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**Headteacher:** Mrs Andrea Grist **Address:** West End, Queensbury, Bradford, BD13 2AW

## PROSPECTUS



Russell Hall Primary School is situated on the main Bradford-Halifax road. We cater for boys and girls between the ages of 3 and 11 years. We are a one form entry primary school with a large Nursery that offers morning, afternoon, or two and a half day places. Our Nursery Class offers part-time provision for children from the age of three years before they enter Primary School in the year they are 5. Classes are organised in year groups.

An independent 'Kids Club' is also available on site for before and after school care.

### **Admission arrangements**

Children are admitted to Nursery, subject to there being a place available, as they turn 3. Admissions to school are subject to the criteria stated in our admissions policy a copy of which can be obtained through the Office or is available to view on our website [www.russellhallprimary.co.uk](http://www.russellhallprimary.co.uk).

### **The Curriculum**

The school curriculum consists of the planned activities that we organise in order to promote learning and personal growth and development. It covers the formal requirements of the National Curriculum and provides enrichment experiences for the children such as visits to museums, sporting events, residential experiences and visiting musicians and theatre groups. It also includes what the children learn from the way they are treated and expected to behave. We aim to teach children how to grow into positive, responsible people, who can work and co-operate with others while developing knowledge and skills, so that they achieve their full potential. At the beginning of each half term parents are given an overview of the curriculum detailing the themes/topic that will be taught for their child's year group. We base our phonics teaching on the Letters and Sounds materials and use 'Bug Club' as the basis of our reading scheme across school. This offers interactive computer based resources for reading which can be used at home as well as in the classroom. Teachers are happy to discuss any aspect of the curriculum and to provide further information and support to parents. In key stage two children also use Accelerated Reader to help them decide on appropriate books to read, matched to their ability.

## **Music**

We currently provide music tuition through vocal coaching sessions in years 3 and 4, Recorders for year 4, African drumming/Samba for year 5 and brass tuition for pupils in years 5 and 6. In addition to this we have a school choir for KS1 and KS2 pupils. We engage professional musicians to perform music from different genres to broaden the children's musical experiences. Children sing during assemblies and enjoy singing collectively once a week.

## **Sport**

Russell Hall offers its full time pupils two hours of PE provision each week. In year 5 the pupils have a weekly swimming lesson as part of their PE curriculum. We are involved in sports festivals with local schools which include football, rugby, cricket, cross-country running, swimming and athletics events, to name a few.

**Sex and Relationships Education** forms a part of our PSHCE curriculum and covers friendships, relationships and changes. As part of this, in years 5 and 6 children learn about the physical and emotional changes that occur during puberty. Parents are able to view the materials used in school and to discuss the programme with the teachers and school nurse.

## **Special Educational Needs Provision**

We aim that all children will have full access to the National Curriculum and every opportunity to access new and exciting experiences. Children's progress is regularly assessed and where appropriate, work is planned around a child's particular needs to support them to make progress. We meet regularly with parents to ensure you are kept informed and involved as much as possible so we can work together to support your child. Our school SENCO is Mrs Higgs.

## **More Able**

We aim to offer opportunities through our curriculum provision for children to realise their potential. This is delivered through differentiated lesson planning, small group work and activities that extend the learning of our more able pupils. We encourage pupils to tell us about their achievements both in school and outside. Please let us know if your child has a particular talent or achievement in any area.

## **Equal Opportunities**

At Russell Hall Primary School we value the individuality of all of our children. We are committed to giving all our children every opportunity to achieve their highest potential. We do this by taking account of pupils' varied experiences and needs. We offer a broad and balanced curriculum, and have high expectations of all children.

## **Pupil Progress**

Parents receive a written report on their child's progress on a termly basis and have an opportunity to discuss their progress at Parent's Evenings in the Autumn and Spring terms. Teachers are happy to discuss progress and ways parents can support their child's education at any time – please make an appointment through the Office. We value support from parents and aim to build good partnerships between home and school as we believe this is crucial to developing each child's potential.

## **Standards**

Teacher assessment is undertaken regularly and children's progress and attainment are monitored carefully. Information is shared with parents each term. Formal assessments (SATs) are undertaken by children at the end of Year 2 and Year 6. Results are available on the DfE website:

<http://www.education.gov.uk/establishments/urn/107433/russell-hall-primary-school>

Children in Year 1 are also screened in the Knowledge of Phonics at the end of Year 1 and again at the end of Year 2, if they have not met the standard.

The school holds **Investors in Health Status** and the **Activemark** and in 2012 we were once again awarded the **ArtsMark** from the Arts Council to recognise the quality of the Arts provision in school.

