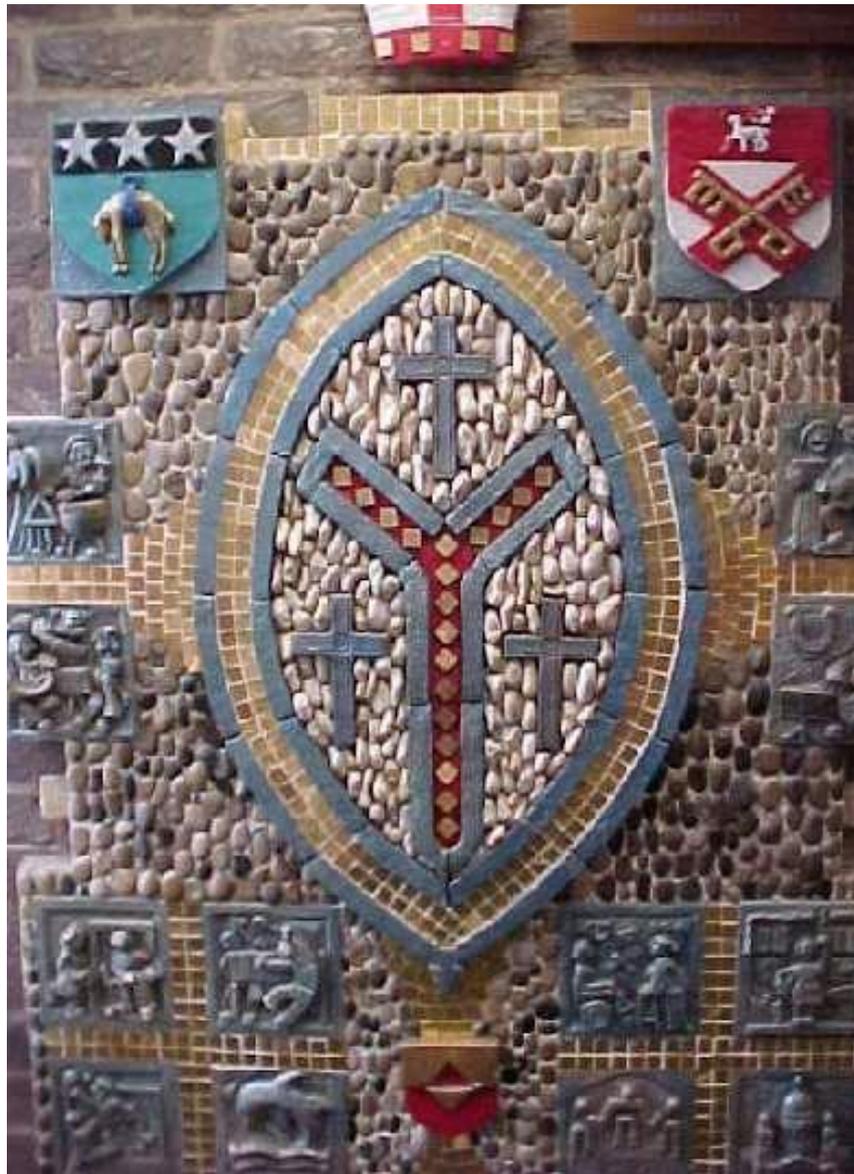


Cookridge Holy Trinity Church of England (VA) Primary School



PROSPECTUS 2016/17

This school is committed to safeguarding and promoting the well-being of all children, and expects our staff and volunteers to share this commitment.

Cookridge Holy Trinity Church of England (VA) Primary School

Green Lane, Cookridge

Leeds LS16 7EZ

Tel 0113 225 3040

Fax 0113 225 5081

Website www.holytrinity.leeds.sch.uk

School Prospectus



Cookridge Holy Trinity Church of England (Aided) Primary School is a place where Christian principles are valued and our Christian Ethos is the basis of all our policy and practice.

