



# MOORLANDS SCHOOL

PARENT INFORMATION HANDBOOK 2018-2019

Dear Parents,

I hope that you find this Handbook a useful guide to life at Moorlands School and, as such, please keep it handy as a quick reference point for your day-to-day queries.

You will also find that on a Friday, our weekly newsletter will drop into your email inbox and provide you with regular updates on life in school and advanced details of any upcoming events.

These lines of communication are never a substitute for the human face of school so if this guide does not answer any queries that you may have, please contact the School Office or any member of staff.

We put great emphasis on building strong, open working relationships with parents so please do communicate with us regarding your child so that we are able to make the time you have at Moorlands as successful as possible.

With kind regards

Jacqueline Atkinson  
Headteacher

**Contact Details**

Moorlands School  
Foxhill Drive  
Weetwood Lane  
Leeds  
LS16 5PH  
Tel: 0113 278 5286

**Email:** [info@moorlands-school.co.uk](mailto:info@moorlands-school.co.uk)

**Facebook:** [www.facebook.com/MoorlandsLeeds/](http://www.facebook.com/MoorlandsLeeds/)

**Twitter:** @MoorlandsHead

## Parent Handbook

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## **StaffList**

Headteacher	Miss Jacqueline Atkinson	GMus(Hons), PGCE, MEd
Deputy Head and Key Stage 2 Co-ordinator:	Mrs Sharon Wheelhouse	BA (Hons) PGCE
Head of Early Years:	Miss Wendy Cooper	NNEB, Cert Soc Sci

## **Safeguarding Officers**

Designated Safeguarding Lead	Mrs Sharon Wheelhouse	BA (Hons) PGCE
Safeguarding Deputy	Miss Wendy Cooper	NNEB, Cert Soc Sci

<b>Squirrels</b> Early Years Practitioner Early Years Practitioner Early Years Practitioner	Mrs Sarah Bradbury Miss Jenny Meachin Miss Chanai Edmeade	BTEC & NVQ Level 3 NNEB BA Hons Social Work
<b>Foxes</b> Teacher Early Years Practitioner	Miss Wendy Cooper Miss Roxanna Mehmood	NNEB, Cert Soc Sci BA (Hons)
<b>Reception</b> Reception Teacher & Early Years Deputy Teaching Assistant	Mrs Lisa Monteagle  Mrs Poppy Hereward	BA (Hons), QTS  CACHE Level 3 in Childcare Education HND in playwork

## **Key Stage 1**

Year 1 Teacher and KS1 Co-ordinator	Mrs Ruth Gambles O'Leary	BA (Hons), PGCE
Year 2 Teachers	Miss Stephanie Hill Mrs Sarah Irwin	BA (Hons), PGCE BA (Hons) BA (Hons)

## **Key Stage 2**

Year 3 Teacher	Mr Angus Mather	BA (Hons)
Year 4 Teacher	Mrs Sharon Wheelhouse	BA (Hons), PGCE
Year 5 Teacher	Mrs Laura Grayson	BA (Hons), PGCE
Year 6 Teachers	Mrs Katy Doherty Mrs Zaria Parton	BA(Hons), PGCE BSc Hons, QTS

Teaching Assistant KS1 and Y5+6	Miss Victoria Bailey	BA (Hons)
Teaching Assistant KS1	Mrs Debbie McFarlane	NVQ Level 3
Teaching Assistant Y3+4	Mrs Shindo Mold	CACHE Level 2

## Specialist Teachers & Department Co-ordinators

Modern Foreign Languages Co-ordinator	Ms Natasha McIntyre	BA, MA & PGCE (QTS)
Music & Drama Co-ordinator	Mrs Kate Matthews	BA (Hons)
Science Co-ordinator	Mrs Zaria Parton	BA (Hons) QTS
Art & Design Technology Co-ordinator	Mrs Sarah Lewis	BEd (Hons)
SENCO	Mrs Lesley Haslem	BEd(Hons), CertSpLD
	Mrs Sarah Irwin	BSc (Hons) PGCE
Physical Education & Swimming	Mrs Sheila Thomson	BA(Hons)QTS
Head of Outdoor Education	Mr Josh Hemmingway	BA (Hons)
Outdoor Education	Mr Ben Hemmingway	BA (Hons)
Swimming Teacher	Mr Glenn Bevons	ASA Level 2
Early Years Outdoor Co-ordinator	Miss Jenny Meachin	NNEB
Early Years Forest Schools Co-ordinator	Mrs Katie Boothroyd	BTEC NatDiploma EY
Maths Co-ordinator	Miss Stephanie Hill	BSc (Hons) PGCE
English Co-ordinator	Mrs Katy Doherty	BA (Hons), PGCE
Creative Curriculum Co-ordinator	Mrs Sharon Wheelhouse	BA (Hons) PGCE
ICT & Computing Co-ordinator	Mr Angus Mather	BA (Hons)
Head of Games	Mrs Laura Grayson	BA (Hons), PGCE
Able, Gifted & Talented Co-ordinator	Mrs Lesley Haslem	BEd(Hons), CertSpLD
PSCHEE	Mrs Sharon Wheelhouse	BSc (Hons), PGCE

