



St Andrew's CE (VA) Junior School

**School Brochure 2025 — 2026**

# Welcome

Welcome to St Andrew's Church of England Voluntary Aided Junior School. The Governors, staff and children are extremely proud of our school and we hope that you will soon feel part of our friendly family. We work hard to learn together, striving to ensure that all our children achieve their best in a caring, Christian community.

Our School was rated 'Outstanding' in all areas by OFSTED in December 2022. In our most recent SIAMS (Statutory Inspection for Anglican and Methodist Schools) inspection we were also rated as 'enabling pupils and adults to flourish'.

Our teaching is based on the knowledge that all children are unique and have differing abilities and educational needs and that all children should have the opportunity to thrive, feel valued and be happy at school.

At St Andrew's, we set high expectations and continually strive to raise standards by providing stimulating activities and experiences that make learning exciting and enjoyable.

We welcome visits to our school. We have organised Open Days each year, which are listed in our calendar on the website. If you wish to visit on a different date, please ring the office who will be happy to help you.

**Mrs C Palmer**  
Executive Headteacher



Respect  
Peace  
Friendship



## "Promoting Excellence Within A Caring Christian Community"

Address: St. Andrew's CE (Voluntary Aided) Junior School  
Waterloo Road,  
Brighthouse  
HD6 2AN

Telephone: (01484) 712895  
E-mail: [admin@standrews.calderdale.sch.uk](mailto:admin@standrews.calderdale.sch.uk)  
Web site: [www.standrews.calderdale.sch.uk](http://www.standrews.calderdale.sch.uk)

School hours: 8.50 am to 12.00 noon and 1.00 pm to 3.25 pm

Executive Headteacher: Mrs C Palmer  
Deputy Executive Headteacher: Mrs J Swallow

Clerk to the Governors: Mrs P Gunter

### Who are our Governors?

Our Federated Governing Board are responsible for both St Andrew's CE (VA) Infant and Junior Schools. They work closely with the Executive Headteacher to make key decisions vital to the successful running of the two schools. The Governors appoint the Executive Headteacher and make decisions that directly affect the education and well-being of the children. They play an important role in improving standards throughout the schools and agree the schools' budgets. As a church school our Governing Board comprises foundation governors appointed by the church and other people from different walks of life. This brings a good balance of skills to move the school forward.

| Role              | Governor        | Type                                        |
|-------------------|-----------------|---------------------------------------------|
| <b>Chair</b>      | Mrs J Flavell   | <b>Foundation</b>                           |
| <b>Vice Chair</b> | Mrs E Lawley    | <b>Foundation</b>                           |
|                   | Mrs N Shaw      | <b>Staff</b>                                |
|                   | Ms S McKelvey   | <b>Parent</b>                               |
|                   | Mrs L Peacock   | <b>Parent</b>                               |
|                   | Mrs G Phillips  | <b>Foundation</b>                           |
|                   | Mr G Lawley     | <b>Foundation</b>                           |
|                   | Mr I Knight     | <b>Foundation</b>                           |
|                   | Reverend P Webb | <b>Foundation</b>                           |
|                   | Vacancy x 2     | <b>Foundation (1) &amp; L.A. (1)</b>        |
|                   | Mrs C Palmer    | <b>Executive Headteacher<br/>Ex-officio</b> |

The Governors may be contacted through school by letter, telephone or e-mail:

[chair@standrews.calderdale.sch.uk](mailto:chair@standrews.calderdale.sch.uk)

## About Us

---

St. Andrew's CE (VA) Junior School is a two form entry Church of England Voluntary Aided School where we actively foster a Christian environment and love of learning. We have 232 pupils on roll, an incredible team of staff and supportive Governors who work well together to make our school a warm and welcoming place to be.

The majority of our children join us from St Andrew's CE (VA) Infant School and our Executive Headteacher Mrs Cath Palmer has overall responsibility for both schools.

We are proud to be a feeder school for Brighthouse High School and have excellent links with staff there to ensure a smooth transition to secondary school for our Year 6 children.

## Our School Vision

---

### Promoting excellence within a caring, Christian community

- |                   |                                                   |
|-------------------|---------------------------------------------------|
| <b>Confident</b>  | – We embrace challenge and persevere              |
| <b>Aspire</b>     | – We aim high                                     |
| <b>Respectful</b> | – We are friends and cherish God's world          |
| <b>Inclusive</b>  | – We welcome everyone and are all of equal worth  |
| <b>Nurturing</b>  | – We look after each other so we can all flourish |
| <b>Generous</b>   | – We give to each other and our community         |



**"Love each other as I have loved you."**

**John 15:12**

The beliefs and practices of the Church of England are fundamental to the life of our school.



