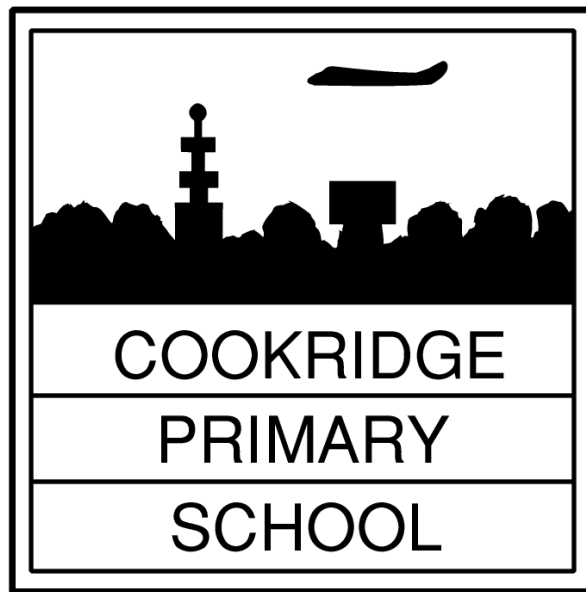


Prospectus



Tinshill Drive, Leeds, LS16 7DH
Tel. 0113 3862500 Fax. 0113 2679692
Headteacher: Mr S. Tomlinson MEd

[Email: info@cookridge.leeds.sch.uk](mailto:info@cookridge.leeds.sch.uk)
<http://www.cookridge.leeds.sch.uk/>

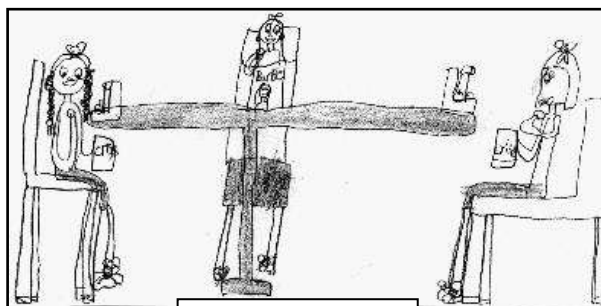
STAFF

Teaching Staff:

Mr S Tomlinson	Headteacher
Mr R Llewellyn	Assistant Headteacher, Coordinator for Science and Assessment and Planning
Mrs A Stanton	Reception Class , Coordinator for Key Stage 1, Early Years, Pastoral Care, Portage
Mrs B McHugh/ Mrs H Dawson	Class 1 Coordinator for History
Mrs K Mitchell/ Mrs H Willetts	Class 2, Joint Coordinator for PSHCE, Coordinator for DT and Art
Miss R Kitchen	Class 3, Coordinator for RE
Mr P Cockerham	Class 4, Coordinator for ICT
Mrs W Thorpe	Class 5, Coordinator for Music/Arts
Mr A Maldonado	Class 6, Coordinator for MFL
Mrs S Robinson	Class 7, Coordinator for Literacy
Mrs C Morrison	Class 8, Coordinator for mathematics and PE

Non-teaching Staff:

Mrs H Laycock	Learning Mentor & SENCO
Mrs B Limon	Nursery Nurse
Mrs D Hall	Senior Admin Assistant
Mr K Dickinson	Superintendent
Mrs D Porter	Cook
Mrs D Hawkins	Mid-day Supervisor
Mrs J Hyde	Dinner Money Clerk/Admin



'Lunchtime'
by Hannah Smith

GOVERNING BODY

Chairman

Mr P Gathercole
47 Hillcrest Rise,
Leeds
LS16 7EW
0113 267 7218

Headteacher

Mr S Tomlinson

Local Authority representatives

Mr M Searle
Mrs B Thompson

Teacher representatives

Mrs C Morrison
Mr R Llewellyn

Non Teaching staff representative

Mrs H Laycock

Parent representatives

Mrs K Greenhalf
Mrs H McMillan
Mrs M Rock
Mr N Wyatt
Mr M Cherrington
Mr C Hawkins

Co-opted members

Mr P Gathercole
Mrs M Hallatt
Mr K Horsley

Mr N Wyatt is Vice-Chairman

Mrs M Hallatt is responsible for SEN

Mr P Gathercole is responsible for Child Protection

Literacy - vacancy

Numeracy - vacancy

Mrs B Thompson is responsible for Governor Training.

