

MOORFIELD SCHOOL HANDBOOK FOR PARENTS

Welcome to Moorfield School for Girls

Joining a new school or moving from the Nursery to the main school is a big step to take for a child. It is a time of new challenges and excitement, but can also be a time for butterflies in the tummy!

We will do everything we can to make your daughter's time with us happy and successful. In partnership with you, Moorfield will take your daughter from an inquisitive youngster to a confident and caring eleven year old, prepared for senior school and life beyond.

We need to work together so this booklet is to help you understand the routines and procedures at Moorfield – you might like to keep it for future reference. It also contains two forms, which we would be grateful if you would complete and return to the office on your daughter's first day at school.

If there is anything you would like clarifying or there is ever any area of concern, please do not hesitate to call us.

We look forward to your daughter joining us and hope she will have a very happy time at Moorfield.

**Jessica Crossley
Headmistress**

MOORFIELD SCHOOL HANDBOOK

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Our Core Aims and Values are:

Excellence in Primary Education inspiring:-

Confidence

Courtesy

Creativity

At Moorfield we develop lively, articulate and confident girls.

We aim to achieve this by:

- nurturing and celebrating each individual
- providing a strong and rigorous academic environment where each girl achieves her personal best to become a self-motivated learner
- enabling, through a rich and creative curriculum, many areas for girls to succeed
- encouraging care and respect for everyone and everything on our planet
- being happy together as a community

ACCREDITATION

Moorfield School is proud to be accredited to the IAPS (Incorporated Association of Preparatory Schools). We are regularly inspected under the auspices of ISC (Independent Schools Council).

Nursery inspections are carried out by specialist inspectors appointed by OFSTED.

PRACTICAL MATTERS

The School Day

07.45 am	Early Start Facility
08.30 am	Supervision in the Dining Room, Nursery Unit opens
08.40 am	The School Day begins. Main School Registration
08.50 am	First Lesson / Assembly
09.00 am	Registration for Nursery
10.20 am - 10.40 am	Morning Break
12.00 noon	Nursery Lunch
12.20 pm	Lunchtime followed by Lunchtime Clubs
1.25 pm	Afternoon Registration
2.45 pm - 3.00 pm	Afternoon Break (optional for senior classes)
3.30 pm	End of Day (Nursery – Form 2)
3.45 pm	End of Day (Form 3 – Senior 6)
3.45 pm – 5.00 pm	After School Activities/Clubs
5.00 pm/ 6.00 pm	After School Care Facility

Lunch

All lunches are prepared and eaten on the premises. The girls are given a choice and encouraged to eat, but never forced. Ample portions and second helpings are provided.

Special diets, including vegetarian, are catered for. Please would parents inform the Headmistress, in writing, of specific requirements.

Arrival

Reception - *Senior 6* children should arrive before 8.40 am and wait in the dining room, where they will be supervised.

Form 1 upwards: All children should be encouraged to come into school alone.

Nursery is open from 8.30 am, with registration at 9.00 am.

Break

Children may bring only savouries, fruit or bread sticks, to eat at Morning Break.

Milk

Milk is available on a daily basis. Orders are taken on the first day of each term and charged retrospectively.

Departure

Nursery - *Form 2* girls should be collected from the classroom at the end of the day. This allows time for a brief discussion with the class teacher if required.

Form 3 - *Senior 6* girls should be collected from the dining room. Class and subject teachers are available for discussion, though it may be advisable to make an appointment.

Parents' punctuality would be greatly appreciated.

Early Start Facility

Supervision is available from 7.45 am. Breakfast is provided from 7.45 am until 8.15 am. 8.15 am to 8.30 am supervision only. A charge is made for this facility.

Parents' requests for the Early Start Facility should be made in advance in the school office, where slips are available and where completed forms should be left.

After-School Care

Supervision of children will continue to be available until 6.30 pm; a charge is made for this facility.

Parents' requests for After-School Care should be made in advance in the school office, where the Care slips are available and where completed forms should be left.

After-School Clubs

Clubs vary from term to term. Please consult the 'Clubs' list on the main noticeboard.

Office Hours and Telephone

The office is open between 8.00 am and 5.00 pm. An answer machine operates outside these hours. All messages regarding absence should be left before 10.00 am.

Clarification of unusual circumstances, such as bad weather, will occasionally be left as an answerphone message.

