

# Chapel Allerton Primary School



**Nurturing a lifelong love of learning**



# Welcome to Chapel Allerton Primary School

I am delighted that Chapel Allerton will be your child's primary school. We believe we have a unique blend of pupils, and staff committed to nurturing your child's love of learning. This Prospectus is designed to help you gain an understanding of our ethos and organisation. I am sure you will find it a useful read.

**Nicholas Sykes**  
Headteacher







## Chapel Allerton Primary School Mission Statement

Through collective dedication we will develop children who:

- Are creative, imaginative, independent lifelong learners.
- Enjoy challenges, anticipate success and achieve the highest possible standards.
  - Instill pride in the local community through their excellent behaviour, attitude and sense of citizenship.
  - Believe in mutual understanding, trust, tolerance and respect.
  - Are physically active and have developed the habits which ensure good mental, spiritual and emotional health.

## Our Vision for 2016-2020

- **Academic Excellence** - children fulfil their potential through purposeful and varied learning experiences.
- **Collaborative Community** - mutually beneficial partnerships which challenge and celebrate.
- **Environmental Enhancements and Opportunities** - inspiring outdoor learning and play experiences.
- **Growth Mindset** - 'can do' attitudes and aspirational thinking permeate every day.
- **Restorative Practice** - children who are self aware and emotionally intelligent.



A young child with dark hair, wearing a dark jacket over a green shirt, is holding a woven basket filled with several brown eggs. The child is looking towards the camera with a slight smile.

## School Organisation

We aim to balance classes in terms of the gender, ethnicity and academic ability of the children. At times within a child's career at Chapel Allerton cohorts may be rearranged in order for children to gain new experiences and widen their friendship groups.

Our school is divided into Phases:

## Foundation Stage

We have a 52 place Foundation One (Nursery) which children can start the term after they turn three. To place your child's name on the Foundation One waiting list please come to school between 9.30am and 3.00pm any day to register. Please note that we can only take children's names after their second birthday.

Foundation Two (Reception) is the beginning of full time education for children who will turn 5 during the academic year.

## Key Stage 1

Key Stage 1 consists of Year 1 and 2. At the end of this phase children take part in the national Year 2 Reading, Writing and Maths tests.

## Key Stage 2

Children in Years 3 and 4 are in Early KS2 and later KS2 consists of Years 5 and 6. At the end of Year 6 children take part in KS2 tests and are supported with the transition to high school.





## Punctuality

Punctuality is an important life skill and good habits should begin at an early age. School provides a five minute entry window from 8.50am – 8.55am, after which time the classroom doors are locked. Arriving late does not provide a quality, settled start for a child, they miss important information and it disrupts the routine for children and staff.

All school entrances except the main reception doors are locked at 8.55am so late children need to be brought to the School Office and signed in. All external gates are locked at 9.15am and remain locked until 3.00pm. If you wish to enter school during the school day please buzz at the top single gate on Harrogate Road.

Please collect your child promptly. If you are delayed let the office know on 0113 262 4851, as this can be a very stressful time for your child. In the interests of your child's safety we cannot allow children to go home with unauthorised persons, so please inform us if there is a change to the normal collection arrangements. If children are persistently collected late this is seen as a safeguarding issue and senior staff will become involved.

If any child is left in school and we are unable to contact a parent/carer or relative, Social Services will be asked to collect your child from school.

## Attendance

Consistent attendance is vital if children are to fulfil their potential. We have a target of 96% attendance for all children and work with families to ensure this standard is met.

## School Dress Policy

School uniform consists of a navy blue sweatshirt or cardigan with a white or pale blue polo shirt/shirt. Boys can wear grey/black trousers or shorts and girls can wear grey/black trousers/shorts/skirt/pinafore. In the summer girls can also wear gingham dresses. In the interests of safety no jewellery should be worn although stud earrings and kara are acceptable. We have blue sweatshirts, blue cardigans and white or pale blue polo shirts with the school logo on for sale in school – they are available from the School Office. We also sell book bags which are compulsory.

All clothing must be clearly labelled with your child's name. Please put your child's name on all clothes, especially coats. Children's clothes and belongings are not covered by school insurance and we encourage all our children to take responsibility for their property.

For physical education (PE) and games, children must have a change of clothes for health and safety reasons. White sports shirts and blue shorts (or tracksuit) and trainers or pumps are required. Trainers may only be worn for outside PE lessons. A pump bag is needed to hold pumps and PE kit (we have a Chapel Allerton pump bag available from the School Office). Remember, all children will have to change for physical education and clothes and shoes need to be easily managed by the children. We recommend Velcro fastening pumps for younger children.