### **Ofsted**

The school was inspected in March 2016 and were judged to be good.

### **Behaviour**

Ofsted reported that Behaviour in school was Good. The team reported that “Good attributes to learning and behaviour are well established in all classes”.

We are really proud of how children at Russell Hall conduct themselves and we often receive feedback from visitors and whilst on school trips, relating to how polite and sensible our children are. Further to this and linked to our school logo and vision statement, we encourage our children to develop good learning behaviours that will enable them to be ‘Lifelong Learners’. Children are encouraged to make good use of the following Learning Muscles; collaboration, curiosity, perseverance, resourcefulness, respect and reflection.

For more detail on how we encourage good behaviour in school, please refer to our school Behaviour Policy which is available on the website or from the school office.

### **Bullying**

We recognise that Bullying can come in different forms but the term ‘bullying’ is often used incorrectly. At times, children are unkind to others, but we teach children that ‘bullying’ is defined as **repeated** unkindness by an individual or group towards another, which causes distress.

Here is a definition created **by** children that we use with children:

‘Bullying is picking on someone over time. It can be saying unkind things to them, shouting at them, lying about them or twisting their words to get them in to trouble. It could be when someone persuades another to do bad things by threatening them or taking things from them. It might be hurting someone on the outside or on the inside. This might be done face-to-face, on paper, through texts or over the phone or internet.’

We teach children that the most effective way to **stop** bullying is to **tell** an adult.

For more information, please refer to school’s Anti-Bullying Policy.

School are credited as a Stonewall Champion school as staff are trained to deal with homophobic bullying.

### **E-safety**

Parents should read the page in their child’s journal called ‘using the Internet Responsibly’ alongside their child, agree to it and sign it.

### **Pastoral Care**

The progress and welfare of each pupil is a core element of the care provide by the staff of the School, (Class-Teacher, Headteacher and Ancillary Staff), as well as visiting staff, (School Doctors, Nurses and others), who welcome a close liaison with the home. There are a number of staff who hold a first-aid qualification. Our Pupil and Family Liaison Officer, Claire Hargrave is happy to help if you have any questions or need any advice or support. Leaflets about the support they can offer are available from the Office and on our website [www.russellhallprimary.co.uk](http://www.russellhallprimary.co.uk).

## **Medicines**

Where learners have been prescribed medications by a doctor or other appropriately qualified health care professional, the school has established procedures to ensure these needs are met. Please call in to speak to Mrs Kenny or Mrs Grist who will discuss these with you. If your child has asthma please ensure an inhaler is available in school at all times. These are stored securely in the Office.

## **Safeguarding**

No child should suffer harm either at home or school. Everyone who works in our school has a responsibility to make sure that all our young people are safe. Staff undertake regular training to ensure that procedures are up to date with latest legislation. Everyone who works at the school, or who volunteers on a regular basis, undergoes a DBS check (Disclosure and Barring Service). The designated members of staff with a responsibility for Safeguarding are Mrs Grist (Headteacher) and Mrs Higgs (Deputy Headteacher) and Mrs Hudson (Assistant Headteacher).

All staff are trained in Child Protection and the prevention of Extremism and Radicalisation in young people.

## **Security and safety**

The school gates are closed at 8:15am each morning and opened again at 3:30pm each afternoon in order that vehicles can have access. Children are welcome to arrive in the playground up to 15 minutes before school starts, but should be accompanied by an adult as the school cannot provide supervision before 8:55am when school starts. The bell will ring at 8:50am to give time for children to line up. Visitors to the school should come to the Office. If you are late to collect your child please telephone the Office as soon as possible. Children are told to return to the Office if they cannot find the adult who is collecting them. All children are accompanied to the playground by an adult at the end of each day.

## **Homework**

We believe that homework is important and a valuable part of the children's learning. We aim to offer information sessions for parents to help keep you up to date with the changes in education such as the increasing emphasis on phonics and the new strategies for maths. Please see the school website for a copy of the Homework Policy, which outlines the expectations for different year groups.

## **Nursery**

Nursery sessions offer 15 hours of free provision. The sessions are 5 mornings from 8:45 to 11:45 or 5 afternoons from 12:15 to 3:15. We also offer a beginning of the week session of Monday and Tuesday all day plus Wednesday morning, or an end of week session which is Wednesday afternoon plus all day Thursday and Friday. Start and finish times are the same as the morning and afternoon sessions. A school dinner can be purchased for the full day sessions or children can bring a packed lunch from home.

