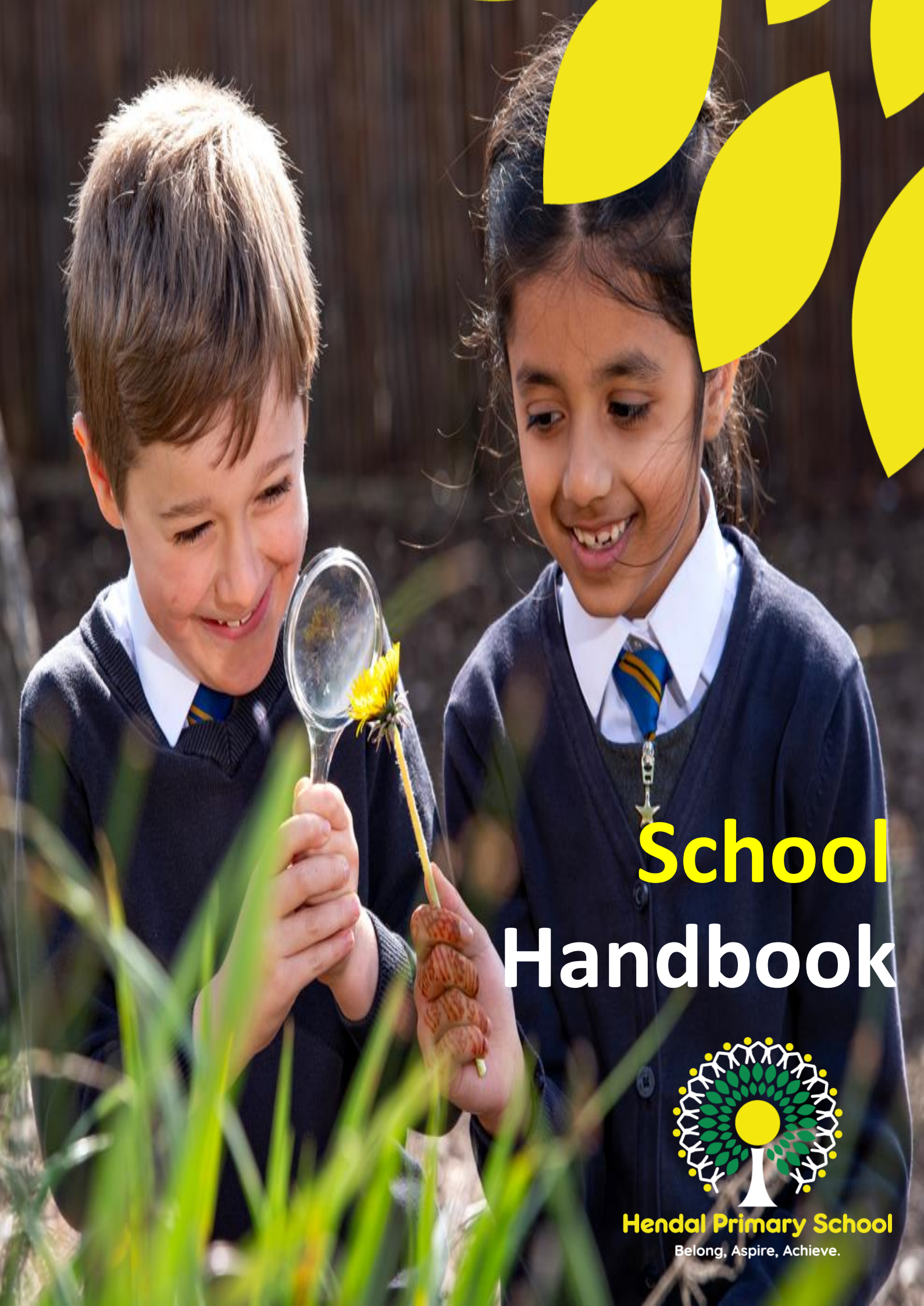


A photograph of a young boy and a young girl in school uniforms. The boy is holding a magnifying glass over a dandelion flower, and the girl is holding the stem of the dandelion. They are both smiling and looking at the flower. The background is a blurred outdoor setting with green grass and a wooden fence. There are large yellow leaves in the top right corner.