Worship, in the widest sense, is fundamental to our shared life and we would hope to share with all who join us the reality of the presence of Christ

Welcome to Cookridge Holy Trinity Church of England (Aided) Primary School a message from the Headteacher.

It is with pleasure that I welcome you to this exciting and vibrant learning environment and thank you for showing an interest in our school.

Every school has a unique character and at Cookridge Holy Trinity we pride ourselves in providing a warm, welcoming and inclusive environment in which your child will develop as an individual, and achieve their true potential.

Our most recent SIAM report in February 2015 graded us as good with outstanding features and Ofsted report in March 2015, graded us as good. Staff, Governors, Pupils and Parents are all very proud of our reputation. This has been gained because of the caring and supportive nature of Cookridge Holy Trinity as well as our high achievements.

We try hard to develop a strong working relationship with parents and children from the initial visits which are held before your child enters Foundation. These enable us to work closely with families right from the start of your child's education. Partnership with parents is an essential element in igniting children's enthusiasm as learners and maintaining their desire to learn.

We are very much part of the local community and are recognised as a friendly, welcoming place which is popular for parents and their children. We strive to maintain a Christian Ethos where each individual is valued and where education of the whole child is catered for. As a Church of England school, we are distinctive in that we foster an environment built on Christian beliefs. Mutual respect and valuing differences are an important aspect of our school culture.

Whilst your child is a member of Cookridge Holy Trinity, they will experience exciting learning opportunities. We have high expectations of the pupils in our care and place great importance on raising standards across the curriculum. We have a talented, caring and committed teaching and support staff teams who assist every child to achieve their full potential.

I hope you will find the information in this prospectus useful. Please do not hesitate to contact me if you would like further details or would like to arrange a visit to school to see for yourself the calm and productive working environment that exists within our school.

Ms C Harbrow
Headteacher

'The best for every child'

Cookridge Holy Trinity Church of England Aided Primary School is a two form entry Primary School for children between the ages of 4 and 11. Children are usually admitted into our Reception/Foundation Year in September of the year they are five, our standard admission number is 60.

Our premises now provides for 14 class bases, both small and large halls to cater for PE, collective worship, lunchtime together with music lessons.

As added extras, all classrooms and halls currently have interactive whiteboards, each with a 10mb broadband link together with computers for pupil access.

Additionally within our school grounds to enhance pupil learning we have:

1. A small theatre for outdoor drama presentations
2. A timber Adventure playground for playtime use
3. A large playing field for playtime us in summer and PE throughout the year
4. A new Early Years Outdoor Learning zone with covered area.
5. An built Outdoor Learning area for Year 1.



Visiting School and Admissions

If you are considering enrolling your child at Cookridge Holy Trinity and would like to look round, then please telephone and we can arrange a mutually convenient time for your visit.

The vast majority of children are currently admitted to Cookridge Holy Trinity in September in the year of the child's fifth birthday. Admission dates are staggered over a period of two weeks in order for staff to help children settle in. We are only too happy to discuss and advise parents on our flexible approach.

The Governors have an Admissions Policy stating that any child in the Leeds Authority is welcome to apply but in the event of there being more requests for entry than places available, criteria for admission will apply. These are noted on the sheet attached to the application for admission form which should be completed by all parents or carers. Our maximum admission is 60 children per year group.

Most children who attend Cookridge Holy Trinity are from Cookridge and the surrounding areas but applications are also welcome from all parents who live within the Leeds Authority. Families moving into the area during the school year should contact the Headteacher to arrange initial interviews and visits.



Our Mission Statement

'The best for every child'

Governors, staff, parents and children are committed to providing the best education for each child. We feel that this statement encapsulates what Cookridge Holy Trinity is about. We seek to provide the best education and experience of life for each child according to their individual needs and aspirations.

The Mission statement is expressed in the context of the school aims - detailed below:

Aims of Our School

To provide a happy, safe, secure, Christian environment in line with 'Every Child Matters' in which the child can develop emotionally, intellectually, physically, socially and spiritually.