Race Equality - vacancy

Mrs M Rock is responsible for Pupil Attendance

Mr P Gathercole and Mrs M Hallatt are joint Wedge Meeting representatives

The Clerk to the Governors is Chella Sikazwe who may be contacted at the Governors Unit, Merrion House on 0113 2475559

WELCOME

Welcome to Cookridge Primary School. We look forward to your child joining our school and hope that it will be the beginning of a very happy time in his or her life.

We do look forward to your child gaining much from all we have to offer in our school, from the highest of standards in our broad curriculum, to the range of extra-curricular activities.

To all parents may I say we are always pleased to see you in school. We are grateful for the support and encouragement which our parents give their children and the school generally.

Mr S Tomlinson

AIMS AND OBJECTIVES

We aim to provide educational excellence in a safe and supportive environment which provides every child with the opportunity to reach their full potential, and to work in partnership with parents to achieve this.

We aim to be an inclusive school which respects all children equally regardless of ability, gender, ethnic background or creed. We expect and encourage our children to maintain the 'Cookridge Code' which embodies our belief in the value of mutual respect in our community.

We believe that the primary school experience provides the foundation for later life. As such we have high expectations of children at Cookridge and expect them to have high expectations of us.

We aim to provide a broad, balanced and innovative curriculum which enriches the national curriculum with sport, art and a wide variety of experiences. We believe that children learn best when they enjoy school and value all their success in any area of school life.

Our aims are to help all of our children, as individuals, to be true to the best of themselves; to develop their talents to the full; to learn the basis of understanding themselves, their families, their community and the world; and to do all this while developing respect for the beliefs, characters and talents of others.

COOKRIDGE PRIMARY SCHOOL

Cookridge Primary School was originally opened in January 1960 with 7 classes of children between 5 and 8 years of age. Since that time it has been extended and, in 1992, closed and immediately reopened as a 5 - 11 primary school as part of Leeds City Council's programme of reorganisation.

In September 2005 we moved into a beautiful new school building provided through the Private Finance Initiative. The building has a 'state of the art' Foundation area comprising large well equipped Early Years and Reception facilities.

It also has 9 Key Stage 1 and Key Stage 2 classrooms, a large hard surface games and play area and excellent fields.

We also have an outdoor education area, school garden and orchard – supporting the 'Healthy Schools' initiative.

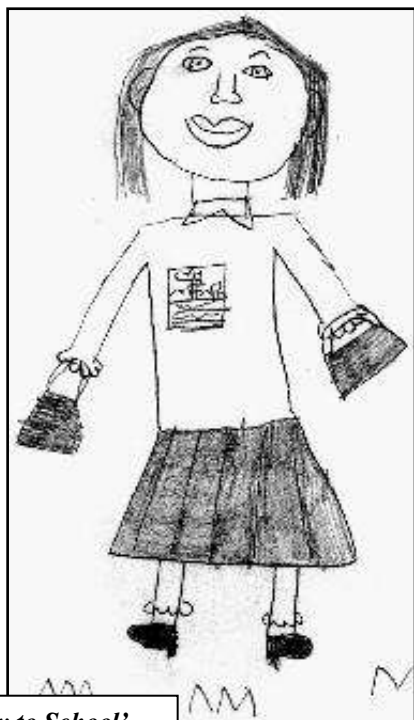
ARRANGEMENTS FOR VISITING THE SCHOOL AND THE ADMISSION OF PUPILS

Parents who are considering enrolling their child and parents of children already enrolled are encouraged to visit the school at any time, preferably by appointment.

