



Armley Park
Primary School



Owlcotes Multi-Academy Trust

We are proud to be a member of Owlcotes Multi-Academy Trust. This enables us to collaborate effectively with other schools to provide an engaging curriculum and improve outcomes for children.

Please see www.owlcotesmat.org for more details.

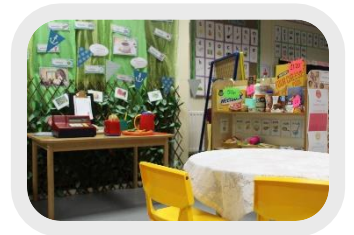
Admissions

Nursery

We offer places in our nursery to children after their 3rd birthday. The admissions process is run through the school office and we have a waiting list for pupils who are not yet 3. We offer a range of attendance patterns for 15 hour funded places as well as a limited amount of 30 hour places. If you are interested please see the school website for more details or ring the school office.

Reception

We follow the Leeds City Council admissions process for school places. We provide tours of the school for prospective parents both during the school day and in the evenings; please see the school website or ring the school office for more information about these. There are also links on the school website to the Leeds City Council admissions policy and an application form.



Years 1-6

If you would like a place in years 1-6 then please call the office to discuss the availability of places and for a tour around school.



Our Team

| Senior Leadership Team | |
|------------------------|----------------------------|
| Headteacher | Emily Caine |
| Deputy Headteacher | Mr Kinnes |
| Phase Leaders | Miss Smith and Miss Wright |

| Teachers | Learning Support | |
|--|--|---|
| Mrs Wallace Miss Crombie Miss Whiteley Miss Smith Miss Davies Mr McNulty Mr Kinnes Mr Dinning | Mrs Bilbrough Miss Morrison Miss Murphy Mr Jones Miss Parker Miss Earl Mr Nash Mrs Hughes | Miss Hall Miss Nichols Miss Masterton Mr Bryan Miss Moorhouse Miss Hargreaves Miss Roberts Mr Wilson |

| In addition, we have: | |
|-------------------------------------|--|
| Safeguarding and Attendance | Mrs Cliff |
| SENCo (Special Needs) | Mrs Howard |
| School Administration | Mrs Haseltine and Mrs Smith |
| Site Manager | Mr Jack |
| Before and After School Club Leader | Mrs Wickerek |
| Lunchtime Supervisors | Miss Courtney, Miss Nichols and Mrs Zajdel |

Governors

| Ben Tummons Chair of Governors Co-opted Representative | | Rob Winstanley Vice Chair of Governors Co-opted Representative | |
|---|-------------------------|---|-------------------------|
| Emily Caine | Headteacher | Craig Kinnes | Staff Governor |
| Mr McNulty | Staff Governor | <i>Vacancy</i> | Co-opted Representative |
| Amanda Hargreaves | Co-opted Representative | Amit Chauhan | Parent Governor |
| Andrew Kelly | Co-opted Representative | Alicja Piotrowska | Parent Governor |
| Hannah Alipoor | Co-opted Representative | Jack Cooper | Co-opted Representative |

School Calendar

| | School closes | School opens |
|------------------|---------------------------|----------------------------|
| Summer | Friday 18th July 2025 | Tuesday 2nd September 2025 |
| Autumn mid-term | Friday 24th October 2025 | Monday 3rd November 2025 |
| Christmas | Friday 19th December 2025 | Tuesday 6th January 2026 |
| Spring mid-term | Friday 13th February 2026 | Monday 23rd February 2026 |
| Easter | Thursday 2nd April 2026 | Monday 20th April 2026 |
| May Bank Holiday | Friday 1st May 2026 | Tuesday 5th May 2026 |
| Summer mid-term | Friday 22nd May 2026 | Tuesday 2nd June 2026 |
| Summer | Friday 17th July 2026 | |

| Training Days: | Bank Holidays include: |
|--|--|
| <p style="color: red;">Monday 1st September 2025</p> <p style="color: red;">Monday 5th January 2026</p> <p style="color: red;">Monday 1st June 2026</p> <p style="color: red;">Monday 20th July 2026</p> <p style="color: red;">Tuesday 21st July 2026</p> | <p>Christmas 25th and 26th December 2025</p> <p>New Year's Day 1st January 2026</p> <p>Good Friday 3rd April 2026</p> <p>Easter Monday 6th April 2026</p> <p>May Day 4th May 2026</p> <p>Spring Bank 25th May 2026</p> <p>August Bank Holiday 31st August 2026</p> |

We follow the Leeds City Council school holidays but choose our own training days. We inform parents of the new school calendar each year as soon as we can so you can use this to make plans.

The calendar for next year can be found on the school website:

<https://www.armley-pri.leeds.sch.uk/term-dates/>

Uniform

Our school uniform colour is a combination of red and grey/black. Most items can be bought from High

- ❖ Jumpers / cardigans - red. These can be plain or have the school logo embroidered on which can be ordered from My Clothing.
- ❖ Polo shirts—red or white.
- ❖ Trousers / skirts / shorts—plain black or grey. (shorts must be smart and tailored and of a suitable length- no lycra sports shorts or leggings).
- ❖ Shoes/sandals—plain black or white, pumps are fine.
- ❖ Summer Dresses—red and white check.