To provide a broad, balanced, interesting and challenging curriculum.

To maximise each child's potential and their ability to work both independently and co-operatively.

To value and promote equal opportunities.

To foster positive relationships with both parents, the Church and the local community.

By the time the children leave our school they should be numerate, literate, caring individuals who are confident about meeting the challenges of the next stages of their lives.

The School Day

For all pupils the School Day commences at 8.50am. Lunchtime break for Reception and Key Stage 1 is between 12.00 and 1.15pm, with that for Key Stage 2 between 12.30 and 1.30pm. Reception pupils finish school at 3.20pm with Key Stage 1 and 2 finishing at 3.30pm. Pupils are expected to be punctual and to arrive at least five minutes before the start of school. Pupils should not arrive before 8.40am. Pupils arriving after 8.55am **MUST** report to the School Office to sign in.

Staffing

Foundation Stage

Teachers:

Mrs R Bowman & Mrs G Elders

Miss A Wynd ICT Coordinator

Nursery Nurse:

Mrs Y Neugebauer

Support Assistant:

Miss R Taylor

Year 1

Teachers:

Miss V Johnson PE Coordinator

Miss H Appleyard

Support Assistants:

Mrs D Turnbull (HLTA)

Ms H Leonard

Year 2

Teachers:

Miss L Slaney

Miss V Lillington

Support Assistants:

Mrs E Baker

Mrs G Seelig

Mrs R Sen

Year 3

Teachers:

Mr J Clarke Science Coordinator

Mr D Wilkinson

Support Assistants:

Mrs G Tordoff

Mrs E Rhodes

Miss L Webster

Year 4

Teachers:

Mrs J Riddell/Miss B Chang

Miss C Hickey

Support Assistants:

Mrs J Oldroyd

Mrs C Lee

Mrs G Tordoff

Miss E Rhodes

Mrs R Styrin

Year 5

Teachers:

Mr M Osborn PE Coordinator

Miss L Collinson Maths Coordinator

Support Assistants:

Mrs R Abrahamson (HLTA)

Miss K Broxup

Year 6

Teachers:

Mr R March

Mrs A Casling Literacy Coordinator

Support Assistants:

Mr D Englefield (HLTA)

Mrs D Marriott

Miss K Broxup

Mrs G Tordoff

Mrs C Lee

The school office and day to day procedures

The School Office is the place where you can go if you need any information about your child's education and welfare whilst at Cookridge Holy Trinity.

Members of the administrative team are:

Mrs D Dolphin - School Business Manager

Responsible for:

Managing the school office, finance, human resources and premises.

Miss L Murphy - Administrator

Responsible for:

Being the first point of contact for parents, visitors and pupils to school, administering first aid to pupils, providing clerical services to all staff and coordinating pupil admissions.

Mrs S Al-Kaseed - Learning Mentor

Responsible for:

Pupil Attendance, Parent Liaison and Healthy Schools

Mrs S Griffiths - Dinner Money Collector

Responsible for:

Processing school dinner payments, processing Before and After school club places and fees.

The school office is open between 8.30am and 4.00pm.

Governors and Responsibilities

Mrs Katharine Coleman: Foundation Governor, Chair, Teaching and Learning, Resources Committee, Complaints, Child Protection/Safeguarding, Attendance

Vacancy - Ex Officio Foundation Governor

Mr. David Swann: Foundation Governor, Resources Committee, Teaching and Learning Committee

Mr Geoff Goodwill: Foundation Governor, Built Environment Committee

Mr Seth Townsley: Foundation Governor, Resources Committee, Built Environment Committee, Pupil Support Committee, Special Educational Needs

Mrs Janet Bove: Foundation Governor, Teaching and Learning Committee, Equalities, EYFS