## Support Staff

Bursar	Mrs Vanessa Bates	ACA
Finance Manager	Mrs Andrea Banks	
Deputy Bursar & Finance Officer	Mrs Susan Leak	
Headteacher's PA & Admissions Registrar	Mrs Nicola Lunn	
School Secretary & Admin Assistant	Ms Natalie Rivers	
Catering Manager	Mrs Lesley Shields	
Kitchen Assistant	Mrs Alison Egler	
Kitchen Assistant	Mrs Angela Surtees	
Kitchen Assistant	Mrs Patricia Jokomba	
Caretaker	Mr John Clibbens	
Assistant Caretaker	Mr Liam Murphy	
Cleaner	Mr David Yim	
Cleaner	Mr Ian Fountain	
Cleaner	Mr Michael Clibbens	

## Peripatetic Music Staff

Drums	Mr Ben Sharp
Guitar	Mrs Wendy Crawford

Woodwind	Mrs Nicola Haigh
Brass	Mr Paul Kampen
Piano	Mr Sean Smith
Voice	Mrs Jenny Chamberlain

### Governors

Chairman	Rev PeterWhittaker
Governor	Mrs Allison Cook
Governor	Mr FrancisMcAleer
Governor	Mr Ian Small
Governor	Mrs Palwinder Kaur
Governor	Dr G Haslam
Governor	Mrs G Wilson

### Staff Email Contacts

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Vanessa Bates	bursar@moorlands-school.co.uk
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Wendy Cooper	wendy.cooper@moorlands-school.co.uk
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Sheila Thomson	sheila.thomson@moorlands-school.co.uk
Sharon Wheelhouse	sharon.wheelhouse@moorlands-school.co.uk

## Key Stage Welcome

### **Early Years (2-5 years old)**

The Early Years Department at Moorlands consists of three year groups. Nursery which are known as Squirrels (2 to 3 year olds), Foxes (3 to 4 year olds) and Reception (4 to 5 year olds). We follow a varied and inspiring Early Years Curriculum, which includes specialist lessons in physical education, swimming, music, drama and French. We strongly feel that outdoor learning is particularly important for young children, therefore we offer this as part of our curriculum. The children are given the opportunity to develop their investigative, problem solving and creative skills, whilst exploring the natural environment.

We take a holistic approach to your child's education, placing equal emphasis on all areas of development; Personal, Social and Emotional, Physical, Communication and Language, Literacy, Mathematics, Understanding the World and Creative Arts and Design.

We aim to give your child as many exciting and stimulating experiences as possible, therefore our curriculum includes a variety of educational visits and visitors to school.

Staff are friendly and approachable and will happily discuss any aspect of your child's development, by appointment. Each child also has a communication book which is used to pass on information between home and school. The younger children in Squirrels have a daily record.

We have three parent consultation evenings each year and a learning journey is collated for each child throughout the academic year. At the end of the academic year you will receive your child's learning journey, along with a written report. Children who attend squirrels will have a statutory development check which is reported to parents when they are 2 years 6 months.

I hope this is the start of a fulfilling and happy relationship for you and your child with Moorlands.

Miss Wendy A Cooper  
*Head of Early Years Foundation Stage.*

### **Key Stage 1 (5-7 years old)**

The teaching and learning in Key Stage 1 centres around a Creative Curriculum, where the learning is topic based and follows a two year rolling programme. Years 1 and 2 work both separately and collaboratively on termly topics, whilst Literacy and Numeracy remain independent subjects and are given a high priority. French, Music, Drama, Art Skills, Physical Education, Swimming and Outdoor Education are taught by specialist teachers with lessons integrating into the creative curriculum.

In Key Stage 1, all pupils have a daily phonics lesson and are taught reading skills. Your child will read to an adult daily and be offered numerous opportunities to share texts with others. It is essential that children also have daily reading experiences at home. The Reading Diary should be used to keep a record of your child's reading and it should be signed at home each day to confirm that reading has taken place.

Homework is set each Friday. This will be either Literacy or Numeracy based and should take no more than 20 minutes. It is due in the following Wednesday. Spellings will also be set to be tested the

following week. The reading expectation at home is 10 minutes per night.

The children in Key Stage 1 are offered a range of opportunities for regular physical exercise, both during the school day and in extra-curricular clubs. It is important that your child has the correct kit for each session – please refer to the uniform list. All items must be clearly named. Pupils are expected to be smartly presented at all times, wearing the correct, named uniform. Girls' hair must be tied back if below the shoulders and boys' hair must be kept above the collar.

Key Stage 1 offers a range of after school clubs ranging from knitting to sports to modern dance amongst others. Cycling skills are taught and Wednesdays are biking days with pupils being encouraged to bring their own bikes to school for use during playtimes.

In order to prepare children for the future, public speaking and drama is encouraged and developed. Key Stage 1 presents a Nativity at Christmas and a full musical in the Summer Term. Additionally, parents are welcomed into school for an Open Afternoons/Mornings when the classrooms are open, children showcase their work and a small assembly is performed reflecting work learned across all areas of the curriculum.

