



MORLEY
VICTORIA
PRIMARY SCHOOL

★ Encouragement ★ Enjoyment ★ Success ★ Effort ★



Prospectus

Morley Victoria.

A Brief History of our School.

The main school building is a fine example of the best architecture from the late nineteenth century and was built as a progressive board school in 1901. Until 1976 the school catered only for children up to the age of seven. In September 1976, the school began to develop into an Infant and Junior School taking over the buildings vacated by high school children. In 1982 the Nursery department was opened and the school has catered for 3-11 year olds ever since.

At 11 years of age, children usually transfer to one of the local high schools: Bruntcliffe Academy, The Morley Academy or Woodkirk Academy.



**MORLEY
VICTORIA**
PRIMARY SCHOOL

Our School Aims



At Morley Victoria we will:

- Provide the highest quality educational experience for all children regardless of their age, gender, ability, additional needs or cultural background.
- Develop a Growth Mindset approach to learning and life.
- Develop the whole child by giving all children the opportunity to develop socially, emotionally and with confidence at a rate that is appropriate to their individual ability.
- Ensure all of our children leave us being confident readers who read for pleasure.
- Ensure all children receive an aspirational, broad, balanced, exciting and adapted curriculum within a rich and stimulating environment, using a variety of teaching techniques.
- Work to the best of our ability to make sure all children leave us with the academic, social and emotional skills needed to flourish in the next stage of their education.
- Create a positive, caring ethos throughout school and in our local community.
- Offer all children at least one opportunity to take part in a residential visit during their time at the school.
- Ensure physical activity and active learning sits at the heart of the curriculum.
- Encourage all children to participate in extra curricular activities. The school aims to promote the areas of sport, music, drama and other creative arts by giving children the opportunity to take part in team games, clubs, concerts and to learn to play a musical instrument.
- Through high standards and high, but achievable expectations, provide a relevant and meaningful educational experience where a child's enjoyment, self-motivation and success become the most important factors.
- Provide young people with a life-long love of learning and the experiences needed to be a confident individual who is a responsible citizen, well equipped with the skills required to meet the demands of 21st century life.

Encouragement ★ Enjoyment ★ Success ★ Effort



Vision Statement

Morley Victoria will provide for all pupils and staff the **OPPORTUNITY** and **ENCOURAGEMENT** to be able to **ENJOY** school. With maximum **EFFORT** and a determined growth mindset, we will be **SUCCESSFUL**. At Morley Victoria every child matters and we work tirelessly to develop the whole child.

- The school will be an educationally inclusive school. One in which the learning, achievements, attitudes and wellbeing of all members of the school community matter. Inclusion will characterise how the school operates as well as what it aims to achieve.
- The school will provide a challenging, broad, exciting and extended curriculum which will actively encourage, motivate and develop the talents of everyone in school.
- Reading is our 'master skill' – we work tirelessly to ensure that all children leave us with the reading and comprehension skills needed for the next stage of their education.
- The school will actively promote pupil participation and adopt the principles of the 'Investors in Pupils' framework in every year group. Pupils will be given the opportunity to take responsibility and will be encouraged to make a positive contribution to their learning, community, school and society.
- The school is committed to being a healthy and safe school. Everyone recognises that investing in emotional, physical and mental health and providing a safe, secure environment, enhances the performance and achievements of all pupils and staff.
- There will be a culture of continuous, life long learning for all. Emphasis will be on teamwork and this will be at the heart of all school activities. Leadership and decision making will be distributed throughout school.
- The school will have a distinctive and shared ethos of achievement where relationships between staff, pupils, parents, governors and the community are not only strengthened but nurtured. The school will be the hub of the local community.
- The school will ensure that all learning takes place within a vibrant, stimulating and quality environment which is enhanced through the provision of up-to-date resources.

MORLEY VICTORIA IS A CAN DO SCHOOL FOR ALL.

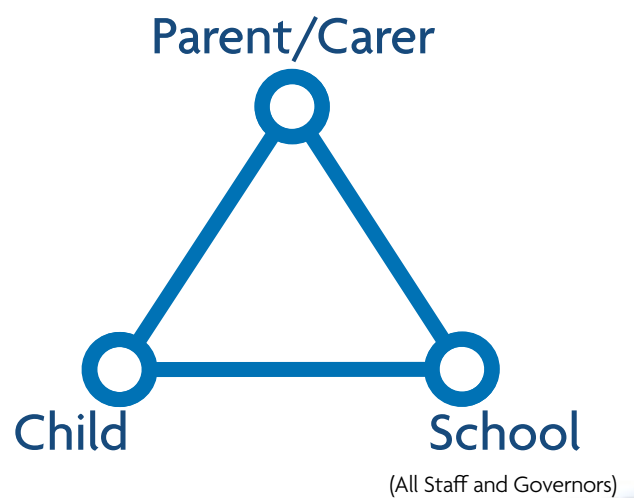
Morley Victoria Virtues

Honesty ★ Courage ★ Gratitude ★ Kindness ★ Curiosity ★ Respect

Home/School Triangle

The Home/School Triangle is an integral part of the Morley Victoria ethos.

We strongly encourage and nurture the friendships found within school, not only between the staff and children, but with parents and carers too. Working as a team develops the school into a happy, trusted environment for everyone involved.





Morley Victoria a part of Owlcotes Multi Academy Trust. This is a primary school academy trust made up of several primary schools in Leeds. We work together as a trust and have a collective drive to ensure that the children who attend our schools have the best possible outcomes both academically and socially and emotionally.

Morley Primary Partnership

Morley Victoria works in close partnership with Asquith, Birchfield, Gildersome, Seven Hills, St Francis, Drighlington, Churwell and Fountain Primary Schools.

Our partnership is aimed at delivering successful outcomes for all children and families in Morley and the surrounding area. We are determined to work together to achieve this goal. Each of our schools keep their individual identity, but benefit from working closely together to share expertise, resources and improve the quality of education and support that is provided within our community. Staff in the schools meet regularly to think strategically about how to make our schools even better places for all of our children.



At Morley Victoria we have chosen to be part of the Noctua Teaching School Alliance. We are an outward facing school and know that being part of such an alliance will help us to develop professional relationships with colleagues across the city to help us grow and develop as a school. We will also be able to support schools across the city develop further too.

Encouragement ★ Enjoyment ★ Success ★ Effort



MORLEY
VICTORIA
PRIMARY SCHOOL

★ Encouragement ★ Enjoyment ★ Success ★ Effort ★



Full School Prospectus



MORLEY VICTORIA

Welcome to the Morley Victoria Primary School Prospectus

We have included information about everything you will need to know throughout your child's time here at Morley Victoria: from Nursery, to main school and our optional, and very popular before and after school club, Basement Buddies.

If there is anything that you would like to know that this document does not cover, please visit our school website.

Please contact us on [0113 253 5253](tel:01132535253) or office@morleyvictoria.owlcotesmat.org

We look forward to working with you to provide the best possible education for your child's future.

Mrs Wood
Headteacher

www.morleyvictoriaprimary.owlcotesmat.org



MORLEY
VICTORIA
PRIMARY SCHOOL

★ Encouragement ★ Enjoyment ★ Success ★ Effort ★



Nursery

Your child's education and future starts with us...



Welcome to Morley Victoria Nursery

We hope that you and your child will enjoy your time at Nursery. Our Nursery is a warm and welcoming environment where all children are nurtured, cared for and taught by a team of experienced, highly skilled adults who absolutely love being with the children!

Your child is at a crucial stage in their development with research showing that children learn more rapidly in the first seven years of life than at any other time. It is therefore important that the children are given every opportunity to fulfil their potential. As a parent you play a very important role and by engaging with school and what the children do at Nursery, the children will get the best possible start to their journey in education. The Nursery team will play their part by offering your child a variety of experiences and activities designed to further their individual development.