## **Attendance and Punctuality**

The school day starts at 8.55 and finishes at 3.10 p.m. Pupils have an hour for lunch. We request that children arrive on time for the start of the day and are collected promptly and that they attend every day. Children who miss a lot of school make less progress than children who attend regularly and punctually. They also miss out on friendships and find routines more difficult to follow. They find it harder to develop a work ethic and find learning more challenging as they have not been fully involved in their lessons from the beginning, when the purpose of the lesson is made clear. The hours spent on teaching in a normal school week (excluding the statutory daily act of collective worship, registration and lunch and other breaks) is 22.5 hours for children in Reception and Key Stage 1 (Years 1 & 2) and 23.75 hours for Key Stage 2 pupils.

**We monitor levels of attendance and punctuality and where a problem is identified, we offer support for parents to improve this, or enlist the help of the Education Social Worker. We operate a first day calling system so we can be quickly aware of why pupils are absent.**

**We are grateful to the vast majority of parents who keep us informed of absences and who seek to minimise absence from school, including refraining from taking holidays in term time.**

Parents receive a written report at the end of the year and are informed of the percentage absence for their child. The school encourages regular attendance as the first ingredient of a successful school life. Parents wishing to have absences authorised by the school should contact Mrs Grist in writing. The Legislation makes it very clear that Headteachers **may not grant any leave of absence during term time for holidays.**

### **Attendance/Term Time Holidays**

In view of this decision all three schools in Queensbury have agreed to support families by aiming to keep the two weeks holiday at Spring Bank. Many families have commented that this is a good time to take advantage of cheaper holidays when others are back at school, thus avoiding their children missing part of their education.

We acknowledge that there may be occasions **other than holidays** when you cannot avoid withdrawing your child from school. Only in these exceptional circumstances will Headteachers be able to consider authorising the absence.

### **Collective Worship**

We have a daily act of collective worship which is the requirement for all schools. Our local Church delivers "Open the Book" once a month to Reception and Key Stage 1 and the Vicar of the Church delivers assembly once every half term for Key Stage 2.

### **Assemblies**

On Fridays we hold a family **Celebrations Assembly** where we celebrate children's achievements and hand out awards. Parents are notified by text when their child/ren are noted in the Head teachers Honours Book. Children are welcome to bring awards that they have received outside of school such as football trophies, music awards or brownie badges. These are celebrated at this time also. We also hold assemblies for parents to share the work of each class. These assemblies give us the chance to show you some of the great work that is happening in school.



### **Use of photographs and video footage**

During the school year there are a number of productions and sporting events etc where parents/carers may wish to take videos or photographs of their child's involvement. The school Governors are happy for parents/carers to do this for their personal use. These photographs/videos are not for sale under any circumstances.

*Please note that photographs/videos of children other than your own should never be put on-line (e.g. Facebook or other social network sites) without the permission of the parents/carers of the other child/ren.*

School staff may take photographs/video footage of children as part of a curriculum activity or for display purposes in school. Should any parent object to their child being videoed or photographed they should contact the Headteacher and the school will operate a total ban for that particular performance/event/activity

### **Visits and trips**

Class-work is often enriched by educational journeys beyond the local environment. Where expenses (entrance fees etc.) are incurred the school requests voluntary contributions from parents. We have also been able to provide residential visits for children in year 4 and year 6. Further details of our Charging and Remissions policy are available to view on our website. All trips can now be paid for on our parent pay site.

### **School dinners, snacks, milk and fruit**

All our school meals are prepared and cooked fresh on site each day. We operate a menu system and children can choose what they want each day from a range of cooked meals and sandwiches. Our menu is posted on the website each week. Pupils can also bring own their own sandwiches. Milk is free to pupils in Nursery and Reception and available to purchase for pupils in years 1 and 2. Free fruit is available each day to pupils in Foundation Stage and Key Stage 1 through the Government's '5-a-day School Scheme'. All pupils can have water on request. Children may bring a piece of fresh fruit for the morning break, which we ask them to label or put in a named bag.

### **Free School Meals (free meals for Reception and KS1)**

In England, children are eligible to receive free school meals (FSM) if their parents are in receipt of any of the following benefits. Pupils who are eligible may also get support with costs for uniform:

- Income Support
- Income-based Job Seekers' Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- the Guaranteed element of State Pension Credit
- Child Tax Credit, provided they are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190, as assessed by Her Majesty's Revenue and Customs.
- Please note from September 2014, ALL CHILDREN IN RECEPTION AND KEY STAGE 1 will be provided with a free meal. However, if you are eligible for free school meals you will still need to register. This enables school to access funding that benefits your child.

By registering for free school meals, you can also access your uniform voucher which you can collect from the school office.

