



# ***Colton Primary School***

## ***Prospectus***



**'Everyone Successful Everyday'**

Colton Primary School aims to be a vibrant learning community where everyone feels safe and happy in a culture of tolerance and respect. Children and staff are supported and challenged to achieve their full potential with positive regard to gender, religion, age, economic background, disability and ethnicity. The needs of the whole child are at the centre of our inclusive environment. Attainment and progress are valued alongside personal and social development. Pupils at Colton are confident, independent learners who are not afraid to ask questions of themselves and others.

Colton Primary School fosters positive attitudes to learning, where children embrace their mistakes as the next steps along their educational journey. We aim to develop resilient, inquisitive learners; children who love learning, who are intrinsically motivated and who leave our school confident in their abilities and eager to continue their education.

**July 2023**

## What kind of school is Colton?

Colton Primary School is a welcoming, successful school. Established in 1876, the current school opened in 1992 as a 3-11 primary school. Colton has a capacity of 210 pupils, admitting 30 pupils each year. We have an excellent nursery offering flexible provision - the nursery prospectus is available from the school office or nursery and feel free to come and visit and see the children in action. In November 2018, we became an academy as part of the Red Kite Learning Trust.

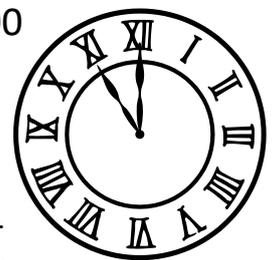


A spacious playing field, grassed areas, an adventure playground, a pond, a small wood and playgrounds surround the single storey building. A library, an art and design area, 'The Cabin' and a computer suite enhance the classroom provision, along with a laptop trolley and iPads. All of our 8 classes are arranged in chronological age groups, organised into the Foundation Stage (Nursery and Reception), Key Stage 1 (Years 1 & 2) and Key Stage 2 (Years 3, 4, 5 & 6).

The school is superbly staffed by a team of highly qualified, hardworking and experienced practitioners, which include teachers, teaching assistants and a Pastoral Mentor working in the classrooms, fully supported by administrative, care-taking and lunchtime staff. We also have three peripatetic music teachers and regular voluntary help from parents and the community.

## When is the school open?

Morning sessions begin with registration at 8.50 a.m. until 12.00 noon. Afternoon sessions begin at 1.00 p.m. School closes at 3.20 p.m. for Key Stage 1 and Reception. Key Stage 2 finish school at 3.25p.m. The nursery offers fully flexible provision. 15 or 30 hours per week per pupil can be taken sessionally (8.45-11.45 or 12.15 - 3.15) or as a full day. Hours spent in teaching (excluding assemblies, registration and playtimes) during a normal school week are above the government's recommendations.



Parents are asked to ensure that their child arrives on time, or notify school with regard to any delay. Children arriving or leaving at other times must always report to the school office. Parents of Reception pupils are encouraged to settle their children in the classroom in the first few weeks but, due to limited cloakroom space, parents of older pupils are asked to say goodbye in the playground before the children line up. In the evening, parents are asked to collect their children from outside the classrooms in KS1. In KS2 the children walk to the playground to be collected. **Please keep the school informed as to any changes in contact details** (telephone or address) as a safeguard. Parents of pupils in Y5 and Y6, who wish their children to travel to and from school unescorted, must complete a consent form. In the rare event of an emergency closure of school we shall always contact you. Under no circumstances would we send a child home unattended. To support us in our home school links, we communicate via e-mail, Tapestry and in app messages through Arbor - our school management information system. Updates are also posted on our school website [www.colton.org.uk](http://www.colton.org.uk)

### **Do you offer before and after-school care?**

We have our Colton Kids Club, which offers care before and after school from 7.30am until 6pm. In the school holidays we also run Holiday Play Schemes, if there is sufficient demand. Information about the Colton Kids Club is contained in their prospectus which is available on request. Amy Gibbons-Sissons who is in charge of the club can be emailed at [coltonkidsclub@cps.rklt.co.uk](mailto:coltonkidsclub@cps.rklt.co.uk) or contacted by phone on 0113 2647514.