Street shops.



All school uniform MUST be named.

Shoes should be flat and appropriate for school. If trainers are worn these should be plain (and preferably black) and without logos. Your child should wear shoes which they can manage to do up independently. Please do not send your child to school in shoes which prevent them from running in the playground. If boots are worn these also should be plain and with a flat heel. Nursery children do not need to wear uniform but please make sure they wear clothes that you don't mind them getting messy! Jewellery for school should only be a small pair of stud earrings. Children should not wear make up or false nails for school.

P.E and Games Kit

Children can wear their PE kit to school on their PE day. If they would prefer to get changed for their PE lesson, they can bring their kit and change during the day.

- ❖ Plain black tracksuit
- ❖ Plain white t shirt
- ❖ Outdoor trainers
- ❖ Plain black shorts (Summer term)

For health and safety reasons children are not permitted to wear any jewellery, including earrings, for P.E. Your child's teacher will advise you when P.E lessons take place so that earrings can be removed or taped over. Tape or plasters should be provided from home.

The School Day

We will open the gates at 08:30, the classroom doors will open at 08:40 and will close at 08:50.

Home time is 15:15 for all classes.

Before and After School Care

We have Breakfast and After School Club which provides before and after school care from 7.15am until 5.30pm. Please see the information on our school website for further information.

Lunchtimes

School Dinners

School dinners are provided free of charge to pupils in Reception, Year 1 and Year 2.

School dinners are cooked to order every day in school. There are menus on the school website and around the school building so that pupils can decide what they would like to eat each day.

There are usually three choices of food to choose from. This includes a hot dish and a choice of sandwiches.

Each child makes their choice during registration. This system ensures that the kitchen does not run out of one dish, meaning that every child gets their first choice meal.

Pupils in years 3-6 need to pay £2.50 per day for a school. This is paid online through Arbor. When you start school, you will be sent the information on how to set up your account.

Free School Meals

If you think you may be entitled to free school meals then please speak to the office. There is information about this on the school website, however the application has to be made through Leeds City Council.

Packed lunch

Pupils have the option of eating a packed lunch. Please ensure that any packed lunch is healthy and nutritious to help your child to be able to remain focused for the remainder of the school day. Please note – **we are a nut free school** due to allergies so please do not send any food containing nuts as this could be very dangerous for those who are allergic.

Milk

If you would like your child to have milk at school, please contact the school office and let them know. There is a charge for this if you are not entitled to free school meals.

Cashless School

Please note, we are a cashless school and therefore do not accept any form of payment in the school office. Any request for payment from the school must be paid via Arbor

Once your child has started at Armley Park Primary, the administration team will email and text you a link to Arbor to set up your account.

If you have any problems then please contact the school office.

Absence and Attendance

School starts at 8:40 and finishes at 3:15 for all children. We expect children to arrive on time so they are able to access all of the learning for the day.

Regular attendance and punctuality is vital if your child is to make good progress and build strong friendships.

Please ensure that your child arrives promptly each day. If they arrive once the cloakroom doors are closed, they will need to go through the school office and sign in using the electronic system. This helps us to make sure our registers are correct.

If your child is absent from school then please inform us as soon as possible. The school phone line opens at 8.00am. If we have not been contacted by 9.30am we shall contact you to ascertain the reason for your child's absence. This will initially be by phone call but we may also undertake a home visit. We ask that you contact school on every day of your child's absence.

We monitor attendance and punctuality across the school at the end of each half term. Parents will be informed by letter if a child's attendance is below 95% or if punctuality is a concern.

Holidays

If you need to take your child out of school during term time please complete an exceptional circumstances request form – these are available at the school office or on the school website.

As of 1st September 2013, Headteachers are no longer able to grant any leave of absence for family holidays unless there are 'exceptional circumstances' which support the request being made.

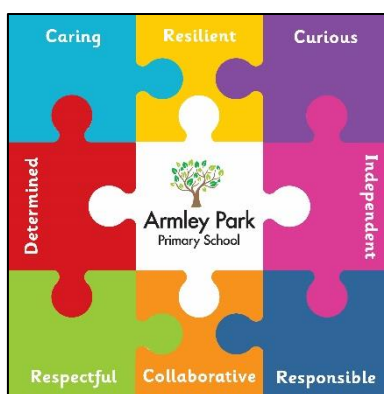
Other than under very exceptional circumstances they will be classed as unauthorised absence. The school has a duty to report 5 days of unauthorised absence in a 12 week period for pupils of school age to Leeds City Council. The Local Authority may then issue a Penalty Notice (to each parent).

Behaviour and Our School Values

The school sets high standards and has high expectations of behaviour. These expectations are continually reinforced by teachers and other staff in all areas of the school throughout the school day and good behaviour is praised and rewarded. Children are involved at the beginning of every year in writing a class mission statement, setting class targets and working together on behaviour in the classroom and around the school.

A strong home/school/child relationship is very valuable. We also seek the help and cooperation of parents and carers. We feel that open, friendly communication with parents enables us to give each other the valuable mutual support which will allow your child to thrive at our school, no matter what challenges they face.