We hope that your child discovers that learning can be an enjoyable and worthwhile process.

This prospectus is intended to give you information about the Nursery but please do not hesitate to contact us if you have any queries or concerns.

Morley Victoria Nursery aims to:

- Provide a happy, safe, secure and stimulating environment in which every child is valued as an individual.
- Offer a broad, balanced progressive and diverse curriculum where learning will be fun and will provide basic skills for the future.
- Encourage independence and confidence through opportunities to learn through play both indoors and outside.
- Enable every child to reach their full potential in all areas of learning, by recognising that every child is unique.
- Create within the child, a feeling of high self esteem which is the key to all happiness and learning.
- Offer equal opportunities for all children by making them active in their own learning.



Nursery Provision

Our Nursery is very spacious and has excellent provision both indoors and outdoors.

Inside we have two rooms with a range of provision:

- craft
- painting
- large construction area
- role play area
- water
- playdough
- mark making area
- book area
- small world
- a number area
- small construction
- interactive white board
- music area

Our outside area provides opportunities to develop children's gross motor control and broaden their knowledge of the natural environment. Children are encouraged to explore, discover and problem solve to extend their learning.

General provision includes:

- sand
- large construction
- water
- mud kitchen
- bikes
- space to run
- puppet shows
- a large undercover shelter

Every child is allocated a colour group and given a key worker. Every day they will have a group time with their key worker. They will also have plenty of time to independently explore all the areas of provision both inside and outside.



The Early Years Foundation Stage of Learning (EYFS)

The Nursery and Reception classes are referred to as the Early Years Foundation Stage of learning. This is an important stage, as it is during this time that attitudes to learning are formed and social skills are developed, which lay the foundations for future education.

Young children learn most effectively through a balance of structured and child initiated play. Our Foundation Stage staff work together as a team and plan for the children's learning to ensure that all areas of development are covered within an interesting, stimulating and supportive framework.

They also ensure that children progressively develop their skills and knowledge throughout this phase of their school life so that they are ready to start the National Curriculum in Year 1.

The children are taught directly and also have a choice of planned activities so that they are able to develop independent learning habits.

The seven areas of learning and development are:

Prime Areas

- Communication and Language
- Physical Development
- Personal, Social and Emotional Development

Specific Areas

- Literacy
- Mathematics
- Understanding of the World
- Expressive Arts and Design

Communication and Language Development

It is vitally important that we give the children opportunities to experience a rich language environment, to develop their confidence and skills in expressing themselves and to speak and listen in a range of situations. We encourage the children to speak in Standard English and in full sentences from the outset.

Physical Development

Young children need to be active and interactive; and to develop their co-ordination, control, and movement. Children must also be helped to understand the importance of physical activity and to make healthy choices in relation to food. Our Nursery children have daily access to provision that develops them physically.



Personal, Social and Emotional Development

This involves helping children to develop a positive sense of themselves and others; to form positive relationships and develop respect for others; to develop social skills and learn how to manage their feelings; to understand appropriate behaviour in groups and to have confidence in their own abilities. Development of The Whole Child Approach starts in Nursery.

Literacy

Literacy is the art of reading and writing! We encourage children to link sounds and letters, and to begin to read and write. Children are given access to a wide range of reading materials (books, puppets, poems and other written materials) to ignite their interest in the areas of provision both in and outside of the setting.

At Morley Victoria reading is considered to be 'The Master Skill' and 'The Be All and End All'. Reading is the key to all future success. We spend a lot of time reading and role playing stories and sharing books in the Nursery and encourage families to do the same at home – there's nothing nicer than a bedtime story!

We work incredibly hard to develop those early writing and mark making skills in nursery, in all areas of provision, both inside and outside.

Mathematics

We provide the children with opportunities to develop their number skills, problem solving and understanding of shape, space and measure.



Understanding the World

Our aim is to guide the children to make sense of their physical world and their community through opportunities to explore, observe and find out about people, places, technology and the environment.

Expressive Arts and Design

We want the children to explore and play with a wide range of media and materials. We will also provide opportunities and encouragement for sharing their thoughts, ideas and feelings through a variety of activities in art, music, movement, dance, role play, design and technology.

Partnerships with Parents/Carers

As parents / carers you are the first educators of your children. We believe in a close partnership between families and staff as we join you in educating your child. It really is a team effort!

We want to work closely with you. Good communication between staff and parents / carers enables us to inform each other of relevant matters concerning your child. We appreciate being informed of any change at home that might affect your child and will treat anything you tell us in strict confidence.

We will inform you about the activities and learning situations that your child has experienced. Every child has an online profile called Tapestry which can be accessed at any time. We ask that you look through your child's profile online on a weekly basis and make any additions yourself. You may want to include information about activities you have done at home, days out or holidays. This provides a learning log of your child's development both at home and at school. We will provide comprehensive instructions on how to do this and will support you where needed. It helps and supports us to work together and solidifies connections between home and school.

Topic planning will be shared with you so that you can see what we are learning about.

We hold two Learning Review Meetings each year when you will be invited to discuss your child's progress. However, there is no need to wait for these if you have questions or concerns, we want you to feel welcome at our Nursery and we will always have time to help you.

Emotional Health and Wellbeing

Our school offers information and support for parents, carers and families. We have a fantastic Inclusion Team who are always available to help with any challenges you may face or with any advice you may need. Together they have a wealth of experience and understanding of children in the Early Years and indeed throughout school.

Their role includes:

- Support for managing your child's behaviour.
- 1:1 direct SEMH work
- Nurture groups within school.
- Support with managing children with Special Educational Needs
- Links with our own Morley Cluster Service, Family Hub and extended services for support with sleep routines, diet and care.
- Signposting to other specialist agencies for support.

If you would like to contact a member of the Inclusion Team for further information, please contact the school office.

General Information

Attendance and Punctuality

The school Day
8.45am-12 noon

1.00pm-3.15pm

We always encourage good routines at Morley Victoria and believe that excellent attendance and punctuality from the very start of the school journey will stand the children in good stead in the later years. We encourage the children to attend all of their sessions throughout the week and to arrive on time. We want to work together to support families to have good attendance and punctuality.

If your child is poorly then you might choose to keep them at home. If they have an infectious illness, for example sickness/diarrhoea, 48 hours must elapse since the last episode before returning to Nursery. If your child is not going to be at Nursery, please contact the school office each day of their absence before 8:30am each day by emailing attendance@morleyvictoria.owlcotesmat.org or phoning to inform us they are not attending – they will also offer advice about other common illnesses and the period of time your child will need to stay at home with you. We may carry out a home visit as per our home visits policy if your child has not attended school for a number of days or where we are seeing frequent absence. We thank you in advance for your support with this.

If you arrive after 8.55am please report to the main office. If children are collected late (10mins) they will go to our before and after school club and there will be a charge of £10.



School Uniform / Dress

However much care is taken, with the nature of the types of activities we provide, accidents with paint and glue etc. do happen. Bearing this in mind, we ask you not to send your child to Nursery in their “best” clothes. Branded school uniform can be purchased from Price & Buckland (there is a link on the school website) or from The Uniform Centre in Morley. Please note that school uniform is not compulsory in Nursery. Please name all clothing and belongings including coats, water bottles, book bags and lunch boxes. Supermarkets are very good value for non-branded items which are also most acceptable. Preloved uniform can also be obtained from the Church of Nazarene.

Medical Conditions

When completing your admissions forms please give as much detail about your child’s medical conditions as possible (including any allergies or food intolerances). If there are any changes to these conditions please keep us regularly updated.