Children are usually admitted to school in the September before they reach the age of 5 and are able to visit school to meet their new teacher and spend some time in their classroom during the previous term. At the same time parents are able to meet Mr Tomlinson for an introductory talk and to have their questions answered. For many of the children this will not be the first time they have visited the school as the playgroups in the area have close links and also visit occasionally.

When your child is admitted at the beginning of the autumn term this may not be on the first day. You will be given a time for you both to come in to school to be met by Mr Tomlinson and then taken along to the appropriate classroom where

your child will join his or her new friends. By giving each child an individual welcome we aim to make the first day at school feel happy, relaxed and secure. To this end admissions will be spread over the first few days and will, initially, be part time.



'On My Way to School'
by Siobhan Phelan

If you are at all concerned about whether or not your child has settled after you have left please do not hesitate to telephone so that we may reassure you.

THE CURRICULUM

We aim to provide as wide a curriculum as possible. We have implemented all subjects in the National Curriculum and their various amendments. The staff have specialisms and interests covering all areas of the curriculum and they work together to achieve a well balanced education for the children.

Throughout the curriculum there is an emphasis placed on the mastery of basic skills and the understanding of underlying concepts. The achievement of high standards, social training, good manners and learning to live happily together are all important facets of the school.

We use a topic approach in our teaching which becomes more subject based for the older children. We use the children's own experiences as far as possible and opportunities are provided for the children to widen these experiences whenever we are able. Practical work too is valued.

The development of language, both spoken and written, permeates the whole curriculum and is based upon the children's own language. Great emphasis is placed upon the acquisition of reading skills. There is a pre-reading scheme and a set list of books which incorporates several schemes. The school also has a well stocked library of fiction and non-fiction books.

Reading books are sent home for regular practice. (For this we must ask that a waterproof plastic bag is available to protect the book. This also applies to books borrowed from the library.)

All curriculum subjects are covered by discrete schemes of work.

Opportunities are found for integrating subjects, particularly for the younger children into cross-curricular learning units.

Our teaching is based on the children's own interests, environment and experiences with practical work, visits, a wide range of materials and visitors from outside school being used wherever possible to enhance it.

Information and communication technology (ICT) is an integral part of the curriculum and also supports our teaching of it. Alongside a wide and comprehensive collection of software we have an ICT suite with 18 computers, data projector and colour laser printer, in addition to a computer in each classroom. We also use programmable Roamers, a floor turtle, electronic sensors and portable computers and have access to the world wide web and email available from all computers throughout school. There is also a tape player available in each classroom.

Music is an important element of our curriculum. All children are exposed to a variety of musical experiences and are given opportunities to sing and to learn to play the recorder. For children

who show an aptitude (and who are not receiving private tuition), lessons on flute, clarinet, trumpet, cello, double bass and violin are currently available and some of the instruments are available on loan for the first year of tuition.

There is also a school orchestra and a choir which are involved in concerts, both in and out of school, throughout the year.

Religious education forms part of the topic work in school and is non-denominational, the children being given an introduction to cultures and religions other than the ones with which they come into contact most often.

We believe in the importance of equality and inclusion whether it be in religion, race or gender and this forms a strong underlying principle in our teaching. Assemblies with a religious or moral theme are held with children often participating. Assembly on Friday is usually taken by one of the classes.

All children are expected to take part in Religious Education and Assemblies. However if parents have specific religious requirements children may be withdrawn from these aspects of learning after consultation with the Headteacher.

Physical Education (PE) is part of the children's weekly experience and comprises the six elements of the National Curriculum (athletic activities, dance, games, gymnastic activities, outdoor and adventurous activities and swimming).

Children in Year 4 go swimming every Monday and are expected to attend each week. If, for some reason, they are unable to go, then they should bring a note to let us know why.

Extra curricular activities to satisfy the interests of a majority of children are available after

school or at dinner times. These include music ensembles, the school choir, rugby, football, netball and table tennis.

The orchestra meets on Tuesdays from 2.30 pm until 3.30 pm.