PARKING

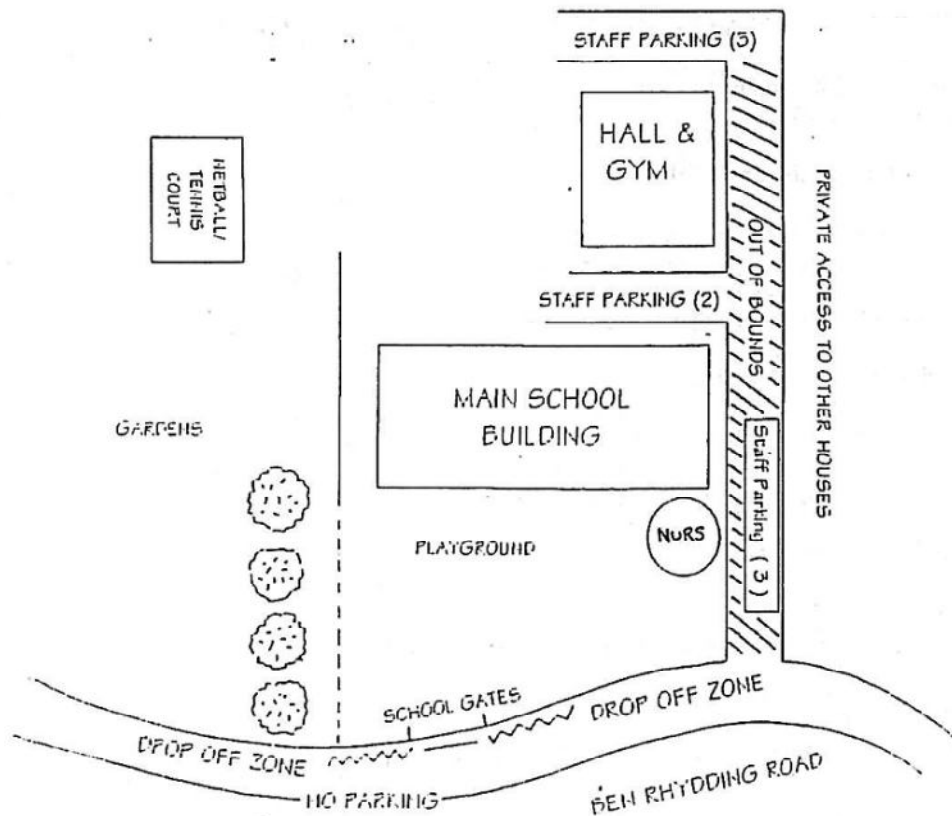
Parking outside school is difficult. Please be prepared to park at some distance and accompany your daughter to the main gate or drop your daughter close to school and drive away.

GREAT CARE SHOULD BE TAKEN AT ALL TIMES. CARELESS PARKING OBSTRUCTS NEIGHBOURS AND PUTS YOUR CHILD AT RISK.

BAD WEATHER POLICY

Should road conditions be bad or expected to deteriorate, please use your discretion about travelling. The priority must be the safety of the children and indeed adults making journeys. It is possible that in adverse conditions school will only have a skeleton staff so that a 'normal' teaching day would not be possible. All after school activities would be cancelled. We may in extreme circumstances, need to close school, a message will be put on the school answer machine and Radio Leeds will be contacted if possible

PLAN OF SCHOOL GROUNDS



SCHOOL RULES

Our School is a community, in which every individual has a responsibility towards everyone else. Any action which makes others unhappy, which shows a lack of common sense, which could bring discredit to the good name of the school, or which puts anyone at risk of injury, is an automatic breach of school rules.

- All children are expected to move around the building in a quiet, orderly manner, demonstrating good manners at all times.
- No children are allowed into the playground or gardens unless under specific instruction or accompanied by an adult.
- The side drive is out of bounds to all parents and children between the hours of 7.45 am and 6.30 pm on school days.
- No sweets or chewing gum are to be brought into school at any time.
- No jewellery is to be worn in school - children with pierced ears may wear small studs only.

PASTORAL CARE AND DISCIPLINE

It is the aim of Moorfield School to ensure that all the children are happy, self-motivated, well adjusted and confident.