### **What about the transfer to high school?**

Year 6 pupils transfer at the end of July each year. Admission arrangements to all high schools are controlled by Leeds City Council Children Services. The school maintains a neutral stance in this matter and does not promote any particular high school. The Pastoral Mentor and the Year 6 teacher have responsibility for high school liaison and will support pupils through the transition. The majority of our pupils transfer to Temple Moor High School and Garforth Academy. Others transfer to Brigshaw High School, Boston Spa High School, Tadcaster High School, QEGS, Leeds Girls High and Leeds Grammar School.

### **When can we visit Colton Primary School?**

Parents are very welcome to visit the school prior to application by appointment. Please contact the school



office. We will always do our best to be available for parents. Staff are available each morning on the playground to take a brief message from parents/carers. However, if you need to speak to the teacher we can arrange a telephone call during the day or you can make an appointment with a teacher at a mutually convenient time. We have special parents' evenings for parents of new reception and nursery pupils in autumn. Parents are also encouraged to attend the parents' consultation evenings during the year. We believe that the more parents know and understand about our school, the more they will support our aims and practices. Please note that School Lane is very narrow and parents are not permitted to park on or opposite the zigzag markings or in the small staff car park. Parking is available in the Colton Cricket club car park at the start and end of day. Colton is a smoke free zone. Visitors may not bring dogs onto the school premises and are asked to leave dogs in our special dog park just inside the playground.

### **How else can parents get involved with the school?**

The school has a very active PTA. All parents of children at school are automatically regarded as members of the PTA. Fund-raising and social events are organised at regular meetings and the PTA supports the school financially for the benefit of all children. A calendar of events and meetings is prepared early in the Autumn Term and new parents are invited to join in and attend meetings. Parents are also very welcome to help in all areas of school. Some parents help in the classrooms, others come on visits, run clubs or activities such as baking and library visits. Any voluntary help you can give is really appreciated. Please refer to the PTA information leaflet or visit their Facebook page, [www.facebook.com/coltonprimarypta](http://www.facebook.com/coltonprimarypta)

### **What happens at lunchtime?**

School meals are provided by outside caterers. Meals are cooked on site. The food is of good quality with nutritional balance as required by National Food Standards.



We try to encourage as many children as possible to take a school meal. Drinks are also included. Please inform school if your child has any dietary needs or allergies. Reception, Y1 and Y2 meals are free. Meals for children in



Y3 to Y6 cost £2.50 and Nursery meals are £2.30 at the time of writing. Dinner money is paid online via parent pay.

If you think your child may be eligible for free school meals, please contact the school office or Pastoral Mentor in confidence.

Children's packed lunches should not contain sweets, chocolate, cans, glass bottles or fizzy drinks. The pupils must take all packed lunch waste home daily, so that



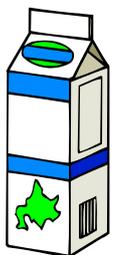
parents can keep a check on what their child is eating. Parents need to give one weeks' notice to change from school dinners to packed lunches.

Lunchtime is an important social occasion. Staff carefully supervise children at lunchtime, these include Teaching Assistants, Midday Supervisors, the

Pastoral Mentor, the Headteacher and the Senior Leadership Team. Staff are allocated zones and responsibilities on a rota basis. Our 'Play Leader' initiative provides our pupils with a wide range of games and activities. Children from Y4 upwards can choose to be play leaders so that children are never lonely. Conduct is very good at lunchtime, but there is a reporting system in place for the monitoring of pupils who are not able to maintain this good conduct. For example, bullying, as defined in the school policy, is never acceptable. Incidents are recorded and appropriate sanctions are applied.



### Will my child receive school milk?



Milk is provided free of charge for nursery children and reception children up to the age of five, pupils entitled to free school meals are also entitled to free milk. Children aged five and over can have milk on request, parents must register and pay on-line at [www.schoolmilkuk.co.uk](http://www.schoolmilkuk.co.uk). More information regarding school milk can be obtained from the school office.

We believe hydration is vitally important in the learning process. Children can have a drink at any time throughout the day. There are labelled taps in classrooms, a drink station in the school corridor and a water fountain outside.

Children should be provided with a named bottle of water to keep in the classroom which will be returned each evening to be cleaned and replenished.

### **What about snacks?**

Free fruit is available daily for Foundation and Key Stage 1 pupils. Alternatively, pupils may bring their own healthy snacks (no sweets, chewing gum or chocolate bars). Any surplus fruit is offered to Key Stage 2 pupils at playtime.

