

# Clayton Village Primary School



Aim High  
Be Respectful  
Create Happy Memories



# Welcome to Clayton Village Primary School



**Mrs H Rahim**  
**Headteacher**

## Welcome

Dear Parents/Carers—Welcome to Clayton Village Primary School.

We are a community Primary School for children between 4 and 11. The school has a long history of providing education for the children within the community of Clayton. On April 1st 2022 we became part of Pennine Academies Yorkshire. We are looking forward to continuing our journey with them and working in partnership to develop our school further.

We are incredibly proud of all our children at CVPS. At our school every child matters and we strive to ensure that the children are well cared for and enjoy learning in a happy and safe environment.

The school aims are **Aim High, Be Respectful and Create Happy Memories**, which are at the heart of everything we do. We do our utmost to ensure that the children feel valued, work hard and are encouraged to reach their full potential.

Clayton Village Primary School is part of your community, we value good relationships with our families, friends and the wider community who all help make a positive contribution to life at CVPS. We extend a warm welcome to all our parents and carers and share with them an active partnership in their children's education that will equip them well for the future. Please do not hesitate to contact us if you would like any more information.

## Pennine Academies Yorkshire

Formed in 2018, Pennine Academies Yorkshire comprises of six primary schools and considers every school that is part of the Trust a family member. Our values are centred around the diversity of our schools and how this strength can help all of us to grow together to provide the best possible outcomes for pupils, ensuring that every child makes exceptional progress in their academic and social development. We work in collaboration with one another, supporting one another and sharing best practice whilst respecting each school's autonomous rights.

We have a particular care for our pupils who have additional needs. We recognise this is a growing area of need both locally and nationally. All schools in the family are wedded to the principles of inclusion. It therefore stands to reason we should make the maximum effort to make pupils with additional needs even more welcome, remove more barriers and ensure their future success.



### **Our Mission Statement:**

A friendly and caring school in the heart of the community, Clayton Village Primary strives to ensure that every child has the opportunity to reach their full potential. Our dedicated and caring staff are committed to helping all our children achieve in a happy, safe and stimulating environment.

We want our children to develop into confident, resilient and happy young people whilst valuing self-discipline, respect and manners.

Our aim is for all our children to be enthusiastic, engaged and motivated in their learning and for our curriculum and learning environment to give our children every chance to succeed, with happy memories of every school day.

At the heart of everything we do are three key principles:

**Aim High**  
**Be Respectful**  
**Create Happy Memories**

### **Elvis: Our School Dog**

Elvis is a black Labrador retriever and comes from a family of working Labradors. His parents and grandparents are all working gun dogs who work on game shoots all over the country.

Elvis is trained as a school dog and enjoys spending time in school working with his handlers and individual children.

### **Parent Consultation**

There are opportunities provided for home/school contact every term. They may take the form of parent consultation sessions, open events, family breakfast or more formal appointments.

At the end of the autumn and spring term, a termly report card will be sent out to parents. A written report is sent to parents towards the end of each academic year and an opportunity is provided through an open afternoon to discuss this report.

There are two formal consultation sessions every year. These provide an opportunity for parents and teachers to meet and discuss the progress of the children. If parents have any concerns during the year a meeting can be arranged simply by contacting your child's teacher.

We also are pleased to welcome parents to a variety of curriculum events throughout the year.

The Leadership Team is available to see parents although it is advisable to telephone the school first to make an appointment.

Unfortunately, teachers are unable to meet with parents at the beginning of the school day as they must prepare lessons and greet the class. Just call in at the office and staff will make an appointment with the teacher as soon as possible. In an emergency please speak to the Headteacher or one of our Assistant Headteachers.

*'Staff work well with parents, carers and other agencies.'*

**Ofsted February 2020**





## Curriculum Statement

### A Curriculum Designed for Clayton Village Primary School

#### Our Curriculum Vision:

At Clayton Village Primary School we believe all children deserve the opportunity to have a broad range of experiences that are engaging and purposeful. We want the children of Clayton to be inspired and motivated to dream big and break through any glass ceiling. We provide our children with the chance to develop their personalities through a range of experiences, meaning not only will they be successful learners but be prepared for life after school.