Medicines in School

Wherever possible we would like medicines to be given at home. If there are occasions where prescribed medicines need to be administered (those to be taken 4 times or more daily) a form needs to be completed by the parents and carers. Please note that we cannot administer Calpol in school – all medicines must have been prescribed by a doctor.

Going to the Toilet

We kindly ask that you please help your child to become independent in the use of the toilet before they start at Nursery. If you have concerns that your child will not be toilet trained for their Nursery start date, please come and discuss this with us in advance. Most children, by the age of 3 will be ready to start using the toilet rather than wearing nappies or pull ups – going to Nursery is a good opportunity to encourage them to be ‘big boys and girls’ and to use the toilet. We can help and support with this so please don’t hesitate to talk to us.

Special Needs and Equal Opportunities

Our Nursery will promote self-confidence and a positive attitude to learning in all children whatever their gender, ethnicity, home language, special educational needs, ability or disability. Everybody is welcome. We encourage you to come and discuss your child's needs with us so that we can ensure the appropriate provision is in place.

Profiles

Each child has an individual profile which is accessed online via 'Tapestry' (tapestryjournal.com). This is an online record of work, experiences, activities and progress during their time in Nursery. We make observations and take photographs of the children and put these into their online profile. Parents/carers can contribute to their child's profile by sharing experiences from home. Pictures, drawings and models will be taken home by the children daily because they will want to show you their masterpieces.

Independence at Nursery

When your child comes to Nursery we will show them where to put their belongings. We will help them to become independent to put their coat on their peg and their water bottles and lunch boxes in the café area. We suggest a pump bag is the best option for storing other items as they take up less space and mean your child will be able to put their coat on their peg easily.

Milk and Fruit

We provide milk (ordered by families directly via Cool Milk) and fruit free of charge for the children to drink and eat during the Nursery session. Children can bring water bottles to Nursery, they need to be taken home every day to wash and refill. Please note that as a school we only allow water as this is the healthiest option – no juice please.



Packed Lunches

As a school we are always working on being a healthy school. We need to ensure that our packed lunches are as healthy as possible. According to NHS choices, a balanced packed lunch should include: starchy foods like bread, rice, pasta or potatoes and protein foods such as meat, fish, eggs or beans.

PLEASE NOTE THAT NUTS OR FOOD CONTAINING NUTS ARE NOT PERMITTED IN SCHOOL.

A dairy item such as cheese or yogurt and some fresh fruit and vegetables should be included. Please remember the children are still very small so smaller portions that don't take a long time to eat are better. Please make sure there are no fizzy drinks, cans, chocolate or sweets in your child's lunch box.

Voluntary contribution

We ask parents / carers to contribute £5.00 per half term to our Nursery fund if you are able; this covers the cost of play dough, baking and any other group activities that incur any additional cost. This will be payable using our online payment system, Arbor.

Book Swap

Promoting a love of reading starts in Nursery. The children can take books home from our home/school library and complete a reading challenge. Once this is complete it is celebrated.

Sun Safety

Please help us to ensure that your child is protected in the sun whilst in our care by providing sun hats, water bottles and sun cream. We do ask that families apply creams before Nursery. The children are welcome to bring their own sun cream (named) to keep in school so that the staff can reapply it if necessary. It is imperative that every child in Nursery has access to quality sunscreen, for this reason if a child is found to be in need of sun protection, Nursery staff will apply sunscreen from their own supplies, unless you inform us otherwise.

Children's Birthdays

Some children like to bring treats to Nursery to share with the other children on their birthday or other social occasions. We are happy to let the children give out the treats at home time but ask you NOT to send lollies or hard boiled sweets as they are a choking hazard. We can have up to 39 children in each Nursery session.

Home Times

Please be prompt to drop off and collect your child, to avoid them becoming distressed. You will need to inform us if someone other than the usual person is collecting your child. They will also need the password that you will provide for us; to help us with our safeguarding procedures.

Other Important Information

Some families will be eligible to claim for 30 hours of free childcare. It is vital that codes are renewed every 3 months and supplied to the school office to ensure the place remains available. HMRC and the DfE do send out reminders. Please keep track of this because if you don't have a code by the cut off date (late codes are not accepted), you don't have eligibility and we may ask you to reduce to a 15 hour place as we will have lost funding.

Lunchtimes are not part of the 15 or 30 hour entitlement so we ask for a £3.00 contribution to cover the cost of lunchtime staff. This is also charged when the children are absent as staff must still attend work. We thank you for your support with this matter and payment should be made via Arbor, our online payment system.

Permission for Walking in the Local Area

From time to time the children may be taken on trips in the local area as we try to involve the children in various activities outside of school such as visits to church, visits to Morley Town Hall and sports on our Nepshaw Lane playing field. You will be asked at the start of your time at Morley Victoria to give consent to take your child on walks in the local area. When we take the children out of school, a full risk assessment will be carried out before the trip takes place and the appropriate staffing ratios will be in place. We will send letters out informing you of when these visits will happen. Again please would you sign the relevant form in your pack to confirm your consent.

Permission for Photographs

We would like to ask for your permission with regard to taking photographs of your child in school.

These photographs may be used for display in school; be placed on the school's website. Photographs of your child will never include their full name.

Please note that permission doesn't include the every day use of Tapestry in the Foundation Stage as this is an online tool we have chosen as a school to use for assessment purposes. This is a private account and you will be given a password to access it. Please could you sign the relevant form in your pack to confirm your consent. If you have any worries or concerns, please do not hesitate to contact the school.



MORLEY
VICTORIA
PRIMARY SCHOOL

★ Encouragement ★ Enjoyment ★ Success ★ Effort ★



Main School

Ofsted Inspection December 2023

Our school was last inspected in December 2023.
We have been an Outstanding Provider now since 2007.
Please visit our school website to read the report in full.

Today and the future:

Our school continues to provide a consistently exceptional education for all children. We are forward thinking, outward facing and striving for the very best for our pupils. We have high expectations of all of our children and encourage them to achieve their personal best. We ask for support from families in order to achieve this and hope the same messages come from home and school. When this happens, we get the best possible outcomes - socially, emotionally and academically.



Website

The school website is a great source of information and a useful tool for many areas. There is an up to date calendar of events on the homepage and all letters are uploaded to the site too. As a parent / carer or child there is a lot of useful information on there to support you and your child with all aspects of school life.

School Staff & Governors

An extensive school staff and Governing body list is available on our website:
www.morleyvictoria.owlcotesmat.org

Please note this is subject to change each September and throughout the year.



School Organisation

There are fifteen classes in our school, 3 Foundation Stage classes, 4 Key Stage 1 classes and 8 Key Stage 2 classes. Most children are placed in classes according to their age and remain there for a whole school year.

We have a 39 place Nursery where children attend different sessions. We currently offer both 15 and 30 hour places. (See Nursery Prospectus).

Children in our main school are taught in a whole class situation, in groups or individually according to the needs of the child.

All the classes in KS1 should have no more than 30 pupils in the class. Children in KS2 are also in classes of no more than 30. Occasionally Leeds City Council may ask us to go over this number in exceptional circumstances.

The School Day

RECEPTION/KEY STAGE 1:	8:45am-12:00 noon	1:00pm-3:15pm
-------------------------------	--------------------------	----------------------

Reception and Key Stage 1 children can go to their classrooms from 8.45 am Parents should accompany children to the door, but to avoid congestion we would ask you to leave as soon as you drop your child off.

KEY STAGE 2:	8:45am-12:00pm	1:00pm-3:15pm
---------------------	-----------------------	----------------------

Key Stage 2 children assemble in their appropriate playground for 8.40am. At 8.45am children are called into school.