A variety of educational visits are offered. These include one or two visits each term linking to the topics being studied. There are the annual visits to the pantomime at Christmas and the seaside in the summer. There are several themed days organised in school, such as the hugely popular Victorian School Day, Florence Nightingale Day and Reading is Magic Day followed by a bedtime story pyjama party in the evening. In the Summer Term, the children enjoy an Activity Week which includes events such as local field trips, production set and costume design days and visiting speakers. Year 2 are also given the opportunity to go on their first overnight residential to Kingswood Activity Centre in the Peak District.

Mrs Ruth Gambles O'Leary  
*Key Stage 1 Manager*

## **Key Stage 2 (7-11 years old)**

In Key Stage 2, pupils have daily lessons in both Mathematics and English, as well as a wide variety of other subjects including French, Art, Music, Drama, Science, Computing, History, Geography, RS and PSHCEE – some of which are taught by specialist teachers. Games is an important part of the weekly timetable, with regular fixtures on a Wednesday afternoon, whilst P.E, Swimming and Outdoor Education are taught separately. The creative curriculum encourages a themed approach in Years 3 and 4 and, where appropriate, in Years 5 and 6.

This varied and rigorous curriculum is complemented, throughout the year, by educational visits, residential and workshops. These depend on the topics being taught but examples include: Harlow Carr, Armley Mills, Eden Camp, Malham Cove, the Hindu Temple and the West Yorkshire Playhouse in December for the annual musical production. Residential visits include Carlton Lodge, Snowdonia National Park and Boggle Hole Youth Hostel.

As well as a strong emphasis on good manners and behaviour, we expect our pupils to be well presented at all times and dressed in the correct uniform (please refer to the Uniform List). Older pupils are expected to move independently around the school and the onus is very much on them to organise themselves for the busy day ahead.



Reading remains an important focus in Key Stage 2 and pupils are given opportunities throughout the week for both quiet reading and reading out loud in class. As they move through the Key Stage, many pupils will finish the school 'Stage' books and become 'Free Readers'. This allows them to bring in their own books from home or choose an appropriate book from the School Library. In Years 3&4, the class teacher/teaching assistant will aim to hear pupils read individually two to three times a week and weekly in Years 5&6. This will obviously depend on an individual child's needs and will be adjusted accordingly. We encourage parents to continue to listen to their child read for a minimum of 10 minutes per evening, recording this in their homework diary. Children continue to enjoy being read to - regardless of their age - and bedtime stories should not be allowed to fall by the wayside!

As the children move towards Year 6, they should become increasingly independent and the expectation of homework will gradually build. Pupils are encouraged, where possible, to complete their homework on the first night they receive it, although they will always be given at least two nights before they should hand it in. Each year group also has a weekly spelling test.

Speaking and listening skills are very much encouraged through pupil assemblies, match reports, whole school celebrations such as Harvest, Remembrance and Easter services and the Key Stage 2 musical production. We have high expectations for our pupils to become confident and articulate speakers and by Year 6 they take on the roles of Heads of School, Heads of House and prefects, greeting prospective parents and setting the example for younger pupils.

In addition to our two Parents' Evenings, Key Stage 2 hold a termly Open Afternoon, for parents and family, where pupils showcase what they have been learning that term. This is also an opportunity for parents to talk to teachers and view their children's work on an informal basis.

Mrs Sharon Wheelhouse  
*Deputy Head and Key Stage 2 Co-ordinator*

### Houses

On entering Reception Class, each child is allocated a 'House'. Family connections are taken into account when this is done. The three Houses are as follows:

ADAMS	Mrs Laura Grayson
PALIN	Miss Stephanie Hill
SHARMAN	Mrs Lisa Monteagle

The house system is an important focus for personal development in sporting and cultural activities. The house system provides opportunities for developing commitment, participation, loyalty and leadership as pupils progress through the school.

## Day Structure

### Supervised Breakfast Club - 7:30am to 8am

In order to make life easier for working parents, Moorlands offers a supervised Breakfast Club between 7.30am - 8am. The cost of Breakfast Club is included within the school fee from the term after children turn five and there is no need to book in advance. Breakfast includes cereal, toast and fruit juice.

### Nursery & Reception

(Children can be dropped off at 8am and are supervised by a member of staff)

Morning session	8.30am - 1.00pm
Afternoon session	1.00pm - 4.00pm (no ad hoc pick up between these times)
Wraparound care	4.00pm - 6.00pm

Holiday care can be provided by Camp Xplode for 3 years+ ([www.campxplode.co.uk](http://www.campxplode.co.uk)) and Children's Corner for 2 year olds.(0113 2033195), if required

### Key Stage 1 & Key Stage 2

7.30am – 8.00am	Breakfast available in dining room (all children must be accompanied or in Breakfast Club)
8.00am - 8.20am	Playtime
8.20am - 8.30am	Children to classrooms
8.30am	Registration for all children
4.00pm	End of School
4.00pm - 5.00pm	After school activities
5.00pm - 6.00pm	Supervised late class and sandwich tea

It is essential that all children are in their classroom to be registered by 8.30am.