Homework is set throughout the school. We expect reading books to be taken home and may ask for spellings and multiplication tables to be learnt along with other tasks relating to subjects from across the curriculum. From time to time some research for a topic may be required. The amount of homework and its complexity will, of course, reflect the age and ability of the child.

Each term parents receive 'Class News'. This is an informative newsletter specific to each class, which itemises the subjects to be covered and learning objectives for the coming term. Other important details about homework, PE equipment, visits etc are covered in 'Class News'.

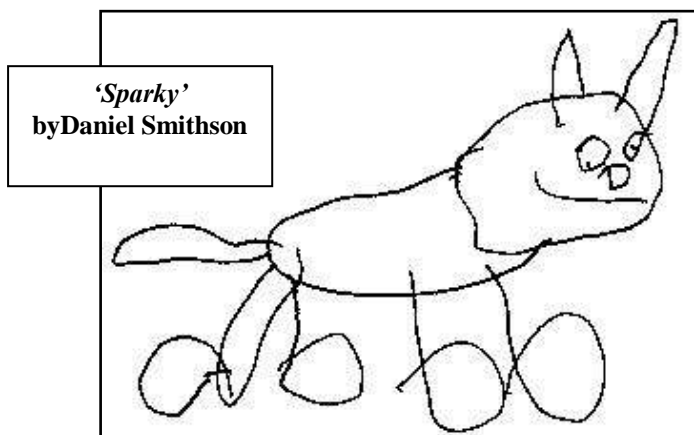
SEX & RELATIONSHIP EDUCATION

Sex & Relationship Education is a part of our curriculum. Reasonable steps will be taken to ensure that this subject is undertaken in such a manner as to encourage young people to have due regard to the quality of life set in the context of positive relationships.

CHILDREN WITH SPECIAL EDUCATIONAL NEEDS

Children with special educational needs are given help within their class or are taught for short periods in small withdrawal groups. Throughout the school, as far as possible, the curriculum is adapted to accommodate these needs whether they be associated with learning difficulties or with developing a special aptitude.

The school also has a Learning Mentor who can give advice to parents and children on a range of learning/teaching issues. She is also involved in school attendance and lateness. All areas of school are accessible by wheelchair.



YOUR CHILD'S PROGRESS

Three Open Evenings, when teachers and parents are able to discuss their children's progress without the children being present, are held each year. In addition we also hold Open Days when parents are able to come into school during school hours to see their children at work in their classes. Discussions with staff on these occasions are limited as they are fully committed in their teaching.

These are not the only times of contact, however. If we, or you, feel that it is necessary to discuss your child's progress at any time then a mutually convenient appointment may be made. Teachers are also usually available for discussion at the end of the school day. Parents are asked to avoid such discussions at the start of the day as teachers are very busy preparing their classroom for the start of lessons.

At the end of each school year all children are able to take home their personal Record of Achievement. This gives a comprehensive account of progress during the year, contains contributions by the child and asks parents to make their observations too. An opportunity for parents to discuss a child's Record of Achievement with a member of staff is provided towards the end of the Summer term.

Each annual report is retained at home in the folder provided to make an accumulated record of achievement.

HELPING YOUR CHILD

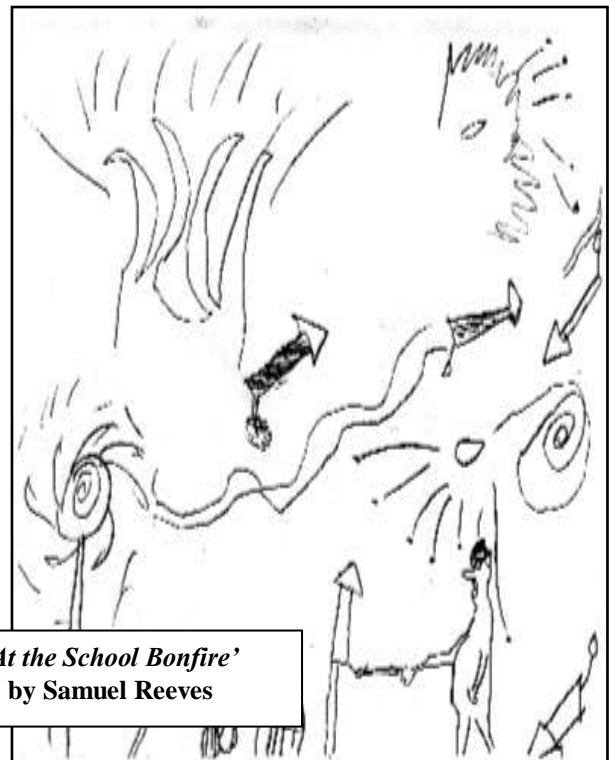
Parents can help their children to succeed at school in many ways. It is useful if you can try to do things together. You could, for example,

