Parent Handbook

Taking you step-by-step through starting school

Welcome to Burley Oaks Primary School

Belong, Believe, Achieve

Moorlands Learning Trust

Key Information

Claire Lee, Headteacher, says…

It is fabulous news that your son or daughter will be joining us at Burley Oaks Primary School (BOPS!). We're looking forward to your family being part of the Burley Oaks team.

We need some information from you

Could you please read this Parent Handbook and then access our Student Management System 'Arbor' to enrol your child. A separate letter will be sent to you detailing the requirements and giving access to the app.

Answering your questions

Included in the handbook are answers to Frequently Asked Questions. If you have any questions that are not answered here, please contact the school office on 01943 862642 and we will be happy to help!

Policies and term dates

We have included details of some important policies you need to know about, along with our term dates from September.

Welcome

We look forward to welcoming you in September.

Belong, Believe, Achieve

What are our school times?

School times

- School Gates Open: 8.35am
- Start (Registration): 8.45am
- Morning Break: 15 minutes
- Lunchtime:
  11.40 – 12.40pm (Rec)
  12.00 – 1.00pm (KS1)
  12.15 – 1.15pm (KS2-Yrs 3,4,5,6)
- Afternoon Break: 15 minutes (Reception & KS1)
- End of Day: 3.15pm

School gates are locked during the school day. Late arrivals must report to the school office.

Wraparound Clubs

Early Birds and Night Owls

Before School Club: Early Birds+ begins at 7.45am until start of school: £5.05

Early Birds begins at 8.00am until start of school: £4.00.

After School Club Night Owls starts at 3.15pm until close at 6pm.

The charges are: £6.60 per session.

Sessions are: 3.15 - 4.30pm and/or 4.30 - 6pm. Total for both sessions is £13.20.
(prices are subject to change in September)

Uniform

We believe that school uniform gives our children the feeling that they belong to a close school community as well as giving them a sense of pride in their school and their appearance. Our uniform consists of:

- Royal blue sweatshirt, cardigan or hoodie.
- White or royal blue polo shirt.
- Grey/navy trousers or shorts.
- Grey/navy skirts or pinafores.
- Blue/white checked summer dress (optional).

Some children prefer to wear shorts, particularly in the summer term. This is perfectly acceptable as long as the shorts are consistent in colour and styling with other items of school uniform.

Footwear

All children must wear formal, plain black school shoes below the ankle.

Partly due to certain environmental characteristics of the school building/grounds and partly for our outdoor learning, the children may require indoor pumps and/or wellington boots.

PE Kit

For safety reasons, particularly when using sports apparatus equipment, a sensible PE kit is very important.

- Navy/black shorts
  (or a gym skirt for older children)
- White printed logo t-shirt for Reception and KS1
- Blue logo t-shirt for KS2
- Royal blue hoodie
- Trainers

Please ensure that all items of clothing are clearly labelled with your child's full name.

Where to buy:

Whilst branded items are not mandatory, all items of uniform (with the school logo) are available from:

- Wharfedale Uniforms
- Sue Knowles Embroidery Service

We offer second hand uniform for £1 each. Please enquire at the school office.

Food in school

School Meals

Our children are busy growing, not just through their learning, but physically too. We know that to perform at their best they need a balanced and nutritious diet. School meals are cooked in the school's own kitchen and comply with the nutritional guidelines set for schools. Our school meals service offers a choice of menu with alternative main meals for vegetarians and a sweet course.

Please note that ALL children in Reception, Years 1 and 2 are entitled to receive **free** school meals.

Current menus are available on the school website under 'Virtual Office'.

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Pupil Premium Support

If you are in receipt of any of the benefits listed on the welcome letter, it's important to still apply for free school meals for the children in Reception and Years 1 and 2 because any child registered for the Free School Meals Grant will also receive help with uniform, trips etc. from the Government's Pupil Premium strategy. For more information, please contact the school office or follow the link on the school website.

Packed lunch

As part of our healthy eating policy, we encourage pupils who eat a packed lunch to enjoy a balanced diet including, for example, a sandwich, cereal bar and a piece of fruit. If your child brings a packed lunch to school, it must be in an unbreakable container, clearly labelled with the child's name and class.

Nut-Free School

Burley Oaks is a nut-free school and, therefore, we ask parents to ensure that no foods containing nuts or nut products are brought to school. This is a health and safety matter.

Fruit and drinks

All children in Reception, Year 1 and Year 2 are provided with free fruit every day and so snacks do not need to be provided from home.

