



Prospectus



**“Learning through hard work, friendship
and fun”
2023- 2024**

Welcome



Dear Parents and Carers

Welcome to Mill Lane Primary School

This booklet aims to answer any questions you may have about how our school is organised and to help you understand more about Mill Lane Primary School. As a school we look forward to sharing an important period of your child's life with you. We want you and your child to feel welcome and valued as important members of our school community.

Our school promotes positive relationships to create a happy, secure, caring, positive and fun environment where children have the right to learn and adults have the right to teach.

We welcome and value all members of our school community and respect them as individuals. We create an atmosphere where everyone has high expectations with regard to behaviour, emotional and spiritual well-being, academic and physical development.

We hope you will encourage your child to contribute to the life of the school and take part in and enjoy the many opportunities provided for them.

We hope that your association with our school will be a long and happy one.

Yours sincerely



Miss C Barlow
Headteacher

Introduction

Thank you for your interest in Mill Lane Primary School and for taking the time to find out about our provision. Making the decision about which school is right for your child can be a difficult one but we hope that this prospectus will help you make that decision and give you a flavour of Mill Lane and the learning opportunities that we provide here.

Mill Lane Primary School is a co-educational school catering for the 3 - 11 age group. We are situated on the edge of Hanging Heaton. We have a governor led nursery that serves the local area. Many children transfer directly from the nursery into main school to ensure continuity in education and friendships.

Built in the 1890s the school was refurbished in 2006. There are at present seven teaching areas plus a hall, a head teacher's office, admin office, a staffroom, library, meeting room, reprographics and resource room and a dining room. The dining room is situated in the basement. To the exterior there is a large tarmac playground with an enclosed multi-use games area, covered shelter, climbing walls, activity markings and a trim trail.

The playground has been further enhanced with the addition of an outdoor gym.

Visits to school

We encourage prospective parents to visit our school. Please ring school and speak to us if you are considering Mill Lane Primary School for your child(ren).

What Ofsted says about Mill Lane



Ofsted visited Mill Lane Primary School on 19th and 20th May 2022 —the full report has been published on our website.

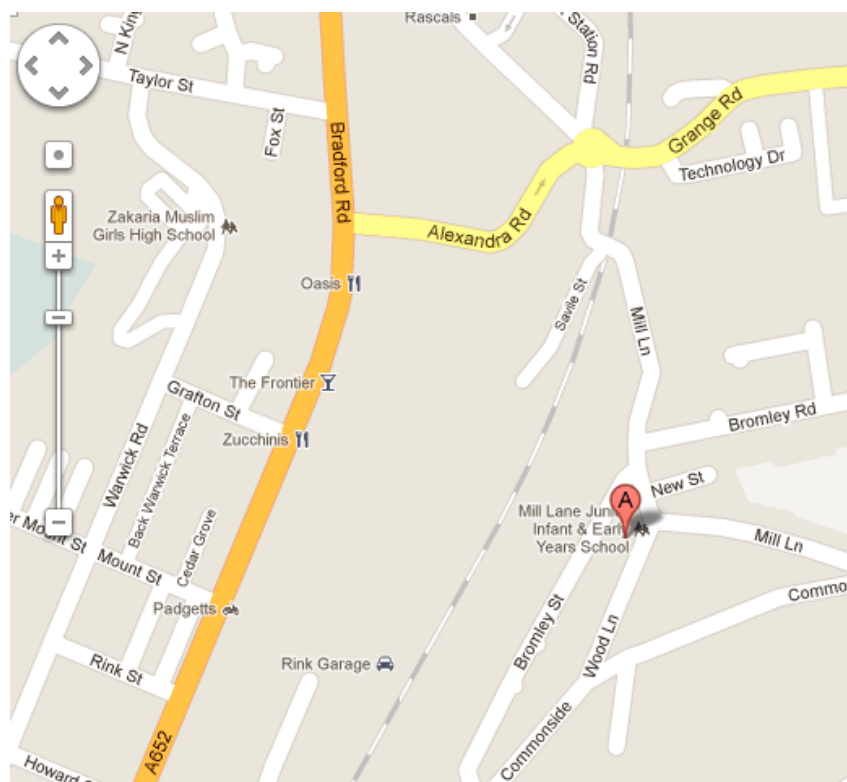
All Ofsted reports can be found on the following Government website:
<https://reports.ofsted.gov.uk>