## The Aims Of Our School

**Promoting  
excellence  
within a caring,  
Christian  
community**

- Develop to the full the individual potential of each child incorporating academic, social, moral and physical development within a Christian environment.
  - Provide a broad and balanced curriculum. This encourages aesthetic, physical, academic and social development, while meeting the requirements of the National Curriculum.
  - Promote an atmosphere of co-operation between Governors, staff, parents/carers and pupils working together as a school, ensuring that all feel valued.
  - Foster a positive self-image in pupils and staff, building self confidence through praise and encouragement.
  - Maintain a happy, friendly, caring and welcoming school and provide a safe and attractive environment for all.
  - Promote high expectations of teaching and learning.
  - Encourage personal development.
  - Prepare pupils for a changing world.
  - Forge links with the local and wider community.
- 
- A vibrant, hand-drawn collage with a yellow border. The word 'THANKFULNESS' is written in large, colorful, block letters across the top. Below the title, the collage is divided into several squares, each containing a different illustration: a ship's wheel, a heart with hands inside, a girl in a purple dress painting, a rainbow, a church, and a group of people. The overall theme is one of gratitude and community.



## We Endeavour To Fulfill Our Aims Through:

---

Pursuing high academic standards

Teaching vital skills and knowledge

Fostering a love of learning

Encouraging moral and spiritual development

Embracing equal opportunities for all

Acquiring technological capability

Welcoming parents and visitors

Promoting the school's values and achievements

Developing a sense of responsibility and the ability to make decisions

Using ICT to enhance teaching and learning in the curriculum

Working in partnership with the local community, and other schools

Working with pupils and staff to maintain a safe and happy environment

Promoting Christian beliefs, while valuing all individuals, all cultures, beliefs and backgrounds

## School Ethos

---



St. Andrew's Junior CE (VA) School is about pupils, parents, staff and governors working together in the community to develop to the full, the individual potential of each child, incorporating academic, social, spiritual, moral and physical development within a happy, caring Christian environment.

We are a caring, happy and inclusive school where positive relationships overarch and underpin all our work. At the centre of everything we do is the partnership between parents/carers, staff and pupils, each taking their responsibilities seriously and having high expectations of one another.





# General Information

---

## Absences

---

Please notify the school by telephone on the first day of absence if your child is unable to attend school due to illness. If no notification is received, parents will be contacted to ensure the child is safe.

**The Executive Headteacher is not allowed to authorise holidays in term time.** Unauthorised absences may result in a penalty notice being issued by the Local Authority. Due to the nature of the National Curriculum, it is not possible for a child to catch up on missed work and this could cause problems in the future.

## Admissions Policy

---

**The Governing Board is the admissions authority for this school.**

We welcome equally, applications from parents of the Christian faith, of other faiths and of no faith. We ask all parents applying for a place here to respect our distinctive Christian ethos and its importance to the school community.

The planned admissions number (PAN) for admission to Year 3 in the school year commencing September 2026 will be a maximum of 60.

### 1 Making an application

Applications for admission to Year 3 at the school should be made using the Local Authority Common Application Form by the national closing date of 15th January 2026. This can be found here: [www.calderdale.gov.uk/admissions](http://www.calderdale.gov.uk/admissions).

The Governing Board will consider first all those applications received by the published deadline (above). Applications made after midnight on that date will be considered after all on-time applications have been fully processed unless exceptional circumstances merit consideration alongside on-time applications.

### 2 Admission procedures

The Local Authority operates a co-ordinated admissions scheme and administers a system of equal preferences under which all applications are considered equally and the Governing Board allocates the available places in accordance with its published admissions arrangements. In the event that there are more applications than places available, the Governing Board will allocate places using the criteria (below), which are listed in order of priority.

The Local Authority will inform parents of the offer of a place on behalf of the governors on the national offer date 16th April 2026.

### 3 Children with an Education, Health and Care Plan (EHCP)

All governing boards are required by Section 324 of the Education Act 1996 or the Children's and Families Act 2014 to admit to the school a child with an education, health and care plan (EHCP), formerly a statement of special needs (SEN), which names the school. This is not an oversubscription criterion and relates only to children who have undergone statutory assessment and for whom an EHCP has been issued. If this school is oversubscribed after the admission of children with an EHCP then the oversubscription criteria will be applied to other applicants.