School Handbook



Hendal Primary School

Belong, Aspire, Achieve.



Hendal Primary School

Belong, Aspire, Achieve.

Hendal Primary School

Hendal Lane
Kettlethorpe
Wakefield
WF2 7QW

www.hendalprimary.org.uk

Welcome to Hendal Primary School

Hendal Primary School is a place where children feel a sense of **belonging**. We are proud to meet the individual needs of every child and we have high expectations of learning and behaviour. Everyone **aspires** to be the best they can be.

We have an exciting Curriculum where children make cross curricular links between subjects. We offer a wide variety of educational visits, visitors and residentials that reinforce our desire for experiential learning. We value the impact this and good quality teaching has on children's outcomes.

Children learn in an engaging and nurturing environment. Our teaching staff are dedicated and highly skilled. We are supported by a keen Governing Body.

We have strong Parent Partnerships and they are interested and involved in their children's education. We have supportive links with the local community and we promote our British Values and Protected Characteristics. The positive relationships we develop between everyone in School are a real strength and we understand the importance of enjoyment whilst we learn.

Children are encouraged to 'have a voice' and great emphasis is placed on the relationships between all staff and children. We strive to develop independent lifelong learners whilst celebrating the **achievements** of all children.

This is an engaging and nurturing place to learn. Pupils glow with pride when they talk about their school and the work they have done. The school's values of 'belong', 'aspire' and 'achieve' underpin the approach of the staff and positive attitudes of the pupils. Pupils are unfailingly polite and respectful. Excellent relationships with teachers ensure that pupils feel safe. Pupils are greeted with a warm smile and arrive expecting to learn and enjoy their day. Ofsted 2024.

Early Years Foundation Stage

The Early Years Foundation Stage is a vibrant well-resourced learning environment. Our Early Years Practitioners are committed to meeting the welfare and learning needs of every child. Endless opportunities to learn through play alongside thoughtful interactions and skillful questioning from adults, ensures all children make outstanding progress.

Children's safety is paramount and both our indoor and outdoor learning environments are securely enclosed. Children are happy and keen to learn new things. They tell us they feel safe and enjoy School.

The Early Years Foundation Stage Curriculum consists of seven areas of learning. The three Prime areas are Personal, Social and Emotional Development; Communication and Language and Physical Development. The Specific areas are Literacy; Mathematical Development; Knowledge and Understanding of the World and Expressive Arts and Design.

We promote children's independence in our safe, caring and well-planned environment both inside and outdoor.

The Early Years Foundation Stage provision at Hental Primary School is a strength of the School.

“Children in the Early years become confident, curious learners. They enjoy excellent relationships with adults. A sharp focus on communication and language skills means that children learn from every activity.” Ofsted 2024

Prime Areas



01 |
Personal, Social and
Emotional Development



02 |
Communication and
Language



03 |
Physical Development

Specific Areas



04 |
Literacy



05 |
Mathematical Development



06 |
Knowledge and
Understanding of the World



07 |
Creative Development



“Pupils thrive in the
supportive and caring
environment”
Ofsted 2024

The School Day

Supervision indoors commences at 8.50am in preparation for a prompt start at 9.00am. Upper Foundation parents are encouraged to leave their children at the classroom door, so they can go into the cloakroom on their own, to develop their independence.

Parents and carers have full responsibility for their child/children before and after School. Children are not allowed on the outdoor equipment or to ride bikes in the playground at these times.

A member of staff is on duty at 8.45am in the Key Stage Two playground. In fine weather, the children remain in the playground until the bell goes.

In wet weather, the children come into School upon arrival. However, do not send children too early, as supervision by teachers does not commence until 8.45am.

If for any reason you are delayed at the end of the day, your child will be taken to the School office for your collection. Please phone the office and let us know.