Year 3, Year 4, Year 5 and Year 6

Children in Key Stage 2 may bring in a snack from home. Mid-morning snacks may include a piece of fresh or dried fruit. Children should not bring in biscuits or chocolate bars for snack time.

School milk and water

Children in Reception are entitled to free school milk until the day they turn five. Milk may at a charge be supplied to all year groups throughout school via Cool Milk. Cooled water dispensers have been installed around school giving all children access to water throughout the day.

Frequently Asked Questions

Here are our answers to what we find are the most frequently asked questions. If you have any questions that are not answered here, please contact the school office and we will be happy to help!

Attendance and Absence

We are committed to promoting excellent levels of attendance and punctuality, enabling our pupils to take full advantage of the educational opportunities available to them. We recognise that positive behaviour and attendance have a significant impact on our children's attainment and their life chances as it maximises their learning opportunities.

We aim to encourage and assist all children to achieve excellent levels of attendance and punctuality and reduce persistent absence, in order that all pupils are assisted in reaching their potential. If your child is ill, please let the school office know by 9:00am on the first day of absence. Please always telephone the school office on 01943 862642.

Holidays

All school holiday dates are published to parents one year in advance. Parents are notified, in advance, of proposed dates for School Assessment Testing (SATs) and they should make every effort to ensure their child attends school during that period.

Request for Absence

With this in mind, the Government and Local Authority (LA) have now put in place new procedures regarding absence during term time. A request for leave of absence must be applied for in writing, using the application form (available on the school website under 'Virtual Office) to the Head Teacher. Only in exceptional circumstances will holiday requests in term time be granted. If holidays are taken during term time without permission, this will result in a penalty notice and parents will be fined for absences of 5 days or more within a rolling 10 week period.

Medical Appointment

Routine medical or dentist appointments should, wherever possible, be arranged out of school hours; if this not possible please inform the school office either in person or via email of the absence.

Jewellery and Other Valuables

Jewellery worn by children in school can constitute a very real safety risk. Items that have to be removed during the course of the day and are then misplaced can become a very time-consuming problem. For these reasons, school policy is that children can wear only one pair of ear studs, should they have pierced ears. Wristwatches are allowed but must be removed for PE and Games. Should your child need to wear jewellery to identify a medical condition please inform the school office. Smart watches are not permitted.

Music

In music, the children have the opportunity to learn a variety of instruments, encouraged by performing solos, duets and ensemble pieces in concerts. They may also sing in the choir and produce musical and dramatic performances. We provide a range of clubs and welcome professional visitors to the school to support and develop our work.

Wider Opportunities

Our 'Wider Opportunities in Music' provision means that all children in Y3 take part in recorder lessons and all children in Year 5 take part in our Learn to Rock programme of study. This enables them to play the electric guitar, keyboards and drums over a series of lessons. The children perform in their bands at the end of the programme in a concert. Each year we organise performances, for all pupils, by a range of artists/theatre groups etc.

Clubs & Sports

At Burley Oaks there is a wide range of activities for children to participate in outside the classroom to enrich and enhance their educational experiences. As well as after school clubs, children also have opportunities to take part in residential visits.

A wealth of sporting activities is offered where we seek to support the development of skills, teamwork, sportsmanship and fair play. We encourage involvement with the local community and other schools both in friendly and competitive tournaments. Burley Oaks is a member of the inter-schools league with primaries from across the Wharfe Valley.

The children are always enthusiastic about our extra-curricular activities which include:

Netball	Football	Photography
Dance	Crafts	Multi-Skills
Yoga	Tennis	Running
Choir	Dodgeball	Spanish

Seeking permission

We will always seek your consent if any activity takes place after school. If we are playing a sport at another venue, it is the parents' responsibility for ensuring that appropriate arrangements are made for their child to get to and from the venue.

Positive Behaviour

Positive behaviour and high expectations are key foundations of a good school. Where expectations are clear, visible and fair, children feel happy, safe and able to succeed. Our policy is designed to encourage and reward excellent behaviour through positive systems so that all children observe our school motto, principles and rules in action.
READY, RESPECTFUL, SAFE

Special Educational Needs

All children are treated as unique individuals and we strive to meet their every need. Quality teaching is key to successful learning. We promote inclusion in the broadest sense. All activities (including extra-curricular and visits) are assessed and monitored to ensure that access is available to all and in doing so we recognise and celebrate the achievements of all pupils. Some children may have additional needs, we adopt a graduated approach to 'assess, plan, do and review' provision in consultation with parents.