### Tea

**Year 1 – Year 6 Pupils must be registered for tea.** A form to do this is available at the Reception Desk. If you know that your child will be staying regularly on particular days for tea, this pattern can be set at the beginning of term. Any changes for tea must be communicated to the reception desk by 9.30 a.m. on the day in question. The cost of tea for these pupils is included within the school fee.

Due to strict staff ratios, until the end of the term in which they turn 5 years of age, children will have their tea with a member of the Early Years department staff and there will be a separate charge for tea. **Tea must be pre-booked with the Foxes, Squirrels and Reception Form Teachers.**

From the start of the term, after the term in which an EYFS pupil turns 5 years of age, the pupil will join the Key Stage 1 and 2 pupils in the dining hall for tea.

### Late collection

It is expected that children will be delivered and collected from school on time. Failure to collect by the time the school closes at 6pm will result in an extra charge of £20.

The Late Duty Teacher may be contacted on the School Mobile should you be delayed **07810 045706**.

Repeated failure to pick up by 6pm may result in the school withdrawing your late class facility.

## **Daily Life in School: Communications**

### **Your Form Teacher**

Your child's Form Teacher is responsible for the oversight of all aspects of your child's education including their academic work and progress, personal development, conduct, administrative matters and any specific issues which might arise.

Each pupil is issued with a Communication Book (EYFS & KS1) or Homework Diary (KS2) which allows two-way information between parents and teachers. Parents can provide notes to the teacher in these books which will be reviewed by the teachers on a daily basis. If you need to contact your child's teacher during the school day, please call school and leave a message for them. They will contact you as soon as they are available to do so.

Please do not approach your child's teacher at the start or end of the day as they are very busy attending to all of their pupils and will not be able to discuss an issue with you at those times. You may contact your child's teacher to request a meeting before or after school if you have any issues to discuss with them. We recognise the ease of email communication, which may be used to supplement the Communication Book and Homework Diaries.

### **Communication from You**

All children carry a Communication Book (EYFS & KS1) or Homework Diary (KS2) to and from school every day. This book is for parents and teachers to log any messages that need to be passed on. Please use and check this book on a daily basis and feel free to use it for all messages to your child's teachers. Your child's Communication Book or Homework Diary will be checked by their Form Teacher every morning during registration so that messages can be dealt with.

Each teacher at school also has an email address; these can be found on page 6.

The Communication Book or Homework Diary remains the first point of contact for your child's teacher as teachers are not always able to check emails during the school day.

### **Communications from the School**

#### **The School Calendar:**

The school calendar is available on the school website. Parents also receive a copy by email for the upcoming term and a paper copy will also be sent home with your child at the end of term.

#### **The Newsletter:**

The main form of communication from school to home is the school Newsletter, which is issued every Friday afternoon. We will try to keep other communications to a minimum so that you know everything (within reason) can be found in the Newsletter. Keeping us up to date with your email address is an essential part of keeping in touch with events in school. The newsletter is also available on the school website.

**Social Media:**

School operates a range of social media. The school Twitter Feed (@MoorlandsHead) and Facebook page ([www.facebook.com/MoorlandsLeeds](http://www.facebook.com/MoorlandsLeeds)) are our other main sources of communication and you will find regular posts on these of events and other information relevant to Moorlands.

**Homework Diaries in Key Stage 2:**

Please note that the homework diaries are an essential means of organisation for your child. Please help us to support your child by signing off the homework written into these diaries.

**The School Website:**

The school website [www.moorlands-school.co.uk](http://www.moorlands-school.co.uk) contains a wealth of information, including term dates and news about the school. The website is updated regularly and includes the latest downloadable weekly Newsletters.

**Settling In Reports:**

Pupils to Moorlands, in Reception to Year 6, will receive a settling in report at the end of their third week in school. This report is designed to be a brief reflection of your child's first few weeks at Moorlands. Parents will be invited into to school to receive and discuss the contents of the report with the Headteacher.

### Office Hours

During term time, the School Office opens at 8.00am and closes at 5.00pm. The school telephone number is 0113 278 5286 and all areas of the School may be contacted via this number. Between 5.00pm and 6.00pm, the Late Duty Teacher may be contacted on the School Mobile 07810 045706. After office hours and at weekends there is an answer phone service, which is checked on a regular basis.

E-mail: School Secretary: [info@moorlands-school.co.uk](mailto:info@moorlands-school.co.uk)

### Finance

Fees are invoiced each term. Further details are in Section 1, 76-88 of Terms & Conditions,

Installment arrangements are available – please speak to our Finance Department.

### Contact Details

Parents must ensure the contact details the school holds are always kept up to date.

## **Daily Life in School: Attendance & Absence**

### **Attendance**

Pupils in Reception and Years 1 to 6 must attend each morning and afternoon session, except when prior leave of absence has been granted or unless ill. The school must be notified of all absences in writing.