In later years we operate a policy of single sex changing, any concerns can be discussed with the Headteacher.







## School Meals

At lunchtime children can either bring a packed lunch or have a school dinner. Chartwells Catering offer an excellent choice of three hot meals. All school dinners come with a salad bar, fresh bread, fruit and yogurt and water is provided to drink. We send menus home and encourage parents/carers to discuss food choices with their children before school on Mondays. We have special dinners for events such as Christmas and Chinese New Year.

Children in Foundation Two, Year 1 and Year 2 will receive a free school lunch.

If a packed lunch is brought, please send the food in a box with your child's name and class clearly marked on the front. Parents are asked not to send sweets, fizzy drinks, hot soup, or drinks in glass bottles or cans (water is provided). If you wish to change your child's lunch time arrangements, please give a minimum of two weeks written notice as food is ordered in advance. A pro forma is available to do this in the School Office.

## Safe Parking

We aim to develop children who are responsible adults with a sense of community. The streets around our school can be dangerous if parents/carers fail to comply with the yellow lines and 'no parking' markings. All parents/carers must find a safe and sensible place to park when dropping off or collecting children and we must point out that it is illegal to stop on the 'no parking' area when collecting or dropping off children. Thank you in anticipation of your cooperation.

## Friends of Chapel Allerton Primary (FCAPS)

FCAPS (previously the Parent Staff Association) is very active and as parents you are automatically members. We hold various functions to raise money such as quiz evenings, raffles and Summer Fairs. The money raised from these events benefits all children as FCAPS have provided playground equipment, computers, books and library resources in the past.

## No Dog Policy

We do not allow dogs (apart from guide and assistance dogs) into the school buildings or grounds for the health and safety of our children, this includes carrying a dog! Please inform the School Office if you see a dog on the school site.

## Access to Information

Parents are welcome to request any LEA information, Governing Body minutes, HMI statements, DfE publications or any school policies and curriculum guidelines. If you would like a copy of these documents you should contact the school and we will produce a copy within five days. A small charge to cover the cost of photocopying will be made.

## Charges and Remissions Policy

Educational visits outside school form an important part of your child's education, as do visits to school by, for example, theatre groups or authors. School will ask for a voluntary contribution towards the cost of such visits. Where insufficient voluntary contributions are received, the activity may have to be cancelled.

The cost of voluntary activities and visits taking place outside school hours will be charged to you if your child is taking part. Financial assistance may be available in some cases.





## Behaviour Policy

We believe that good behaviour is of paramount importance. We expect children to behave in a responsible manner, showing respect for everyone in school, both children and adults. This respect should also include equipment and property belonging to the school, individuals or the community.

Concerns about unacceptable behaviour will be brought to the attention of parents, who will be invited into school to discuss the situation and work with the school towards a positive outcome. We place emphasis on the positive approach to behaviour, as this also develops self-esteem and self-discipline. Every class negotiates their class code of behaviour each year and places it on display, providing clear guidelines about what is expected of them, while we have core school rules which permeate across all aspects of school.

We operate a wide range of rewards from weekly 'Star of the Week' certificates to our 'Outstanding Achievers' awards of lunch in a local restaurant with the Headteacher!

## Chapel Allerton Golden Rules

At Chapel Allerton Primary School we always:

- Use kind words when we speak to each other
- Do as we are asked the first time
- Keep our hands, feet and objects to ourselves





## How the Curriculum Is Organised

We deliver the Core and Foundation subjects of the national curriculum in a manner which develops creative, curious learners who have the ability to work both independently and cooperatively. Our curriculum will reflect the diverse needs and interests of the Chapel Allerton school population and feature a carefully developed blend of knowledge and skills.

To meet the requirements of the National Curriculum, classes from Year 1 to 6 follow a number of themes with a focus on History, Geography, Science, RE or Design Technology (DT) which is shared with parents each term by class teachers. There is a key emphasis on teaching the skills of Literacy and Numeracy but also a commitment to ensuring that children have access to a rich curriculum that is exciting and reflects and celebrates our diverse community. This approach to the curriculum means that, where appropriate, we make as many cross curricular links as possible and the topics we choose take into account:

- The requirements of the National Curriculum.
- The interests and needs of our children and school community.
- The opportunity to embed literacy and numeracy skills in real-life activities.

