

SILSDEN PRIMARY SCHOOL

2025-2026

Young Minds, Free Spirit, Great Future





Dear Parents/ Carers,

The staff and I would like to welcome you to Silsden Primary School. Our school is a happy and dynamic place to be with dedicated and caring staff. Our school is built on mutual respect and care for one another, and is a place where individuals are valued.

Our expectations of all stakeholders is high. We expect children to work hard, behave well, and to achieve the highest standards possible. We encourage all parents/carers to play an active role in their children's education and support the decisions made by the school. We encourage and support all our staff to be the best professionals that they can be.

I know that all parents/carers want the best for their child, and a good positive relationship between school and parents/carers is essential in order for children to make progress and achieve well. How parents/carers encourage and support their children at home, whether taking an interest in what they are learning or facilitating good attendance at school, makes a real difference in a pupils academic and social development.

This prospectus is designed to give you an overview of the school and the day-to-day activities that take place here.

If you would like to have further clarification on anything that is or isn't included in the prospectus there is always someone in school who will be available to talk with you. An appointment can be made by telephoning the school at any time, or e-mailing office@silsden.bradford.sch.uk

Curriculum documents, school policies, and other information are available for you online at www.silsdenprimary.co.uk .

We hope that you and your child will be very happy with us and that you feel that you can take an active part in the life of our school. I look forward to meeting you all in the near future.

Yours faithfully

Karl Russell
Headteacher

SILSDEN PRIMARY SCHOOL VALUES

"Young Minds, Free Spirit, Great Future"

Silsden Primary School is committed to nurturing **Young Minds** so that they can *Fall in Love With Learning*.

We provide a safe and happy learning environment for all children, which enables them to develop a **Free Spirit** and reach their full potential.

We are committed to working constructively with our parents and wider school community, to nurture our children into confident aspirational individuals with a **Great Future**

Our vision for your children is that they will be;

- Able to make healthy, safe choices
- Effective communicators who are confident to express themselves
- Imaginative, creative and independent 21st century thinkers
- Ambitious, confident and resilient
- Responsible, active and empathetic citizens
- Excited, enthusiastic and able to learn more
- Adventurous & self-assured in the great outdoors

SCHOOL AND ITS SETTING

We are proud of the long history that our school has. There has been a school in Silsden for Well over 150 years. The original school was located at the bottom of Bolton Road next to the bandstand. The school moved and the Aire View site was opened in 1876 and the Hothfield Site was opened in 1914.

Silsden Primary School is in the very heart of Silsden and provides the highest quality education for the children of the town and also for many from the wider local area. Silsden Primary School is a large school- We currently have over 660 pupils on roll. Each year group has three separate classes.

In September 2017 Silsden Primary School was formed from the merger of Aire View Infant School and Hothfield Junior School.

In January 2022 the school moved to its current location on Hawber Cote Lane, following the building of a new school building by the Local Authority. The school's new location is fantastic and has given us the opportunity for us to develop a first class school for the children and wider community of Silsden.

SCHOOL COMMUNICATION

Silsden Primary School endeavours to send all communication electronically. **It is essential that school has up to date phone numbers and email addresses that you use regularly.** All parents are required to download the “Arbor” app as this is the platform through which we send our communication. Further details of how to access this will be sent to you within a few days of your child starting school.

A regular newsletter is produced to keep parents in touch with goings-on in school. The newsletter includes news, events, after school activities, Parents Group activities, diary dates and signposts to other agencies offering help, support, activities or childcare for children, parenting tips, suggestions for supporting children with learning and so on. The newsletter is sent out electronically.

The website and the School Prospectus provide an information overview of the school.

At the beginning of each half-term all teachers write, in the form of an electronic newsletter, to the parents of the children in their classes with details of the work to be covered during the forthcoming half-term, and the Home Learning activities that are linked to the topics. Teachers also use “Class Dojo” as a way of communicating directly with parents.

SCHOOL ORGANISATION 2024

Headteacher	Deputy Headteacher	School Business Leader
Mr K S Russell	Mrs A O'Hara	Mrs S Boyes
Teaching Staff		
Miss H Keenan	Mrs C Kenyon	Mrs A Travers
Mrs A Roberts	Miss V Law	Miss H Watson
Miss O Gregson	Miss H Nicholson	Miss A Johnson
Mrs G Kirkby	Mrs R Carter	Miss H Turner
Miss N Bonham	Mrs R Hazlehurst	Mr L Thompson
Miss F Dixon	Mr B Bolland	Miss J Hudson
Mrs L Holmes	Mr S Daykin	Mr J Coates
Miss K Knight	Miss O Firth	Mrs H Clifford
Mrs S White	Mrs S Carling	Mrs S Walker
Mrs A Eames		