School contact details

School Address: Mill Lane Primary School
Mill Lane
BATLEY
WF17 6EG

Telephone No: 01924 477544
E-Mail Address: office@mill-lane.org.uk
Website: www.mill-lane.org.uk

School office open: 7.45am - 4.00pm



School Organisation

Children spend 8 years at Mill Lane school from Nursery through to Year 6 and each year group is classified as follows:

- 3 - 4 years old Nursery
- 4 - 5 years old Reception
- 5 - 6 years old Year 1
- 6 - 7 years old Year 2
- 7 - 8 years old Year 3
- 8 - 9 years old Year 4
- 9 - 10 years old Year 5
- 10 - 11 years old Year 6

The number of pupils on roll and the number in each year group govern the arrangement of classes. This often changes from year to year. Class sizes are kept as small and balanced as possible. Within each class, pupils are taught individually, in groups and as a whole class according to their learning needs and ability.

All children from year 1 to year 6 study the National Curriculum. Reception and Nursery children follow the Early Years Foundation Stage Statutory Framework which underpins all future learning by supporting, fostering and promoting children's development.

In addition to the statutory curriculums we follow we place great emphasis on physical and mental health. We want all our pupils to be fit for life.

Communication with Families

The school uses every opportunity to communicate effectively with all community members. This is achieved using a range of strategies including:

- Letters home via Parent Hub app
- Email
- Telephone
- Direct Messages via Parent Hub
- Newsletters
- School website
- Parents' evenings
- Reports

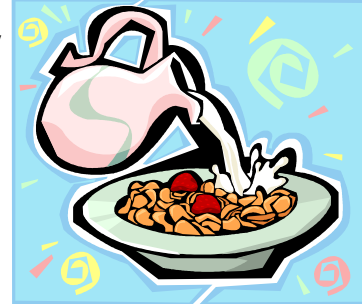
Any concerns or queries you may have about your child(ren) should be directed, in the first instance, to their class teacher. This can be done by ringing the school office to arrange either a telephone call or a meeting.

General queries should be directed to the school office.

School Day

We run a breakfast club every morning from 8:00 am - 8:50 am for all children. Please ring the school office if you want a place and pay for sessions on Parent Pay in advance.

Children have breakfast and drink and have the option to join in organised, active games each day.



It is vital that ALL children receive a complete and full education and in order to do this they need to be in school on time and ready to learn before registration every day.

Doors open - 8.50 am

Doors & gate closed - 9.00am

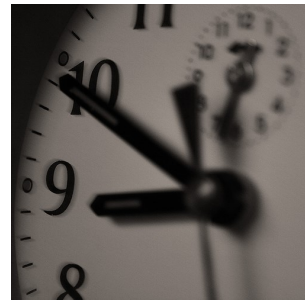
Registration - 9.00 am

Morning session - 9.00 am - 12.00 noon

Lunch 12.00 noon - 1.00pm

Afternoon session 1.00 pm - 3.30 pm

Hometime 3.30 pm



Children in years nursery up to and including year 2 will be passed to a known adult at the end of each school day/session. We will only release a child to an adult (over 18 years of age).

Children from year 3 upwards will be released from school independently.

We run after school clubs throughout the year which are advertised via the Parent Hub app.

Attendance

The school aims to ensure all children achieve their full potential in all aspects of their school life and are safe at all times. Children need to attend school every day in order to achieve this. This policy is written with consideration of and regard to Mill Lane Primary School Safeguarding and Child Protection Policy with specific reference to Section 10 "Attendance and Children Missing Education".

It is the legal responsibility of all parents to ensure their child(ren) attend school every day. If your child is absent from school you should contact the school office by 9am or as soon as possible on the first day of absence; this can be done by telephone on 01924 477544 in writing or by email.