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#### Curriculum Intent – how we design our curriculum:

Our curriculum is designed to meet the needs of all our children. It is constantly evolving to develop the skills needed for pupils to become successful learners and empower them to achieve success in the future. Our school aims: Aim High, Be Respectful and Create Happy Memories are the main driving force behind how we design and deliver the curriculum. Each year group has an engaging curriculum that allows children to experience big, broad topics that interest and excite learners. We believe learning is not a linear experience for children, therefore our way of teaching reflects this. We have developed a curriculum that blends knowledge and skills together in a spiral of different subjects. We want children to take charge of their learning so we encourage them to lead the journey through their curiosity and inquisitive natures. At Clayton Village, we welcome wonderful questions that take us on exciting paths into the unknown. Teachers plan themes that allow children to develop a range of skills that they revisit and revise throughout the year through a range of real-life experiences

We believe that children learn best when they have first-hand experiences that are driven by a key purpose. Each year groups' topics have a clear 'Hook' to immerse children that is linked to a Grand Finale, so the children understand how their learning can be used in the 'real world.'

Ultimately, here at Clayton Village Primary School, we strongly agree that education should be about broadening minds and enriching communities. We want our children to have the ability to make huge, positive impacts on society and we want them to feel empowered to do so.

We are committed to ensuring all children receive a rich curriculum that leaves them with the skills to succeed. We want them to be proud of their learning because it makes them feel confident and excited.

### CVPS Super Learners

A curriculum which drives our CVPS Superlearners:

Independent Idris – I can work by myself

Curious Charlie – I want to know more

Persistent Pascal – I keep trying

Responsible Rita – I can take charge of myself

Collaborative Callum – I can work in a team

Risk Taker Rachel – I can have a go and learn from my mistakes

A curriculum that promotes the school's aims:

#### Our Core Aims

**Aiming High** – to be book smart, knowledge rich and ambitious

**Being Respectful** – to be open minded and tolerant, be a good communicator and have positive relationships

**Creating Happy Memories** – to be proud of belonging to CVPS and develop a love of learning

## Behaviour at Clayton Village Primary School

*'Pupils say they feel safe in school because 'someone is always there for you'. Teachers have high expectations of behaviour. In lessons, pupils are highly engaged'*

**Ofsted February 2020**

Clayton Village Primary School is committed to creating an environment where exemplary behaviour is at the heart of productive learning. Everyone is expected to maintain the highest standards of personal conduct, to accept responsibility for their behaviour and encourage others to do the same. As members of our community, we adhere to the school aims:

**'Aim High, Be Respectful, Create Happy Memories.'**

We strongly promote the key principle that:

***"Every child has a right to learn and every teacher has a right to teach."***

We recognise that a clear structure of predictable outcomes has the best impact on behaviour. Our behaviour principles set out the rules, relentless routines and visible consistencies that all children and staff follow. This will help us create the right culture and promote the culture that we want in our school. It is based on the work of Paul Dix and his book 'When the adults change, everything changes'. Good behaviour is recognised sincerely rather than just rewarded. Children are praised publicly and reminded in private.

*"When people talk about behaviour, they obsessively search for the instant solution. Some peddle magic dust or 'behaviour systems' that glisten yet quickly fade. Others relentlessly scream for a bigger stick to beat children down with. Both extremes harbour an irresistible idea that there is a short cut to changing behaviour. They sell the lie that you can provoke sustained behavioural change in others without doing much hard work yourself. The truth is that there is no alternative to the hard work: building relationships with those who would rather not, resetting expectations with those who trample them, being relentlessly positive and sustaining a poker face when confronted with challenging behaviour."*

We also understand that for some children following our behaviour expectations are beyond their developmental level. In this case, these children will have bespoke positive behaviour plans which may include rewards to reinforce positive behaviour.