Registration

We have a computerised registration system and this takes place at the beginning of the morning and afternoon sessions so we ask you to ensure that your child arrives at school in good time. The register is taken for all Key Stages at 8.50am with lessons starting straight away. Any child arriving late should report to the office or the late gate to ensure their attendance is recorded. Parents/Carers of children arriving late to the outer buildings need to report to the office of their arrival. This will ensure that school dinners will be ordered.

Short assemblies are held on some days and a 20 minute morning playtime provides a mid-session break for children and staff. Classes also have the opportunity for flexible active breaks during the school day.

Children under 5 are provided with milk free of charge. Children over 5 can receive milk at a small charge for which they must register. Reception and Key Stage 1 are provided with free fruit and vegetables. Key Stage 2 children can bring a healthy snack (fruit, salad or vegetable items only) to school for the morning break or can purchase a healthy snack from the tuck shop. We encourage all children to bring a water bottle to school each day, these can be re-filled at one of our water coolers situated around the school. NO JUICE PLEASE.

Attendance and Punctuality

We place a high importance on all children being at school ON TIME and EVERY DAY. We have a whole school approach and want to work with families to improve attendance. From the first day of term to the last day, the small moments in a school day make a real difference to your child. The school's attendance has historically been very good. There are around 470 children on roll in the main school and we aim for our attendance to be well over 96%.

Each week we email the whole school attendance along with the class winners. Attending school on time each day ensures no learning time is lost and instills good habits from an early age. We keep a careful eye on the number of late marks recorded on the late gate. If a child reaches a certain threshold you will be asked to come in and talk to us about how we can support you to get your child to school on time, this will then be monitored by our attendance officer and a follow up meeting arranged. If attendance drops below 90% you may be asked to come in for an attendance meeting to discuss ways to work together to improve your child's attendance.

The children should not be taking holidays in term time and we request that you support us with this - please note taking your child/children out of school for a holiday could mean you receive a fine. Medical appointments should also sit outside of the school day where possible. If your child does have a medical appointment in the school day we will need to see proof of this so that we code the absence correctly. Frequent absences, a long absence or patterns in absence may trigger a home visit - this is in line with our home visits policy.

Absence

If your child has to be absent from school for any reason, we require a phone call or an e-mail (attendance@morleyvictoria.owlcotesmat.org) before 8:30am with reasons for their absence each day. The prior notification of an appointment e.g. at the dentist, ensures that a child receives his/her appropriate attendance mark on the register. If no information is received, the school will contact parents / carers by telephone to try and ascertain reasons for any unexplained absence. We may do a home visit to support children returning to school or if we have not had contact from a family or are seeing frequent patterns of absence. If there is no answer on a home visit, the absence will be unauthorised.

If your child falls below 90% attendance (which is the marker for being persistently absent from school) without good reason you will receive an email, if this does not improve then you will be asked to come in and meet with our attendance officer and a member of the senior leadership team for a formal attendance panel meeting - this will be reviewed every half term. Frequent absences maybe coded as unauthorised and this will be reviewed every 4 weeks.

School Uniform

The following information has been agreed by our school governors.

We ask that children come to school in the correct school uniform as detailed below. We believe that taking pride in their appearance enhances their school experience.

WINTER:	BOYS:	White polo shirt/shirt Navy blue sweatshirt/cardigan Navy blue/grey/black trousers
	GIRLS:	White polo shirt/shirt Navy blue Sweatshirt/Cardigan Navy blue/grey/black skirt or trousers Tights: Navy blue/grey/ black or white



SUMMER:	BOYS:	White polo shirt/shirt Navy blue/grey/black shorts/trousers
	GIRLS:	White polo shirt/shirt Navy blue/grey/black skirt/shorts/trousers Or Blue and white checked or striped school dress



Please note:

Reception and Key Stage 1 children will need a book bag.

Sweatshirts and polo shirts bearing the school motif can be purchased from Price & Buckland via the link on the school website or from The Uniform Shop, Queen Street, Morley.

Skirts must be knee length.

Badges given to anyone who has a role or responsibility in school will need to wear them as part of their school uniform.

Footwear

Shoes – sensible, flat and must be ALL BLACK IN COLOUR. NO TRAINERS WITH ANY COLOUR OR COLOURED BRANDING OR SANDALS PLEASE.

Boots can be worn in winter providing they are sensible/flat/BLACK in colour. (No stilettos, high heels or fashion boots please).

Jewellery

Children should not be wearing bracelets, rings or necklaces in school. Necklaces can also be dangerous in the playground. These items of jewellery can cause problems and upsets amongst the children.

The following items of jewellery are acceptable:

Earrings – simple stud or small sleeper earrings, no more than one per ear. (These must be removed or covered by a plaster in PE sessions)

Watches – a plain ‘tell the time’ type watch is allowed. Complicated fiddly “toy” type watches are inappropriate. Simple Fitbit style watches can be worn but please do not send your child to school with an expensive watch or one that connects to the internet.

At all sporting events ALL jewellery needs to be removed. Failure to do this will mean the children can not take part.

Hairbands/Accessories

Some children like to wear headbands or hair accessories in school. We request that these are school colours or neutral colours and of an appropriate size.

Hair

Please ensure that your child comes to school with an appropriate hairstyle, (no patterns or extreme colours). Long hair will need to be tied back for PE and cooking sessions.

False nails and make-up (including mascara) must not be worn in school.

We have high expectations of our pupils and want them to look smart when they represent our school. How children present themselves is important to all of us at Morley Victoria.

PE and Swimming

Children also require equipment for Games, PE and Swimming:

PE & GAMES

White, black or navy shorts
Plain white T shirt } for indoor PE

No cropped tops or hot pant style shorts.
Trainers or pumps for outdoor PE
– please ensure that these are the correct size and that they fasten properly.
Blue tracksuit or warm change of clothes for outdoor PE in school colours and with no motifs.
Pump bag

Swimming (Year 4)

Swimming costume / shorts
Towel



We request that you clearly mark your child's name in all items of clothing or equipment that you send into school. If your child does not have their PE kit in school we will lend them some of our Morley Victoria kit as we feel that PE is vital to their development.

Meet the Teacher

Years 1-6 will host a 'Meet the Teacher' meeting for parents and carers. September or October. These meetings are useful for establishing home/school links and for you to find out what your child will be learning during the year and how you can support the children at home. You are strongly advised to attend these meetings even if you have had a child through school as year groups change and evolve over time. There will be other meetings throughout the year depending on our school development plan.

At the end of each year you will be invited to an informal drop in session during transition week, to say hello to your child's new class teacher and to see the classroom.

Learning Review Meetings

Parents / carers are formally invited to school twice a year to discuss their child/children's progress. Appointments are offered at the Autumn and Spring term 'Learning Review' weeks. Older children (KS2) are invited to these meetings as well. These can be booked via our online system. Watch out for letters with details about these meetings.

School Reports

An annual report keeps families informed about their child's progress in all areas of our school curriculum plus comments on aspects of personal and social development. In addition we are always interested in receiving comments and observations from parents / carers, so we will ask you to complete feedback forms twice a year. We value your opinion and will do everything possible to make our school even better.

A Curriculum That Matters (Years 1-6)

The curriculum at Morley Victoria is ambitious, bespoke and has been designed to enable the school to develop the whole child. Please see the curriculum section of the school website for more details about our knowledge and skills based curriculum. See the EYFS section of the website for information about the early years curriculum in Nursery and Reception.

Reading is number one priority at Morley Victoria, we endeavour to foster a love of reading throughout the school and link reading to all areas of the curriculum.