Mill Lane follows Kirklees recommended "First Day Calling Procedures" (see school website). If school is not contacted by parents then parents will be contacted by the school to gain a reason for the absence and ensure the child is safe. If no reason can be found (if parents cannot be contacted) the absence will be recorded as unauthorised and "First Day Calling Procedures" will be followed.

Attendance will always be a high priority for school and we expect 100% attendance for all children. We will continue to promote attendance in a positive way. The West Yorkshire Police Truancy Policy is followed for any child who absents themselves from school during the school day.

In addition to being in school every day it is also of equal importance that your child is in school on time. The school doors open at 8.50 and the register is taken at 9am. Children arriving between 9.00am and 9.15am will be recorded as being late. Children arriving after 9.15am will also be recorded as late but this will also mean that they will lose their attendance mark for that morning and the absence will be recorded as being unauthorised.

All requests for term time absence will be termed as "leave of absence". The school will not authorise any requests for leave of absence other than in exceptional circumstances. Parents will have to demonstrate that the leave is exceptional to the child. Any request for leave of absence should be made in writing. A form is available from the school office.

If a child is taken out of school for an unauthorised leave of absence then a Fixed Penalty Notice may be issued. Fixed Penalty Notices are calculated as follows:
£60 per *parent per child if paid within 21 days.
£120 per *parent per child if paid after 21 days but before 28 days.

Failure to pay the penalty notice could result in the Local Authority starting legal proceedings against you for the offence of not ensuring your child's regular attendance at school. If you are found guilty of the offence you may be fined up to £1000 and you will receive a criminal record. Where parents continue to take unauthorised leave of absence, despite having previously been issued with a penalty notice, the Local Authority will consider a direct prosecution Section 444 of the Education Act 1996.

Children must be brought to school unless they need to be absent for an authorised reason. Authorisation will be granted for illness, medical appointments that cannot be made outside the school day and religious observance (a maximum of 3 days may be requested during any one school year with no more than 2 days at any one time).

Attendance below 90% will trigger the involvement of the Attendance and Pupil Support Service.

*Parent, as defined by the education act 1996 section 576, means any adult who has parental responsibility for a child (as defined by law) or any adult who has care of a child. This applies regardless of whether or not the adults are birth parents.

School Meals

The school runs its own very successful meals service; the meals offered are nutritious and fresh produce is used. Children choose their own meal from the set daily menu during registration. This ensures that the children get the meal of their choice at lunchtime.

School dinners cost **£2.55 per day or £12.75** per week. Dinner money must be paid using our online service on www.parentpay.com

If you think your child is eligible for free school meals please ring 01484 221928 for further information or you can complete an on-line application form at www.kirklees.gov.uk/freeschoolmeals. If you would like help with this please ask at the school office.

Packed lunches

Children in years 3-6, who do not have a school meal, may bring a packed lunch.. Please ensure that packed lunches are brought to school in a secure container labelled with your child's name and with appropriate food hygiene precautions taken.

Water (plain unflavoured water and not fizzy) should be brought to school in plastic flasks or bottles or safe containers. In the interest of health and safety, children must not bring cans or glass bottles. Children's lunches need to be healthy, therefore, crisps, sweets, fizzy drinks and chocolate are not allowed. **NO NUTS OR PRODUCTS CONTAINING NUTS, eg chocolate/nut spread, ARE ALLOWED IN SCHOOL.**

If your child forgets his or her packed lunch we will try and contact you. If we are unable to do so, we will provide a school meal and ask you to reimburse us later.

Reception, Year 1 and Year 2

If your child is in Reception, Year 1 or Year 2, they will be able to choose from two/three hot meals or a range of sandwich options each day. Every child will be entitled to choose from the same range of puddings regardless of the main meal they have chosen. Full menus are available on the school website.

Children from Reception to Year 2 are not permitted to bring a packed lunch as a sandwich option is available to them every day.

Morning Break

A mid morning snack helps your child to focus on their learning. All children from Reception to year 6 can bring a piece of **fresh** fruit or vegetable to be eaten at playtime.

Yoghurts, breakfast bars, cheese and dried fruits are NOT allowed.



Lost Property

Naming all items of clothing reduces the risk of losing things. Please name items of children's clothing. We do keep lost property for a reasonable period of time, but it is often difficult to identify items that are not labelled. If your child has lost something please check in their classroom first and then check in the lost property with a member of staff.