### 4 Oversubscription criteria

Where the number of applications received exceeds the planned admission number of the school the Governing Board will apply the following criteria in strict order of priority:

1. **Pupils who are either currently or have previously been 'looked after'**
2. **Children transferring from St. Andrew's CE (VA) Infant School, Brighouse.**
3. **A child who has a sibling who will be attending St. Andrew's CE (VA) Infant or St. Andrew's CE (VA) Junior School at the proposed date of admission.**
4. **A child who is a regular worshipper at a Christian church, or who has a parent who is a regular worshipper at a Christian church. (See notes)**
5. **Children of staff at a school in our Federation**
  - a) Where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
  - b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
6. **Other children**

Where a request has been made for a place at the school after the child has started in September of Year 3, the application for a school place must be done via the school directly and not via Calderdale School Admissions (for example, part way through Year 3 or in Years 4, 5 or 6). Applications made outside of the usual entry to Year 3 should be done in writing using the Request for a School Place Form which can be obtained from the school office. This should be returned to the school office once completed.

### 5 Tie Breaker

Where there are more applications than available within any one of the above criteria applications will be allocated to those living closest to the school. This distance will be measured using the same method as the Local Authority:

'If there is oversubscription in any category then pupils will be admitted in order of proximity of the pupil's permanent home to the school.

Distance will be calculated using a straight line measurement from the pupil's permanent home to the nearest designated school gate.

Distances will be calculated using the Local Authority's Geographical Information System (GIS). To ensure consistency applies, all measurements will be carried out by this method and no other method of measuring distance will be considered.

Each property has a coordinate taken from Ordnance Survey Address-Point data. This is the point from which distance measurements will be taken.'In the event of two or more children living equidistant from the school, as measured by the procedure above, then the decision on which child will be allocated will be made using random allocation.

### 6 Waiting Lists

Where an application has been unsuccessful in entry to reception or Year 3 for September,





parents/guardians may request that the child's name is added to the waiting list. The waiting list will be maintained until December 31<sup>st</sup>. Any places that become available will be allocated according to the published oversubscription criteria of the admission arrangements with no account being taken of the length of time on the waiting list.

In accordance with the School Admissions Code as soon as school places become vacant the Governing Board must fill the vacancies from any waiting list, even if this is before admission appeals have been heard. Placing a child's name on a waiting list does not affect a parent's/guardian's right of appeal against an unsuccessful application.

It should be noted that children, who are subject of direction by a Local Authority to admit or who are allocated in accordance with an In-Year Fair Access Protocol (The School Admission Code), must take precedence over those on a waiting list.

## 7 Appeals

Where governors are unable to offer a place because the school is oversubscribed, parents have the right to appeal to an independent admission appeal panel, set up under the School Standards and Framework Act 1998, as amended by the Education Act, 2002.

Parents who intend to make an appeal against the Governing Board's decision to refuse admission must submit a notice of appeal in writing within 20 days of receiving the offer letter to

**The Admission Appeal Clerk, PO BOX 1694, Huddersfield, HD1 9DL**

**Tel: 07949 707868**

**Email: [churchschoolappeals@gmail.com](mailto:churchschoolappeals@gmail.com)**

Please note the right of appeal against the governors' decision does not prevent you from making an appeal in respect of any other school.

## 8 In-year admissions

Parents/carers seeking to transfer a child to the school/academy during the school year should make an application by completing the In-Year Admissions Form which is available from St.

Andrew's CE Junior School office. Forms should be returned directly to the school office. Following receipt Governors will inform parents/carers whether a place has been offered within 10 working days.

Where more applications are received than places available the over-subscription criteria will be used to support the decision. This form does not need to be completed for pupils wishing to enter Year 3 in September 2026 as these applications are done via [www.calderdale.gov.uk/admissions](http://www.calderdale.gov.uk/admissions).

## 9 Fair Access Placements

Outside the normal admissions round, it may sometimes be necessary for a pupil to be placed by the governing board or the Local Authority, in a particular school even if there is a waiting list for admission. Such placements are made in accordance with the Local Authority's Fair Access Protocol.

## 10 Fraudulent Applications

The Governing Board reserve the right to withdraw the offer of a place if fraudulent or intentionally misleading information has been used on an application, e.g. a false home address. This includes cases where parents take out a short-term let or buy a property solely to use its address on the application form without any intention of taking up permanent residence there. In fairness to all parents, all allegations of fraudulent practice brought to the Governing Board's attention will be investigated.

