regulate behaviour at all times. 'At Yeadon Westfield Junior School, we do the right thing, just because it is the right thing to do.'

WEBSITE

Our website gives information about all areas of school life. Copies of correspondence are uploaded regularly, and policies are displayed on the website for reference. Visit our year group pages to find out what the children have been doing in class. Any new work/videos uploaded onto the school website are showed on our weekly newsletter with direct links to the videos.

FACEBOOK

Please join our Facebook page where you can view recent events and news.

HOME/SCHOOL LINKS

Events Committee

Our school organises many excellent functions. These provide an opportunity for staff, parents and friends of the school to meet socially and at the same time to raise money which is used to provide valuable additional resources such as the Clavinova (piano), the school library, play equipment, computing equipment and recently the outdoor gym equipment.

The range of events organised regularly includes:

Fairs
Children's Discos
Year 6 leavers event
Barmy Bingo Night
Scarecrow Hunts

Please support our functions, or, better still, get involved with the fundraising events. All parents/carers whose children attend our school are automatically members. Past parents/carers and friends of the school are also welcome! When meetings are held, we will let you know.

PARENT/TEACHER LIAISON

We place great importance on establishing close links between our parents and school. Our Communication Policy provides information regarding how to communicate with school.

School welcomes your interest in your child's progress and we are happy to help with any enquiry you may have. You can positively help your child in various ways:

- Hear your child read regularly and sign the Home Reading Record Book when you do
- Help your child to learn his/her times tables
- Help your child to learn their weekly spellings and return homework on Mondays
- Take an interest in the things the children are studying and help them to extend their learning through activities and visits if possible which adds experiences to their lives.

HOME/SCHOOL AGREEMENT

All pupils are given a Home/School Agreement which parents, pupils and the Headteacher sign. We believe this is an important document which reinforces our partnership between school and home.

PARENTS' CONSULTATION EVENINGS

We hold a 'Meet the Teacher' evening in September, a chance for you to meet your class teacher and find out about daily systems, trips, homework etc. particular to your child's class.

The first Parents' Evening is held in October where we are keen to talk over how your child has settled in their new class. The second, in March, gives much more information to parents on the progress your child is making at school. Finally, towards the end of the summer term we send out your child's summer report detailing the year's progress. Once the report has been sent home parents/carers have the opportunity, if they feel it necessary, to come in and discuss its contents at a final optional parents evening.

NEWSLETTERS

The school newsletter is a valuable way of keeping parents informed about school life. Published once a week, it provides information on important events in school, significant achievements by pupils and forthcoming events. All newsletters are sent home by email to the first priority contact name unless you specifically request a paper copy. They are also displayed on the school website, on the noticeboard on the home page. Additional copies can be sent to a second parent upon request at the school office.

All letters will be sent electronically relating to class activities, visits etc. that we feel you need to know about. If parental permission is needed, we will acquire this electronically, by text, email or parent pay.

CONTACTING PARENTS

We use the "Teachers2Parents" text messaging service for any messages we may need to tell you, e.g. if an afterschool club cannot run or if school has to close early due to bad weather or for email reminders. Text messages/emails are sent to the first named emergency contact.

Occasionally we need to contact parents/carers when a child is ill or injured. Please ensure that you notify school if you change any of your contact details during the year. As a safeguarding requirement, it is essential you provide school with more than one emergency contact number.

ABSENCE

Parents are asked to notify school by telephone, e-mail or in person by 9.30am on the first day of absence giving details of the illness and the likely date of return. We also need advance notice of visits to the hospital, dentist or doctor. A copy of the appointment should be shown at the school office.

It is vital that we have the reason for a child's absence or lateness as otherwise this is counted as unauthorised absence.

Each year absence details for our school are sent to the DfE.

Our pupils generally have excellent attendance. If a pupil does not arrive at school and there is no information from the parent/carer, first day calling will take place. This means that the Learning Mentor or School Administrator will ring to check the child is safe at home. If parents/carers cannot be contacted, members of staff may carry out a home visit to ensure the child is safe. If a pupil's attendance becomes a concern, school will contact you to support the child and family in improving their attendance level.

LEAVE OF ABSENCE IN TERM TIME

There is no entitlement to time off in term time. Leave of absence is only allowed in exceptional, unavoidable circumstances at the discretion of the head teacher in accordance with the agreed policy of the Aireborough Learning Partnership Trust and in line with DfE directives.

Request for Unavoidable and Exceptional absence forms are available from the School Office or our website. Please refer to the school Attendance Policy for full guidance and information which is available on the website.

PARENT HELPERS

School is very keen to have parental participation in school activities. This is in a nonteaching capacity and could involve hearing children read, helping with art and craft activities, baking or providing support on educational visits.