Morning sessions

Nursery AM:
8.30am - 11.30am

Upper Foundation:
8.50am - 11.30am

Key Stage 1:
8.50am - 12.00pm

Key Stage 2:
8.50am - 12.15pm

Afternoon sessions

Nursery PM:
12.15pm - 3.15pm

Upper Foundation:
12.30pm - 3.15pm

Key Stage 1:
1.00pm - 3.15pm

Key Stage 2:
1.00pm - 3.15pm

Admissions

Hendal Primary School admits pupils at the beginning of the Autumn, Spring and Summer terms into Nursery. They stay for 15 hours each week. Children then move into Reception in the Autumn term in the September before their 5th birthday. If the School is over-subscribed, Wakefield LA Admissions criteria will be used to determine further admissions.

After you have been informed that your child has been offered a place, you will receive information regarding starting school. A number of visits are arranged for you and your child, which provide an opportunity for you to talk to the Early Years Foundation Stage staff, and the Headteacher. It also allows you and your child time to visit the Early Years Foundation Stage classrooms.

Transition

We visit our new starters at home the term before they start Nursery. This gives us the opportunity to meet you and your child in a familiar environment. We can discuss any concerns you may have regarding starting School and we always like to hear about what your child likes to play with and what you enjoy doing as a family.

We will invite you to our wonderful FEET group (Families Enjoying Everything Together) which runs for up to six weeks during the term before your child starts Nursery. This is an opportunity for you and your child to stay and play in our Nursery environment and meet our Early Years practitioners.

We feel that it is beneficial for our new children to be introduced gradually to School life, and therefore we plan a programme whereby the length of stay increases over the first week.



School Organisation

We have 60 places per year group from Reception to Year 6. The classes are two form entry across School and teachers plan together to provide exciting cross curricular coverage of the National Curriculum.

The School has full disability access. Pupils with disabilities are fully included with their peers.

A copy of the Accessibility Plan can be requested. Audits of the site and alterations are undertaken to facilitate inclusion.

“The whole school environment promotes positive behaviour. Pupils manage their behaviour well because they understand what excellent behaviour is. They are highly respectful towards each other and the adults in school.” Ofsted 2024



School Uniform

A School uniform greatly contributes to a child's sense of belonging and pride in their School. The School colours are navy blue, grey and white. Please see full list of the uniform opposite. This can be purchased from local department stores or supermarkets. Our School tie can be purchased from the School office and must be worn at all times. Optional School fleeces are available to order on the "Uniform" page of the School website.

Please ensure items of your child's clothing are named to help avoid loss and to ensure correct ownership. Valuable items should be left at home. Coats should have hooks so they can stay on pegs.

The wearing of jewellery is not allowed, however, a pair of stud earrings maybe worn if necessary. The wearing of earrings is not allowed in any PE lessons. We do not allow children to wear make-up or nail polish, and we ask that there are no extreme haircuts or hair colours. Long hair should be tied back, in a ponytail or plaits.

School Uniform

Navy cardigan, sweatshirt or jumper
White long or short sleeved shirt
School tie to be worn at all times
Grey trousers, skirt or pinafore dress
Grey tights or socks
Black School shoes

Summer Uniform

Blue & white gingham dress
Grey shorts or skirt
White short sleeved shirt
School tie to be worn at all times
White or grey socks
Black School shoes

PE Kit

White T-Shirt
Navy shorts
Navy jogging bottoms & navy sweatshirt
Trainers



Extended Schools

Our Breakfast Club opens from 7.00am each morning. It is staffed by members of School staff who provide hot breakfasts and lots of activities both inside and out. We run a morning sports club from 8.00am. We also have an After School Club which runs from 3.15pm until 5.45pm.

Extra Curricular Activities

The School runs a number of extra curricular and lunchtime clubs. The clubs may change from time to time, but in the main there are facilities for children to take part in basketball, cricket, football, gymnastics, netball, ICT, science, choir, drama, homework, gardening and art clubs.