- talk to them about what you are doing, encouraging them to talk to you and to ask questions,
- play simple games such as snap and picture dominoes,
- read stories, encouraging them to sit quietly and listen,
- sing nursery rhymes together,
- encourage them to meet and play with other children.

Before they come to school it would be useful if they could be shown how to,

- take off and put on their clothes, fastening and unfastening them themselves,
- go to the toilet on their own, being able to cope with their clothes and washing their hands,
- recognise their own outdoor clothes, including footwear,
- hold and use things such as knives and forks, crayons and pencils.
- tidy away things such as toys and books which they may have used.

Once at school, support and encouragement are important. School is not a race. Each child develops at his or her own pace and it is important that they do not feel pressured to learn and develop at a rate they cannot sustain. Learning must be enjoyable.



'At the School Bonfire'
by Samuel Reeves

We will do all we can to help your child to achieve his or her full potential and if you wish to take an active part in this then your child's teacher will be pleased to suggest ways in which you can help.

Some parents ask if it is possible to buy copies of the books and materials we use in school for use at home. We would appreciate it if you could avoid doing this. It is dreary for a child to be set the same tasks at home as she or he is at school. There are, however, many similar books available at most good bookshops.

Many parents are able to help in school. It may be that you have special skills or abilities which we are able to use or it may be that you would like to help us by preparing work for display or by keeping a watch on younger children using the computers. It may even be that you are willing to supply extra help on a visit somewhere. Whatever your interest, if you would like to help, please let us know and we will do our best to make use of you!

It is school and LEA policy that all adults who have substantial access to children should be CRB police checked, this includes all voluntary helpers in school.

Membership of the Friends of Cookridge Primary School is yet another way in which you are able to make a positive contribution to your child's education at Cookridge whilst (hopefully) enjoying yourself. Events are run regularly throughout the year and are organised by a small committee, part of which is elected annually. If you would like to join the committee then please put yourself forward for nomination in September. If you do not wish to be a member of the committee but would simply like to offer your help, then this would be most welcome, just let us know at any time.

FCPS events currently include a summer barbeque, spring fair, barn dance, disco, children's fashion shows and cosmetics party.



THE SCHOOL DAY

School opens at 8:45am and closes at 3:05pm. The lunch break is from 11.50 am until 12.55 pm for children in Key Stage 1 and 12:00 noon until 12:55 pm for children in Key Stage 2. Each session includes a break of 15 minutes and teaching takes place throughout them except for time taken for registration and assemblies.

Whilst we encourage the children to be punctual we would not expect them to be left by themselves on the playground before 8:35am as we are unable to accept responsibility for their safety.

At the end of the school day parents are asked to meet their children in the playground and not inside school. Parents arriving in cars are not to use the staff car park, and asked not to park across school or our neighbour's driveways and also to observe the yellow zig-zags.

If for any reason you are delayed when coming to collect your child then you will find her or him waiting for you in school close to the Office. The children are told that in circumstances such as these they must not wait outside but come back into school to let us know that they cannot find you. They know also that we must be aware of your subsequent arrival before they may leave the premises. Please note that for security reasons the two gates leading to the playground are locked between 9:00 am and 3.00 pm.