Having a growth mindset approach to learning is promoted across the school. We believe that if you set your mind to something, anything is possible. We believe having the metacognitive strategies, courage and resilience to overcome challenges are skills which will stay with us for life.

Music, singing and performance are strong across the school - each week every child in school sings and in Key Stage 2 all children learn to play an instrument.

Important key skills, knowledge and understanding will be taught discretely where necessary and in a cross curricular way where appropriate. Opportunities are created for pupils to apply these skills to other areas of learning. All subjects chosen will have relevance and meaning for the pupils within the context of this school.

All subjects, wherever possible, will be selected in order to build upon the pupils' prior learning and there will be regular opportunities for children to visit prior learning and concepts to enable the children to know more, remember more and be able to do more..

At the start of a new unit of work the teacher will always seek out the pupils' prior knowledge and plan the learning activities based on this. They will also enquire as to what the children would like to learn and plan for this.

All staff will seek to provide rich and varied first hand experiences for the pupils to support the learning. e.g. high quality resources, visits, visitors, artefacts etc.

Consideration should be given to who is the best person to deliver the teaching and where is the most appropriate location for the learning to take place, this includes giving the children opportunity to learn outdoors.

Priority should be given to ensuring that the learning of key skills and the development of pupils' emotional and physical and mental health are always addressed first. This is strengthened with the Inclusion Team and a strong PSHE and Personal Development Curriculum. This together develops the whole child and emotionally intelligent individuals.

Homework

Children in all year groups will be required to do a little bit of work at home, this establishes good routines as they move through school and it prepares them for their next stage of education. Pupils may be asked to learn sounds, words, their number bonds, tables and spelling lists and maths facts as well as read on a weekly basis. Some homework will be related to finding out about the subject the children are studying at the time. Homework consolidates and extends work already carried out in school – feel free to be creative with these challenges and think outside the box! Homework at Morley Victoria is purposeful and progressive and bespoke to that particular year group, class and their needs.

Homework is completed in a number of ways and is a mixture of online tasks (via Tapestry or an online programme) and tasks which require work completing in an exercise book.

In year 5 and 6 we have invested in a planner for every child. This is a good way of encouraging independence and helping the children to organise their time so that homework deadlines are met.

We also set whole school challenges from time to time, generally over a holiday period - we try to make these fun and something you can enjoy doing together as a family.

Permission for Walking in the Local Area

From time to time the children may be taken on trips in the local area as we try to involve the children in various activities outside of school such as visits to church, visits to Morley Town Hall and sports on our Nepshaw Lane playing field. We we ask for your permission to take your child on walks in the local area from now until the end of your child's time in school. As always when we take the children out of school, a full risk assessment will be carried out and approved by our Governing Body before the walk takes place and the appropriate staffing ratios will be in place. We will send emails out informing you of when these visits will happen. Please sign the relevant form, available at the school office, to confirm your consent.

Permission for Photographs

We would like to ask for your permission with regard to taking photographs of your child in school.

These photographs may be used for display in school; be placed on the school's website, on displays around school. Photographs of your child will never include their full name.

Please note that permission doesn't include the every day use of Tapestry in the Foundation Stage as this is an online tool we have chosen as a school to use for assessment purposes. This is a private account and you will be given a password to access it. Please could you sign the relevant form in your pack to confirm your consent. If you have any worries or concerns, please do not hesitate to contact the school.

Extra Curricular Activities

Many of the staff voluntarily take children for various activities both in and outside school hours. Below are some of the clubs that have ran in the past. These of course are subject to change depending on the children and their interests..

Football – Girls & Boys
Book Club
Computing/Minecraft
Running Club
Young Voices

Athletics
Year 6 Youth Group
Art Club
Dance Club
Basketball Club

French Club
Nature Club
Violins
PE Partner Clubs

Please note the clubs we have on offer differ term by term, year by year depending on staffing and the children's interests.

Residential Visits

Year 5 children will have the opportunity to visit the East Coast in the Spring term. They stay at a hotel called Cober Hill and explore the coast and countryside around the area. A Year 6 weekend residential to Peat Rigg is also on offer. The children experience outdoor adventurous activities. Details of visits are always provided and adequate levels of supervision are always assured. We must seek voluntary contributions from parents to cover the cost of these visits. These residential visits are always remembered by the children as highlights of their life in primary school.

Safeguarding

At Morley Victoria we have a strong whole school approach to safeguarding and are committed to safeguarding and promoting the wellbeing of children and young people. Our school expects all staff and volunteers to share this commitment. The outcomes of this are that children and young people at Morley Victoria feel happy and safe. We aim to provide a caring, safe environment in our school alongside a curriculum in which children's self esteem and independence are nurtured, as well as developing an understanding of how to keep themselves safe in the community, in the ever changing wider world and online. We have many 'Designated Safeguarding Staff' in school who are here to help and support as needed, they have a duty of care to all children in school to ensure that they are listened to and action taken where appropriate. We work alongside external agencies to support our children and families. Please refer to our Child Protection Policy on our website for more information regarding safeguarding and our procedures.

School Security

It is important that we know who is on our premises. We ask that parents / carers / visitors report to the school office on arrival. If children arrive late, we ask them to report to the office before going through to class. If you would like to talk to a member of staff and they are not expecting you, please go to the main school office to book an appointment or email the school office. We AIM to respond within 2 working days unless it is an immediate safeguarding concern.

Emotional Health and Wellbeing

The pastoral care of the pupils at Morley Victoria is seen as a high priority. This team work closely with pupils and families who are going through difficult times. They have a wealth of experience and understanding of children and supporting families. Our main aim is to ensure that all children are happy at school. We have strong relationships with outside agencies who can offer further support where needed.

The team work with children 1:1 and in group situations across the school. If you would like to talk to anyone regarding emotional and social issues please contact them via the school office.



Inclusion

The school's Inclusion Policy ensures that we provide the most effective education and care for all groups of children.

Our Inclusion Team is led by the Headteacher and consists of a group of specialist staff who monitor the provision we have to ensure that all children make progress and are happy and secure in school. We meet regularly to discuss support we can provide in school and from external agencies. The team have strong links with outside agencies who can provide support for families.

Special Educational Needs

Definition of Special Educational Needs

Children have special educational needs if they have a learning difficulty or disability which calls for special education provision to be made for them.

Children have a learning difficulty or disability if they:

- a) Have a significantly greater difficulty in learning than the majority of children of the same age; or
- b) Have a disability which prevents or hinders them from making use of educational facilities of a kind generally provided for children of the same age in mainstream schools.

Fundamental Principles

- A child with special educational needs should have their needs met.
- The special educational needs of children will normally be met in mainstream schools or settings.
- The views of the child are sought and taken into account.
- Parents have a vital role to play in supporting their child's education.
- Children with special educational needs are offered full access to a broad, balanced and relevant education including an appropriate curriculum for the Early Years Foundation Stage and the National Curriculum.

As a School

- We promote high standards of education for children with SEND.
- We encourage children with SEND to participate fully in their school and community and to take part in decisions about their education.
- We work closely with other statutory and voluntary bodies to provide support for children with SEND.

Meeting the needs of children and young people with SEND successfully requires partnership between all those involved – LEAs, schools, families, pupils, health and social services and other agencies.

Please ask to see our SEND policy for further details. This policy is available on our website. We encourage you to visit our setting to ensure our provision is right for your child's needs.

More Able Pupils

Morley Victoria recognises that there are some children in school who are very capable either academically or in a specific field, of achieving a level significantly higher than that of their peers. These children are identified and provision is made for them by the class teacher creating enrichment and extension activities which will help to broaden and deepen their understanding.