As a school we use a range of positive strategies to promote good behaviour which are linked to the class rules or school values. Praise is used by all staff to reward good behaviour.



- Each child has their own jigsaw board and they aim to collect Pink Slips which recognise they have shown one of our school values. Once they have five Pink Slips for the same value, they receive that piece of the jigsaw. By the end of the year, we hope that children will complete their jigsaw.
- Dojos are awarded to all pupils for exceptional effort. These are collected online and those with high numbers in each class are rewarded by the teacher.
- Each class has a Recognition Board where children who make the right choices towards a short-term goal are acknowledged.
- Stars of the Week awards are chosen once a week by class teachers to reward great effort shown by pupils with their learning and behaviour. These awards are presented during Friday assembly.

A traffic lights behaviour system is applied across the school. Pupils start each session on green and receive a warning before moving up the traffic light if they display unacceptable behaviour. There are clear expectations for each class which they are reminded of at the start of each day. If a child reaches red then they will receive a sanction.

Safeguarding

At Armley Park Primary School, we are committed to safeguarding and promoting the well-being of children and young people. Our school expects all staff and volunteers to share this commitment. The outcomes of this are that children and young people at Armley Park Primary School feel happy and safe. We therefore aim to provide a caring, safe environment in this school alongside a curriculum in which children's self-esteem and independence are nurtured, and they develop an understanding of how to keep themselves safe in the community and online.

Our designated safeguarding team are:

Miss Caine - Headteacher

Mrs Cliff – Safeguarding Officer

Mr Kinnes – Deputy Headteacher

Mrs Howard - SENDCo

If you have any concerns about safeguarding, please contact safeguarding@armleypark.owlcotesmat.org

Special Educational Needs

A child has special educational needs if they have a learning difficulty that calls for special educational provision which is different from or additional to that normally available to pupils of the same age. Our school SENCo (Special Educational Needs Co-ordinator) is Mrs Howard and she can be contacted through the office, or by emailing SEND@armleypark.owlcotesmat.org if you would like to discuss any matters with her.

Fundamental Principles

A child has a learning difficulty or disability if he or she:

- Has a significantly greater difficulty in learning than the majority of others of the same age
- Has a disability which prevents or hinders him or her from making use of educational facilities of a kind generally provided for others the same age

There are 4 areas of need:

| | |
|--|--|
| Communication and interaction | Social, emotional and mental health difficulties |
| Cognition and learning, including specific learning difficulties | Sensory and/ or physical needs |

As a school:

We pride ourselves on being a fully inclusive school, tailoring learning to individual needs.

We promote high standards for our special educational needs pupils

We make sure our special educational needs children have full access to an inspiring curriculum

The views of the child are always sought and integral to our monitoring and review cycles

Parents views are central and working in collaboration is at the heart of our special educational needs provision

We work closely with other agencies, including statutory bodies to meet the needs of pupils.

Please see the Special Educational Needs page on our website for more information.

Parental Engagement

Our school welcomes input from parents as we firmly believe that parents and teachers working together, offering mutual support, can help the children to be happy and successful at school.

Alongside informal opportunities to meet the staff, we have a parents' evening in the Autumn term and the Spring term and at the end of the Summer term you will receive a written school report about your child.

If you would like to speak to your child's class teacher at any time during the year then you can ring the school office to ask for a phone call or arrange a meeting.

Each term parents receive information about the kind of work, projects and themes that are being studied in your child's year group. You will also receive knowledge organisers for some subjects that will give an overview of what your child will be learning in the topic. Your interest, support and encouragement can make huge difference in how well your child does at school.

We hope to be able to offer lots of opportunities for parents to come into school to celebrate the learning and achievements of our pupils as soon as it is safe to do so.

Homework

The most important thing that you can do with your child to help them with their learning is regular reading. We aim for children at Armley Park Primary School to read at home at least three times per week with an adult, although of course, many read more than this.

Children in all years will also be required by their teacher to do some other homework. Pupils may be asked to read their book, learn new phonics sounds and words, their number bonds, times tables and spelling lists or be asked to complete some homework on an element of maths they have been working on. Some homework will be related to finding out about the topic the children are studying at the time. Some children may be given personalised homework designed specifically to help and support them with their learning. Parents are asked to support and encourage the children with this work.

Please check the class pages on the website for more information about specific homework in each year group.

Medication

It is important that your child's teacher is aware of any particular health problems that your child may have. This includes any allergies or intolerances to certain food types/groups. If your child becomes ill at school we will make every effort to contact you, but we will act as substitute parents until you arrive, even if the illness/ injury requires that we take your child to hospital. It is vital that your contact numbers are kept up to date in the school office for this reason. Where possible we would prefer it if children could be given their medicine at home, however, staff can administer prescribed medicines if a medicine in school form (available at the school office or on the school website) is completed by the parent/carer. We welcome parents into school to give their children medication.

Any Questions?

If you have any further questions then please don't hesitate to ring the school office on 0113 2639216 or email office@armleypark.owlcotesmat.org