Mrs Julie Keefe: Foundation Governor, Pupil Support Committee

Mr Sam Done:- Foundation Governor, Resources Committee, Teaching and Learning Committee

Mr Barry Anderson: LA Governor, Resources Committee

Mrs Emma Inman: Foundation Governor, Resources Committee, Teaching and Learning Committee, Pupil Support Committee, Training

Mr Timothy Parkinson: Parent Governor, Built Environment Committee, Health and Safety

Mrs Lisa Pepper: Parent Governor, Teaching and Learning Committee, Resources Committee, Pupil Support Committee

Mrs Claire Matson: Teaching and Learning, Finance

Class Arrangements

There are currently seven year groups in School, arranged as follows:

Reception	4 to 5 year olds
Year 1	5 to 6 year olds
Year 2	6 to 7 year olds
Year 3	7 to 8 year olds
Year 4	8 to 9 year olds
Year 5	9 to 10 year olds
Year 6	10 to 11 year olds

In essence teachers plan and work with their support staff in teams of two. We follow an annual topic cycle and having rigorous structures for detailed planning of pupil's work ensures that pupils undertake work at their own and appropriate level.

The Foundation Stage (Reception)

Daily routines:

- The children are greeted by a member of staff as they come into school at 8.50 when parents and carers can talk to a member of staff if they need to.
- Literacy and Numeracy usually take place in the mornings. The children are taught by their class teacher and a support assistant. The outside area is open 3 days a week.
- The children go out to play with Key Stage 1 from 10.45 until 11am.
- Lunch is from 12 until 1.15pm. The children eat either a school lunch or a packed lunch from home.
- In the afternoon the children have free access to both classrooms and the outside space. There are planned activities linked to Creative Development and Knowledge and Understanding. Staff do focused observations of the children engaged in child initiated activities and hear children read.
- The children are matched with their carers by a member of staff. Staff are available if parents and carers need a chat.

In the Foundation Stage the outside space is very important. We have lots of outdoor learning resources and have developed this valuable learning area.

Our equipment tends to be expensive and bulky so we have embarked on our own sponsored walks to raise funds and are planning more fund raising events for the future.

As part of our Noah/animals topic in the Summer term we visit Hesketh Farm in the Yorkshire Dales.

Aims and Objectives:

- To provide a smooth transition from home and their pre-school setting to school.
- To provide a secure, safe, relaxed and interesting environment in which all the children will feel confident.
- To offer a range of provision to enable a broad and balanced curriculum which will address the intellectual, emotional, physical, spiritual, moral, social and cultural development of each child.
- To ensure access to that curriculum for all children irrespective of their gender, ethnic or social background or special educational needs.
- To foster positive attitudes towards learning.
- To provide opportunities within the curriculum for personal, social and emotional development, language and literacy, mathematical development, knowledge and understanding of the world, physical development and creative development.

Key Stage One

In Year 1 children move into Key Stage 1 until the end of Year 2. Throughout their time in Key Stage 1 we build upon the foundations laid in Reception to develop the whole child, academically, socially, spiritually and physically. Our curriculum is broad, balanced and exciting, building the children's key Literacy and Numeracy skills and applying them across the curriculum.

We undertake a variety of school visits linked to the curriculum and also the school outdoor environment is also used as a resource to support our learning across a range of subjects.

We also have our own dedicated worship times with reception and also attend whole school worship. We visit Holy Trinity Church as part of our RE curriculum as well as at various points.

A typical day would include a Literacy lesson, a dedicated phonic lesson and a Numeracy lesson in the morning, followed by topic led lessons in the afternoon. We also have dedicated PE (two hours per week, weather permitting) and RE lessons. Children in Y2 start to learn French.

Throughout the Key Stage children continue to use Home/School Reading Diaries as we believe the partnership between home and school to be very important in enabling children to develop to their full potential.

We have playtime from 10.45-11.00am. Lunch time is 12.00-1.15pm and afternoon playtime from 2.45-3.00pm.