Please note that everyone wishing to participate in regular activities **must** complete a vetting procedure before they can begin helping in school. Details are available from Mrs. Thornton at the School Office.

OTHER INFORMATION

ACCESS TO INFORMATION

The school is in possession of a large number of documents and policy statements relating to school organisation and administration. Parents wishing to view any of these can contact the School Office. Main policies are available on the school website.

Every care has been taken to ensure that all the information is accurate at the time of writing. Parents should realise that, due to unforeseen circumstance or updates and revisions, changes may be necessary from time to time. These would be passed on to you through the school newsletter.

COMPLAINTS PROCEDURE

Parents who may be concerned about an aspect of school life are encouraged to discuss the problem with the class teacher to ensure the matter can be dealt with swiftly and hopefully satisfactorily in the first instance. Issues may also be discussed with the Headteacher or Deputy Head.

If a parent feels that their complaint needs further attention, they should follow the School Complaints Policy procedure which can be found on the website.

HEALTH CARE AND SAFETY

Minor injuries are dealt with in school by our trained and qualified First Aiders. If First Aid has been given, your child will bring home an Injury Note giving details of the injury. A child who feels unwell is sent to the School Office where an assessment is made as to whether to contact parents/carers.

In cases causing particular concern we contact parents or a nominated person who is asked to collect the child and have them medically examined.

Occasionally, in an emergency, if contact cannot be made, an ambulance may be called. A member of staff will accompany the child to hospital until parents/carers arrive.

It is important that parents complete an Emergency Contact Form and return it to school. Please provide school with more than one contact number in case of emergencies. School should be informed immediately if there are any changes to your details.

SECURITY

The Governing Body monitors school security.

- Electronic gates have been installed on the car park and exit gate on New Road and Old Whackhouse Lane. Please press the buzzer for entry. You will be asked to identify yourself before staff can open the gates. At particularly busy times in the day, there may be a short

delay in answering the gate buzzer. Please buzz again at the School Office door to gain admittance into the building.

- Pedestrians must not enter school by the large car park gates. These are not operated by sensors and there is a risk of being crushed.
- A security system on all exterior doors allows entry only by fob.
- All visitors must sign in at reception and display a visitor's badge.
- Please make our Reception staff aware of any additional needs prior to using our school site so that we can support you, eg – additional assistance needed in the case of emergency or accessible formats for information.
- The school has a boundary fence completely enclosing the site. During each school day, the gates on Crofters Lea (often referred to as the 'Swimming Gate' as this is next to the bus terminal for the Year 4 swimming bus) and at New Road/Old Whackhouse Lane are locked. Parents/carers/visitors requiring access to school during the day should use the pedestrian gate adjacent to the main gate on Crofter's Lea near the school carpark. Visitors should press the buzzer, speak through the intercom to identify themselves and wait for a member of staff to let them in.
- When snow makes access difficult, children may be able to enter via the main reception gate on Crofter's Lea or the gate near the New Road pedestrian crossing. Please see our School Closure Policy on the website.

The school holds a Fire Evacuation drill each term, in addition to invacuation drills.

Our car park is for staff only, although there are designated disabled spaces for parents/carers, pupils and visitors who need them. Please buzz on the main gate or phone the office from your car to open the gates. We can use Ss Peter & Paul's car park as this is a shared facility. When parking in Ss Peter & Paul's car park please use the access path. Please do not park in front of Ss Peter & Paul's School. Parents/carers who park on the surrounding streets are reminded to park legally and safely at all times. Parent/carers are encouraged to park away from the school and walk the remaining distance.

UNIFORM

Our school endeavours to ensure that our uniform is as gender neutral as possible. We do not insist that children of any sex must wear specific items of clothing.

We encourage all our children to wear uniform as it supports the high standards we set and actively maintain. The children have the following choices:

UNIFORM	PE KIT
Red school sweatshirt	PE T-shirt (plain white, no logos)
White shirt/white polo shirt	Black /Navy shorts
Black trousers (<i>not</i> cropped trousers/tracksuit bottoms) Black skirt/pinafore dress. Tailored knee length culottes/shorts.	Trainers for outdoor PE
Red school cardigan/sweatshirt style cardigan or red sweatshirt.	Either school hoody or plain red/navy/black warm jumper & jogging bottoms.
Red and white checked dress	
In addition: Black school shoes (flat, no heels.) If pupils wear trainers, school request that plain, dark coloured trainers are purchased. Additional indoor pumps/shoes should be kept in school. PLEASE NAME ALL ITEMS OF CLOTHING.	
The school hoody may be worn to travel to/from school, for outdoor PE and at break times. Hoodies should not be worn instead of a school sweatshirt/cardigan in class and pupils will be asked to remove hoodies in lessons.	