### **Leave of Absence**

If leave of absence is desired for any reason a letter, or email, of request should be sent to the Headteacher well in advance, preferably two weeks, so that appropriate consideration can be given to the request.

### **Late Arrivals/Early Dismissals**

Occasionally children have to arrive late or leave early. These departures from our schedule are difficult, both for the individual pupil and for the classroom teacher and other pupils. The beginning and end of the day are critical times in our classrooms. A pupil who arrives late often misses a discussion of the day to come and one who leaves early may miss important homework or other school information. Please discuss any planned late arrivals or early departures ahead of time with your teacher. Parents should take care not to disturb their child's class when returning them to school. Pupils leaving school early through the school day must sign out with the front desk.

Parents are requested to take family holidays within school holidays and not take their children out during term time as this causes disruption to their education. For us to fulfill our obligation to educate pupils to the best of our ability it is important for all pupils to attend fully during term time.

### **Medical and Dental Appointments**

Parents are asked to avoid, if at all possible, arranging these appointments during school hours. If such an appointment has to be made parents should notify the school, in writing, in advance. When a child returns to school following such an appointment their parent(s) should bring him/her to report to the school office.

### **Absence through Illness**

You must telephone the School (0113 2785286) before 9.00am if your child is ill so that the secretary knows why a child is not present and can pass this information on to the Form Teacher. If your child is ill, he/she should remain at home. A letter explaining the cause of absence must be sent in with your child when he or she returns. School is legally required to keep written records of all absences. If your child is absent through illness for more than 3 days, you must bring a doctor's note with you when your child returns to School.

Please inform the School if your son/daughter contracts an infectious disease, including head lice and rubella (German Measles), the latter of which can have serious implications for female staff.

The following is a guide to the minimum exclusion period from school if a pupil contracts the following illnesses:

Chicken Pox	5 days from onset of rash
Conjunctivitis	Minimum of 24 hours from when treatment begins until there is no discharge from the eye(s)
German Measles	6 days from onset of rash
Measles	5 days from onset of rash
Mumps	5 days after onset of swelling
Whooping cough	5 days from commencing antibiotic treatment or 21 days from onset of paroxysmal cough if no antibiotic treatment
Impetigo	Until lesions are crusted and healed, or 2 days after commencing antibiotic treatment

Please note that if children have sickness and/or diarrhoea they should be kept away from school for 48 hours.

### Medication

If your child requires any medication administering during the school day, this can only be done on completion of a completed, signed School Medicine Record, which is available from the front desk (Years 1-6). Or for EYFS, forms are available in the EYFS area, so please speak to a member of staff and ensure that this is completed.

### Allergies

Parents are asked to inform the school of any allergies from which their child suffers. The school operates a nut free regime. Please do not put nuts in your child's packed lunch, snacks or any other food they bring into school such as birthday treats.

### Absence and Lates

Every absence is unauthorised if it is not explained by parents in writing.

### Closure due to Bad Weather

During the winter months it may be necessary to close, or in exceptional circumstances, not to open the school. If either of these is necessary the following procedures will apply:

When pupils are not in school an announcement will be made on the school Twitter feed and parents will be sent a text. The school will endeavour to make a decision by 6.30am. If there is no announcement then the school will be open as usual. Every effort will be made to keep the school open.

If it becomes necessary to close when pupils are in school, parents will be sent a text message. If parents are concerned about the safety of road conditions they may come to collect their children.



## **Daily Life in School: School Uniform**

We have uniform lists for Early Years Early Years (Squirrels, Foxes and Reception) and KS1&2 (Years 1-6). All items can be purchased from our school uniform supplier, Whittakers School Wear, 3/5 Town Street, Farsley, Pudsey LS28 5EN, (0113 2566020). Those items marked \* are specific to Moorlands School and can only be purchased from our supplier or may be available from the second hand school uniform shop.

All pupils must wear the full uniform for daily attendance at school and for all occasions when they are representing the school, including school visits (unless specifically instructed otherwise) and games fixtures.

In formulating this uniform policy, Moorlands School has considered its obligations not to discriminate on the grounds of race, religion or belief. We try to accommodate the needs of individual faiths and beliefs, but reserve the right to make decisions on an individual basis.

Any requested change from the stated school uniform must be referred to the school via the child's Form Teacher. There will then be a detailed discussion between the child, his/her parents and a member of the management team.

Christianity: There are no particular dress requirements. Crosses and crucifixes are not to be worn.

Islam: Girls may ask to wear headscarves from the start of Year 5. The headscarf must be plain in colour and must be removed for all PE and Games lessons. In addition, a member of staff may ask that the headscarf be removed on health and safety grounds. Girls may wear a longer style of plain black swimming costume if desired.

Sikhism: Sikh boys may ask to wear a black top-knot or turban.

Other religious requirements will be considered on an individual basis, through the process outlined above.

## **Second Hand Uniform Shop**

We have a second hand school uniform shop for the convenience of parents on site. Please speak to the Office who will be able to open this for you.