In order to fulfil this aim:

- we reward good work and conduct
- we regard praise and encouragement of primary importance
- we encourage self-motivation in work and conduct
- self-discipline is expected at all times

Form Teachers are responsible for:

- the registration of the children at 8.40 am and 1.30 pm
- the daily pastoral care of their pupils
- reporting any usual occurrence to the Headmistress;
e.g.
 - bullying
 - family matters
 - evidence of unhappiness
 - suspected abuse
 - theft
 - injury
 - any other major issue
 - items covered in Health & Safety, Anti-social Behaviour Policies etc

The Headmistress will follow up any incident reported to her, by:

- making further enquiries and taking the appropriate action
- interviewing the children concerned
- recording the findings/action in the child's file
- discussing the situation with teachers and parents/guardians of the child and recording the outcome
- seeking further guidance/support from appropriate person/organisation in extreme circumstances.

Rewards and Sanctions:

The reward system is:

- verbal praise
- positive comments and practical criticisms in the children's workbooks
- a 'house star'/points system
- a silver star awarded by teachers and issued after a visit to the Head
- in exceptional cases of special achievement or endeavour a metal badge will be awarded by the Head.
- termly awards/cups for effort/progress/courtesy
- annual Prize Giving for:
 - overall attainment in each class
 - courtesy
 - personality
 - performance in most subject areas including Sport, Drama and Music

There is no negative point system.

Bad Behaviour:

- is to be dealt with, initially, by the member of staff present
- if persistent or extreme, the child/children is/are to be referred to the Headmistress
- the child/children will be interviewed
- parents will be informed/consulted where necessary
- the situation will be reviewed regularly, until such time as it is no longer necessary
- a report will be put into the individual's personal file
- serious incidents will be recorded.
(see the school's Anti-Bullying and Behaviour and Discipline Policies for further details - available on request)

Child Protection

Schools have a duty to safeguard and promote the welfare of their pupils. We have a Child Protection Policy and procedures have to be followed which may necessitate information being shared with outside agencies should there be serious concerns for a child's welfare (see the school's Child Protection/Safeguarding Policy for full details - available on request).

COMPLAINTS PROCEDURE

INTRODUCTION

The School seeks at all times to be a community notable for its openness, professionalism and sense of justice. It is important that pupils, parents, staff and members of the general public who have a grievance should have the opportunity to express their views and feelings and that they should obtain a fair hearing and a prompt response to any complaint which they make. It is also important that the School should have due regard for the rights of all who work for them and that any complaints against members of staff should be handled in an entirely professional fashion. When deficiencies are identified following complaints, the School will take appropriate action to rectify such deficiencies.

The School's procedures for internal complaints made by members of staff are contained in the Disciplinary/Capability Procedure set out in the contracts of employment for teaching and non-teaching staff.

COMPLAINTS

A complaint is a statement of protest or remonstrance, verbal or written. It is more than the 'expression of lower level unease', the grumble which may best be handled through discreet silence or the expression of concern which can be handled within the normal practices for communication within and outside the School. A complaint is, unmistakably, a statement requiring a response.

Complaints may take one of two forms. There may be complaints about school operational matters, including the behaviour of pupils. Such complaints may be specific or general, serious or trivial. Alternatively, the complaints may concern the conduct of school staff. Such complaints may be made by pupils, by parents, by other staff or by the general public.

POLICY

The basic policy for complaints, verbal or written is to deal promptly, thoroughly and professionally with them. Throughout this policy, reference is made to parents but applies equally to all complainants. A written record will be kept of all complaints and the stage at which they were resolved. This does not breach the confidentiality obligations referred to below.

Stage 1 – Informal Resolution

* It is hoped that most complaints and concerns will be resolved quickly and informally.

- * If parents have a complaint they should normally contact their daughter's Form Teacher. In many cases, the matter will be resolved straightaway by this means to the parents' satisfaction. If the Form Teacher cannot resolve the matter alone, it may be necessary for him/her to consult a colleague/member of the Management Team. If the complaint relates to a member of staff, the parent should discuss the matter firstly with that member of staff who will keep details of the concern/complaint. If this fails to produce a resolution the parents will be advised to proceed with their complaint in accordance with Stage 2 of this Procedure.
- * Complaints made directly to a Head of Year / Head of Department / member of the Senior Management Team will usually be referred to the relevant Form Teacher unless the recipient deems it appropriate for him/her to deal with the matter personally.
- * The Form Teacher will make a written record of all concerns and complaints and the date on which they were received. Should the matter not be resolved within two working term-time weeks or in the event that the Form Teacher and the parent fail to reach a satisfactory resolution then the parents will be advised to proceed with their complaint in accordance with Stage 2 of this Procedure.