In January 2011 about 1.2 million pupils were known to be eligible for FSM. The Government recognises the benefits of healthy school meals and is committed to continuing to provide free school meals to families who need them. Healthy school meals can help to improve children's readiness to learn and their behaviour at school, and can also help to establish healthy eating habits for life. For more information telephone 01274 432772 or email: [benefits@bradford.gov.uk](mailto:benefits@bradford.gov.uk). You can also check online at [www.bradford.gov.uk/benefits](http://www.bradford.gov.uk/benefits).

### **Extra-curricular Clubs and activities**

There are a number of clubs which are offered by staff on a termly basis. In the past we have run a Choir, Golf, Gym club.

### **Governing Body**

Our Governing Body plays an active role in supporting the work of the school. Our Chair of Governors is Mr Matthew Bibby. The Governors can be contacted by email on [governors@russellhall.bradford.sch.uk](mailto:governors@russellhall.bradford.sch.uk)

## **PTA**

The PTA meets to organise money raising events which have in the past, provided many items of equipment and improvements to the facilities of the school. Dates and times of meetings will be communicated to parents.

## **Parent Helpers and Volunteers**

We believe that parents have an important role to play in the education of their children and we encourage you to become involved in the life of the school. Some parents help on visits, others offer to help in school when they have regular time to spare. Voluntary work in school is subject to a satisfactory report from the DBS. We recognise that not all parents can come into school and we try to keep you as informed as possible through text service and letter. These are sent home in the book bags, so please check these daily. They will also be available on the school website if you lose your copy.

## **School Workforce**

All children in Years 4, 5 and 6 have a job in school which gives them a sense of responsibility. Each year pupils in years 3 to 6 are chosen to be School Councillors who represent their peers and represent the school at key events. We also have a number of children who are 'Buddies'. These pupils are role models to the rest of the children and offer support and friendship at assemblies, school events and especially at playtimes. Other roles include Peace Pals, Eco Warriors and Digital Leaders.

**Curriculum development** is regarded by all staff as being of high priority and work with consultants, discussions and in-service courses help us to keep abreast of educational developments and national and local education policies.

## **Complaints Procedures**

We hope that your time at Russell Hall will be memorable and happy. However, occasionally there are concerns raised by parents. If parents do have concerns regarding any aspect of school then we would appreciate knowing at an early stage so that we can help to alleviate any potential problems. Please do not hesitate to contact school if you or your child has concerns, even if they seem minor. Our priority is to address issues as soon as they arise. It is hoped that parents will bring these concerns to the teacher or Headteacher and there will be a satisfactory outcome. In the event of parents not being satisfied with the outcome or feeling they are unable to discuss the concerns with the Headteacher, then there are alternative channels to go through. Parents are able to make representation to the Governing Body, but if they still are not satisfied, they are then able to make representation to the Department for Education (DfE).



## Russell Hall Uniform

Navy blue sweatshirt/cardigan with school logo  
Pale blue polo shirt with or without logo  
Navy blue trousers, skirt or pinafore dress  
Black shoes  
White/blue/grey socks or blue tights

### Year 6

V neck sweatshirt with school logo or cardigan  
Pale blue shirt – short or long sleeved  
School tie  
Rest as above

In the Summer blue and white checked summer dresses or knee length blue short trousers may be worn, if desired.

**Please note uniform is not compulsory in Nursery (Nursery children do not require a PE kit)**

**Please put your child's name in each item of clothing.**

**PE Uniform** - White t shirt, Navy shorts, Black pumps. Please put these in a named pump bag.

We want children to create an excellent first impression and be ambassadors for the school, so we request that school uniform be adhered to at all times.

For health and safety reasons, children with pierced ears should only wear small stud earrings for school. A working watch is also permitted but no other jewellery please.

School uniform can be purchased in the following ways:- order form through school or at the shop EiH Ltd, Clayton Heights (next to Patchets).

If you are entitled to and registered for FSM, please call into the office and collect your uniform voucher.

We will provide a book bag for each child when they start school.

Mrs Grist



# Russell Hall Primary School

## ‘Developing Lifelong Learners’

### Our Vision

To have a support culture of openness and honesty, where great minds discuss ideas and all talents are recognised and pursued. To aspire to be exceptional at everything not just academically, with confidence at the core, inspiring the talent within. To create and develop the best in everyone; where every child is respected and valued.

**At Russell Hall we are developing young people of the future who will have the skills to enable them to be ‘lifelong learners’.**

Each of the puzzle pieces represents one of the learning behaviours below, which will be at the heart of everything we teach the children. The arch is representative of the architecture of our building and its beautiful arched windows. The people are adults and children working successfully together as a community. We have kept the heart in recognition that we are still proud to be at the ‘heart of the community’.



**Collaboration**  
**Respectful**

**Curiosity**  
**Resourceful**

**Perseverance**  
**Reflective**