Travel Plan

This is an important part of the Healthy Schools Programme. We have provided a cycle shelter to encourage children to cycle to School. It is School policy that all children who cycle to School must wear a helmet. We are looking at other ways to encourage sustainable travel to and from School.

School Reviews

All Schools are subject to OFSTED inspections. Hendl Primary School was inspected by OFSTED in November 2024. The report can be found on the School and OFSTED website and a copy is enclosed in our new starter packs.

School Security

All visitors are requested to sign in and out at the main entrance.

An entry system is in operation across School. All external doors, and some internal doors, are opened by a security fob system.

The Nursery has its own entrance and cloakroom and parents are welcome to bring their children into the classroom and see that they are settled at an activity before they leave. In Reception, Key Stage 1 and Key Stage 2 children enter through the external classroom doors from the playgrounds. The whole of the School's perimeter is fenced for your child's safety and electronic gates have been installed at the main entrance to the School.

Parental Involvement

We value our Parent Partnerships and encourage our parents to support their children at home. We send curriculum planning home every half term to inform parents what children are learning about in School. We also share personalised targets so once again, parents are informed of the expectations and needs for their child to make good progress in their learning.

Parents are invited into School for various events during the year, e.g. Inspire afternoons, School concerts, class assemblies and sports days to name just a few.

Road and Playground Safety

Children are taught about basic road and playground safety throughout the primary years. Please help them to develop good habits by parking your car sensibly and safely outside the School. Thank you.

Reporting Pupil Progress

On entry into Nursery and Reception, each child is given a Baseline Assessment. Reception children are assessed against the EYFS curriculum in the Summer term before they leave the EYFS. Children in Year 6 are assessed in the Summer Term according to the statutory National Curriculum Assessment arrangements. (SATS tests)

Parent evenings are held during the Autumn and Spring Terms, where targets are set and reviewed. We also hold an 'open to view' day in July each year. A written report is sent home in July, clearly outlining your child's progress and achievements along with future targets.

Lunchtime Meals

The school operates a catering contract with Chartwells Catering. Each day children are offered a hot meal, jacket potato or sandwich with vegetables and salad, fresh bread and a hot or cold dessert.

We have 2 large calm and welcoming dining halls.

Dinner money is payable online via the website

<https://chandcoparents.myschoolmealorders.co/register> You will be given a guide to registering online with this brochure. This is a quick and easy way to choose your child's meals and make payments. You can top up this account with as much credit as you wish and the cost of a meal will only be deducted if your child is in School and takes up the meal on the day. Accounts must be in credit so that you are able to order.

All children from Reception to Year 2 qualify for UIFSM (Universal Infant Free School Meals, therefore, no packed lunch is required.

If children in Year 3 to Year 6 wish to bring a packed lunch, it is the responsibility of the parent to let the school know. Sandwich boxes should be clearly labelled with your child's name.

A piece of free fruit is offered to all Key Stage 1 children daily.

Pupil Voice/School Council

We think it is important for children to feel involved in decision making at Hendal Primary. From Year 1 onwards each year group has the opportunity to nominate two representatives to be part of the School Council. The School Council elects a Chairperson, a Vice Chair, a Treasurer and a Secretary and meetings are held fortnightly. Each Key Stage has a suggestion box to enable all children to put their ideas to the Council. Our Year 6 leaders are responsible for promoting our "Golden Rules" and helping younger children across the School. They also ask for feedback from their peers on how we can improve our School and their experiences. Our Eco Council are extremely keen and committed to reducing our carbon footprint and have recently been involved in campaigning for solar panels for the school roof.

“Personal development underpins school life. Pupils learn to be safe and talk with maturity about their digital footprint. They model tolerance and respect and understand equality” Ofsted 2024





Attendance

Please ensure that your child regularly and punctually attends School. All children arriving late to School, or leaving early, should see our Attendance Officer, at the office.