Equal Opportunities

It is the policy of our school to ensure that all children have the best possible opportunities for their future development. The curriculum policies of the school are constantly open to question, to make certain that no areas are overlooked. It is hoped that the work in our school reflects our commitment to equality in all areas of life. We aim to provide a balanced curriculum, which focuses on positive aspects of cultural differences and helps each child to look for the best in themselves and others. We are one of the first primary schools in Leeds to be awarded the Bronze award for Cultural Cohesion Quality Mark (CCQM),

We use a variety of teaching methods including whole class, group and individual teaching when appropriate.

We plan whole school theme weeks/days during the year, providing opportunities for more cross-curricular work and the sharing of memorable experiences.

At Morley Victoria we take every opportunity to enrich the curriculum with outings, visitors to school and public performances.

Medical Problems

It is important that your child's teacher is aware of any particular health problems that your child may have, this includes any allergies or intolerances to certain food types/groups. If your child becomes ill at school we will make every effort to contact you, but we will act as substitute parents until you arrive, even if the illness/injury requires that we take your child to hospital. It is vital that your contact numbers are kept up to date in the school office for this reason. We are required by law to have at least two people to contact in case of an emergency.

Where possible we would prefer it if children could be given their medicine at home, however staff can administer prescribed medicines which need to be taken more than three times a day with written permission from the parent / carer. We certainly welcome parents / carers into school to give their children medication. A form can be obtained from the office or school website for families to complete. PLEASE NOTE THAT MEDICINE THAT HAS NOT BEEN RECENTLY PRESCRIBED BY THE DOCTOR CAN NOT BE ADMINISTERED BY THE SCHOOL. THIS INCLUDES CALPOL. MEDICINES LEFT AT SCHOOL MUST HAVE A PHARMACIST STICKER WITH THE CHILD'S NAME AND DOSAGE.

Online Safety Code of Practice for Parents/Carers

It is important that our children use the internet appropriately. As a school we will be having weekly discussions about this area in assemblies, class discussions and part of computing lessons. We ask you to:

- Help and support the school in promoting online safety.
- Read, understand and promote the pupil Acceptable Use Policy (this can be found on our website) with your children as part of the home school agreement.
- To promote confidentiality of passwords.
- Discuss online safety concerns with your children, show an interest in how they are using technology, and encourage them to behave safely and responsibly when using technology.
- Consult with the school if you have any concerns about your child's use of technology.
- To agree to the home-school agreement containing the following statement regarding personal use of social networks in relation to the school:

As a school we would also ask for your support with online safety by not deliberately posting comments or uploading any images, sounds or text that could upset or offend any member of the school community or bring the school into disrepute. It is really important that together we model good online safety behaviours to our young people.

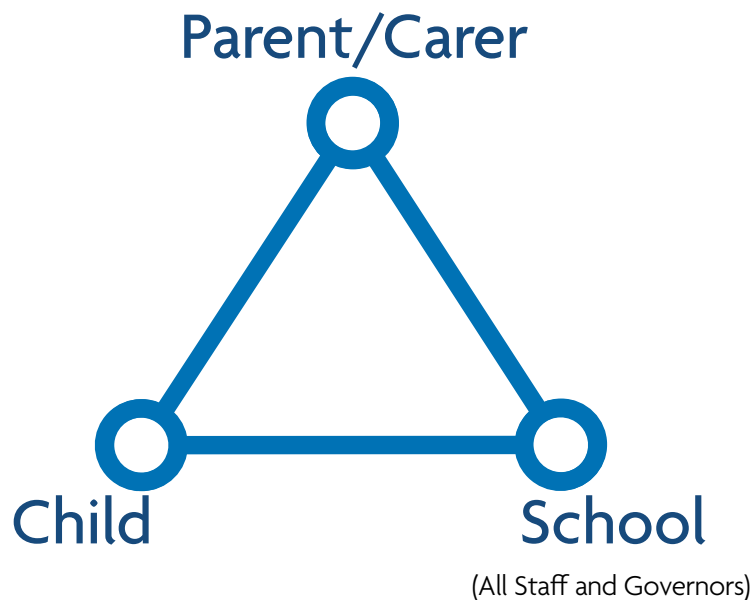


Relationships and Behaviour in our School

The school sets high standards and has high expectations in terms of behaviour and we endeavour to praise and encourage good examples of this. These expectations are continually reinforced by teachers and other staff around the school, whether in class itself, in the playground, or during assemblies. We have 3 simple rules - RRS - Ready, Respectful and Safe.

Our school is proud of its 'Investors in Pupils' status and children are involved at the beginning of every year in writing a class mission statement, setting class targets and working together on behaviour in the classroom and around the school. Children are expected to take on jobs and other roles of responsibility as part of their personal development.

A strong home/school/child relationship is very valuable. We also seek the help and co-operation of parents and carers. We feel that open, friendly communication with parents enables us to give each other valuable mutual support. This relationship is also used fully if children develop physical, emotional or personal problems. Indeed, staff are ever watchful in order to detect difficulties at an early stage, and are eager to listen and to help.



Greggs Breakfast Club

Children and families can access this for free, daily from 8.30am. They can come along and help themselves to toast, fruit, cheese or a yoghurt. It is important that children are fuelled before a day of learning starts..

Healthy Snacks

Children in Key Stage Two can bring in a healthy snack for break time. This must be one piece of fresh fruit or fresh vegetables. Healthy snacks can also be purchased from the healthy tuck shop at break times so please do encourage them to bring a small amount of money for their purchase.

Milk and Fruit

Milk is free for children up to their fifth birthday. Milk can be purchased for any other child in school by ordering directly from Cool Milk. Fruit is provided free of charge for the children in Reception and Key Stage One. Children can bring water bottles to school, they need to be taken home every day to wash and refill. Please note that we only allow water. NO JUICE PLEASE.

Lunch Time

We try to make lunchtimes as sociable as possible where children learn good table manners. School dinners are served in a variety of locations across the school. School meals are free in Reception, Year 1 and Year 2. We ask that parents/carers order school meals on Arbor IN ADVANCE. It is important that families keep track of this and ensure that a meal is ordered. The best way to ensure your child gets a meal they enjoy and to reduce waste is to choose their lunch option with them.

Healthy meals are served cafeteria style supervised by a large number of lunchtime assistants. Children are allowed to bring a healthy packed lunch as an alternative to having school dinner and eat their packed lunches whilst being supervised by lunchtime assistants.

As a school we are working hard to be a healthy school. To do this we need packed lunches to be healthy. According to NHS choices, a balanced packed lunch should include: starchy foods like bread, rice, pasta or potatoes. Protein foods such as meat, fish, eggs or beans should also be included; as well as a dairy item such as cheese or yogurt; and some fresh fruit and vegetables. Please make sure there are no fizzy drinks, cans, chocolate or sweets in your child's lunch box. PLEASE NOTE THAT WE ARE A NUT FREE SCHOOL SO NO NUTS OR NUT PRODUCTS SHOULD BE PLACED IN PACKED LUNCH BOXES OR BE BROUGHT INTO SCHOOL FOR SNACKS.

Our delicious school dinners are home cooked and prepared from scratch, on site, on a daily basis. They are nutritionally balanced and rotate over a 3 week period and we aim to deliver the highest quality meals. School dinners are free to Reception and Key Stage One children under the Government's Universal Free School Meals scheme. For Key Stage Two children dinners cost £2.90 (March 2026 and is subject to change) per day and is payable on Arbor.