### **What about pastoral care?**

We are committed to providing a happy, caring and supportive environment. All the staff, both teaching and non-teaching, have a responsibility for the children at Colton and parents should feel secure that their children are in safe hands. The children remain with their class teacher for most of the time where a strong relationship is established. Pastoral care is essential and our staff who take the pastoral side of their role very seriously. We have class councils and a school council, as well as 'circle time' to enable all pupils' voices to be heard.



The school has a Pastoral Mentor who works specifically with pupils who may need additional support at some time in their school life. The Pastoral Mentor also works with pupils at lunchtime and assists with the transition between classes and high school. We have designated safeguarding officers and a governor for child protection issues. There are clearly defined procedures for dealing with safeguarding in line with national and local guidelines. Every child is given the opportunity to name their 'special person' that they can contact whenever they need to. If pupils have concerns about work or relationships, we have strategies for dealing with them in a sensitive and caring way. We work in partnership with parents and carers and it is helpful if parents let us know of any change in home circumstances that might affect their child. Personal information is, of course, treated sensitively and in confidence.

### **What if my child has an additional need or SEND?**

Don't worry... it is inevitable that some children will have additional needs of some kind at some time in their school career. Children with special educational needs and any disabilities are welcome at Colton. The skills of our experienced staff, our classroom organisation and our curriculum differentiation ensure that the individual needs of pupils are met. Pupils receive additional help, both individually and in small groups. Our staff team of teachers, teaching assistants, Pastoral

Mentor and our special needs coordinator, work closely with pupils, their families and with outside agencies. We aim to increase children's confidence by helping them to overcome their difficulties and build on their strengths. We follow the national code of practice, which has a clear, staged system for monitoring pupils with special educational needs. There is regular and close consultation with parents at each of the stages. The school has a designated child protection leader, an inclusion leader and a governor responsible for child protection and inclusion.

### **Can we go on holiday in term time?**

It is essential that your child attends school as much as possible. Holidays during school time will not be authorised. In **exceptional circumstances**, a holiday could possibly be authorised but this is extremely rare. Being unable to have any other time off work **is not** an exceptional circumstance. Please refer to the exceptional circumstances form for details on fines.

**What about discipline and behaviour?** Our school has a positive behaviour policy, designed to teach and reinforce good behaviour. School rules follow the Colton Code and are few and simple. Emphasis is placed on good manners, kindness and consideration towards peers and elders, respect for the physical environment and appreciation of effort. It is expected that all pupils will follow the Colton Code and good behaviour is celebrated with praise, rewards and certificates. We also have school colour teams and points are awarded for being

polite, thoughtful and kind towards others as well as academic achievements. The winning teams are rewarded with extra play or an organised activity (once a term). Whole school rewards include the Courtesy Cup and the Attendance Shield. If patterns of misbehaviour emerge we employ appropriate sanctions. If more serious behaviours occur, parents will be informed. Bullying, racist behaviour, verbal or physical violence and deliberate damage to property are not tolerated at Colton. There is provision for exclusion from class in extreme cases. We expect that parents will fully support our school policy. If you know that your child is unhappy for some reason, please come and talk to us. This is particularly important if you

### **THE COLTON CODE**

Care for each other; be kind

Only move calmly around school; take care

Look after our school; be thoughtful

Try your best; work hard

Own your learning; it's up to you

Never give up; together we can make a difference

feel that your child is being bullied. We do take this seriously and we will sort it out.

### What if my child is ill?



Your child's health and welfare are extremely important. The school has a team of staff who are qualified first aiders. The School Medical Service is required on occasions to undertake certain medical routines such as height, general eyesight tests and weight recording, which may not necessarily be notified to parents. Special arrangements are made for formal medicals and parents will be informed of these and given an opportunity

to attend. Parents should contact the school if they do not wish their child to undertake a routine examination or if their child has a medical condition we need to know about.