The National Curriculum sets out the minimum content. However, at Chapel Allerton Primary School, we work hard to ensure that our children have the opportunity to learn lots of additional skills and to develop their knowledge and understanding fully. For example:

- We offer a range of after-school clubs including sports, drama, music and dance.
- We have a specialist teacher from Artforms who teaches music across the school.
- Specialist teachers also provide a variety of instrument lessons including violin, clarinet, trumpet, guitar.
- Specialist sports coaches lead all games and PE lessons from Foundation 2 to Year 6.
- Current local/national or international events regularly provide a basis for learning. For example, the Queen's Diamond Jubilee, the World Cup and the Tour de France.
- We also have close links with students and coaches from Leeds Beckett University and Leeds Trinity who come in and work with our children on a regular basis offering additional activities, for example lacrosse.

Although the National Curriculum is in place and we are required to follow the programmes of study, we can interpret it in such a way that it meets the needs and interests of our children.





## Safeguarding

Chapel Allerton Primary is committed to safeguarding and promoting the wellbeing of all children, and expect our staff and volunteers to share this commitment. We work alongside other agencies to support children if appropriate. If you have any safeguarding concerns please speak to the Headteacher.

## Music

In addition to specialist music teaching, music features regularly throughout the curriculum. Class assemblies allow children the chance to perform and entertain!



## Sport

All pupils take part in a wide variety of sporting activities including gymnastics, dance and games, with swimming for pupils in Year 4. We have specialist sports teachers from TSC Sports and Dance Coaching whose skills we supplement by inviting outside sporting organisations to offer coaching to our children; this includes cricket, rugby, basketball, football, tennis and dance tuition. All pupils have a minimum of two hour's physical education each week. The school has two playgrounds, a large indoor hall, smaller hall and dining hall. Sports clubs also run four nights each week. We share the use of the playing fields next to Stainbeck Police Station with St Matthew's School.



## Collective Worship

In accordance with legal requirements our RE is broadly Christian in character whilst taking into account the teaching and practices of other principal religions. We believe that Collective Worship provides our school with opportunities to reflect on the aims of the school and celebrate the worth and values of the school community and makes a significant contribution to the pupils' spiritual, moral, social and cultural development.

## Breakfast Club

A Breakfast Club operates between 8.10am and 8.40am each morning in the Small Hall. Pupils from Years 3, 4, 5 and 6 are welcome to attend alone and younger children are welcome with a sibling or adult. The cost of this club is 50p per day.

## Child Care

A private company (Children's Corner) provide childcare from 7.30am - 8.50am and 3.15pm - 6.00pm in the Dining Hall. Please see the School Office for more information.

## Medical Matters

It is very important for teachers to know about any health or medical problems your child may have. All information is confidential and used only to ensure your child's health and safety in school. Please let the School Office know if you have any concerns about your child's health.

## Medicines

Asthma inhalers will be kept in the classroom for children who require them to use during school hours. No other medicines are allowed in the classroom for safety reasons.

Please note school staff cannot administer medicines such as Calpol or antibiotics. If a child needs antibiotics four times a day we suggest a parent/carer comes to school during lunchtime. Parents are asked to arrange for all other medication to be administered at home. If your child has any specific medical requirements, it is essential you inform the Headteacher in writing.



## Head Lice

Parents are asked to check children's hair regularly and treat any lice immediately. Please inform the class teacher if your child has head lice so we can alert other parents/carers to check their children.

## Holidays and Extended Leave

There is a direct link between attendance and achievement and we hope all our children attend as much as possible. We recognise that many of our families have relatives who live abroad but removing your child from school for an extended period does affect their education. The Governors have tightened our Attendance Policy and no holiday leave will be authorised during term time. Holiday absence in excess of 20 days may result in a child's place at school being lost. Please note that Children Leeds will fine parents who choose to take their children out of school during term time.

## Admission Arrangements for Children with Disabilities

Chapel Allerton Primary School was built to accommodate wheelchairs. There are access ramps into the building, into the playground and the dining hall and there is a modern hygiene suite suitable for both adults and children with special needs.

## Complaints Procedure

Chapel Allerton Primary School Governors welcome the involvement of parents/carers in the running of the school and we are committed to ensuring that the relationship between parents/carers, governors, the senior management team, teaching and non-teaching staff is constructive and co-operative, recognising that the interests of the children are paramount.

The Governors realise that from time to time parents may have grievances against the school and the following procedures are intended to ensure that all grievances, however minor, are dealt with promptly and effectively.