## **Daily Life in School: Books & Equipment**

### **School Items Required for Year 1 & 2 Pupils**

All pens, pencils and other desk equipment will be provided by the School. Sports kit should be as per the School Uniform List.

### **School Items Required for Years 3, 4, 5 & 6 Pupils**

All pens, pencils, other desk equipment and sports kit should be as per the School Uniform List.

All exercise books, files and folders are provided on loan by School for the main curriculum school work. Pupils are not permitted to doodle on any exercise or text books and parents may be billed for replacements.

There are a few occasions when pupils are asked to supply their own files, folders or scrap books. Bottles of correction fluid and ink are not allowed in school.

### **Lost & Found**

Please clearly label all uniforms, outerwear, and personal belongings as, with the best will in the world, belongings do get mislaid and it can be difficult to reunite them with their owner unless they are clearly named. We keep a lost property box and the contents are normally displayed at the end of every half-term or when parents attend school for an event. At the end of the school year, any remaining items may be donated to charity.

### **Personal Property**

Pupils are expected to respect the property of others. They should not touch, move or deface in any way books, bags, or other property belonging to another pupil, a teacher, or the school.

Pupils may not use mobile phones, iPods, MP3 players, video games, personal laptops or other expensive or unnecessary electronic equipment of any kind during the school day.

Inappropriate use of any of the above items will result in their confiscation. They will be returned to parents/guardians, but not directly to pupils.

Pupils should not bring large amounts of money or valuable items to school. If a pupil needs to bring a particularly valuable object to school as part of a school project, please notify the teacher beforehand so that arrangements can be made to ensure the safety of valuable items.

Pupils who lose issued books or equipment or cause them damage other than fair wear and tear will be asked to replace them. Parents will be billed accordingly. Any pupil who damages school property will be liable to be charged for repair or replacement. Parents will be billed accordingly.

## **Daily Life in School: Physical Education**

### **Fixtures**

The School plays inter-school matches in the following sports: netball, rugby, football, hockey, rounders and cricket. Anyone chosen to represent the School in a match must attend or risk not being chosen to play again. Any difficulties concerning a particular fixture must be communicated to the team coach or the Head of Games not less than 24 hours before the match is due to be played. Unexpected emergencies will always be treated with understanding. There are also occasional cross-country, swimming and athletics fixtures. It is expected that members of school teams make every effort to attend practices and all fixtures including those on a weekend.

Whilst the School encourages children to play and train with club sides, it must be noted that School commitments have priority over club commitments in the rules of the Governing Bodies of all sports.

Sports clubs are open to children of all abilities, but also serve the function of being practice sessions for the school teams. Wednesday afternoons are given over to matches. Some matches may also very occasionally take place on other days, including Saturdays.

We hope that as many parents as possible will support our teams both at home and away. Tea is always provided at home fixtures and normally at away matches. Full details of fixtures are published at the beginning of each term and the teams are displayed on the notice board in the entrance to the school.

### **Sport - Medical Notes**

All children are encouraged to participate fully in physical education lessons. However, there are times when a child cannot participate due to minor ailment or injury. At these times the physical education staff should be notified in writing via the communication book or homework diary. The pupils will then normally watch and evaluate the lesson and some pupils are given opportunities to officiate.

### **Swimming**

Every child from Foxes upwards is taught swimming for at least one lesson each week. The children work towards the nationally recognised Amateur Swimming Association's Water Skills Awards.

Children in Early Years will have a swimming lesson if they are clean and dry and are at school for the session incorporating swimming. Please see the Head of Early Years for details.

All pool users must have a swimming cap. However, only those on the school swimming team need a purple Moorlands hat. Hats can be purchased from school for £3 each.

## Daily Life in School: Lunches

It is school policy that all pupils should enjoy the social activity of taking part in school lunches, unless prevented otherwise by religious or medical dietary reasons. A varied, balanced lunch is cooked freshly each day, on site, under the overall direction of our Catering Manager. Catering costs are paid as a separate sum, but are not optional. Pupils have the choice of a hot meal, vegetarian meal, jacket potato, cold meat, a daily salad bar, sandwich and fresh fruit.

Fresh bread is provided and drinking water is available. The menu board is situated in the ground floor corridor. Healthy eating is actively encouraged and the menus are completely nut-free because of children with an allergy. There is an opportunity for the whole School to sit together for a traditional Christmas lunch. All the staff help by serving the dinner on this very happy and festive occasion.

## Break Time

Break time is for a natural break and refreshment. There is provision for play on tarmac and grass areas. The MSA have provided playground equipment and line games are marked on the playground. There is a quiet area where children can sit and talk to each other.

To ensure the safety of all our children, the School is a nut-free zone. Several children suffer from severe nut allergies, so please ensure all snacks brought into School conform to our Healthy Eating policy.

## Early Years & Years 1 - 2

A small carton of milk is provided for each child in Early Years & Years 1 - 2. Parents are asked to tell their child's teacher if their child is allergic to milk.