To comply with Government legislation, Schools are now required to publish authorised and non-authorised absences of all pupils on an annual basis. It is therefore vital that if your child is absent, you contact the School Office. We will contact you that morning if your child is absent and no message has been received. The Educational Welfare Officer will follow up repeated or unexplained absences. We DO NOT authorise holidays taken in term time. If you must take your child out of School for a holiday an Application for Absence During Term Time form must be completed, in full, at least one month before the absence commences, and these are available from the office. All unauthorised absences could incur a penalty notice.

Regular attendance and punctuality means your child can make the most of their education, improving their outcomes in adult life and when they enter the world of work.



Health Care

All children have their vision, hearing, height and weight checked by the School Nurse during their Reception Year. These checks may be repeated during their time at School if needed. All children have their height and weight rechecked in Year 6 for National Statistical information.

If a pupil has a serious or recurring medical problem, we ask for parents to have a note made of it on their child's School record, together with appropriate instructions. This can be done by contacting School nursing on 0300 3730944 and the School Office.

Anaphylactic Shock

As several children in our School are highly allergic to even the smell of peanut products, we ask parents to not give their children peanut butter sandwiches and other nut based snacks in their packed lunches. Thank you for your support.

First Aid

We have nineteen staff trained in Emergency First Aid, two advanced First Aiders and four staff who are trained in Paediatric First Aid.

Accident and Illness at School

In cases where we suspect illness or injury, parents are contacted by telephone. Please ensure that your contact information is kept up to date. When collecting sick children from School, please report to the main office. If your child has an accident at School, however minor, then they will be given an accident slip to take home that day. We also have a Text Messaging service which enables School to contact parents with information at short notice.

Medicines in School

We have facilities in School for the safe storage and distribution of children's drugs and medicines. A form will need to be completed by the parent before we administer any medicine to a child. We only administer medicines prescribed by a doctor to be taken four times each day. This will be given at lunchtime. Medicines to be taken three times a day can be taken at home.

Asthma Inhalers and Epipens are an exception. The School has an established Asthma Policy, which states that inhalers are to be kept so that they are easily accessible to the owner. All staff are trained to administer epipens to children who suffer from anaphylactic shock. School purchase spare inhalers and epipens annually to be used in an emergency.

Please apply suntan cream on sunny days before your child comes to School.

School Administration and Charging Policy

As part of School life, we aim to give every child first-hand experience wherever possible, and we arrange a number of educational visits. However, we are well aware of this expense.

Our School Governors support these educational visits and recommend that parents be asked to make specified, but genuinely voluntary contributions towards the cost. Pupil Premium funding is used extensively to subsidise visits for disadvantaged children.

In cases of financial hardship, please do not hesitate to contact the Headteacher or Class Teacher. No child will be prevented from participating due to shortage of money. However, if there is insufficient financial support, the visit may have to be cancelled.



Facilities

We are fortunate at Hendal Primary, through the generosity of parents past and present, to be able to offer the children a stage, well-stocked libraries, a wild life area with a pond and a garden. Additionally, the School has provided a wide range of Computing and Information Technology resources. We have an ICT suite for the whole School to access as a class. We also have a suite opposite the Yr6 classrooms. We have a vibrant music room where weekly individual, group and class music lessons take place.

Children in EYFS and KS1 have access to iPads and children in KS2 have an Individual Chrome Book to support with their own learning and research

The accommodation offered to the children is of a very high standard.

There are three playgrounds available for our children. There is an exciting and challenging outdoor area for our Early Years Foundation Stage that has been specifically designed to meet the needs of the EYFS Curriculum. The playground for our Key Stage 1 children is nearby. Our outdoor provision has been extended into Year 1 and supports learning through play and practical activities. All playgrounds have a trim trail, and either an outdoor stage or play boat and playground markings including a mile a day track. Our Key Stage 2 playground has a garden with picnic tables for table top games, drawing colouring and reading.

We have a quad that is used as a Year 6 recreational and learning area where they can eat their lunch and sit with their friends.

We believe gardening and cooking are important life skills that children learn and enjoy taking part in. We grow our own vegetables, fruit and herbs and then cook with them. We have growing beds that the children are responsible for looking after. We have a fantastic cookery room and all classes are timetabled to use it.