A variety of extra- curricular clubs are provided which include *Guitar* and recorder lessons as well as several Sports based clubs. As *A Healthy School* we encourage children to participate in the *Fruit for Schools* scheme which enables us to provide fruit with milk on a daily basis.

We aim to make Key Stage 1 an exciting, fun learning time for the children where they develop a love of learning, a spirit of enquiry and a desire to always do their best.

Key Stage Two

Playtimes for KS2 are from 11:15 am to 11:30pm and the lunchtime break starts at 12:30pm until 1:30pm. The children do not have an afternoon break.

From Y3 onwards pupils have Literacy, Maths and Science lessons in the morning while, the afternoon activities usually include, Art, PE, ICT, Geography, History, RE, Music and French. Where ever possible we try to make cross curricular links in order to make the teaching and learning as informative and exciting as possible. These opportunities are enhanced through Year group visits which are carefully linked to the curriculum studies. Whenever possible the school environment is used as an additional source of learning linked to for example Science, Maths.

Residentials take place in years 5 and 6 and are wonderful opportunities for the children to work together on a wide variety of activities. At the present time year 5 visit Robinwood with Y6 visiting Peat Rigg to participate in canoeing, bouldering, abseiling, archery, orienteering and other team building and outdoor adventurous activities. In KS2 the wealth of extra curricular activities include choir, ICT, sewing, drama and a wide variety of sporting and inter school competitions.

In KS2 the children take onboard a variety of roles of responsibility in the school including register, worship and lunchtime monitors together with a buddy system to ensure that all children enjoy playtimes. Each class chooses a child to represent them on the school council to discuss pupil issues.

School Council

Members of the school council have said:

'The school council is a meeting between pupils and teachers where pupils can express their views about what is good and bad about the school. Pupils can suggest ideas and gain information to communicate back to pupils in their class'



Throughout the years, the school council have made changes big and small. They have helped us to choose the best school meals provider, have

taken part in international activities, planned anti bullying week to name but a few activities they have been involved with.

Religious Education

As a Church of England School, Religious Education and collective worship are important and integral parts of the school curriculum. Teaching is based on the doctrine and practice of the Church of England, set in a wider context of Faith. Each school day includes an act of Christian worship, which reflects the Church of England School Foundation. Prayer and worship are seen as all-important foundations of the day's activities. On regular occasions, services are held in Holy Trinity Parish Church.

Parents may withdraw their children from Religious Education and/or worship. However, in choosing to send their children to a Church school the Governors expect that parents are thereby committing themselves to their child's full participation in the Christian life of the school, including RE and worship.



Sex Education

The Governors are responsible for deciding if sex education will be included in the curriculum. At Cookridge Holy Trinity School the Governors' Policy states that sex education will be taught as part of the Science curriculum that includes work on Living and Growing and as part of the Health Education programme.



In Year 5 the Health Education programme includes a series of carefully prepared lessons on personal and sexual development. The Governors believe that sexual relationships should be considered in a moral, family orientated and Christian framework.

Parents have the right to withdraw their children from all or part of the sex education offered in school. A copy of the Governors' Policy on Sex Education is available for parents to read.

Sports

At Cookridge Holy Trinity we seek to give children opportunities to develop a whole range of skills and abilities. In regular PE sessions all children experience:

KS1

Circle games

Team games

Movement to music / Dance

Gymnastics

School sports activities



KS2

Team games Class tournaments, Athletic activities, Dance - Country Dance, Drama, Aerobics, Gymnastics, School Sports activities.

We participate in many inter school sports tournaments including Kwik Cricket, TAG Rugby, Tennis, Dance and Gymnastics.

Music tuition

Cookridge Holy Trinity has a long tradition of achievement in all aspects of Music.

In addition to weekly classroom sessions we offer children the opportunity to play a wide range of musical instruments.