School uniform is available all year round from PC Sports on Yeadon High Street.

SWIMMING

All children in Year 4 go swimming. Our swimming day is currently Thursday. Children need a costume/trunks and a towel. The local swimming bath's policy does not allow children to wear shorts/Bermuda style swimwear. Children can bring their own goggles if they wish.

GAMES/PE EQUIPMENT

PE takes place twice a week. Children wear plain white T shirts and black shorts (bare feet are best indoors). They also need outdoor kit that, in particular, keeps them warm in the winter (i.e. sweatshirt and jogging bottoms in plain black) and trainers. A school "hoody" may be worn for outdoor PE.

- Please mark all PE kit with your child's name.

- We do need a note if, due to illness, a child is to miss PE or a phone call to the office.
- During PE all items of jewellery, including watches, are removed.
- Hair must be tied back.
- Earrings must be removed or tape will be provided.
- PE kit needs to be sent in to school each Monday and left all week, then taken home periodically for washing, or left half termly if wished.

PLEASE LABEL ALL PERSONAL POSSESSIONS, CLOTHES AND INDOOR SHOES. This really does help us to return lost items back to their owner.

Children should not bring items of value to school e.g. electronic games, gold chains, jewellery, toys etc. Watches can be worn. Only plain stud earrings are acceptable.

In general, we discourage mobile phones in school during the school day. If there is a good reason for your child to bring their phone to school, they must switch the phone off and hand it in to the class teacher on arrival at school. Phones must not be switched on until the child leaves the school grounds.

MEDICINE POLICY

There are children in school who need medication over a long period of time. For these children, the school is prepared to store and supervise the administration of medicine providing the parent has completed the medical form. These can be obtained from the School Office.

If medicines are prescribed in dose frequencies which enable them to be taken outside school hours (e.g. three times per day) these medicines should be administered by the parent/carer at home. Where children require short term medicine within school hours, e.g. cough medicines or antibiotics, parents will need to complete a medical form before bringing any medication in.

All medication must be sent to the office and not put in a child's bag. The office staff will supervise the children administering their own medicine.

If any special circumstances arise which are not covered by any of the above, then parents are requested to contact the Headteacher for advice.

STAFF

Head Teacher

Mrs Lisa Piotrowicz

Deputy Head Teacher

Miss Helen Swallow

Curriculum Manager

Mrs Kath Clarkson

Inclusion Manager/SENCO

Miss Rebecca Whitaker

Teachers

Miss Gemma Pound YR3
Mrs Caroline Scargill YR3
Mrs Judith O'Sullivan YR4
Miss Rebecca Whitaker YR4
Mrs Kath Clarkson YR5
Mrs Caroline Donnelly YR5
Mrs Hannah Lockwood YR6
Miss Helen Swallow YR6
Miss Sophie Johnson YR6

Learning Mentor

Mrs Rosie Stokey

Learning Support Assistants

Mrs Alison Jones
Miss Megan Marsh
Miss Victoria Hillyard
Miss Stacey Bradley
Miss Courtney Moore
Mrs Mandy Sheldon
Miss Soraia Embalo
Mrs Michelle Abbott
Mrs Rebecca Morrison
Mrs Angela Edwards

Cover Supervisor/HLTA

Mrs Hannah Place
Miss Charlotte Farnell

School Business Manager

Mrs Debra Thornton

School Administrator

Mrs Yasmin Breeze

Lunchtime Staff

Mrs Naomi Kilby
Mrs Beth Baldwin
Miss Victoria Hillyard
Miss Stacey Bradley
Mrs Michelle Abbott
Miss Courtney Moore
Mrs Mandy Sheldon
Mrs Rebecca Morrison
Mrs Angela Edwards

Lunchtime Sports Staff

Simon Armstrong (S A Soccer)

Kitchen Supervisor

Leeds Catering Agency

Superintendent

Mr Tim Cassidy

Cleaners

Miss Katrina Drusova
Mrs Athina Metsi

Twilight Owls Playworkers

Mrs Alison Jones
Mrs Beth Baldwin
Mrs Heather Thompson
Guiseley Community Foundation Staff

THE GOVERNING BODY OF YEADON WESTFIELD JUNIOR SCHOOL

Chair of the Governing Body

Rachel Gregson-Khan

LA Representative

Helen Jones

Trust Governor

Kath Jennings

Staff Governors

Helen Swallow, Debra Thornton, Kath Clarkson

Parent Governors

Jelena Mitchell – Vice Chair
Alex Whitlam

Co-opted Governors

Kath Jennings, Rachel Gregson-Khan, Julie Wear, Steve Taylor