First Aid



The school ensures that we have staff who are trained in administering first aid. Simple first aid is given at school when necessary. The school has a defibrillator which is stored in the school office. If an accident needs further medical attention we will make every effort to contact you first. Please ensure your contact details are up to date.

Medicines

We will administer medicine that is brought to school by a parent / carer as needed.

Any medicine must be in the original container and labelled as prescribed for that child.

Medicines that are short term can only be administered if they are both prescribed and required during the school day—this is usually when they need to be taken 4 times every 24 hours.

See the school website for our policy.



Sun Protection



During warm summer months all children should have a named sun hat in school which they will be encouraged to wear when playing outside.

School staff are not permitted to apply sun cream to children but we would ask that you apply a long lasting sunscreen before school in sunny weather.

Sunglasses are not permitted in school.

Water Policy



We encourage the children to drink water regularly throughout the day. Drinking water is available in every classroom but children should bring their own named reusable water bottle into school. ONLY STILL, UNFLAVOURED WATER please.

Emergency Contact Details

Please ensure that your contact details are correct, and that the school is told about any health matters, especially allergies, relating to your child.

Money

The vast majority of payments to school are now paid online using ParentPay (www.parentpay.com)

Concerns and Complaints

Any concerns or complaints about school matters should first be brought to the attention of the class teacher. This can be done by making an appointment through the school office or catching the teacher at the end of the school day.

Please see Mill Lane Complaints Procedure on the school website for further information.

School Uniform

All children should come to school in PE kit as there will be no option to change and we will be doing lots of physical exercise throughout the school day.

The required elements of our uniform are black bottoms (shorts, leggings or joggers) and a white or red top - this can be a jumper/sweatshirt/cardigan or polo shirt or a combination. Any of our uniform can be worn at any time of year.

Children must wear trainers - these can be any colour - black leggings, jogging pants or shorts, a white/red polo shirt and a red sweatshirt/jumper/cardigan.

WE DO NOT REQUIRE YOUR CHILD'S UNIFORM TO HAVE A SCHOOL LOGO - PLAIN UNBRANDED CLOTHING IS ALL WE ASK.

Hoodies must not be worn inside school but can be worn in place of a coat.



or

black leggings or joggers



or

white or red polo shirt



or



or



a red jumper or cardigan or sweatshirt



trainers – any brand or colour but must be suitable for sports

Apart from trainers ALL CLOTHES MUST BE LOGO/BADGE FREE (EXCEPT THE SCHOOL LOGO IF YOU WISH) – we do not want any child to feel they are not good enough because they do not have Adidas/Nike etc.

Supermarkets sell cheap and serviceable sportswear, which would be perfect.

Only children in nursery can wear a dress as they do not participate in the Daily Mile or formal PE.

Watches and stud earrings are the only permitted jewellery in school; sunglasses, bracelets, badges, rings, necklaces and anything other than a watch or stud earrings are not permitted.

Watches and earrings should be removed for PE and children need to be able to do this themselves – staff are not permitted to do this. Taping earrings is not considered safe practice and is not done at Mill Lane Primary School. If children are unable to remove their own earrings/watches, teachers will assess the risk to the individual child and the rest of the group and they will either join in if safe to do so or complete a separate activity if it is not.

Safeguarding

“Safeguarding is everyone’s business – never ever do nothing.”

(A combination of two quotes by Lord Laming following the death of Victoria Climbié)

Mill Lane Primary School is committed to ensuring the welfare and safety of all children in school. All Kirklees schools, including Mill Lane Primary School, follow the Kirklees Safeguarding Children Partnership procedures. The school will, in most circumstances, endeavour to discuss all concerns with parents about their children. However, there may be exceptional circumstances when the school will discuss concerns with Social Care and/or the Police without parental knowledge (in accordance with Kirklees Safeguarding Children Procedures). The school will, of course, always aim to maintain a positive relationship with all parents. The school’s Safeguarding Policy is available on the school website.

Safer Recruiting - All staff appointed to Mill Lane School are subject to an enhanced Disclosure and Barring Service (DBS) check.