## Our School Expectations

- ◇ The school has 3 simple expectations which can be applied to a variety of situations and are taught and modelled explicitly. They are:
- ◇ Respectful
- ◇ Ready
- ◇ Responsible

*'A small minority of pupils have struggled to behave well in school. Pupils say the new behaviour policy is successful and is making a real difference. As one pupil put it: 'Teachers are kind and help us when we get angry.' Pupils know the school will not tolerate bullying of any sort.'*

**OFSTED February 2020**

# General Information

## Hours

Our school office is open Monday - Friday from 8.00am – 4.00pm

### School Hours

8.30am - 3.00pm Monday – Thursday

8:30am - 1.00pm Friday

**Please note School doors are opened at 8.30am. Children arriving after 8.35 am will be admitted through the Year 5/6 entrance and will have their name entered into the late book. Late marks will effect a pupil's attendance record.**

**Punctuality is a high priority at Clayton Village Primary school therefore lateness is closely monitored by the Assistant Headteacher who is also the attendance officer. Any lateness is followed up if this becomes a regular occurrence.**

## Collection and delivery of children

We ask that parents, carers or nominated adults accompany their children to school at the start of the day (8.30am) and collect promptly (3pm & 1pm on Friday) at the end of the school day . Please note that if you require your child to be collected by a different adult you **MUST** phone the office and inform them prior to collection and before 2.30pm. We also ask that if on occasion you are late, you call the office asap.

## Milk

We like to encourage our children to drink milk whilst in primary school. Children in Reception are entitled to free school milk. However, if you would like your child to have milk during the school day in Years 1 to 6 parents and carers must order and pay for this. Please note that all children in school who qualify for Free School Meals (because you are in receipt of benefits) will be entitled to free milk.

Please remember that although all children in Year 1 and Year 2 have Universal Free School Meals you must be in receipt of benefits from the Department of Finance Revenues & Benefits Service, for example receiving Income Support or Job Seekers Allowance (Income Based), to be entitled to free milk in school.

## Breakfast Club

**Our Breakfast Club takes place each school day morning from 7.45am to 8.30am. If you wish your child to attend please contact the office. There is a daily fee of £2.00 for this and breakfast can be purchased for an additional 50p.**

## SCHOOL PING

Clayton Village Primary school uses a system called 'School Ping'. This is the only method (aside from verbal) of communication with parents and carers. We are able to send messages through the app to parents' mobile phones / devices with information regarding their child, eg attendance, illness, school closures, newsletters, events, parents evenings, awards etc. **Parents should ensure that they keep their mobile phone details and email address up-to-date in school via the school office.**

## SCHOOL TWITTER

Clayton Village Primary has a general Twitter account for our Parents and Carers to see what is happening in our school community. We regularly post on our social media and encourage all of our parents and carers to get involved @claytonprimPAY.

## FIRST AID

The school has at least one trained First Aider in each key stage including paediatric training. If your child has an accident at school, first aid will be administered and further treatment recommended if thought appropriate. Parents are however advised to seek medical advice at all times following an accident at school. You will be informed if your child has had an accident. Please ensure that your contact details are correct and the school is told about any changes as soon as possible.



## School Uniform

Our children are proud to wear their school uniform, they know they represent our school when they wear it.

The school uniform consists of:

- Grey or black trousers or skirt
- Grey or black shorts
- Grey, black or white socks or grey tights
- Purple logo sweatshirt (V Neck KS2/Round neck Reception/KS1)
- White polo shirt Reception/KS1 (logo optional)
- White shirt and school tie\* KS2
- Purple book bag (Preferred)
- Lilac gingham dresses with sweatshirt or cardigan
- Black school shoes

Outdoor learning Reception/KS1

- School waterproof suit
- A pair of Wellies

**P.E (all years—please note Reception do not start until after the Christmas holidays)**

- Black shorts / tracksuit bottoms
- Black jumper or Zip up hoody
- House t-shirt (your child will be allocated a house) \*
- Trainers

Please note children are required to come dressed in their PE kit on their PE day.

\* You can purchase a house t-shirt from the school office priced at £3.50. Water bottles with the school logo on are available at the office for £1.20 and our school tie can be purchased for £5.20.

**IT IS VERY IMPORTANT THAT YOU LABEL ALL YOUR CHILD'S BELONGINGS.**

School uniform (indoor and outdoor) is available at Embroidery In House based at 182 Highgate Road, Clayton Heights.