SCHOOL RULES AND DISCIPLINE

School rules are kept to a minimum and are designed to promote self control, thought for others and safety. We ask the children to move around school quietly and without running, to keep away from the car park at all times, to enter and leave school by the approved route and, most importantly of all, to show consideration and respect for others.

Discipline is maintained mainly by the use of positive behaviour strategies, by reasoning with the children or by the use of sanctions. This approach is supported by the Cookridge Code through which children are encouraged to Be Polite, Show Respect, Listen, Care and Share, Work Well and Play Safely. In some instances a child may be sent to see Mr Llewellyn or Mr Tomlinson and, if necessary, we will then contact parents with whose support any problems are often quickly resolved.

SCHOOL UNIFORM

We strongly encourage the wearing of school uniform, it is smart, it supports our ethos and promotes a sense of community.

The suggested uniform is:

- sweatshirt or cardigan with embroidered school logo
- white polo shirt to wear under sweatshirt
- grey skirt or trousers
- dark low heeled shoes or dark trainers

In the summer, girls wear red or pink dresses and boys wear white polo shirts and grey shorts.

Sweatshirts and polo shirts bearing our logo are available from the school office. Other items are available from many of the chain stores.

For art, when the children are painting, an old shirt (adult size), worn back-to-front and with the cuffs elasticated, provides excellent protection for clothing.

PE requires a change of clothes. This usually takes the form of plain navy blue shorts, a plain white t-shirt and plimsolls or trainers for outdoor use and for walking from classrooms to the hall. Some of the girls prefer to wear navy blue leotards or wrap-over skirts and this is perfectly acceptable. The clothing should be kept in a named bag.

For swimming in Year 4, the children need a costume/trunks and towel in a waterproof bag large enough to hold all of their clothes.

Please ensure that your child is dressed appropriately for the weather, and that they wear appropriate footwear for school. From Reception onwards children play outside even if the weather is unpleasant.

Please name every item of clothing. Sooner or later an item of clothing will be mislaid, probably to be found by someone fairly quickly. If there is a name in it then we can return it to its owner immediately. Lost property without a name will be placed in the lost property box in the hall.

Jeans, boots, leather jackets, high-heeled shoes and jewellery are not permitted although in the case of pierced ears, a simple stud is allowed. We ask parents not to allow their children to come to school displaying fashion accessories or the more extreme hair styles.

The school reserves the right to discuss the issue with parents if children are presented to school inappropriately dressed.

SCHOOL MEALS

Your child may choose to continue to come home for dinner, to eat sandwiches brought from home or to have a school dinner. School dinners

are of the 'cook-freeze' variety, are prepared on the premises and, like sandwiches brought from home, they are eaten in the hall. The day's menu can be seen on a board in the hall adjacent to the serving point and is carefully constructed to offer variety and good nutritional quality.

At the present time school dinners cost £1.55 per day, £7.75 per week, for children in Reception and Years 1 to 4, and £1.60 per day, £8.00 per week for children in Years 5 and 6. The correct amount should be sent to school on a Monday morning in a named envelope or purse. Cheques are quite acceptable and should be made payable to 'Leeds City Council'. If, for any reason, you do not send dinner money to school on a Monday, please send it as soon as possible afterwards. The school is not permitted to allow credit.

Children whose parents are eligible for Income Support are entitled to free school meals. If you think you may be eligible then please contact the school office for details of how to apply, in complete confidence.

Children who bring sandwiches for dinner may wish to bring a drink with their meal although water will be provided. Should a drink be brought, it should be in an unbreakable container and not of the fizzy variety. Parents are asked to observe the school rule of no sweets at school, even as part of a packed lunch.

At some time your child may want to change from school dinners to sandwiches or vice versa. We ask that you give 2 week's notice for a change of dinner option.

HEALTH

If your child has any medical problems of which you think we should be aware, then please let us know as soon as possible.

During your child's first year in school you will receive a medical form to complete with information relating to your child and some children will be seen by the school doctor for a simple, routine medical. You will be invited to this medical and the results of it will be

confidential to you and the School Health Service.