We have a generously sized School field where we play sports, host tournaments and hold events such as our annual sports day. We are able to support the community by leasing out one of our football pitches to a local football team.

**“The school is highly
ambitious for every pupil”
Ofsted 2024**

achieve

learn

enjoy

**“Pupils love to read
and appreciate the
many opportunities to
do so” Ofsted 2024**



The School Curriculum

We teach an exciting curriculum and children tell us they enjoy learning and lessons. We make many cross curricular links between subjects which means pupils have memorable learning experiences, enriched by educational visits and visitors coming in to school. We personalise learning targets to meet the needs of every child.

English and Maths are taught every day and English lessons are linked to the classes half termly text or novel. Maths lessons follow a Same Day Intervention approach where teachers mark books in lessons, to enable them to give instant feedback to children. This allows children to respond to a teacher's comment instantly and make progress in every lesson. Other subjects we teach include: Science, Art and Design, Computing, Design and Technology, Geography, History, MFL (KS2 French), Music, PE, RE and PSHE.

You can find full details on subject learning in our curriculum booklet or on our Website.

***"Pupils are confident and independent."
Ofsted 2024***



“Behaviour is exemplary in lessons, where pupils focus and work with determination.”
Ofsted 2024



Languages

Learning a foreign language provides an opening to other cultures. It fosters pupils curiosity and deepens their understanding of the world. At Hendal Primary children learn French in KS2. We enhance the curriculum by working with Lingotots who deliver fun and exciting lessons that engage children at the beginning of their Modern Foreign Language journey.

PSHE and RSE

At Hendal we use Jigsaw 3-11 which is a comprehensive Programme for Primary PHSE including statutory Relationships and Health Education. It is a Spiral Curriculum that is planned progressively to cover each termly 'puzzle' into a unit of work. This planning gives children relevant learning experiences to help them navigate their world and teaches them to develop positive relationships with themselves and others.

With strong emphasis on emotional literacy, building resilience and nurturing mental and physical health, Jigsaw 3-11 properly equips schools to deliver engaging and relevant PSHE within a whole-school approach. Jigsaw lessons also include mindfulness allowing children to advance their emotional awareness, concentration and focus.

British Values and Social, Moral, Spiritual and Cultural Development

At Hendal Primary the teaching of British Values and SMSC is embedded in our curriculum as well as in our school ethos. We promote the 'fundamental British values' of democracy, the rule of law, individual liberty and mutual respect and acceptance of those with different faiths and beliefs.

Equality, Diversity and Inclusion

Our school's vision statement talks of valuing the individuality of all of our children. We are committed to giving all our children every opportunity to achieve the highest of standards. We do this by taking account of pupil's varied experiences and needs. We offer a broad and balanced curriculum, and have high expectations of all children. The well-being, attitudes and achievements of all our children matter, irrespective of age, disability, ethnicity, gender, religion, attainment, or background. Our School is truly inclusive.

Safeguarding

Children who have worries are encouraged to discuss them with their teachers, support staff or another adult. The Headteacher, who is our Safeguarding Lead, is always available to listen to children's problems or concerns. We believe that all children have the right to be listened to. The Headteacher has overall responsibility for the whole School.

Pastoral Care

All staff are trained in Trauma Informed Practice and most are trained in Emotional Coaching. We have a kind, compassionate and highly experienced Pastoral Team.

Each teacher has a special responsibility for his or her own class, all staff share in the pastoral care of the children.

Nurture Room

We have a strong nurturing ethos and we have adopted the six principles of nurture:

- Children's learning is understood developmentally.
- The importance of nurture for the development of wellbeing.
- All behaviour is communication.
- The classroom offers a safe base.
- Language is a vital means of communication.
- The importance of transition in children's lives.

We provide a personalised curriculum to meet the needs of individual children and our Nurture Room provides a safe and secure environment in order for us as a School to meet the needs of our children and community. Children have access to personalised interventions to support their Personal Social and Emotional Development. As a School we understand this is essential to ensure academic progress.