**Our Health and Safety policy states that pupils do not wear jewellery. This includes earrings. Small studs may be worn. Nail varnish is not permitted.**

**Ofsted Feb 2020**

*'Clayton is an inclusive school.'*

*Leaders and governors effectively provide for disadvantaged pupils and those with special educational needs and/or disabilities (SEND). They ensure that these pupils have every opportunity to take part in activities and trips to help them learn.'*



## Inclusion

### Special Educational Needs

We aim to provide a broad, balanced and differentiated curriculum that meets the needs of all our children. At Clayton Village Primary School we are committed to the principle and practice of integrating children with special educational needs into mainstream school. We look to create a happy and caring school that welcomes the child and rewards effort and achievement.

The term Special Educational Needs refers to a range of difficulties that children may have with their learning or behaviour – anything that may affect their learning. At Clayton Village Primary School we aim to identify children with special educational needs as early as possible so that their needs may be addressed.

In order to do this we follow the procedure as laid down by the DfE Code of Practice. The Code of Practice is a staged procedure with School Action being the initial concern. At each stage the child is provided with different levels of support by the school or by the Local Authority's Support Services.

With the Local Authority, we aim to work with parents and children to inform them of the school's response to the needs of their child. More details on this are available in the school's Special Educational Needs Policy.

### Disability

Our school aims to ensure that every child has full access to the curriculum and school building, irrespective of their disability, and we make every endeavour to ensure that this is put into practice.

We offer the following facilities for children with disabilities:-

- Disabled toilet with safety bars and 'grab rails'

- Allocated disabled parking space

- Emergency pull cords

We continually review the provision provided for our pupils and should the need arise we have access to the support, resources and expertise of a variety of specialist agencies.

### Nurture

Clayton Village Primary School aims to maximise the potential of all its pupils. In order to achieve this we have Nurture provision which focuses on removing barriers to learning. This is delivered by our experienced Learning Mentor and SEND Teaching Assistant. Between them they will build good relationships with families and will be available to offer support and guidance to them.





## Attendance

It is important that children attend school regularly and on time. Legislation requires the school to keep accurate records of attendance and reasons for absence. Parents are requested to inform the school by 9am on the first day of absence giving the reason for this.

If a child is taken ill whilst at school, we will contact you, please ensure that we have your correct telephone number where you can be contacted and that of any relation or friend who could look after the child in your absence.

The school attendance policy is written according to Local Authority rulings. Parents should not take their children out of school during term time. Holidays in term time are recorded as unauthorised absence. Parents must make an appointment to see Mrs Rahim for any leave of absence during term time. Leave of Absence forms are available from the school office. With 13 weeks' holiday there should be no need to take holidays in term time.

In exceptional circumstances, requests for absence in school time will be considered individually and should be made in writing to the Head of School.

Key Stage 1 and Key Stage 2 Statutory Assessment Tasks take place in May/June, so it is essential that Year 2/Year 6 children **do not** take holidays around this time.

Attendance is checked regularly, and the Education Social Worker informed when absence or persistent late arrivals gives cause for concern. From time to time the school conducts a monitoring programme to encourage good attendance.

The school's Attendance Policy is available for you to read on application and a copy can be found on the school website.

**Ofsted Feb 2020** 'Staff are committed to making sure that pupils are safely in school every day.'

## Child Protection

The responsibilities for schools in the area of child protection are laid down in the Children's Act of 1989. Due to their day to day contact with individual children during school terms, teachers and other school staff are particularly well placed to observe outward signs of abuse, changes in behaviour or failure to develop. The school will alert Social Services if it is suspected that a child has been abused or is at risk of abuse. The Designated Safeguarding Lead is Mrs H Rahim.

Clayton Village Primary School is committed to safeguarding and promoting children's welfare, therefore all staff appointments are subject to a satisfactory enhanced criminal records check.

**Ofsted Feb 2020** 'Staff work well with parents and carers, and other agencies. This helps to protect pupils and keep them free from harm. Governors check that they meet their statutory duties for the safer recruitment of staff. Staff are well trained, and they understand their responsibilities for safeguarding pupils. Pupils know how to keep themselves safe in school, online and in the local community. When they share their worries with staff, they are confident they will be followed up effectively'.