Music Foundation for Schools

Brass and woodwind lessons are provided by the Music for Schools Foundation. Children are offered this opportunity initially in Year 3 but there are regular opportunities to begin in Years 4, 5 and 6. Please contact the Music Co-ordinator if you have any specific enquiries.



Financial arrangements are made directly between parents and the Music Foundation.

All these activities involve a considerable commitment and we therefore ask that children discuss carefully with carers before starting lessons.



As part of our Music Curriculum enrichment children participate in class and year group assemblies, regular churches services and have opportunities to take part in choirs and singing groups for concerts and musicals.

Organisation of Teaching

Literacy and mathematics take place in all year groups from Year 1 -Year 6 on a daily basis and are gradually introduced during the Foundation Stage in Reception. Other subjects are timetabled on a weekly basis with due regard to breadth and balance of content and delivery. Much of the curriculum is now organised into themes and learning challenges with classes participating throughout the year in for example Anti Bullying Week, Book Week.

French is taught to all pupils from Year 2 upwards.

At Cookridge Holy Trinity there is emphasis on **high standards of achievement** and children are encouraged to take pride in **good behaviour** and in **presentation of both themselves and their work**. This is addressed in the school's policy for personal, social, health and citizenship education.

It is regarded as being very important that pupils adopt positive and purposeful attitudes to their work and to their relationships with others.

Curriculum information is provided each term so that children can discuss work being undertaken at school with their parents and bring information from other sources to enrich the school lessons.

Resources

A wide variety of resources and materials are employed across the curriculum and children are encouraged to use these resources in presenting their own work. Each class has its own fiction library and Computers. Films, TV and video, CD's, DVD's and interactive whiteboards are used by the class teacher to enhance the teaching.

Homework

In the early years, children will bring home reading books, spellings and mathematics work. They may also be asked to collect items involved with school projects. Key Stage 2 children have a diary in which tasks are recorded and carers are encouraged to comment and sign the homework diary to support good home / school communication. We ask that carers contact school promptly if difficulties arise.

School Uniform

High standards of personal presentation support our positive learning ethos. Parents are asked for full support and co-operation to ensure that all children wear school uniform:

Key Stage 1

Boys	Grey tailored trousers/long or short White polo shirt Navy sweatshirt with Cookridge Holy Trinity logo Grey Socks Black School Shoes - <u>not trainers</u> please Conventional Sandals grey/black - summer (optional)
Girls	Grey skirt or <u>Grey tailored</u> trousers White polo shirt Navy sweatshirt with Cookridge Holy Trinity logo Navy Cardigan with Cookridge Holy Trinity neckband White socks - blue or grey tights Black school shoes/black sensible boots - <u>not trainers</u> <u>or fashion boots</u> please <u>Conventional</u> sandals - summer (optional) Summer blue and white check dress (optional)
Games/P.E.	<u>Indoors</u> Golden T-shirt Navy shorts (boys and girls) Short white socks and pumps or trainers for games Bare feet for gymnastics and dance <u>Outdoors</u> As above, plus navy tracksuit and navy school fleece if preferred

Key stage 2

Boys	Grey tailored trousers / long or short Navy v-neck pullover with Holy Trinity neckband White shirt and school tie Grey socks Black school shoes - <u>not trainers</u> please <u>Conventional</u> sandals - summer (optional)
Girls	Grey skirt or <u>Grey tailored</u> trousers White shirt and school tie Navy cardigan with Holy Trinity neckband White socks - blue or grey tights Black school shoes/black sensible boots - <u>not trainers</u>

or fashion boots please

Conventional sandals - summer (optional)

Summer blue and white check dress (optional)

Games/P.E.

Indoors

Golden T-shirt

White or navy shorts (boys and girls)

Short white socks and pumps or trainers for games

Bare feet for gymnastics and dance

Outdoors As above, plus navy tracksuit and navy school fleece if preferred

Please provide a **named** drawstring bag for P.E. kit and pumps.