Pupil Leadership

We have a wide range of opportunities for pupils to develop their leadership skills.

Reading Ambassadors

Reading is really important at our School as this is the gateway to the whole curriculum. Our Reading Ambassadors are responsible for raising the profile of reading for pleasure, monitoring our classroom reading areas and promoting new book titles and authors.

Sports Leaders

Twenty Year 5 and 6 children are trained as "Sports Leaders" they then deliver a variety of activities across our playground zones.

These children then support younger pupils during playtimes if they wish to learn new games.

Other Leadership Roles

We have a wide range of opportunities for pupils to develop their leadership skills including: Eco Councillors, Art Ambassadors and Digital Leaders.

Belong Aspire Achieve

All pupils needs are identified early in their education. Their diverse needs are met by providing;

- A safe and nurturing school environment
- An enriched and varied curriculum.
- A variety of learning styles to meet the needs of the child.
- Activities that encourage independence.
- Activities to develop further problem solving and reasoning skills.
- Our Higher Achieving Disadvantaged children are given full access to the intervention time that is funded by our Pupil Premium spend.

Special Educational Needs and Disability

The principle that all children should receive a broad and balanced curriculum relevant to their needs is now established in law. We endeavour to meet these individual needs. We believe that all children regardless of any Special Educational Need or Disability can fulfil their potential. Children will be encouraged to learn and enjoy their School days. All achievements will be celebrated with the children, parents/carers, teachers and support staff.

We work together to identify the needs of the individual child. Parents/Carers are involved at every stage of the assessment and review. We work in partnership with other children's services to provide the best care and education for the individual.

We have a Special Educational Needs Coordinator (SENDCO); together with a Governor responsible for Special Needs.

“The needs of pupils with special educational needs and/or disabilities (SEND) are securely identified and very well met. As a result, (adults) make thoughtful adaptations so that learning is successful. Ofsted 2024

Complaints Procedure

As a School, we are keen to quickly resolve any parental complaints. If you have any concerns about your child's education, please talk to the class teacher in the first instance; and if necessary make an appointment with the Head Teacher.

Children will openly share any worries with staff so any concerns can be sorted out immediately and staff regularly ask children how they are feeling.

Newsletters

Newsletters from School and the Governors will be sent to you, keeping you informed of the various activities and the news of the school. This is sent out each Wednesday via ParentMail.



Homework Policy

The School has a homework policy, together with a Home/ School Agreement. Homework is set in all classes and sent home on a Friday. This may be an English or Maths task or something linked to the unit of work being covered in class. We hope homework will provide the opportunity for children to work independently, to develop their study skills and provide a positive communication between home and School.

Relationship, Behaviour, and Anti-Bullying

There is a School Relationship Policy that includes measures to prevent bullying and racism. Responsibility for a calm and productive School community rests with the Headteacher and staff who, together, are concerned with the welfare, well-being and safety of all pupils. Please access the School's website to view a variety of policies.

Our aim is to encourage children to work hard and to the best of their ability, show respect, have consideration for and listen to others, be polite, tell the truth, look after property and be sensible and safe.

We manage behaviour positively with team points. The winning team receives a termly reward with our Senior Leadership Team. All children receive a half termly reward afternoon in class with their teacher.

**“Pupils are thoughtful and
kind towards each other.”
Ofsted 2024**

Transfer to Secondary School

A leaflet is issued annually in September, to parents of Year 6 children. This informs them of Wakefield's procedures for secondary education. We have excellent transition plans in place for children who transfer to Kettlethorpe High School.

Community Links

We are very keen to involve members of the wider community in School life. We have a number of local business who offer visits and visitors, including close links with the Police and Fire Service and the local Asda.

Guidelines and Policies

School policies and guidelines are regularly revised and updated. A selection of policies are available on the School website.



“Pupils glow with pride when they talk about their school and the work that they have done.” Ofsted 2024