### "Looked After" Children

The named person for "Looked After" children is Miss E Needham

## Mental Health

At Clayton Village Primary School we recognise how important mental health and emotional wellbeing is to our lives, in just the same way as physical health. We see our school as being a place for children to experience a nurturing and supportive environment, which has the potential to develop self-esteem and give positive experiences for overcoming adversity and building resilience. We aim to promote positive mental health and wellbeing for all of our staff and children. We pursue this aim using both universal, whole school approaches and specialized, targeted approaches aimed at vulnerable children. We strive towards making sure mental health is a school priority and have staff trained in Mental Health First Aid. We support our pupils and families in many ways including information sharing at our regular family breakfasts, our specialist nurture provision and our whole school zones of regulation initiative.



# School Life at



## OFSTED FEB 2020

*'Pupils at Clayton Village Primary School are enthusiastic about their learning. They particularly like the practical lessons and doing science experiments. They say that while some pupils 'smash it' in lessons, there is help, if they need it, for those who may find the work a bit harder.'*

## Homework

Our latest Ofsted inspection reports that at CVPS, 'Reading has the highest priority' and this is reflected in our homework policy. We want to make homework manageable and purposeful for the families in our school, which is why we have chosen to focus on reading as this is the gateway to all learning.

Children are required to read a minimum of 3 times per week and for their reading diary to be signed by an adult at home to show this. (This may mean the diary is signed on 3 separate days or once a week to say how many times they have read). The children are encouraged to read their school reading book for their homework as it is closely aligned with their stage of phonics/class topics but they can also include reading from books at home. The amount of reading a child does at home each week is monitored and reported to parents on their termly short reports.

In Reception and KS1, children are also encouraged to practise reading and spelling their key words which are stuck in their reading books each week.

## Parents/Carers

### Parental Involvement

We encourage parents to be actively involved in their child's education and in the life of the school. This may involve helping your child with homework, attending parent and curriculum evenings, supporting the many school activities, helping on a voluntary basis in classrooms, sharing your skills with us, supporting the Friends of Clayton Village Primary School, becoming a Governor of the school.

### Parent Helpers

A number of parents are actively involved in providing additional support to the staff and pupils within the school. We are grateful to our parent volunteers who work to support the school - their help is invaluable! They organise interesting and enjoyable events for our children which also raise funds for school. The school can never have enough "friends" and you are invited to volunteer as soon as your child is admitted.

## Pupil Roles

The School Council is made up of elected representatives from Years 1 to Year 6. The School Council is an important part of our school. Through the council the children have a real voice in influencing the development of their school. Through the School Council the children are engaged with and actively involved in the life of their school. They meet on a weekly basis.

We have two Head Pupils who are elected members from Y6. They support in school by meeting and greeting visitors, attending parent events and supporting promoting the school.

We also have House Captains and Digital Leaders who play a vital role in school life.

# Clayton Village

## Celebration

Each week there will be a sticker and a small prize presented to one selected pupil from each class for the Head teacher award. This is for outstanding achievement (this could be for academic achievement, good citizenship or extra effort) that week. This will be published on the school website. In addition parents will receive a school PING informing them that their child has received the Head teacher award. On special occasions a child may be recommended to the Head teacher for continuous outstanding behaviour including learning behaviour. They will be a role model within our school who can be relied upon to set an example to other children. They will be rewarded with a special gold star which they can wear on their uniform. The lunchtime supervisors will also recognise children who have gone over and above during lunchtimes during the week. During this assembly, we also recognise sporting achievements.