Unfortunately, the teaching staff are not able to support the administration of medicines in school except for the regular use of asthma inhalers where pupils administer these themselves and other medication specifically approved by the Headteacher and on a prescription basis. However, special arrangements can be made; please contact the school office should the need arise. Pupils who are unwell should not be sent to school. In cases of sickness/diarrhoea, pupils should remain at home for 48 hours after the last bout of illness. Parents are asked to inform school by 9.00 a.m. if their child is not attending. (Staff are not permitted to apply sun cream but will help younger children if you give verbal permission for that). In the summer, parents are encouraged to apply sun cream at home and send pupils to school with sun-hats. Parents can also provide sun cream which the children can apply as required through the day.



If your child has an injury which causes concern, we will contact you for a decision as to further action. It is essential therefore that emergency contact and medical information is kept up to date. Please inform us of any changes promptly. Staff have a duty to act in loco parentis If we cannot contact you and we will secure medical treatment in an emergency.

## Do you have a school uniform?

All pupils are expected to wear school uniform with appropriate and sensible outdoor clothing. We believe strongly in smart presentation of all of our children and staff:

<u>Uniform Requirements</u>
<ul style="list-style-type: none"><li>❖ Dark grey skirt / pinafore / trousers / shorts</li><li>❖ White blouse or navy/white polo shirt</li><li>❖ Navy cardigan or sweatshirt (school wear range and not hooded)</li><li>❖ Smart black shoes or plain black trainers (no logos or trimmings) for outdoors</li><li>❖ Optional school tie</li><li>❖ Plain blue, black, grey or white tights/socks</li><li>❖ If a child needs a belt, this should be plain in style and black /navy / grey /white in colour</li><li>❖ All Reception, Year 1 and 2 children need a 'Book Bag'.</li><li>❖ Smart, flat sandals for summer (with socks)</li><li>❖ Blue and white checked dress in summer</li></ul>
<b>PE Kit</b> <ul style="list-style-type: none"><li>❖ Navy plain PE shorts.</li><li>❖ White T shirt (no buttons or accessories) either plain or with the Colton star on.</li><li>❖ For indoor: black pumps or bare feet.</li></ul>

- ❖ For outdoors : sturdy trainers, plain navy tracksuit top and bottoms but not football strips.
- ❖ Long hair must be tied back and no jewellery can be worn for PE sessions.

### **Appearance**

- ❖ All shirts/blouses should be tucked in.
- ❖ Hair should be neat and the child's natural colour. No extreme haircuts such as lines, patterns or shapes shaved into the hair. Hair must be at least grade 2 in length. Long hair (below shoulders) should be tied back. Decorative hair accessories should be small, discrete and in the school colours of navy, grey, black or white.
- ❖ No nail varnish or makeup is to be worn by our children. The exception to this is on PTA dress down day and charity fancy dress days when face paints would be allowed (E.G. dots for Pudsey Bear).
- ❖ No jewellery except:
  - A watch (which must be removed for P.E.).
  - A single pair of stud earrings (which must be removed for P.E.).

If any parent would like us to modify our uniform policy, they should make representation, in the first instance, to the Headteacher. We welcome children from all backgrounds and faith communities. If there are reasons, for example on religious grounds or through disability, why parents want their child to wear clothes different from the uniform policy, then we will look at that case-by-case basis.

The governing body monitors and reviews the uniform policy through its committee work by:

- ▀ Seeking the views of parents
- ▀ Considering, with the Headteacher, any requests from parents for individual children to have special dispensation with regard to uniform

Uniform bearing the school windmill logo can be purchased from Tesco on line where you will find a direct link on our web site. SPT Uniforms on Main Street Garforth also supply our uniform and The School Uniform Shop on Harehills Lane. We ask that parents ensure that all items are **named**. We reserve the right to point out to children that some types of clothing are not suitable for school wear and are therefore not acceptable. All uniform can also be purchased from any high street school wear range and it is not compulsory to have the logo.

Nail varnish, make up and jewellery are not permitted, with the exception of a watch and a pair of stud earrings. Our school uniform policy is also available on our website.