The school nurse, the audiologist and the school dentist all visit school regularly. Whilst the audiologist and the dentist have specific interests in ears and teeth, the school nurse is concerned with the overall healthy development of our children. In connection with this she will talk to the children about personal hygiene and healthy living and will screen them for problems connected with, for example, eyesight or obesity, but not for the presence of head lice. Parents should make regular inspections. Head lice are common among school children. If you find any head lice then please let us know. If you need further advice or information please contact the school nurse at the Health Centre in the Holt Park Precinct. □

The visits by the school dentist are simply to inspect the children's teeth and gums. If any treatment is thought to be necessary then you will be advised and asked to make an appointment with your own dentist or with the school dental service. No treatment is given at school.

ILLNESS

Few children pass through school without, at some time, being ill. If your child is ill then please keep him or her at home until he or she has fully recovered.

Sometimes, though rarely, it may be necessary for your child to take medication at school. Following advice from the LEA we must ask that on these occasions:

- there should be clear written instructions from your doctor about when the medicine should be administered and the dosage required,
- a parent or guardian should bring the medication into the school office and,
- the medicine must be clearly labelled indicating the contents and showing dosage required and the child's name.

In all circumstances involving medication administered by a member of staff, a disclaimer signed by the parent or guardian will be required.

If any of the children have an accident at school and need first aid they will be seen by a qualified first aider. Should the accident be more serious then we will contact you. If necessary, we will send the child to hospital first and then attempt to contact you. It is essential that we are kept up to date with details of how we may contact you at very short notice.

ABSENCE FROM SCHOOL

It is important that we are advised of all absences by letter or telephone on the first day. The school has a first day contact policy, in which a member of the school staff will contact parents by telephone if we have not heard of a reason for absence.

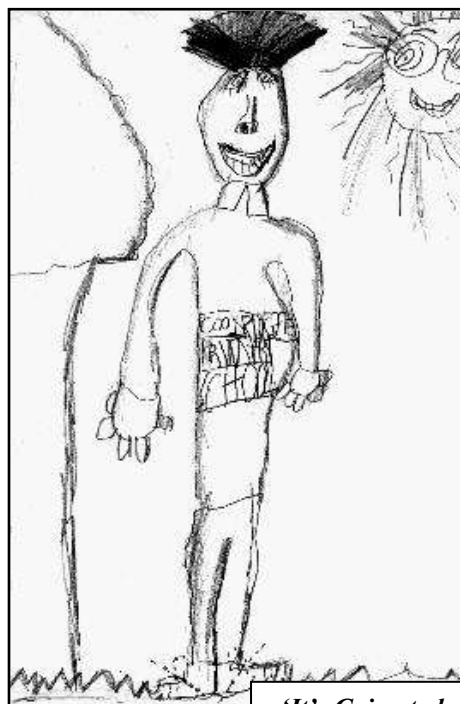
For absences which are known about in advance, such as medical appointments, it would be helpful if you could make us aware before they take place.

Parents are strongly advised to take family holidays during school holidays to minimise disruption to their child's education. Any requests for holidays to be taken in term time should be made in advance and on the appropriate form available from the school office.

ROAD SAFETY

If you use a car to bring your child to and from school please ensure that you drive considerately and park safely and with consideration for our neighbours. In particular, please do not stop on the zig-zag lines outside the school gate.

We have nearly 300 children entering and leaving school each day and it would be all too easy for an accident to occur in the narrow and congested roads around school.



'It's Going to be a Good Day'
by Robin Jones

COOKRIDGE PRIMARY PRE-SCHOOL GROUP

Cookridge Primary Pre-school Group provides education and recreation for pre-school children on a fee-paying basis. The Group is non-profit-making and managed by a voluntary committee. It is registered by Leeds City Council Under 8s Unit, and inspected by OfSTED.

The pre-school group is based in a purpose designed unit. Children are gently introduced to the concept of a school day, and careful curriculum planning ensures that they are exposed to a wide range of learning opportunities. There are strong links with the school's early years teaching staff to help facilitate a smooth transition into the Reception class later on.