Every Child is Unique

At Burley Oaks Primary each and every child should be encouraged to develop their attributes, skills and potential within a learning environment that embraces equality of opportunity and provision. Abilities and talents will emerge in a wide range of subjects and fields; it is important to develop the whole child. Schools and individuals can thrive in a culture of ambition and aspiration. Our curriculum is broad, deep, relevant and meaningful to ensure that children are motivated by their learning and challenged appropriately.

Emergency Arrangements

We will always endeavour to open the school, but in cases of bad weather or other emergency that may affect access, our essential services or the health and safety of our children and staff, closure may be unavoidable.

During severe weather please check: School Closures and/or the school website home page www.burleyoaks. co.uk, the twitter feed @BurleyOaks where we will post any important information. If the school is closed details will be broadcast on local radio from approximately 7.00am onwards. We will also aim to alert parents by email and text.

Collecting your child

If school closure is announced during the day due to severe weather conditions, every effort must be taken to collect your child as soon as possible. If you personally cannot get to school, or you work out of the local area, please have a contingency plan i.e. nominate an adult to collect your child in your absence.

Health and Welfare

We liaise closely with The School Nursing Team and Area Health Authority who oversee a wide range of services such as medicals, hearing /vision tests and health interviews. A referral form for their support regarding any issue within their remit is available from the school SENDCO.

Medicines

In line with the local authority and teachers' professional association guidelines, no medicines will be given to children with the following exceptions:

- Inhalers - one should be kept in school in a safe place in the classroom
- Auto-injectors – two should be kept in school: one for the office and one in a safe place in the classroom
- Prescribed medicines where the frequency of dosage makes this necessary or non-prescribed where it would be detrimental to the child's health not to do so or when instructed by a medical professional.
- Medication cited in a medical care plan.

Any medicine should be brought to the office by an adult and must be clearly marked with the child's name and dosage. We can take no responsibility for a missed dose. Parents may choose to come and administer medicines themselves. Children should not bring throat lozenges, creams or other non-prescribed medicines to school.

Sickness

Children who are absent from school because of vomiting and/or diarrhoea must be kept at home for 48 hours following the last bout of sickness / diarrhoea.

Illness at school

If your child is ill whilst at school, or involved in an accident, we will attempt to contact you immediately. **Please make sure that contact numbers are kept up to date on Arbor.** You will be notified of any minor injuries via email using our 'Medical Tracker' system.

Risk of Sunburn

We recommend that 24-hour sun cream is applied before your child comes to school and that a sun hat is provided. If it is felt that a child requires a reapplication during the day e.g. due to an afternoon PE lesson, or after school club, then a named bottle of sunscreen can be brought in and the child will be encouraged to reapply this themselves after checking with their teacher.
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Working together

Parental Involvement

Working in strong partnership is very important to every child's learning journey. Parents obviously have the most powerful influence on their child's development and we aim to help parents 'belong' and to feel that Burley Oaks is their school too. Children make maximum progress when home and school work closely together. Reading and homework is an important part of this partnership. It allows the pupil to improve his or her own standards and potential beyond the classroom environment. Class assemblies and 'stay and play' sessions are held throughout the year where the children showcase their learning. This is another great opportunity for parents to see their child's achievements for themselves and also develops confidence and public speaking skills.

Partnership with parents

In addition to all of this many parents and other volunteers come into school to share their skills. Even a few hours a week is very much appreciated. Perhaps you may like to join us by:

- Signing up as a regular classroom helper.
- Helping on school visits.
- Helping with out of school activities and clubs.

BOPSA

BOPSA is the Burley Oaks Primary School Association. We are made up of parent volunteers and staff who work together to create exciting and fun events, which also raise enormous funds for the school. If you would like to help out at any event, please contact **pta@burleyoaks.co.uk**, follow us on twitter or join the Facebook page.

Assessment

Assessment is ongoing throughout each year. We encourage parents to liaise with the class teacher as necessary. A problem no matter how small is better dealt with quickly and can stop minor niggles escalating to bigger issues.

Parent Consultation Evenings

We encourage you to attend our Parent Consultation Evenings. We will advise you when they are taking place. To help you support your child/ren at home, we have developed information evenings throughout the year which are very well attended.

Communication with Parents

At Burley Oaks we strongly believe that communication is key to ensuring all children are happy, secure, motivated and ultimately successful. We have a wide variety of means of communication:

Electronic Communication with parents

- Teachers can be contacted (on non-urgent matters) by email. Emails can be sent to teachers using the following format: the teacher's first initial and last name @ burleyoaks.co.uk. For example, jsmith@burleyoaks.co.uk. Emails are not monitored during teaching time.
- Teachers regularly update their year group section of the website and their class blog.
- We subscribe to an email system via SchoolComms therefore parents can be updated quickly and effectively.
- Whole School newsletters are produced half termly. These can be downloaded in the 'Newsletters' section of the school website under the 'News Tab' website headings.
- The school's Twitter feed is updated regularly, providing useful reminders and details of the events and activities taking place in school. Sign up so that you don't miss out @Burleyoaks.