Stage 2 – Formal Resolution

- * If the complaint cannot be resolved on an informal basis, then the parents should put their complaint in writing to the Head. The Head will decide, after considering the complaint, the appropriate course of action to take. If the complaint is against the Head, the parents should put their complaint in writing to the Chair of Governors who can be contacted via the School's address. The Chair of Governors will then follow the procedure laid down in this Stage 2 process.
- * In most cases, the Head will speak to or meet the parents concerned, normally within 5 working term-time days of receiving the complaint, to discuss the matter. If possible, a resolution will be reached at this stage. If the complaint is received during non-term-time, the Head will normally arrange to speak to or meet the parents concerned within 5 working term-time days of the start of the next term/half-term.
- * It may be necessary for the Head to carry out further investigations.
- * The Head will keep written records of all correspondence, meetings and interviews held in relation to the complaint.
- * Once the Head is satisfied that, so far as is practicable, all of the relevant facts have been established, a decision will be made and parents and member of staff (where appropriate) will be informed of this decision in writing. The Head will also give reasons for his/her decision.
- * If parents are still not satisfied with the decision, they should proceed to Stage 3 of this Procedure.

Stage 3 – Panel Hearing

- * If parents seek to invoke Stage 3 (following a failure to reach an earlier resolution), they will be referred to the Clerk to the Governors, who has been appointed by the Governors to call hearings of the Complaints Panel.
- * The matter will then be referred to the Complaints Panel for consideration. The Panel will consist of at least three persons not directly involved in the matters detailed in the complaint, one of whom shall be independent of the management and running of the School. Each of the Panel members shall be appointed by the Chairman of the Board of Governors unless he/she has been involved in Stage 2, in which case the Panel members will be appointed by the Deputy Chair of the Board of Governors. The Clerk to the Governors, on behalf of the Panel, will then acknowledge the complaint and schedule a hearing to take place as soon as practicable and normally within 10 working term-time days. If the complaint is received outside of term-time, the hearing will be scheduled to take place normally within 10 working days of the start of the next term/half-term. The hearing will take place at the School.
- * If the Panel deems it necessary, it may require that further particulars of the complaint or any related matter be supplied in advance of the hearing. Copies of such particulars shall be supplied to all parties no later than two days prior to the hearing.
- * The parents may be accompanied to the hearing by one other person. This may be a relative, teacher or friend. Legal representation will not normally be appropriate. The member of staff (if any) is also entitled to be similarly accompanied.
- * If possible, the Panel will resolve the parents' complaint immediately without the need for further investigation.
- * Where further investigation is required, the Panel will decide how it should be carried out and what the timescale will be which shall in all cases be reasonable. These details will be communicated in writing to all parties to the complaint. After due consideration of all facts they consider relevant, the Panel will reach a decision and may make recommendations, which it shall complete within five working term-time days of the Hearing, providing the timescale has not been extended following the need to undertake further investigations. The Panel will write to the parents informing them of its decision and the reasons for it. If the parents have provided their email address during the complaints process then the notification to them will be by email. The decision of the Panel will be final. The Panel's findings and recommendations, if any, will be sent in writing to the parents, the Head, the Chairman of the Governors and, where relevant, the person complained of. The School will retain a copy of the findings/recommendations.

Parents can be assured that all concerns and complaints will be treated seriously and confidentially. Correspondence, statements, notes of conversations, records and findings/recommendations will be kept confidential except in so far as is required of the school by paragraph 6(2) (j) of the Education (Independent Schools Standards) Regulations 2003; where disclosure is required by the Secretary of State or a body conducting an inspection under Section 162A of the Education Act 2002, as amended; any other legal obligation prevails.

The record of complaint will be retained for at least three years.

For the Early Years/Foundation Stage parents, they may contact Ofsted on 08456 404045 or ISI on 020 7600 0100 to make a complaint about the School should they so wish at any stage of the process.