***Parents and carers of children in Year 6 must apply for their secondary school by 31<sup>st</sup> October. You do this via the Calderdale school admissions website. If you live out of authority, please apply via the authority you live in. Children are guaranteed a place at Brighouse High School so long as the application is completed and submitted on time.***

## After School Provision

We run our own After School Club for children attending St. Andrew's Junior School. The **Kids Club** runs from the end of the school day until 6.00pm to offer a child care service for parents of the school. Kids Club provides the children with flexible opportunities for play, relaxation and activities in a co-operative and supportive atmosphere. All staff in Kids Club are school staff who are known to the children.



The cost of Kids Club is currently £10.00 per day (£9.00 each for siblings) which includes a healthy snack. If you would like to book a place for your child please contact the School Office.

## Arrangements Made For Parents Wishing To Visit Our School

Individual parents are encouraged to visit our school prior to their child's intended admission. The majority of children admitted to our school come from the other school in our Federation St. Andrew's CE (VA) Infant School but other parents are free to request admission.

A meeting for new intake parents is held in the summer term of each year.

Our school operates a 'Buddy' system where our Year 5 children write to the Year 2 children before they come to us. This makes sure that they have a 'friend' when they arrive. Children from the Infant School visit our school throughout the year, but towards the end of the summer term they visit with their teachers. They are shown round the school and meet the Year 3 teachers and their Buddies.

## Behaviour

A Christian environment is actively fostered in our school. We actively notice, praise and reward good behaviour and have the following Golden Rules:

-  Do be gentle
-  Do be kind and helpful
-  Do work hard
-  Do look after property
-  Do listen to people
-  Do be honest

All children in Year 3, 4 and 5 have 20 minutes of Golden Time each week. Golden Time is each Friday afternoon. Golden Time is for children who follow the Golden Rules throughout the week. Children can choose from a range of exciting educational and leisure activities. For children who break our Golden Rules, part of their Golden Time is taken away.

We review our procedures for behaviour at the start of each school year and we aim to ensure consistent and fair treatment for all our children.

Children can aim for a range of other awards: Smileys, class marbles, certificates, extra playtime, playtime raffle tickets and our very special ALWAYS Excellent badges, awarded at the end of each half term.



## Breakfast Club

Our Breakfast Club is open from 7.30am until the start of the school day. Children are able to enjoy a nutritious and healthy breakfast, as well as having opportunities for play, relaxation and creative activities. The current charge for a session is £4.50, payable in advance when booking the session.



## Buildings and Grounds

Our school is housed in a modern single storey building of flexible design incorporating eight classrooms each with its own reading area, cloakroom and toilets. The building was completed in 1973 with an extension constructed in 1978. There is a separate hall/gymnasium, a well-equipped library, a 30 workstation computer suite, as well as class sets of Chrome books and iPads purchased with money raised by our PTA the Friends of St. Andrew's. We also have interactive screens in every classroom.

The school stands in its own fenced grounds, which includes playgrounds that are marked out for games, an activity trail, Multi Use Games Area (MUGA) and an adjacent sports field with running track. Children are safeguarded with a locked security gate into the playground.

We have also provided outdoor shaded seating for pupils, playtime activity equipment and a trim trail. CCTV cameras operate inside and outside to provide extra security.

We have a reflection area built in the playground from funds raised by our PTA. Children can use this area for some quiet time during break times.

## Child Protection

Our school recognises the important role that the whole community plays in promoting the health, safety and well being of all children. We are also required to follow procedures set out by the Calderdale Safeguarding Children Board for child protection and to have clear internal procedures and guidance for staff. It is expected that school will develop effective working relationships with all agencies concerned with the welfare of children.

Please read all the Safeguarding and Child Protection Policies on our school website.

The School's Senior Learning Mentor, Mrs Brearley, supports children and parents. Mrs Brearley is in the playground each morning before school for parents to talk to if needed.

Mrs Palmer is the Designated Safeguarding Lead with responsibility for Child Protection matters throughout the school.

The Designated Safeguarding Deputies are the Assistant Headteacher (Mrs Clarke), the Senior Learning Mentor (Mrs Brearley) and the Learning Mentor (Mrs Helliwell).

## Classes—Organisation Of Learning

---

The children are grouped in mixed ability classes which are appropriate to their age. There are currently no mixed age classes. The decision to split a year group of pupils rests with the Executive Headteacher.