Year 1 - 2 children may bring a healthy snack to eat at break, such as fresh fruit and vegetables, cheese, crackers, breadsticks, currant/raisin bread or malt loaf. No nuts, confectionary (e.g. chocolate products and sweets), crisps and crisp-like products, processed products, buns or pastries please. In the Spring Term Reception can also bring their own snacks. Early Years provide a snack for their children.

## Years 3 - 6

Many children start their daily routine at quite an early hour. Therefore we feel that they may require a small snack at morning break. This should be a suitable healthy snack such as fresh fruit and vegetables, cheese, crackers, breadsticks, currant/raisin bread or malt loaf. No nuts, confectionary (e.g. chocolate products and sweets), crisps and crisp-like products, processed products, buns or pastries please. Bottles or cans of drink are not allowed. Water is always available. There is a drinking water fountain on the ground floor.

## Tuck

Children in Years 3-6 may purchase a snack at morning break from the school kitchens. It is suggested that children will not need more than £1 per day for tuck.

## **Daily Life in School: Clubs, Activities & Trips**

A wide range of activities and clubs are offered to pupils throughout the school year. All pupils are encouraged to join at least one club each term. These include a wide range of sporting, non-sporting, musical and dramatic activities. Clubs take place at morning break time, lunchtime and after school. Details of all activities are sent to parents at the start of each term.

### **School Trips**

The school believes that trips and visits are an important part of the educational process. As a consequence members of staff, with the Headteacher's approval, organise a variety of trips which are of an educational nature. Many of these trips will be day trips but some will involve overnight stays. The member of staff leading the trip will prepare a full risk assessment for the trip.

### **Consent Forms**

Upon registration at Moorlands, parents give permission for educational visits off site. A separate consent form will be required for each trip that involves an overnight stay. Consent includes that pupils may travel in the school minibus or in exceptional circumstances, Moorlands staff cars for trips or fixtures. If you have any concerns over an individual trip please contact the School Office or your child's Form Teacher.

### **Theatre Trips**

From time to time, group visits are organised to the theatres in this area. Theatre trips to suitable productions may occur during school hours, occasionally in the evenings or at weekends. Children will bring a letter home if a visit is arranged for their age group.

### **Minibus Safety / Coach Hire**

The school has a strict policy for the safety of its pupils when travelling in the school minibus, a hired minibus or a minibus loaned by our partner school Woodhouse Grove. The school minibus is fitted with seat belts. All pupils are given instruction on minibus safety and behaviour. The school minibus has regular stringent services to a very high standard. All external coach hire companies used by the school for trips are checked for safety as far as is possible. We are assured by these companies that they comply with Government regulations. School retains a handful of booster seats if their use is necessary.

## **Daily Life in School: Music & Drama**

### **Music Lessons**

All children from EYFS to Year 6 have curricular music lessons which have an emphasis on practical music-making, through singing and instrumental work, composition, theory and general musicianship.

### **Peripatetic Instruction**

There is the opportunity to learn many instruments during or outside school hours. Lessons are 30 minutes in length and are normally on a rota system (the same day but a different time each week). Children may learn up to two instruments, where their music lesson takes them out of curricular lessons. Pupils receive 30 lessons over the academic year. Application for lessons is via a form which is available from the Head of Music.

### **Taking Instruments Home after a Lesson**

All instruments should be taken home immediately and not left in school for security reasons, lack of space and the need to practise. However, if an instrument is in school it should be stored in the instrument store adjacent to the music practice rooms.

### **Reports**

Instrumental reports are written once a year, at a time appropriate to that instrument, e.g. before music exams.

### **Notice to Cease Lessons**

If a parent wishes to cancel a pupil's lessons, the peripatetic music teacher requires half a term's written notice.

### **Associated Board Music Examinations**

Pupils are entered by the music peripatetic teachers, as appropriate.

### **Dance**

Instruction in dance is also offered. Nursery and Reception children have curriculum dance every week for co-ordination and musicality. Jazz, Tap and Ballet are also offered for all ages. Dance is incorporated into school productions.

### **Opportunities to Perform**

We believe it is very important that pupils are given opportunities to perform in front of an audience in order to learn and gain self-confidence. Many children perform on a weekly basis during morning assemblies and the school holds regular concerts.

## Drama

All children from Squirrels to Year 6 enjoy weekly drama lessons. It is a very practically based subject encompassing movement, solo and group work and aims to instill confidence in performances.

## Daily Life in School: Access to the School Site

### Access to the Buildings

All the entrance doors to school operate on an electronic keypad to ensure that the school premises are safe and secure. Parents and visitors are asked to ensure that all doors are closed behind them when they enter the building. All visitors are asked to report to the reception desk on arrival and to wear a visitor's badge whilst on the premises.

### Parking

We are privileged to be able to provide you with substantial car parking space when dropping off or picking up your children. We would ask that you park with consideration at all times.

For the safety of the children and pedestrians please look for, and follow the arrows on the floor indicating the one-way system. The car park is split into parking bays and a small drop-off zone, please do not park in this area.

There are occasions when it may be necessary for parents to park outside the school grounds. We currently enjoy good relations with our neighbours and would ask that you park with care when using the Foxhill estate for parking. Although we operate a voluntary one-way system around the estate, parents should be aware that Foxhill residents use a two-way system.