Learning Support Staff			
Mrs J Keith	Mr J Duncan	Mrs W Sealey	Miss J Seccombe
Ms H Benson	Mrs L Kendell	Mrs S Bhatti	Mrs J Bowness
Mrs R Sharpe	Mrs C Spencer	Miss J Varela	Mrs E Beaumont
Mrs K Rowling	Mrs H Davidson	Mrs S Longfellow (maternity)	Ms C Butterfield
Mrs K Dent	Mrs J Elliott	Mrs Z Hanson	Miss C Jayes
Mrs L Thornton	Mrs L Marriott	Mrs D Trenouth	
Mrs D Meakin	Mrs H Hoffman	Mr P Malin	
Mrs S Brown	Mrs S Andrews	Mrs S Iqbal (maternity)	
Mrs H Eakin	Mrs W Clarkson	Mrs C Newby	
School Welfare and Inclusion Officer		Mrs H Hodgson	

School Administration Team			
Mrs K Medley	Miss R Maude	Mrs J Fowler	Mrs R Blackwell

Site and Cleaning Team			
Mr A Hollingworth – Site Manager		Mr M Fearnley - Caretaker	
Mr M Fearnley	Mrs L Coppack	Mr J Lamb	Mrs S Hopkins

Lunchtime Team			
Miss S Maroof – Senior Lunchtime Supervisor		Mr E Fearnley	Mrs M Bowden
Miss S McBrearty	Miss S McKenzie	Miss J Wainman	Miss A Yaxley
Miss S Wilson	Mrs S Flood	Ms R Knight	

Catering Team			
Mrs T Twivy – Catering Manager		Mrs A Austen	Mrs R Callon
Mrs M Armstrong	Ms R Russell		

SCHOOL SESSION TIMES

School Times– 8.45am – 3.20pm

The school operates a “walk into learning” policy. This means that children are dropped off from between 8.45am and 8:55am, in the playground or on the drop off drive through and they walk into school independently to go to their classrooms. Parents do not enter the building and children do not line up outside. This helps with congestion around the school and makes the start of learning more efficient in the classrooms.

Children should not be dropped off until 8.45am. Pupils remain the responsibility of parents until this time. Parents who drop off on the drive through should not get out of their cars.

Parents collect their children at the end of the school day between 3:20pm – 3:30pm at designated points around the school sites.

Children are allowed to walk home alone if written permission is received by school.

Parents who need to drop off or collect children outside of the normal school hours should access Silsden Sprouts - the school's before and after school provision. This is open from 7.30am until 6.00pm Monday to Friday.

ADMISSIONS POLICY

The school follows Bradford Local Authority's Admissions Policy. Should there be more children requiring admission than the school can accommodate the following criteria are used:

1. Children with brothers or sisters in the school.
2. Children living within the school catchment area.
3. Children living elsewhere in the Authority.
4. Children from outside the Bradford Authority.

Children with disabilities are welcome to attend the school, in line with our equal opportunities policy. Our buildings have ramped access for wheelchairs and adequate toilet facilities.

The Pupil Admission Number (PAN) limit for Silsden Primary is 90. This number can be exceeded in Key Stage 2 but in Reception and Key Stage 1 the legal class size limit is 30 children. Parents wishing to apply for a place at Silsden Primary School should contact the Bradford School Admissions Team on the details below.

School admissions team

Monday to Friday – 9am to 4pm

TEI : 01274 439200

www.bradford.gov.uk/education-and-skills/school-admissions

SILSDEN PRIMARY SCHOOL NURSERY

Our school nursery offers a 30hr full time provision Monday – Friday from 8.45am – 3.20pm, plus the option to access before and after school child care through our Silsden Sprouts.

Children are able to access our Nursery from the September after they turn three years old if spaces are available. This is for the academic year before they are due to start Reception class. Admissions to our school nursery are managed by the school, and there is a separate Nursey Admissions policy setting out the admissions process in more detail.

Parents should be aware that attendance at our school nursery does not automatically give your child in our School Reception class the following year. Applications for this will need to be allocated through the normal Local Authority school admissions process.

SCHOOL UNIFORM

We believe that a high standard of school uniform is one of the key factors of a successful school. It encourages higher levels of discipline and fosters a culture of high expectations and belonging. Please see the separate uniform policy which sets out the expectations for school uniform and the clothing that will be required for P.E. lessons, on the days that your child is taught PE. All parents/carers are expected to support the school uniform policy.

School uniform with our logo can be purchased from the following suppliers:

Jumpers and cardigans with the new school logo are now available from:

Whittakers Schoolwear, Keighley - <https://www.whittakersschoolwear.co.uk/product-category/keighley/>

Skip to School, Skipton - <https://www.skiptoschool.co.uk/>

Golden Leaf Design, Silsden

Or online at <https://myclothing.com/ueslink/6967.school?t=1587030915175>

ATTENDANCE

EVERY DAY AT SCHOOL COUNTS!