All Clothing must be clearly marked with the pupil's name

In addition, we ask that an apron/shirt be provided for Art and Craft work in Key Stage 2.

Any valuables, including money, which may have to be brought to school, should be given to the class teacher for safekeeping during the day. Watches may be worn and plain 'stud' earrings for pierced ears. **No other jewellery or nail varnish may be worn in school.**

School Visits

In addition to the normal curriculum, we offer a wide range of out of school visits to enrich the learning process.



Voluntary financial contributions from parents are requested so that visits can take place. Individual cases of financial difficulty should be referred to the Head teacher.

Clubs and Special Activities

In addition to the variety of opportunities, which our curriculum affords, pupils are invited and encouraged to participate in a wide range of activities, usually after school. These include sporting, musical, creative and leisure pursuits. Children taking part in these extra-curricular activities will be notified of start and finish times. Parents are asked to make arrangements for the collection of their children after these activities.

Parental Involvement

We value our parents as part of the 'school family' and seek to promote a healthy relationship through:

- Regular consultation meetings
- Clear information conveyed on a regular basis to indicate levels of achievement in English, Maths and Science and individual targets for improvement
- Parental assistance within the classroom
- Informal meetings between parents and staff
- An open door policy for parents requesting further consultations and advice from members of staff

School PTA

We are very fortunate at Cookridge Holy Trinity to have a fully committed group of parents and friends of the school who make a significant contribution to school life by organising events for children and families. They have raised magnificent sums of money that have been used in whole range of developments, construction of the Adventure Playground, Library, the acquisition of resources throughout school and end of year fun days.

We strongly urge all parents to support the PTA who work tirelessly to augment the excellent facilities and opportunities provided at the school.



Local Community Involvement

Cookridge Holy Trinity draws most of its pupils from the local area and many return in the evenings as members of Church uniformed organisations: Rainbows, Brownies, and Guides etc.

Links are made with local Nurseries, Play Groups and High Schools in order to ensure smooth transition at key stages of pupils' educational life.

We also have strong links with the community groups such as OPAL, Caring for Life.

A-Z of SCHOOL ADMINISTRATION

Absences

If your child is absent for any reason would you please telephone school before 10am each day of the absence and also send a letter on your child's return.

Appointments Procedure

Requests for children to leave during school time should be made in writing. Any children who need to be absent during school hours for appointments must be signed out at the main office and signed back in on their return to school.

Late Arrivals

Should your child arrive to school late, either after a medical or other issues they must be signed in on the touch screen system at the school office,

Milk

Milk is available for Key Stage 1 pupils at a nominal charge. This is arranged by parents at www.coolmilk.co.uk

School Calendar

Dates for Leeds LEA holidays are issued annually.

In addition there are 5 occasional Staff Training Days during the School Year. These are notified to parents with as much notice as possible but school has to respond to Government directives and have to take a flexible approach.

School Dinners

There is sufficient accommodation for all children who wish to stay for school dinners. The meals are of excellent quality.



Dinner money should be brought to school on Monday morning in an envelope clearly marked with the child's name and class. Cheques should be made payable to "Leeds City council". You may pay weekly or monthly. Changes from packed lunch to school dinner and vice-versa require 2 weeks notice in writing.

Please inform the School Office in writing if you wish your child to go home for lunch.

School Office

The school office is a very hectic environment, particularly at peak before and after school times. In order to improve our service to parents and reduce delays a stock of

documents relating to holidays, medicines, uniform supplies is kept outside the office window. Completed documents may be left in the post box outside the main entrance door, however, it is important that money is not deposited here.

Security

In order to ensure the safety of our pupils we ask that parents and carers are aware of the following routine procedures:

- Gate and Door entry system is by controlled access.
- All visitors must report to the school office, sign in and wear an official visitor's badge.

Sickness

In the case of illness or accident at school we try to contact parents immediately.

PLEASE NOTE every effort is made to care for your child in case of an emergency but we need up to date emergency contact telephone numbers.