School is able to anticipate times when the car park will be very busy and may open the playground for parking. The playground is not usually available for parking between 8.00 a.m. and 5.00pm and the vehicle entrance gate will be locked during these times.

### Speed Limit

For reasons of safety a speed limit of 5 miles per hour operates throughout the school site.



## Learning Support

As an additional service, we offer specialist tuition in all areas of special learning needs, to include children of all abilities. Lessons may be on an individual basis or in small groups.

After tests and diagnosis, the School's SENCO produces an Individual Education Programme (IEP) for the child. At this point the teacher and Learning Support will work closely together. A typical programme may include help for the teacher with ideas for differentiation within the classroom, strategies for getting the best out of the child and helping the child to maximise his/her own development. An IEP might also include someone to one work in the Learning Support room, working on a particular skill. External agencies will also be involved if needed. All children are screened for dyslexia when they are in Year 1.

## Able, Gifted & Talented

Children are identified annually by teachers and other professionals as having a special skill or talent. These can be in an academic subject or in a particular area such as music, sport or art. Teaching within the classroom will contain relevant differentiation, challenges and assessments. Throughout the year, pupils will experience a range of enrichment activities across curriculum areas.

## Future Schools

Moorlands' curriculum is regularly scrutinised and updated and will prepare pupils for 11+ and examinations for entry to a wide variety of senior schools. The school can provide special arrangements for those pupils who wish to sit for external Scholarship examinations. The Headteacher is happy to visit any school on behalf of a parent, to ascertain the suitability of that senior school for their child.

Destination schools for leavers in recent years include:

- Woodhouse Grove
- Grammar School at Leeds
- Bradford Grammar School
- Harrogate Ladies
- Ashville College
- Fulneck
- Oundle
- Sedbergh
- St Peter's
- The Mount York

## Moorlands School Association (MSA)

The Moorlands School Association (MSA) is the school's active and enthusiastic parents' association.

Run by a group of friendly parents from across all year groups, the MSA's role is to work for the benefit of the school and all of its pupils. However, it is not a parent/teacher association in the traditional sense and does not get involved in the day-to-day running or decision making of the school.

The MSA works closely with the Headteacher and the teaching body to complement and support the work of Moorlands and to organise events which enhance school life both for the children and their parents.

MSA contributions throughout the year include the Summer Family Fun Day, the Christmas Fair, a visit from the Easter Bunny, monthly bun sales, a quiz night and the very popular school disco.

The MSA also raises funds to provide additional equipment to enhance the years that children spend at Moorlands. In recent times this has included a new school mini bus, team sports kits and equipment, a set of iPads/tablets for each Key Stage, sound and light equipment for the school gym to enhance school productions along with helping to fund the redevelopment of the main school playground and the Early Years playground.

The MSA is always looking for new and enthusiastic parents to join them and ideally they would like to see at least two representatives from each year group. It is a great way to meet other parents and to get involved in the life of Moorlands School. It doesn't take a lot of time - especially as you can do as little or as much as you choose. You may want to be an active committee member or simply help out from time to time at events. Whatever works for you - new members, fresh faces and new ideas are always very welcome.

The MSA will keep you informed of what is going on via the weekly school newsletter and with information shown on their notice board in the school entrance. The Twitter feed is @moorlandmsa and you can contact the Chair as below:

samanthakearsley@gmail.com

## Easyfundraising

If every parent in school could do only one thing to help with school fundraising the MSA ask that they sign up to the online fundraising tool [www.easyfundraising.org.uk](http://www.easyfundraising.org.uk).

This is a fabulous scheme which allows parents, other family members and friends to raise money for Moorlands whenever they shop online. Over 2,700 retailers – including supermarkets, department stores, travel companies, take away outlets, as well as Amazon and eBay, are part of the scheme and simply through doing your usual shopping or holiday booking you can raise a free donation for the school. Registration takes less than 5 minutes, it is unbelievably easy to use and there are absolutely no drawbacks or additional costs to you.

Please go to [www.easyfundraising.org.uk](http://www.easyfundraising.org.uk) and register to 'support a cause', then select Moorlands School Association, Weetwood. Once you have registered you simply go via the Easyfundraising site to your chosen retailer when you shop for a donation to be generated. Downloading the Easyfundraising App and Donation Reminder Tool makes this process even easier.

Two extra clicks, is all it takes to generate this invaluable source of funds for school. All money raised goes towards providing fun activities, experiences and equipment for the pupils. Please take just 5 minutes now to register for the scheme and help with this.

### Parents' Notice Board

Parents are invited to read the notices pinned on the notice board.

Future events held in the School concerning sport, music, drama and entertainment are regular features of our notice board and on the TV screen in the entrance foyer. There is also a suggestion box for parents situated inside the front porch, into which any ideas and initiatives relating to the School can be deposited.

### Policies

Several key and regulatory School Policies are available on the Moorlands website, but if you would like to see any other School Policies please speak to the Office.