The pre-school group is open 5 mornings a week during school term time and sessions run from 8:45am until 12.00 noon.

There is also a 'Bumble Bees' group which runs 1:00 pm until 3:00 pm – Mondays, Tuesdays and Wednesdays.

Details about fees and grants are available on request.

COOKRIDGE AFTER SCHOOL CLUB (FUNTIME CLUB)

Childcare @ Cookridge provides childcare before and after school (known as the Funtime Club), and during most school holidays (known as Holiday Active). This childcare is available to all pupils of Cookridge Primary, children in their first year of High School who have attended Cookridge School.

The club is managed by a volunteer group of parents and its aim is to provide appropriate facilities for the care, recreation and education of children out of school hours.

The club operates Monday to Friday before school from 7.45am until 8.45am, offering breakfast for the early starters, and 3:05pm until 6:00pm, with a light tea being provided. Full day care for children aged from Reception upwards is available in most school holidays and staff training days.

Children are registered when they arrive at the club. Younger children are escorted to their classrooms in the morning and are collected from their classrooms at the end of the school day.

The staff are experienced in caring for children. There is always a staff:child ratio of at least 1:8 for over 5s, and 1:5 for under 5s with a minimum of 2 staff at all times.

ACCESS TO INFORMATION

All of the documents listed below are available for inspection on application to the Headteacher during normal school hours. Copies of the documents will be provided on request and on payment of a nominal charge.

- the Local Authority's Statement of Curriculum Policy,
- the Governing Body's Statement of modification, of the Authority's Statement of Curriculum Policy (where one has been made),

- the Governing Body's Statement of Curriculum Aims,
- all Statutory Instruments, Circulars and Administrative Memoranda relating to curriculum, issued by the DfES,
- HMI Reports relating to the school,
- all syllabuses and National Curriculum documents followed by pupils, whether or not for external qualifications,
- the formal complaints procedure,
- the Authority's agreed syllabus for religious education,
- the Governing Body's Annual Report to Parents,
- pupils' personal records.

Should you have a complaint about the curriculum or any related matter please do not hesitate to contact the Headteacher who would always hope to resolve the problem by informal discussion. Should this not be possible then details of the LEA's formal procedure for dealing with complaints will be provided by the Headteacher.

CHARGES FOR SCHOOL ACTIVITIES

During each year we organise many activities relating to the various topics our children may be studying. These activities may involve baking, visitors coming into school or visits to places of interest for example. Common to most of them is expenditure of some kind.

The Governing Body's policy on charging for these activities is that all activities which take place within school hours (as defined by the legislation) will be free, that voluntary contributions towards the cost may be requested, but that the inclusion of a child in an activity would not be dependent upon his or her parents having made such a contribution. If the activity involved the child making something then school would assume that parents would want to keep the item and reimburse school with the cost of materials.

School funds available for subsidising costs are strictly limited and, whilst we always support

cases of hardship, the potential impact of this policy on school funds means that if an insufficient number of parents felt able to make a voluntary contribution then the activity would have to be cancelled.

SMOKING

We operate a no-smoking policy. When children are on the premises smoking is not allowed in any place to which they have access, including, of course, the playground. Smoking is not allowed at any of the functions outside normal school hours.

SECURITY

We take the safety of our children, staff and visitors very seriously and to this end we have systems to monitor and control access to the school.

At the beginning and end of each school day the school gate to the playground is opened to allow access by children and adults coming to and leaving school.

Access during the rest of the day is by the front door only and this is controlled by a push-button system with CCTV facilities. Within the building, classroom helpers and visitors are requested to wear appropriate badges to make them more easily identifiable.

In the interests of hygiene and safety, dogs are not allowed on any part of school premises.

We would hope that visitors would be patient and understand the need for these arrangements.

ILLUSTRATIONS

Our thanks to children throughout the school for their carefully drawn illustrations based on the theme 'Cookridge Primary School'. Unfortunately, we were only able to include a few.