### **What do you teach at Colton Primary School?**



In the early years, pupils in our nursery and reception follow the Foundation Stage Curriculum. The children are taught a range of knowledge, concepts and skills in the areas of: Personal Social and Emotional Development, Communication Language, Physical Development, Mathematics, Literacy, Understanding the World, Expressive Arts and Design. These 'Early Learning Goals' continue

successfully into the work of Key Stage 1 (5-7 year olds) and Key Stage 2 (7-11 year olds), which cover the National Curriculum Subjects – English, Mathematics, Science, IT/Computing, History, Geography, Art, Music, Design technology, MFL and PE. All of these form part of **Colton's 'Curriculum for Life'** alongside environmental education, personal social, health and citizenship education and religious education. We are very proud of our pastoral support in school. Children are taught how to develop resilience and empathy for others. We value any mistakes as part of their learning journey. Details of our PSHE scheme are available on our website or from the school office. Assessment is built into every lesson and pupils regularly assess their own progress alongside formal assessments undertaken by the staff; this comprehensive assessment for learning approach ensures that every child is well supported in their learning journey.



In Key Stage two, we use Ipads as part of our innovative teaching.

Our links with the Temple Newsam Community Partnership: brings benefits such as the use of Temple Moor's facilities and resources and support for parents and families.

Relationship and sex education is seen within the context of health education and as part of positive family relationships. Parents have the right to withdraw their child from all or part of the sex education programme and should consult the school if they have any concerns in this area. Further detailed information about our curriculum aims and organisation is available on request from the Pastoral Mentor.

### **How is the curriculum taught and organised?**

We want all our children to be successful and high priority is given in our teaching to speaking and listening and to the traditional subjects of English and maths as we recognise the importance of our children being fully confident in their ability to read, write and calculate effectively. Fostering a love of reading is also one of our key objectives.

In organising our teaching, we believe that young children learn best from first hand experiences. We have a strong structured approach to the teaching of phonics through our Read Write Inc scheme. Through our commitment to a creative curriculum, we bring our work to life by giving practical tasks and making use of artefacts, visits and visitors. A broad and balanced curriculum is achieved through detailed planning. Much of our work is organised into topics that draw in



elements of several national curriculum subjects and cross-curricular themes. Some work is planned as blocked units and music and physical education are sometimes taught as separate subjects. Children are taught to value mistakes as part of their learning journey and develop resilience and empathy for others. Our Curriculum for Life fosters an appreciation of the arts, good citizenship and an understanding of how to care for the environment. ICT facilities include laptops, IPads and interactive smart boards in every class, which enable all pupils to develop

and apply their computer skills both in the classroom and in the Computer Suite. We promote digital literacy as part of Curriculum for Life to ensure our children are effective communicators.

In the Foundation Stage, pupils can select from a full range of appropriate activities. As the pupils move through school, the work achieved in the early stages is built upon with the national curriculum and other subjects we value. Throughout the school children are taught sometimes as a whole class, in ability and friendship groups, in pairs or individually, depending on the learning objective and the nature of the task.

### **What about religious education and assemblies?**

The school is legally required to teach Religious Education and hold a daily act of collective worship, broadly Christian in nature. The school follows the L.A's agreed syllabus. The broad objectives in religious education are: beliefs and values in action, key figures in faiths and philosophies, sacred writings and formative literature, the practice of religions and philosophies, beliefs about the meaning of life and God. We aim to help each child grow spiritually and to foster attributes such as truthfulness, kindness, understanding of right and wrong, fairness and tolerance and respect for the beliefs, customs and cultures of others. Parents have a right to withdraw their children from R.E. and/or the collective act of worship. Where this is required the class teacher will give pupils appropriate work for the period.



### **Do you give homework?**

Homework is a valuable element of the teaching and learning process and children are encouraged to work at home on a regular basis. Homework is meant to be enjoyable and a complement to schoolwork. It might be independent research, pre-learning, daily reading with an adult or learning spelling patterns or their times tables. Please contact us in the event of any concerns. The content and frequency will vary depending on the age of the children. As well as daily reading logs (the school operates a well planned home-school reading programme until pupils are fluent readers), pupils may also undertake other tasks such as using online programmes or Apps.

### **How are the children tested and assessed?**

On a daily basis, the teachers observe the children's responses, both oral and written, and make judgements about their progress and attainment in order to successfully plan future work. As well as teacher assessments, specific tests may be given to check that pupils have grasped certain ideas or skills at the end of a block of work and at the end of each academic year,

At the end of the reception year, we complete the statutory Early Years Foundation Stage Profile in common with all schools throughout the country. Similarly, SATs (Statutory Assessment Tasks) are conducted in the Summer Term for all Year 2 and Year 6 pupils. The government also introduced the Y1 statutory phonics check which takes place on a one to one with the Y1 teacher during the month of June. Pupils in year 4 will also sit a statutory times tables test, covering up to 12 x 12.