We hope that Governors, school and parents will be able to work together in resolving problems without recourse to the formal procedures.

If you have a complaint you should:

- contact the relevant teacher first where appropriate.
- if the complaint is unresolved contact the Head Teacher.
- if the complaint still remains unresolved then a formal complaint must be made in writing to the Head Teacher and a full investigation following the LEAs Complaints Procedure will be carried out.

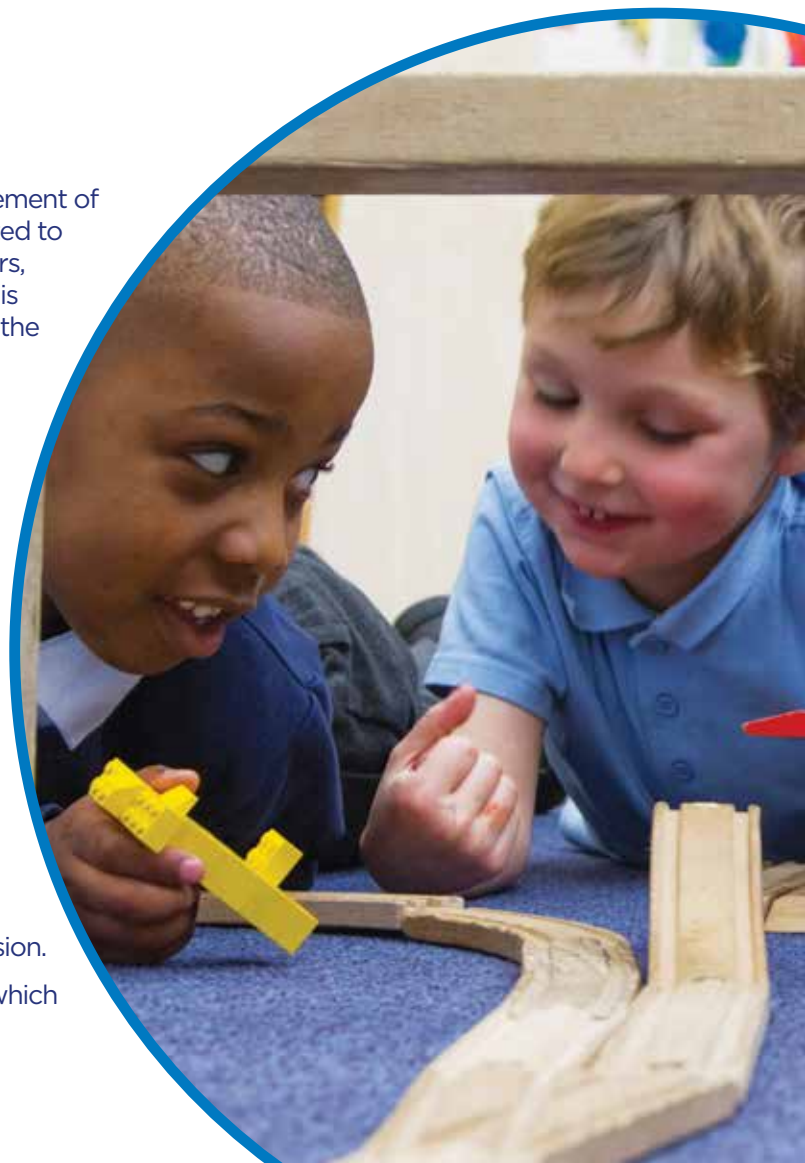
A panel of governors will hear your complaint and make a decision.

If you are unhappy with the decision you can lodge an appeal which a second panel of governors will hear.

## Procedure for Reporting Absence

Please contact school on the first day of your child's absence before 10.00am. Please let the office staff know your child's name, year and the nature of their illness. This can be done by calling 0113 262 4851, option 1 or texting 07624 806 559 - please put this number in your mobile! Any unexplained absences will result in our Family Support Worker or a member of the admin team contacting you.

**Please note children must have 48 hours off school after an incident of sickness or diarrhoea. This is a Leeds-wide policy recommended by the School Nurses to reduce the spread of infection between children.**











## Nurturing a Lifelong Love of Learning

Chapel Allerton Primary School  
Harrogate Road  
Leeds LS7 3PD  
☎ 0113 262 4851

✉ [c.easton@chapelallertonprimary.co.uk](mailto:c.easton@chapelallertonprimary.co.uk)  
🌐 [www.chapelallertonprimary.co.uk](http://www.chapelallertonprimary.co.uk)