Other means of Communication

- A member of staff will be at the cloakroom doors at the start and end of the school day so that messages can be passed on.
- We encourage communication through the use of home-school diaries. Parents are asked to look at the diary and sign it once a week. At any point, the diary is a useful tool to pass on messages…no matter how small the message.

The Home School Agreement

We believe it is essential to have strong links between home, school and the community. All children, parents and the headteacher are asked to sign a Home School Agreement that outlines the intentions of all three parties.

Policies

Why do we need policies?

For a school to offer high quality education and care, it needs policies. Policies help develop and define a set of consistent rules, regulations, procedures and protocols.

Parents need policies

Policies are also useful to parents. For example, a prospective parent might wish to view a school's behaviour policy or special educational needs policy, before deciding whether to apply for their child to attend the school.

High standards

Policies are vitally important, and help us to create standards of quality for learning and safety, as well as expectations and accountability.

Where to find them

Please visit the 'Policies' page of our school website which can be accessed here: Burley Oaks Primary School for school-specific policy information.

Please note that since we joined Moorlands Learning Trust and became an Academy school, some of the ***statutory academy policies*** are held centrally and can be found on their website:
Moorlands Learning Trust

Key policies

Our key policies include:

- Child Protection & Safeguarding
- Teaching and Learning Framework
- E-safeguarding
- Managing Medicines
- Charging & Remissions Policy
- Data Protection
- Anti-Bullying
- SEND Policy
- Positive Behaviour
- Attendance
- School Handbook 2024

Other Information

Our School Website offers a wealth of information for parents & children, so please do take a look around.

If you haven't already, we would invite you to visit the Reception September 2025 page which has a video of Burley oaks in action along with a 360 tour of the school which may help familiarise your child with their new surroundings.

Should you have any unanswered questions after taking a look, please do not hesitate to contact the School Office who would be happy to help.

Term dates 2025/26

AUTUMN Term 2025

Reopen:	Tuesday 2 September 2025
Half Term Close:	Thursday 23 October 2025
Reopen:	Monday 3 November 2025
Close:	Friday 19 December 2025

SPRING Term 2026

Reopens:	Tuesday 6 January 2026
Half Term Close:	Friday 13 February 2026
Reopens:	Monday 23 February 2026
Close:	Friday 27 March 2026

SUMMER Term 2026

Reopen:	Monday 13 April 2026
Closed:	Monday 4 May 2026
Half Term Close:	Friday 22 May 2026
Reopen:	Tuesday 2 June 2026
Close:	Friday 17 July 2026

Belong, Believe, Achieve

Ethos and Values

At Burley Oaks we are all proud to 'Belong, Believe, Achieve'. There is no distinction between pupils and staff. Every child is of equal importance and unique in their own way.

We belong because...

- we support and value everyone and make a positive effort to care and nurture
- every child is of utmost importance in everything that they bring to the school in terms of life experiences, personality and potential to achieve
- we are a team – we value everybody's contribution and make sure everyone contributes
- we are responsible and take pride in our school, one we love

We believe because...

- we know learning is limitless and that achievement is valued at every level
- we see other people having confidence in our abilities and being proud of our achievements
- our teachers, teaching assistants, parents and community have high expectations of us
- school is committed to providing what we need on a daily basis and on a strategic, long-term basis
- we care about each other and learn to develop high levels of emotional intelligence

We achieve because...

- we are active learners
- music, art and sport provide the foundation for and enhance our everyday existence which sustains a vibrant culture of purpose, positivity, teamwork and success
- we care and prioritise meaningful collaboration to make a difference for each child
- we accept nothing less than our best from everyone - our standards are high
- we thrive on challenges and learn to learn with resilience
- we recognise talent, interest and passion
- we learn together across the school so that children from different year groups respond and
- connect at different levels
- we enjoy our school days and look forward to new learning
- our curriculum is exciting and connects with the community, local and global picture
- we celebrate learning and achievement through project-work e.g. WOW days, themed creative
- curriculum activities

'Belong, Believe, Achieve', drives all that we do.

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Twitter: @Burleyoaks

Burley Oaks PRIMARY SCHOOL
A MOORLANDS LEARNING TRUST ACADEMY
Belong, Believe, Achieve

Moorlands Learning Trust