Annual meetings are held to inform parents about statutory assessments. Parents are welcome to talk with the staff on a regular basis about their child's progress as well as receiving information during our parents' consultation evenings and in annual written school reports.

### **What extra-curricular activities do you offer?**

We value personal, social, spiritual, cultural and moral education and time is set aside for this work in class and in our daily assemblies. We use the SEAL principles to develop social and emotional aspects of learning. At Colton there is a strong belief that we will enable our pupils to become responsible members of society only by celebrating both academic and wider achievements. Success in areas such as PE, swimming, dance, music and art is valued and develops self-esteem. The requirements of the National Curriculum are the foundation of what is taught at Colton, but we provide many other activities to enhance the education of our pupils and we aim to make their time here as exciting, relevant and as memorable as possible. Children are trusted with responsibilities and roles in school.

In a normal year (before Covid-19) Pupils are encouraged to join in activities to help our school community such as improving the school grounds, litter-picking and gardening. Older pupils work in the reception and nursery classes, act as play leaders, eco warriors and handy helpers. Pupils are encouraged to organise competitions and raise awareness for their chosen charities. We organise regular class visits, extra -curricular clubs and activities.

Pupils sing at the local residential home and we have music workshops and visits from theatre groups. Pupils spend time in the immediate locality and in Leeds, studying shops and buildings. Parents are asked to complete a form, giving us permission to take pupils out on visits throughout the year. There is an annual residential visit Year 6. These visits are usually outdoor and adventurous in style. We request that parents make voluntary contributions towards the cost of school visits, baking and sports sessions. The school does not make a profit on visits or visitors, which we subsidise as far as possible through our budget and school fundraising. All visits are offered on the basis of equal opportunity and no child will be denied access to a visit on financial grounds. Copies of our charging and remissions policy are available in school and on the website. We are not allowed by law to ask for payment towards visits during school time, except for board and lodging on residential visits. If we didn't receive sufficient contributions towards a particular visit there is a possibility it could be cancelled.

We aim to provide a physical education programme in which all children can participate and develop confidence and competence in a wide range of activities. Through this programme we encourage everyone to value the contribution that physical education makes towards their health, well being and lifestyle. Our programme includes athletics, educational gymnastics, games, dance, swimming and outdoor pursuits. Through the support of government funding for PE, we employ coaches from different sports and we compete in all the Trust (cluster of local schools) competitions and extend this to city-wide opportunities and play friendly matches against teams from local schools. Our sporting clubs include football, cricket and dance.

To enhance the music curriculum at Colton, we have a visiting brass and woodwind teacher. There is a charge for instrumental tuition. We have a well-established choir run by members of staff who are often invited to sing around the community. We also aim to teach our children to play the ukulele in Key Stage 2.

We have a wide range of additional lunchtime and after-school clubs for pupils throughout the year. These include board games, mindfulness, reading and Athletics.

### **What if I have a complaint?**

Concerns can be voiced informally with the class teacher, Headteacher or parent governors. Parents can feel confident that all complaints or problems will be taken seriously and will be dealt with as quickly and efficiently as possible however verbal abuse and loud voices will not be tolerated. There is a copy of the Complaints Policy on the website and paper copies are available on request from the school office. Parents are also invited to send written complaints, suggestions and positive feedback about school procedures to the Headteacher. The LA has a formal complaints procedure relating to the school's provision of the National Curriculum and RE. An official complaint must be sent in written form to the governing body.

### **Is there anything else we need to know?**

Letters and newsletters concerning school matters are sent home via the children, uploaded onto Tapestry or emailed through Arbor. It is important that we have your up-to-date email address and mobile phone number. Please ensure that you check Tapestry regularly so that important letters are not left unread. If you want further details about any aspect of our school life, please ring us on 0113 264 7514 or email [info@cps.rklt.co.uk](mailto:info@cps.rklt.co.uk) . Information in this prospectus is correct at the time of printing but there may be alterations during the course of the academic year. We also have information on our website [www.colton.org.uk](http://www.colton.org.uk) .