## Community

---

We want our children to become active members of our local community. We have established links with local businesses, which also help to enhance the curriculum. We work closely with our Infant School to ensure a smooth transition to the Junior School. Our strong links with St. Martin's Church mean that the clergy lead worship regularly and we hold services in the Church.

## Complaints Procedure

---

Our Governors have adopted the Local Authority Complaints Procedure for dealing with complaints concerning the responsibilities of the Local Authority and/or the Governing Board of the school. This procedure applies to all aspects of our work.

Where a parent/carer has a complaint, he or she should raise the matter with the school. If the matter is not resolved, the parent should put their complaint to the Executive Headteacher. The procedures then provide for the complaint to be considered formally by the school Governors. Copies of the complaints procedure can be obtained from the school and can be found on our school website.

## Curriculum

---

Our school seeks to deliver a broad, balanced and progressive curriculum within a Christian environment, responsive to the needs of the pupils and community served by the school. The 2014 National Curriculum provision is available on our school website. We follow the Diocesan syllabus for Religious Education.

## Daily Worship

---

We hold a whole school act of worship at 1.00 pm on Mondays, Tuesdays and Wednesday. On Thursdays we have class worship and our assembly on Friday is called the Golden Book Assembly which is held at 2.45 pm. At this assembly, we celebrate the children's work or behaviour and present them with certificates. We invite parents of children who will be receiving awards to attend this. At the end of every term we hold an Always assembly where teachers nominate pupils from their class to receive an ALWAYS Excellent badge to mark their achievements in that term. Parents of these children will be invited to attend.

Services are held throughout the year both in school and at St. Martin's Church. Parents will be invited to events and will be notified of upcoming services via the newsletters and the termly diary dates.



## Dinners

We have our own school kitchen and we are committed to providing healthy meals for our children. We have a rotating 3 week menu, which is published on the school website. Children can choose to have a school lunch for the whole week or nominate certain days and have this as a default pattern. Dinner money is £2.70 per day and should be paid weekly in advance via the Schoolmoney app. (Please note we are no longer able to accept payment via cash or cheque).

Your child may prefer to bring a packed lunch but we do **not** allow sweets/chocolate, glass containers, fizzy drinks or vacuum flasks. **We are a nut free school so please do not send your child with any products containing nuts.**

Fresh fruit, cheese and vegetables **only** are allowed for snacks at break times. During morning break, children can purchase healthy snacks from the Tuck Shop. Prices range from 20p-50p.

If your child wishes to change from school meals to packed lunches or vice versa then please inform the office giving one (working) week's notice.

## Extra Curricular Activity Clubs

Extra curricular activities play an important role in fostering the happy atmosphere which exists throughout our school. We run various clubs at lunchtime and after school which include dance, football, karate and arts and crafts. We have a wonderful choir who perform concerts throughout the year. Parents/carers will be sent a letter at the beginning of each term to sign up to the after school clubs of their choice. Families will be notified if a place has been given. Children do not need to book a place in a lunchtime club as they can just turn up on the day. If you would like to run a club, you just need to get in touch! We also have regular social events for the children such as discos and fayres.



## Hairstyles

Extreme hairstyles are not allowed. Children may be excluded for this reason at the discretion of the school Governors.

## Health

The school nurse service works with us to promote a healthy school. Parents are welcome to contact the service on 030 3045 555

## Holidays

For current term dates, please check on our website [www.standrews.calderdale.sch.uk](http://www.standrews.calderdale.sch.uk)

## Homework

---

Homework makes an important contribution to pupils' progress at school. Children can gain from spending regular periods of time on learning activities. To be effective, any homework programme requires the help and support of parents. We expect children to read for a minimum of 20 minutes each evening. Spellings are sent home each week also. Occasionally, a project will be given as an optional homework task. Homework need not, and should not, get in the way of other out of school activities such as sport, music, clubs of all sorts or youth organisations. Homework can be done at the weekend or during the week. Homework club is available for those who need help on a Tuesday lunchtime in the ICT suite.

## ICT In School

---

We have a wide range of ICT equipment in school, which we use to enrich and enhance children's learning. Pupils will be provided with supervised Internet access, where it is important to their education. Please contact the school office if you have any concerns or need to report inappropriate use of ICT equipment. Children are taught about appropriate internet use and online homework tasks may be set from time to time. We recommend parents supervise and support children while using ICT equipment at home. Please access our E-Safety Policy (Joint with our Infant School) on our school website.