Parents/Carers in School

- Our school welcomes input from families as we firmly believe that families and teachers working together, offering mutual support, can help the children to be happy and successful at school.
- Family involvement begins even before the children start school, as we have a home-visiting system in place. We believe your child will benefit if this partnership continues throughout the time the children attend our school.
- We welcome parents / carers to help in classrooms and the staff are very grateful for this support. If you feel you would like to help, please contact the school office who will be pleased to make appropriate arrangements for you to come into school and discuss this with someone. This is always subject to capacity being available.
- If you would like to speak to your child's class teacher, sometimes you can catch them quickly on the door in Foundation and KS1 - after school is always a better time. If your child is in KS2, please ask at the office or email the school as many teachers do early morning groups or attend meetings. At the end of each school day is usually a better time for our staff.
- Parents / carers are invited to special class assemblies or performances, both during the school day, and for our older children, sometimes in the evening. We do aim to give as much notice as possible for these special events.
- Families are invited to visit the school website for information about school life.

GDPR

In order to ensure the educational progress and welfare of every child, the school has to process data. The school has measures in place to ensure that all personal information is managed securely. A full description of our management of data can be seen in our Privacy Statement on our website. Children are taught in an age-appropriate manner about online safety.

Mobile Phones

We do not advise that any pupil brings a mobile phone into school. If they do it is their responsibility to abide by the mobile phone policy. If, for safety reasons, a pupil (in year 5 and 6 only) wishes to bring in their mobile phone into school (with the permission of their parents or carers) this must be switched off on entry into the school grounds and handed in at registration time. The phone must not be switched on again until the pupil has left the school grounds at the end of the school day. Please see the full mobile phone policy for more details.

Access to information for parents

All access for information is initially through the Headteacher or one of the governors. Information on the following is available to parents, at any time convenient to both themselves and the Headteacher:

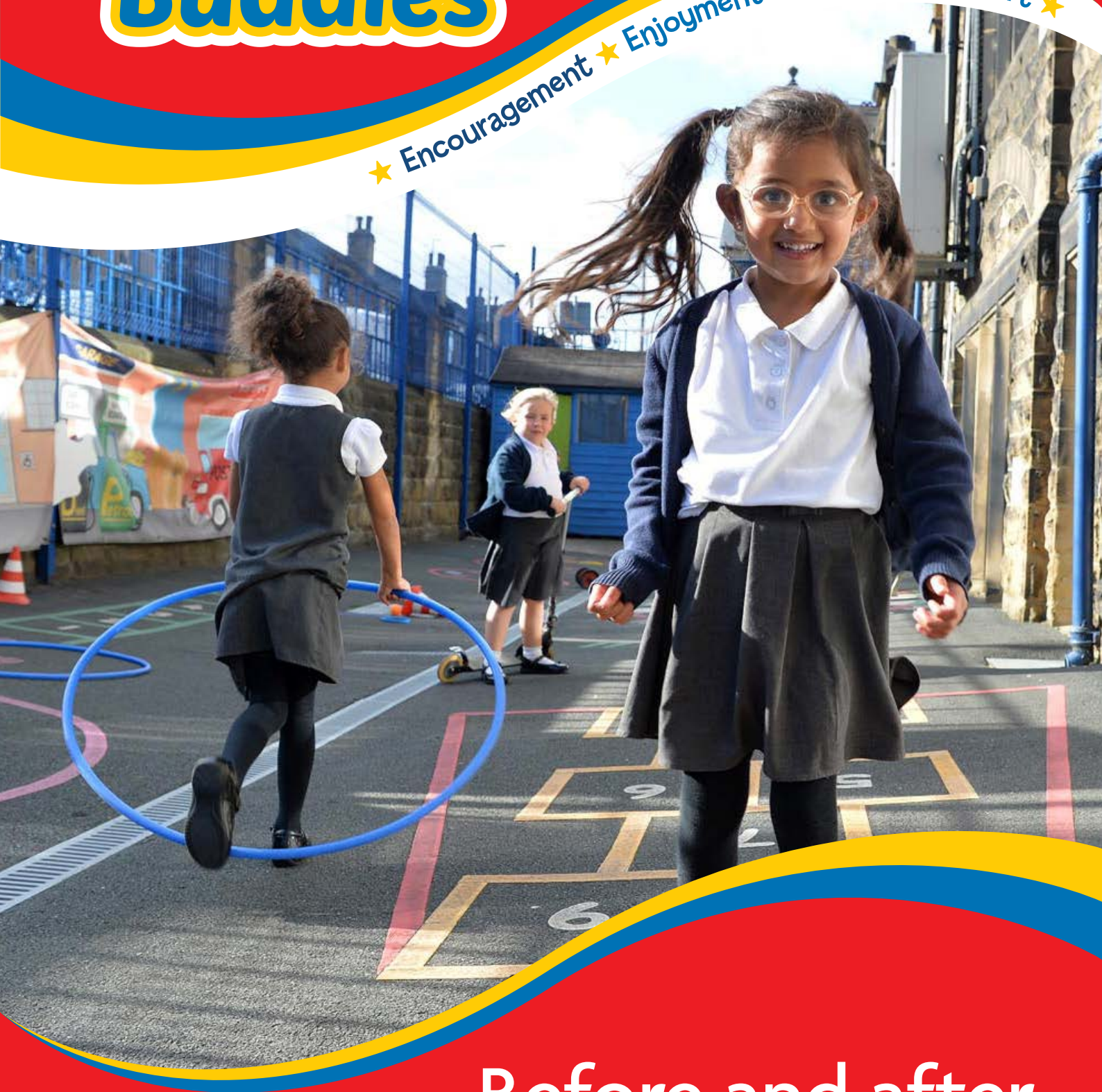
1. The School's Statement of Curriculum Policies and Aims.
2. All official documents issued by the DfE and Ofsted.
3. All curriculum information and guidelines including the National Curriculum.
4. The formal complaints policy and procedures (available on our school website).
5. The Local Authority's agreed syllabus for Religious Education.

If you have a problem please approach your child's class teacher in the first instance, then the Key Stage Manager / Assistant Headteachers. If the problem is of a safeguarding nature please contact a member of the inclusion team immediately. Staff will bring issues to the attention of the Headteacher who will get involved at an appropriate time or level.

Our Chair of Governors can also be contacted through school.

Basement Buddies

★ Encouragement ★ Enjoyment ★ Success ★ Effort ★



Before and after
school club

Introduction

In our club we try to create an atmosphere of caring and respect for each other. We aim to provide a secure and comfortable environment with pleasant surroundings. We help children to develop relationships, recognise, accept and respect differences. We encourage children to have patience with each other, to learn self-control and develop a feeling of confidence and responsibility for their actions.

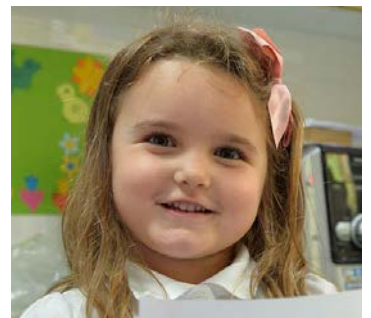
Basement Buddies sets high standards and has high expectations in terms of behaviour and we endeavour to praise and encourage good examples of this. These expectations are continually reinforced by staff in the play area whether inside or in the play area outside.

Our Club Code: To be **READY, RESPECTFUL** and **SAFE**



We take care of the equipment we use and always put things back where they came from.

We always help others at Basement Buddies.



We never run indoors because it could hurt us and other children we play with.

We do not hurt each other and take care of each other as we play.



How Basement Buddies is organised

We have three available activity rooms in the basement of Morley Victoria Primary School and three rooms upstairs for our Key Stage Two children as well as the use of the school and its grounds when needed.

Foundation and Key Stage One children are usually situated in the basement.

Key Stage Two children are situated in upstairs buddies room, in the computing room and Mini Vic.