Safeguarding - All staff have been trained in Safeguarding procedures. The training includes understanding what is meant by: physical abuse, emotional abuse, sexual abuse and neglect and how to recognise signs of the above. Staff have also been trained in what to do if they suspect abuse, or if abuse is disclosed to them. All disclosure or suspicions of abuse are reported to the Designated Safeguarding Lead (DSL) Miss C Barlow. In her absence, referrals are made to Mrs A Wilby, Miss A Massarella, Mrs B Ottewell, Mrs Z Jogee or Mrs A Shaikh, who are the Deputy DSLs at Mill Lane Primary School. All referrals result in Miss Barlow, Mrs Wilby, Miss Massarella, Mrs Ottewell, Mrs Jogee or Mrs Shaikh following the Kirklees Safeguarding Children Partnership procedures.

E-Safety - The school also has to follow guidelines on keeping children safe when they use the internet. The internet is such a valuable resource but poses so many potential threats to the safety and well-being of the person using it. Children are taught in school how to stay safe when using the internet.

If you have any concerns regarding Safeguarding please contact: Miss C Barlow in the first instance.

A copy of the school’s Safeguarding Policy is available on the school website or from the school office.



Kirklees **Safeguarding Children** Partnership

Designated Safeguarding Lead (DSL)

All disclosures or suspicions of abuse are reported to the DSL,
Miss C Barlow Headteacher).



Miss C Barlow

In her absence referrals are made to Mrs A Wilby, Miss A Massarella, Mrs B Ottewell, Mrs Z Jogee and Mrs A Shaikh who are the Deputy DSLs at Mill Lane Primary School.



Mrs A Wilby

Mrs Z Jogee

Miss A Massarella

Mrs A Shaikh

Mrs B Ottewell

All referrals result in Miss Barlow or the Deputy DSL the Kirklees Safeguarding Children Partnership procedures.

School Council

We recognise the importance of pupil voice and involving the people who really count in the development of the school. The children elect their own school council members. The elections are held every September to allow all pupils the chance to stand.

The school council meets periodically to discuss school improvement. Children's opinions are sought on a wide range of issues including school meals and staff recruitment.

Emotional Wellbeing

Emotional wellbeing is a central part of life at Mill Lane. Children are encouraged to share their thoughts and feelings about life and develop strong robust strategies for dealing with difficult situations. We teach Investing In Me every day which enables pupils to gain understanding and insight into social and emotional wellbeing at an age appropriate level.

We have introduced 'Zones of Regulation' across school which supports children in developing resilience and self help strategies.

We celebrate both effort and achievement and aim to build strong relationships along the way.

Peer Mediators

Some of our older children are trained to use a restorative approach to resolve minor conflicts between children. This empowers pupils and allows them to develop valuable skills for later in life.

Play Leaders

Every year we train some of our older children to become Play Leaders. This means they can engage other children in games during lunch and break times.



Admissions Procedures

Admission to Early Years Unit

We aim to offer three terms of part-time nursery education before the start of full-time schooling. Admission will usually be the term following the child's third birthday but preference will be given by date of birth.

Admission to Full Time School

The School adheres to Kirklees Admission Policies.

You can view this information by following the link below:

<https://www.kirklees.gov.uk/beta/admissions/apply-primary-school-place.aspx>

Further useful information can be found by following this additional link:

<https://www.kirklees.gov.uk/beta/schools-and-education.aspx>

For any further information please write to:
Kirklees Admissions
First Floor
Kirkgate Buildings
Byram Street
Huddersfield
HD1 1BY

Tel: 01484 225007
Fax: 01484 225264
email: pupiladmissions@kirklees.gov.uk
Website: www.kirklees.gov.uk/admissions

School Staff

Headteacher:	Miss C Barlow
Deputy Headteacher:	Mrs A Wilby
Assistant Headteacher:	Miss A Massarella
Chair of Governors:	Mrs L Kilroy