## Inclusion And Equalities

---

We are committed to ensuring that equality of opportunities is a reality for all our children regardless of differences in ability, faith, culture, disability, gender or race. We plan our curriculum to ensure that we meet the specific needs of individuals and groups of children and to overcome potential barriers to learning. Where appropriate we provide additional opportunities outside the National Curriculum to meet the needs of individuals or groups of children e.g. Speech and Language Therapy.

## Jewellery

---

Together with Brighouse High School, we ask that no jewellery apart from watches are worn. (Smartwatches are not allowed in school.) Pupils may wear **one** set of small stud earrings if necessary. These will need to be removed for swimming, P.E. and games. If they cannot be removed, then you are asked to supply a plaster for P.E. and games so that the earrings are covered during these activities to prevent injury either to your child or to others. Earrings cannot be worn for swimming.

## Keeping You Informed

---

There will be a half termly curriculum information sheet about the work to be covered in your child's class on the website. You will also receive a full written report at the end of each school year, regular updates on progress through termly Parents Consultation Evenings and twice yearly Promoting Excellence sheets. A fortnightly newsletter is published on our website [www.standrews.calderdale.sch.uk](http://www.standrews.calderdale.sch.uk). If you are unable to access this, a paper copy can be provided on request.

Of course, if you have a query about anything at school, you are more than welcome to telephone or to make an appointment with your child's class teacher.





## Mobile Phones

---

Children in Years 5 and 6 may bring a mobile phone into school if they are walking to and from school without an adult. **Written permission must be provided** by a parent or guardian. All pupils are expected to hand in their mobile phone to the class teacher as soon as they arrive in school. School cannot be held responsible for any loss or damage to a pupil's mobile phone. **Children must not use their mobile** phone in the school playground and will be expected to turn off their phone at the school gate. Any pupil not adhering to these rules may have their phone removed and a parent or guardian will need to collect it from the school office.

## Pastoral, Social And Welfare Needs Of The Children

---

Our Senior Learning Mentor Mrs Brearley is in school to support children where needed. Mrs Brearley is available before school in the playground Monday, Tuesday, Wednesday and Friday 8.35am until 8.50am and then in school until 4.30pm. If you wish to make an appointment to see her please contact the school office.

We want all the children to spend their days in a safe and happy environment. So that we can contact you if there is a problem, all parents are asked to provide an emergency contact address and telephone number. We actively encourage parents to contact the school to discuss any social or welfare issues.

## Physical Education

---

Children should tie long hair back during P.E. lessons. All jewellery should be removed and appropriate footwear and clothing worn, e.g. shorts for indoor and jogging bottoms and trainers for outdoors. PE can also be included in the creative curriculum areas of school therefore your child should always have a full PE kit in school at all times (please see uniform section for details).

## Planners

---

Children are provided with a school planner. They are expected to bring their school planner and reading book in to school daily. Children use their planners to record their Accelerated Reader scores, arithmetic scores and their number of Smilies. Teachers may also send notes home to families in planners, for example, if a child has forgotten their PE kit. Spellings and homework are recorded weekly in the planners. We ask that parents/ carers check their child's planners at least weekly and use the planners to communicate with the class teacher.

## Progress

---

We carefully monitor the progress of the children in our care by both teacher assessment and periodic testing. We maintain close liaison with St. Andrew's Infant School and with Brighouse High School, to monitor progress. We send a written report to parents at the end of each school year. If a child has parents who live at different addresses, reports can be sent to both parents upon receipt of a stamped-addressed envelope. We hold three Parent Consultation Evenings for parents during the year to discuss your child and their progress.

## PTA

---

The PTA (Parents and Teachers Association) meets in school on a regular basis. The chairperson is Jenny Hill and she is supported by a very able team. They always need more volunteers to help organise fund raising events such as the Christmas Fair, Discos etc. The PTA do a marvellous job of raising money to enhance our pupils' education. Please contact the school office or contact Jenny via the school's PTA Facebook page if you would like to get involved as we are always keen to have more PTA members. PTA meetings can be joined by all parents/carers and upcoming meeting details are shared via our newsletter.

## Religious Education

---

Our school is a Church of England Voluntary Aided School. We actively foster a Christian environment. Parish clergy regularly lead worship. We hold services in the Parish throughout the year. We make arrangements for parents to exercise their rights of withdrawal from religious worship and instruction under Section 25 of the 1944 Education Act. Children learn about a wide range of different faiths in order to prepare them for life in a multicultural society. Festivals from different faiths are included in our worship calendar. To find out more about RE at St Andrew's, look on our website under 'Learning' and then 'Curriculum'.