It is vital for your child's progress that he/she attends school every day. Should your child be ill, please inform us by telephone between 8:00am and 9:00am on the morning of absence with an explanation as to why your child cannot attend school.

Should your child be absent for more than 1 day we ask that you contact school every morning they are unable to attend. This is to ensure every child is safe during school hours. It is our policy to message or telephone parents at 9:30am if a child is absent and we have received no contact or explanation.

If we do not have contact with regards a child's absence, it will be marked as unauthorised and could lead to a home visit by members of the school's senior management team or a referral to children social care or the Police if we feel that a child may be at risk of harm. *Lateness*

Lateness and absence from school has a huge impact on a child's learning. It is very important that every child is in school on time every day. The lessons start promptly at 9:00am each day which includes each class teacher explaining and teaching that morning's lesson. If a child is late, this impacts significantly on their learning.

Authorised absences include:

- Illness
- Medical appointments
- Special day for religious observance
- Exceptional circumstances (please see the Head Teacher)

In September 2013, the government changed the regulations for all schools in relation to authorising pupils' leave of absence during term time. Regulations now state that applications for leave must be made in advance by a parent with whom the child lives and can only be authorised by the school in **exceptional circumstances**. The following are examples of the criteria for leave of absence, which may be considered as 'exceptional'.

- Service personnel returning from active deployment.
- When a family needs to spend time together to support each other during or after a crisis.
- Where inflexibility of the parents' leave arrangements is part of the organisational or company policy. **This would need to be evidenced by confirmation from the organisation/company.**
- Where leave is recommended as part of a parent's or child's rehabilitation from medical or emotional problems. **Evidence must be provided.**

This is not an exhaustive list and the Headteacher will consider the individual circumstances of each case. Leave will not be granted on the basis of attendance record, academic performance or the experience being offered and the ability to access a reduced cost holiday does not constitute an exceptional circumstance. Where the Headteacher feels that there may be exceptional circumstances that do not fit the criteria they may refer to the local authority for advice. The decision of the Headteacher is however final.

If any leave of absence is taken that has not been authorised, parents could be subject to a fixed penalty notice issued by Bradford Council, (£80 per parent within 21 days or £160 if paid after 21 days but within 28 days).

We trust that serious consideration is given to any application for leave of absence for the reasons outlined above.

THE SILSDEN PRIMARY CURRICULUM

We follow the 2014 National Curriculum covering English, Maths, Science, Computing, History, Geography, Art, Music, Design Technology, P.E., French, R.E and Personal, Social, Health and Citizenship Education. In Nursery and Reception we follow the Early Years Foundation Stage Curriculum which divides the inside and outside areas of Early Years into seven different areas of learning.

It is our overriding aim in delivering the curriculum to provide quality teaching and learning in an environment which is stimulating and lively, where expectations and achievements are high and where children are valued as individuals. We believe that children learn best when they are stimulated through curriculum enrichment experiences. These take the form of visitors to school, theme days or educational visits off site. We invest a large proportion of our budget to ensure that all year groups have these opportunities throughout the year.

We place a large emphasis on developing a child's ability to think for themselves and take responsibility for their own learning within a rich and creative curriculum. Learning takes a themed approach with each theme providing a wealth of learning opportunities for the children. Themes range from Dragons to Explorers, from Romans to Victorian Silsden. All our themes are outlined on the Curriculum section of our school website.

We are fortunate to live and work in such a beautiful part of the world. We believe that children should be confident and excited by the great outdoors so they can make the most of where they live. We therefore have an ever-increasing emphasis on outdoor activity and learning. As part of this we offer residential visits for children in Year 2 (one night), Year 3 (2 nights), Year 4 (two nights) and year 6 (four nights).

In Year 3 and 4 all children receive whole class musical instrument tuition, experiencing and learning the violin taught by specialist music teachers from Bradford Music Service.

Charges and Remissions

If an educational visit or chargeable activity takes place in school hours then parents will be asked to pay on a voluntary basis. Children entitled to benefit related Free School Meals will have their contribution paid by our Special Fund. Visits are costed on everyone taking part so if there are not sufficient contributions then the visit will have to be cancelled.

Where an activity is arranged to take place in the evening or the weekend or during the holidays only those who take part will have to pay the full cost.

Please see our **Charging and Remissions Policy**, on our school website for full details.

ASSESSMENT AND REPORTING

Regular assessment helps us to ensure that your child is receiving appropriate teaching in all subjects and making good progress. Teachers will be assessing your child informally throughout the year. We, more formally, carefully track the children's progress in reading, writing and mathematics with termly assessments informed by tests.

There is an opportunity to discuss your child's progress each term at a Parents Evening. There are two formal opportunities for parents to discuss their child's progress over the year. The school aims to ensure that all parents attend Parents Evenings. Those that do not are followed up by the Class Teacher and an alternative arrangement made.