MAJOR EVENTS/FESTIVALS in the SCHOOL YEAR

September:	Information evening ('Meet the Teacher') and Parents Association Annual General Meeting.
October:	Open Morning on a working day Harvest Festival Parents' Evenings
December:	Carol Service Lower School Christmas Productions Lower School Parties Upper School Party or Christmas entertainment
January/February:	Entrance examinations for Senior School - Senior 6 Parents' Evenings
March:	Open Morning and Senior Schools Exhibition
May:	The Wharfedale Festival, Ilkley
June/July	Sports Days for the Upper and Lower Schools
Summer Term:	Summer Production by the Senior Drama Club Musical Evening

BRIEF CURRICULUM STATEMENT

Reception: Full curriculum based on the National Curriculum, Foundation Stage document; emphasis on reading/language and number skills, with the introduction and development of joined handwriting and specialist music. Swimming is introduced in the summer term.

Form 1: English, Maths, Science, History, Geography, Information Technology, PSHE, Physical Education, Music, Art, RE and Swimming.

Form 2: As Form 1.

Form 3: As Form 1 with specialist teaching for PE.

Form 4: Full curriculum, with class teaching for English and Maths and increased specialist teaching for other subjects. French is introduced. Swimming is taken for the first two terms.

Senior 5: Full curriculum with specialist teaching for all subjects, including Information Technology.

Senior 6: Full curriculum with specialist teaching, including Information Technology, plus examination preparation between September and December. Extended Curriculum February-July, including extra French, field trips for Science and Geography, outdoor pursuits and the School's Summer Production, plus a variety of other interesting activities.

Examinations

- From Nursery to Form 4, PIPS testing is used annually. Forms 4 – Senior 6 NFER testing is used annually.
- Reception - Baseline Assessment. The School reserves the right to do its own assessment.
- Forms 1 - Senior 6: Internal, end-of-year assessment (May/June); the marks for these will not be published.
- Form 2: Elements of the National Curriculum Key Stage 1 Statutory Assessment Tests – SATs.
- Senior 6: External Examinations (January/February)
- Music Examinations: Theory and Practical (termly) at the discretion of the appropriate music teacher.

Religious Education

Assemblies:	Whole-school	Twice weekly
	Forms R,1,2	Weekly
	Form 3,4	Weekly
	Senior 5/Senior 6	Weekly

Detailed policies for all subjects are reviewed regularly and are available for viewing. Please just ask.

Learning Support

Children with difficulties will be catered for in the classroom. Identified problems will be supported by Individual Education Plans (IEP), which are monitored by a trained Special Educational Needs Co-ordinator (SENCO).

Basic testing will be undertaken in school. Difficulties beyond the expertise of class teachers, identified by the Dyslexia Institute, can be supported by further 1:1 lessons with a trained tutor, on a private basis; this extra facility is optional.

Music

Music is taught by specialist teachers throughout the school.

Recorder and Music Theory are taught to girls from Form 2 upwards. Examinations in both are optional.

Individual instrumental lessons, on a private basis, are available as follows:

Violin, Piano, Flute, Clarinet, Cello, Saxophone. Guitar. Brass

Please ask if you are interested in other instruments as they may be negotiable.

All instrumentalists are offered ensemble periods, at no extra charge, once they reach the required standard.

A Music Tuition Policy and application form for individual lessons is obtainable from the office .

SEX & DRUGS EDUCATION

Sex Education, and lessons covering Drugs and Smoking are included in the Senior 6 Science lessons, taught by our science teacher, assisted by the school nurse.

The lessons will comprise discussions and the use of video teaching aids. Parents will be informed by letter when these lessons are to take place and their permission sought for the child to participate. Parents will also be offered the opportunity to view the video in advance and discuss other issues with the staff concerned, prior to the lessons commencing.

HOMEWORK

Nursery: Those children who are ready may have Jolly Phonic tasks to do at home.

Reception: Daily reading

Form 1: Daily reading
Daily number bonds
Weekly spellings

Form 2: Daily reading
Weekly spelling
As needed, numeracy reinforcement
Summer term, multiplication tables

Pupils will receive support specific to their needs when required, eg. handwriting practice, following liaison between the class teacher and home.

Form 3: Weekly English
Weekly spelling
Weekly mathematics
Weekly multiplication tables
Occasionally other subjects

Form 4: Two written English and two mathematics task set each week
Weekly spellings and multiplication tables
Occasionally other subjects

In Forms 3 and 4 tasks should not take more than 20 minutes.