## School Charging And Remissions Policy

---

Our Charging and Remissions policy is available to view on our website. A summary of the main features of this policy as it applies to our school is as follows:

School visits both during and outside school hours can be a valuable experience and are to be encouraged. Charges applicable may include:

- **Visits during school hours** - Voluntary donations to cover costs are invited from parents. Whether or not parents feel able to make a donation will not affect a child's right to join in with a visit. However, it may not be possible to go ahead with any visit if insufficient funds are available.
- **Visits outside school hours** - A charge may be made to parents to cover costs.
- **Materials etc. e.g. Arts Week** - A small charge might be made e.g. cookery.
- **Special events during school hours e.g. theatre groups** - Voluntary donations to cover costs are invited from parents. Whether or not parents feel able to make a donation will not affect a child's right to attend. However, it may not be possible to go ahead with any event if insufficient funds are raised.





## Sex Education

At the end of the four years in our school, the aim is that all children will have been actively encouraged to develop positive attitudes to life. Work in Social, Moral, Spiritual and Cultural Development will have contributed to the growing maturity and religious development of the children. Physical development of the body is introduced as part of a Health Education Programme. The Year 4, Year 5 and Year 6 pupils receive education about growing and changing during the year, partly delivered by the School Nurse. More information about what is covered can be found on the school website in the RSE (Relationship and Sex Education) Policy.

## Special Educational Needs & Disability (SEND)

We have a dedicated Special Educational Needs Co-ordinator (SENDCo), Mrs Marsden and a governor with SEND responsibility, Mrs Elizabeth Lawley, who oversee our provision for children with additional needs. We are committed to ensuring that all children reach their full potential. More information on how we meet the needs of our SEND children can be found on the SEND page on our school website.

We provide children with disabilities full access to the curriculum. Pupils with disabilities may apply for places at the school. There is good access to the building and the playground and provision for disabled toilets. Our local SEND offer is on our website.

## Swimming

Children in Year 4 go swimming once a week for half of the academic year. You will be informed when your child's class is able to go swimming. Children will need a swimming costume and towel. If your child has long hair, it should be tied up, and a swimming cap is also recommended. Boys are not allowed to wear swimming shorts, but must have trunks. Children are not allowed to go swimming if they have earrings in. These must be removed before swimming. Alternatively, children can wear a special head band to cover earrings. Goggles cannot be shared between pupils and we recommend all pupils bring their own goggles to the lessons.



## Staffing

|                         |                                                                |
|-------------------------|----------------------------------------------------------------|
| <b>Mrs C Palmer</b>     | Executive Headteacher                                          |
| <b>Mrs J Swallow</b>    | Deputy Executive Headteacher                                   |
| <b>Miss L Clarke</b>    | Assistant Head / English Leader                                |
| <b>Mrs J Hall</b>       | Executive School Business Manager                              |
| <b>Mrs L Marsden</b>    | Special Educational Needs and Disability Co-Ordinator (SENDCo) |
| <b>Mrs L Caygill</b>    | Maths Leader (Middle Leader)                                   |
| <b>Miss P Buckley</b>   | Class Teacher                                                  |
| <b>Mrs B Davis</b>      | Class Teacher                                                  |
| <b>Miss C Gledhill</b>  | Class Teacher                                                  |
| <b>Miss L Haley</b>     | Class Teacher                                                  |
| <b>Miss M Holt</b>      | Class Teacher                                                  |
| <b>Mr O Lyons</b>       | Class Teacher                                                  |
| <b>Miss K Rogerson</b>  | Class Teacher                                                  |
| <b>Mrs P Gunter</b>     | Administrator                                                  |
| <b>Mrs H Harding</b>    | Admin Assistant                                                |
| <b>Mrs H Stephenson</b> | Admin Assistant                                                |

The Senior Management Team comprises of the Executive Headteacher (Mrs C Palmer) the Deputy Executive Headteacher (Mrs J Swallow) and the Executive School Business Manager (Mrs J Hall).

Staff names and photographs can be found in our main entrance on the staff board.