## Extra-Curricular Activities

Clayton Village Primary School offers pupils a range of opportunities to participate in extra-curricular activities before and after school. At any time there may be a range of clubs depending on the time of year and other commitments children may have. Some of the clubs are run by staff members working in school and there is a small cost to attend, letters in relation to this are sent out before the end of each term via PING. At any one time we could have the following clubs running:

- ⇒ **Art Club**
- ⇒ **Sports Club**
- ⇒ **Team Building Club**
- ⇒ **Dance Club**
- ⇒ **Dance Club**

## The Friends of CVPS

The Friends of CVPS is a group of parent, and carer volunteers who plan and support fundraising events at the school. The proceeds of these events are donated back to the school and are used to purchase additional resources which would not otherwise be available through the standard school budget. Each year the Friends of CVPS run a number of events for children and families these include discos, bingo nights and secret gift shops. Events could not run without the help of volunteers, jobs include wrapping gifts, selling tickets, face painting, making cups of tea and coffee etc!. If you would like more information in regards to volunteering opportunities please phone the school office.

## Educational visits and residentials

Visitors to school and visits outside of school provide a variety of opportunities to enable our pupils to achieve a fuller understanding of the world around them through direct experience, they offer a valuable enhancement to the curriculum, contribute to our pupils' experiences and prepare pupils for the opportunities and experiences of adult life. Previously children have taken part in trips to The Great Yorkshire Show, The Deep, The Tropical Butterfly House and Falconry Centre in Sheffield, Skipton Castle and playing wheelchair basketball at Bradford University. In each year group, we endeavour for the children to experience at least one visit outside of school. Sometimes we will ask for a voluntary contribution towards the cost of these trips. Children will not be prevented from taking part if a contribution is not made, but if we do not raise enough contributions to cover our costs, we reserve the right to cancel a trip. These visits are either linked to the children's topics and learning and/or provides the children with a vital life experience.

In Year 4 and Year 6, the children have the opportunity to take part in a residential visit for 2 nights. These have enabled children to partake in a range of outdoor adventurous activities such as den building, habitat hunting, hill walking, trapeze, zip line, climbing wall, caving, archery and team challenges.

Many visits take place during the school day which are in the immediate vicinity of the school, such as a local area walk to enhance the geography curriculum, a visit to an old people's home, walking to the park for our May Day celebrations or visiting Clayton Library. Visits such as these are seen as a normal part of the curriculum and parental consent is given on the home school agreement when the child joins our school instead of being sought for each visit. Parents will be informed when these local visits take place. Written parental consent must be obtained for all other visits. Without consent your child will not be allowed to go. The school has a written policy for educational visits



## School Admissions

Pupils are legally required to attend school for 190 days each academic year from the term following their fifth birthday.

At Clayton Village Primary children will be admitted in the September of the academic year in which they become five. All children are admitted full time, unless there are special reasons not to.

Where a child has recognised SEN needs identified before they are due to be admitted, the school may delay admission or admit part-time only until an assessment of his or her needs has been made. They will still however have the right to be admitted the term after their fifth birthday.

### Applying for a school place

Details of the co-ordinated admission scheme are included in the "Guide for Parents" admission booklets which are published each year. Bradford Local Authority will ensure that copies of the booklet and the application form, known as the CAF (Common Application Form) will be available from all Primary and Nursery Schools within the Bradford district.

All Bradford Metropolitan District Council residents must apply on the CAF to any primary school maintained by BMDC. This includes all voluntary-aided and foundation schools.

Parents may express up to a maximum of five preferences for primary schools on the form and give reasons for each preference.

Parents can apply for any combination of schools, ie community, voluntary aided, voluntary controlled or foundation.

**All new starters into Clayton Village Primary School from Reception children to Year 6 will have a home visit from the Pastoral Staff as a way of welcoming the child into school and getting to know you as parent/carers.**

### Right of Appeal

Parents have the right to appeal if they have been refused entry into Reception during the allocation process or to any other year group.



## Clayton Village Primary School

John Street  
Clayton

BD146AD

01274 414115

[www.claytonvillageprimary.org.uk/](http://www.claytonvillageprimary.org.uk/)

@claytonprimPAY

### No Smoking

At CVPS we have a strict no smoking / vaping policy in place (please see our website). We ask that parents / carers / visitors do not smoke or vape in the building, grounds and surrounding areas. Please note that this is a legal requirement, however we also feel that this is an important example to set to our children.

### No dogs allowed

At CVPS we have a no dog policy in place. Therefore, we ask that parents adhere to this and do not bring dogs into the school grounds, this includes carrying dogs.