Basement Buddies is a child friendly club which means we have tried to create an atmosphere for the children to socialise, feel confident and happy in their surroundings.

At Basement Buddies your children will be able to relax and unwind after a full day of learning at school. Basement Buddies is a home from home, it is definitely not an extension of school.

There are planned activities available which we encourage children to participate in, but we stress that these activities are optional for the children. Children who do not wish to participate in the activity can relax or do another activity, which they are more comfortable with.

At the beginning of the year the children are asked about what they enjoy and about their interests. Activities are then planned and resourced around the needs of the children attending.

A member of staff supervises the children in each activity room. The ratio is well maintained throughout the club. The staff are there to help entertain the children, encourage them to play and to enjoy themselves but are also, more importantly, there to supervise your children to the highest standards possible.

Basement Buddies Aims

The aims for the Basement Buddies club are as follows:

- The club will provide the highest quality of care to all of its members.
- We give all the children the opportunity to express their feelings confidently so that they can fully enjoy themselves at Basement Buddies.
- We offer a variety of activities to suit the age range and needs of the children.
- We have a team of dedicated, qualified staff who aim to improve our service to you and your child and we will review and encourage new ideas from all concerned to help your child feel happy and secure during their time with us.
- Our premises are safe and secure and meet registration standards.

Contacting us

Basement Buddies is situated in the buildings of Morley Victoria Primary School. Please contact the main school office if you wish to contact basement buddies staff.

Opening times per session

Morning	7.30am - 8.45am
After school	3.15pm - 6.00pm

Please can we make you aware that the doors will not open until 7.30am for the morning session. The same applies for after school, all children should have been collected by 6.00pm. We provide a play scheme on training days which will need to be booked in advance.

If late collection happens on a regular basis the times will be monitored, if you are experiencing problems keeping within the times alternative child care arrangements may need to be made.



Registration

All children attending the club must have completed registration, consent forms and visited the club. Some of this information is a legal requirement under the Children's Act e.g. child's name, address and date of birth; parent / carer's name, address and telephone number. The remainder of the information ensures the club's staff can safely care for your child e.g. information on allergies, special needs, collection arrangements. Information will be updated annually at the beginning of each school year but please tell us of any changes so we can keep our records up to date.

If you do not plan to use the club regularly but think you may need to book places on an occasional or emergency basis, it may be useful to complete the registration form now so we have your details ready.

Bookings

Bookings can be made for regular or occasional places at Basement Buddies.

- A 'regular place' can be booked for one or more sessions. This means that Basement Buddies agree to provide that place for your child until you either no longer need the place or your child leaves the school. This agreement can be terminated by the parent / carer, by giving two weeks' notice in writing.

In an emergency, e.g. sickness of usual carer, parents of registered children can book a place at short notice by phoning the school's main office or contacting Basement Buddies directly. In these cases payment can be made on the day.

All children who attend but have had a full transition into the club and be settled in school on a full time basis.

Please note that if a child is not getting their behaviour right in school or at Basement Buddies they will no longer be able to attend the club. This will be discussed with you. If we feel that Basement Buddies is not the right environment for a child we will again discuss this with families.

Fees and payments

Current fees are payable as follows:

Before school	£6.00 per session
After school	£12.00 per session
Training Day	£26.00 for full day

These prices are subject to change annually.

A late collection fee of £10.00 per child will be charged within the first 15 minutes after 6.00pm, and then £5.00 for each subsequent 15 minutes.

For regular places, fees are payable in advance by the Friday of the week before and at the time of booking for occasional places. Payment can be made through Arbor or childcare vouchers.

It is the parent / carer's responsibility to ensure that fees paid via childcare vouchers are enough to cover the fees. Please also note that for any over payments with vouchers, refunds are not possible.

IMPORTANT: Non-or late payment of fees will result in Basement Buddies withdrawing the offer of a place for your child. In these circumstances Basement Buddies would not take responsibility for collecting your child from school and you would need to make alternative arrangements until the fees are paid. If you are experiencing problems paying the fees please discuss this with either manager.

If you have booked a regular place and you do not need the place for any reason, for example your child is sick or is going to a friend's house for tea; you will still be required to pay the regular fee.

These arrangements are in line with other local childcare providers and form part of the contract between us. Please remember that we still have to pay the staff even if your child is absent.

Once bookings for both regular and occasional places have been confirmed, fees cannot be refunded unless 2 weeks notice is given. Any requests for refund of fees should be made in writing to the managers.

Fee levels will be reassessed once a year and parents / carers given notice of any change.

Please note that the school reserves the right to not accept children into Basement Buddies if we feel it is not the right environment for the child or we cannot successfully meet their needs. A full and detailed risk assessment will be completed before this decision is made.



Provision of food and drink

Children arriving early in the morning will be provided with breakfast (e.g. toast / cereal and juice). A light healthy snack will be provided in the afternoon. If your child has any special dietary needs or food allergies, please include details on your registration form. If you do not wish your child to be provided with food, please let us know. Water is freely available during the sessions.

Arrangements for children who are ill

If your child is ill please do not send them to Basement Buddies to prevent the spread of any possible infection to the other children. In the case of sickness and diarrhoea, we ask you not to send your child to Basement Buddies for 48 hours, in line with school policy.

If your child becomes ill whilst at Basement Buddies, staff will contact the parent / carer named on the registration form.

If your child has an accident whilst in our care this will be treated appropriately in line with the schools procedures (all staff have an up to date first aid qualification). This will then be recorded in our first aid book. A slip will then be written for the child to take home and the accident will be reported to you and the class teacher if necessary on collection of your child.

Arrangements for children who take regular medication

If your child needs regular prescribed medication, please include details on your registration form and complete a 'consent to administer medicine' form. We would like to prepare an individual care plan with you to ensure we meet your child's needs – the Managers will speak with you. Please ensure that you inform us of any updates or changes to administering medicines.

Please note that, in line with the school policy, we are not permitted to administer any medicine that hasn't been prescribed by a doctor, this includes Capol.

Relationships and Behaviour

Basement Buddies aims to encourage an ethos of positive behaviour and ensure that children, parents / carers and staff contribute to and take ownership of ground rules relating to acceptable standards of behaviour. All parties should understand the actions the club will need to take to resolve situations of negative behaviour. Positive behaviour is always noticed and praised either verbally or by a small reward such as a sticker.

All mobile phones (Year 5 and 6 only) must remain switched off and be handed into Basement Buddies staff for safe keeping. Phones should not be switched on until children have left the school grounds.

Continued negative behaviour which endangers others and happens frequently, needs to be addressed. Parents / carers will be contacted to discuss their child's behaviour and an individual behaviour plan written.

On very rare occasions, if the problem is not resolved, the final action will be the exclusion of the child from Basement Buddies in the interests of the other children.





Feedback and complaints procedure

We welcome feedback, so if you have any comments that would improve the service we provide then do not hesitate to contact us. We will use your ideas to improve the service in any way we can.

If you have concerns about any aspect of the service please discuss this with either of the Managers when it happens so we can take any necessary action straight away. If you are not satisfied with the action taken you can make a written complaint to Mrs Wood, the Headteacher or Miss C Skeet (Chair of Governors). We will investigate your complaint and aim to let you have a response within 28 days of receiving your letter.

Please write to:

Mrs Wood or Miss C Skeet (Chair of Governors)
Morley Victoria Primary School
Victoria Road Morley Leeds
LS27 9NW



Morley Victoria Primary School
Victoria Road, Morley, Leeds LS27 9NW

Tel: (0113) 253 5253

www.morleyvictoriaprimary.owlcotesmat.org
office@morleyvictoria.owlcotesmat.org



Asquith • Churwell • Fountain • Victoria