## Timetable For The School Day

### Monday – Thursday

|                         |                                                                |
|-------------------------|----------------------------------------------------------------|
| <b>Registration</b>     | <b>8.50am – 9.05am (doors open from 8.40am)</b>                |
| <b>Lesson 1</b>         | <b>9.05am – 10.25am</b>                                        |
| <b>Morning Break</b>    | <b>10.25am – 10.40am</b>                                       |
| <b>Lesson 2</b>         | <b>10.40am – 12.00pm</b>                                       |
| <b>Dinner</b>           | <b>12.00pm – 1.00pm</b>                                        |
| <b>Worship</b>          | <b>1.00pm – 1.20pm</b>                                         |
| <b>Lesson 3 &amp; 4</b> | <b>1.20pm – 3.25pm (including 15 min break for Daily Mile)</b> |
| <b>School closes</b>    | <b>3.25pm</b>                                                  |

Friday is as above with a slight alteration after lunch.

|                        |                         |
|------------------------|-------------------------|
| <b>Dinner</b>          | <b>12.00pm – 1.00pm</b> |
| <b>Lessons 3</b>       | <b>1.00pm – 2.45pm</b>  |
| <b>Golden Assembly</b> | <b>2.45pm – 3.15pm</b>  |
| <b>School closes</b>   | <b>3.25pm</b>           |

The total number of hours set aside for teaching during the week is 23½ hours. Children are welcomed into the building from 8.40 am but parents must be responsible for their children before the bell rings.

## Uniform

The school has a uniform. The details are as follows:

| SCHOOL UNIFORM                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                       |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| <p>Navy jumper, cardigan or sweatshirt (not hooded) – with the school badge.</p> <p>White shirt/blouse or white polo shirt – with or without the school badge.</p> <p>Grey trousers (long or short), grey skirt or pinafore.</p> <p>Summer alternative – blue and white checked dress.</p> <p>Sensible black shoes.</p> <p>Sensible weather proof coat with a hood.</p> <p><b>Please note</b> - Hair should not be extreme in terms of style, cut or colour. Pupils should not have their hair dyed or have coloured extensions. Nails should be short in length with no polish, gels or shellac. Children are not allowed to wear makeup in school.</p> |                                                                                       |
| PE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                       |
| <p>White T-shirt – with or without badge</p> <p>Navy shorts or PE skirt (indoors)</p> <p>Dark jogging bottoms (outdoors)</p> <p>Dark warm jumper / optional school hoodie (outdoors)</p> <p>Trainers OR pumps</p>                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |

School uniform can be purchased from either Frank Harrison Ltd, Kershaw's Garden Centre, Hove Edge, Brighouse 01484 719288, or online from MyClothing at [www.myclothing.com](http://www.myclothing.com)

Parents experiencing difficulty meeting the cost are asked to contact the school.

## Valuables

The children are discouraged from bringing items of value into school. **The school cannot accept any responsibility if items go missing.** If a child brings an item to school inadvertently, they must give it to a teacher to look after until home time. This is no guarantee of security.

## Walking Home

We expect children in Years 3 and 4 to be collected by an adult. Children in Years 5 and 6 may walk home without an adult and **require written permission** from their parent or guardian first. Permission slips can be obtained from the school office. We ask that all pupils are picked up after events such as school trips which may finish after the end of the school day. This is to ensure the safety of our pupils.



The Diocese of  
West Yorkshire  
& the Dales

Bishop of Leeds: Hollin House,  
Weetwood Avenue, Leeds LS16 5NG  
Tel: 0113 2742395  
[www.westyorkshiredales.anglican.org](http://www.westyorkshiredales.anglican.org)

The Rt Revd Nicholas Baines

Bishop of Leeds

Direct number: 0113 2242789

Email: [bishop.nick@westyorkshiredales.anglican.org](mailto:bishop.nick@westyorkshiredales.anglican.org)

Dear Parent,

As the Diocesan Bishop of Leeds I am delighted to welcome your child to this church school, within the Diocese of West Yorkshire and the Dales.

Education is at the heart of the church's mission and I am confident that at this church school your child will enjoy a high quality education within a distinctive Christian context. Our schools reflect the inclusive nature of the love of God by reflecting and celebrating the diversity of the communities within which they are located and establishing values and behaviours rooted in faith.

I am proud of the church's historic commitment to provide schools for local families within local communities. The distinctive and inclusive ethos of this school will create a firm foundation which will prepare your child both educationally and personally for their journey into adult life.

I share my interest in, and commitment to, the life of this church school with your local Area Bishop whom I am sure will become a familiar face to you and your child within the school community.

Please be assured of my prayers for you and your child at this exciting time of your family's life. May God bless you and your family.

The Rt Revd Nicholas Baines  
Bishop of Leeds



## Our School Prayer

---





## St Andrew's CE (VA) Junior School

Waterloo Road, Brighouse HD6 2AN  
01484 712895

Website: <http://www.standrews.calderdale.sch.uk>