Business Support Manager:	Mrs B Ottewell
Business Admin Support	Mrs C Jones

Caretaker:	Mrs S Haigh
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EYFS

Reception Teacher & EYFS Leader:	Mrs S Sanderson
Nursery Lead Practitioner:	Mrs J Thorne
Educational Teaching Assistant (ETA):	Mrs S Bedford
Educational Teaching Assistant (ETA):	Miss F Basser

Key Stage 1

Class 1 Teacher :	Mrs C Cromack & Mrs L Little
Class 2 Teacher & Key Stage Leader:	Mr D Swithenbank
Cover Supervisor:	Mrs Z Jogee
Educational Teaching Assistant (ETA):	Mrs M Begum

HLTA - KS1 & 2	Mrs C Prendergast
Educational Teaching Assistant KS1&2 (ETA):	Miss G Woodcock

Key Stage 2

Class 3/4 Teacher:	Mrs C Pendery
Class 4/5 Teacher:	Mr R Olbison
Class 5/6 Teacher & Key Stage Leader:	Miss A Massarella
Cover Supervisor:	Mrs A Shaikh

The Learning Den

Mrs A Wilby	Mrs L Dalton	Mrs R Hyland	Mrs G Goalby
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Lunchtime Supervisors:

Mrs L Dalton	Miss G Woodcock	Mrs G Goalby	Miss F Basser
Mrs Z Hussain	Mrs S Bedford	Mrs M Begum	Mrs R Hyland

Breakfast Club

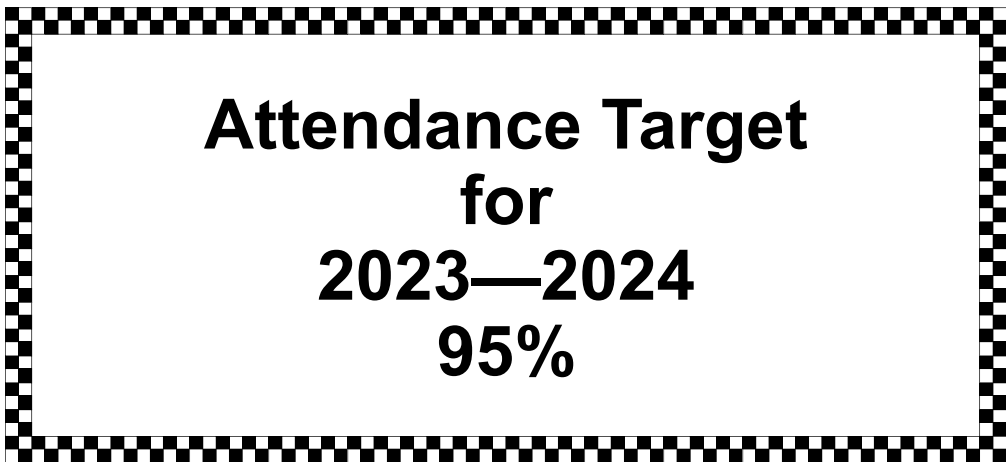
Mrs L Dalton	Mrs G Goalby
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School Term and Holiday Dates 2023-2024

For school term dates and INSET days please refer to:

the school website or www.kirklees.gov.uk/termdates

Should you need any clarification of the above information, please do not hesitate to contact school.



**Attendance Target
for
2023—2024
95%**

Highlights from previous years

Children

Eid celebration and assembly
Christmas Panto (KS2)
Children in Need
Macmillan Coffee Morning
Easter Raffle
Dance mats
Breakfast Club
Park runs (KS2)
School Disco
Christmas lunch
Teddy Bears Picnic (EYFS)
World Book Day
Fire Brigade talk (Class 4/5)
Summer Fair
Theatre productions
Parent Fitness Classes
Parent Coffee Mornings

Christmas Parties (EYU & KS1)
KS1 Nativity
Always Board Treats
Red Nose Day
Sports Days
Bikeability
Pop music recital
Book Fair
Year 6 Boosters
Pupil Talent Show
Food Bank collection
Greek cooking (Class 4/5)
Winter Fair
Parents' Evenings
Key Stage 2 Fitness Day
Foxes Biscuits Visit

Clubs we have run:

Multi-sports
Bat and ball games
Curling & Bowling
Dance
Boxercise
Netball
Football
Diamond Art
Computing