Senior 5 and

Senior 6: Daily homework tasks, covering most subjects. Occasional project work.

In Senior 5 and Senior 6 tasks should not take more than 40 minutes each night. Post entrance examinations, the homework for Senior 6 will change to take account of the changes in curriculum. Homework will be set at the discretion of teachers and may take the form of longer, on-going projects, investigations etc.

Reasoning, instrumental practice and musical theory will be set according to individual and specific needs.

All children in Forms Reception, 1 and 2 have a reading notebook. **The older children** have a homework diary. Your daughter's teacher may put notes in this for your information – please do use it if you wish to convey a simple message to school.

If your daughter spends the allotted time on her homework and has not completed it, or if she is struggling, please stop her and make a note to that effect in the homework diary or on the appropriate page of the work. This will help the teacher as well as the child herself - otherwise staff may be unaware that there is a problem. Please do not do homework for your daughter!

If you have any queries about homework, please do have a word with the class teacher to clarify matters.

COMMUNICATION

Reporting to Parents

Form Teachers are always glad to discuss a children's progress individually, by appointment. Parents should never feel that they must leave it until Parents' evening - by then any problem may have escalated.

The main pattern of the year is as follows:

September: Information Evening - A chance for all the parents in each class to meet with the class teacher and each other. Nursery to Senior 6.

Autumn & Spring Terms: Parents' Evenings - Ten minute appointments are made in advance. If you have major concerns which will take longer to resolve, you are asked to make an appointment at another time. The Headmistress is also available by appointment.

February: Half-year reports are issued to Reception to Senior 6 at the February half-term.

July: Full reports are issued one week before the end of term. Parents are invited to discuss any concerns with the appropriate teacher.

Weekly Newsletter

A newsletter is produced weekly, normally on Friday, giving a calendar of forthcoming events and appropriate information. A diary is given, which is updated weekly, so please read this carefully each week.

PARENTS' ASSOCIATION

Moorfield has a very active Parents' Association, organised by a committee of parents and a staff representative. Each class is represented and meetings are held regularly, to organise social activities and fund-raising events. Details of all events are given in newsletters issued by the committee.

ABSENCE

Illness

If a child is ill and absent, parents must inform the school. A telephone call to the office (01943 607285) before 10.00 am is necessary, or an explanatory note should be sent to the appropriate class teacher.

Should a child be taken ill during the course of a school day, the child will rest in the Medical Room and her parents be informed; it is important that an up-to-date local emergency number is available for such an event.

Naturally, it is also vitally important that any medical conditions are made known to the school. Likewise, any medicines/treatments which are sent to school must be accompanied by a note of explanation regarding their use and frequency; a special form for this purpose is available from the office. All medicines are to be kept by staff for the children.

There is a medical form to complete upon admission and this is updated annually.

Leave of Absence

All absence is recorded, as required by the Department for Education and Employment.

If a child is to be absent, a request should be made, in writing, to the Headmistress beforehand.

The School may contact any family for information regarding a child who is absent without prior authorisation or explanation from parents. This is only to ensure the safety of the child.

UNIFORM

Please see a comprehensive list in the appendix, which you will find at the back of the book.

Parents' Association Uniform Shop

A good quality second-hand Uniform Shop is run by the Parents' Association in school. Reading bags, swimming bags and winter coats are also available.

Opening hours are given in the bulletin. When purchasing from the second-hand shop, please remove the name tape of the previous owner and replace it with a correct one.

Lost Property

At the end of each term unclaimed, un-named items will be placed in the second-hand uniform shop or disposed of.

ALL ITEMS OF CLOTHING AND PERSONAL POSSESSIONS SHOULD BE CLEARLY NAMED.

HEALTH AND SAFETY

A copy of the Health and Safety Policy can be supplied upon request.

QUERIES

Parents are welcome into school at all times.

All queries should be addressed to the class or subject teacher in the first instance. An appointment can be made by letter, or via the school office, should this be required.

Mrs Crossley is always available if you wish to speak to her regarding any matter that might arise. An appointment, made through the office, would be appreciated.



*This Handbook is correct as at February 2010
but many factors can lead to occasional alterations from year to year.*

*Any changes will be notified in writing - by letter or via the weekly update -
for you to transfer the information to this document.*