The first in October is an opportunity for parents to meet their child's new teacher. Teachers will discuss how children have settled into their new school year. The second Parents Evening is in February. Prior to both of

these evenings, parents will receive an interim report from their child's class teacher setting out their child's performance against certain learning behaviours and attitudes, attendance and engagement with reading at home.

Children succeed when parents and school are working together, so it is important that a parent attends for every child. A detailed report is sent out at the end of the Summer term with a summary of your child's academic and social progress. There is an opportunity for an informal drop in with your class teacher following the end of year report in July.

SPECIAL EDUCATIONAL NEEDS

Silsden Primary School has a policy for Special Educational Needs and works in line with the nationally-agreed Code of Practice.

Children with special educational needs are warmly welcomed to Silsden Primary School providing we can meet their needs. We have had lots of success in helping children with SEND achieve both academically, socially and emotionally. Each child has access to the curriculum with achievable but challenging targets so that they may develop their full potential. Whole school curriculum planning encompasses all children, with specialist provision available where possible, to enable integration into all activities. A child with Special Educational Needs joins in with the activities of the school as much as possible so that they feel included and part of our community.

Our school's Named SEND Co-ordinator is Mrs Alison O'Hara and she is supported in this role by Miss Olivia Gregson. These staff ensure that all children who are referred by class teachers have their progress monitored closely. They review individual targets, the level of support and the work completed by the children. As part of our offer to parents with children who have SEND we arrange review meetings three times a year. This gives parents/carers an opportunity to meet alongside the class teacher, and the SENDco staff if necessary, to discuss your child's progress and the interventions and support the school is putting in place to ensure that they are doing well. We also hold regular drop in mornings where parents can arrange to meet with us to discuss any concerns they have with their children which may require SEND intervention.

Our school building has been designed to cater for children with physical disabilities. There is wheelchair access to all parts of the school and we have a fully working lift to enable children and adults to access the upper floor.

If the school has any concerns about your child, you will be asked to come and speak with us. Any decisions made about the support for your child will be with your full agreement. Any specialist provision made for your child will be discussed with you and, as with all children, the education of children with special needs is regarded as a partnership between home and school.

SAFEGUARDING

We take our responsibilities to keep children safe very seriously. We have a comprehensive Safeguarding Policy available for view on our website.

Keeping your child safe includes:

- Ensuring all our activities and trips are risk assessed
- Children feel safe from bullying and are listened to when they have concerns (See our Anti-Bullying Policy – available on the school website)
- Children are taught to be safe in their world – road safety, online safety and so on
- All adults in school are subject to Criminal Record Checks and we follow the good practice for Safe Recruitment
- Our building is kept safe for children
- Effective child protection procedures

Any issues relating to child protection may be discussed in confidence at any time.

RELIGIOUS EDUCATION

Religious Education is taught to all pupils in accordance with the Local Agreed Syllabus for RE, a copy of which is available for parents to borrow from school. The syllabus asks school to introduce pupils to the six main religions of the Bradford District and the world, and to help them to both learn about and learn from these religions.

ACTS OF WORSHIP

The school complies with the 1988 Education Act in that the school's acts of worship are "mainly broadly Christian".

In order not to undervalue the term "worship" and to ensure that it develops a real significance for children the meeting together is still called Assembly. This allows for any occasion, which is not specifically worship.

Assembly has three main forms:

- Worship - these are always Christian acts of worship. Sometimes we have a visiting Church Leader to lead worship.
- Celebration - once a week the school celebrates the worth and the uniqueness of individuals by having an assembly, which highlights those children who have been recognised for their achievements.
- General assemblies - these frequently highlight Christian and other faith's standards of caring, sharing, truth, honesty etc., but also reflect on families, seasons, sharing experiences etc, and health and safety issues.

We regularly invite visitors into school to help with RE, for example members of staff from the Bradford Interfaith Education Centre, and we sometimes arrange for pupils to make study visits to local churches and other places of worship as part of the school's RE curriculum.

Opportunities to participate in collective Worship are provided in assemblies and in classrooms. The 1988 Education Reform Act provides for most acts of worship to be mainly Christian but permits the inclusion of material from other faiths as well.

WITHDRAWAL

Parents (or Guardians) have the legal right to withdraw their children from RE and /or Collective Worship. If you have any concerns about these areas of school life, please discuss them with the Headteacher in the first instance. If you wish to exercise either of these rights you should place your wishes in writing addressed to the Head Teacher.

PUPIL PREMIUM

This is a sum of money, currently £1480, which is award to the school for any pupil who are currently receiving or who have received free School Meals at any point over the last six years. We will ask all parents to complete a form, which is included in this pack. This allows us to check for you whether your child qualifies for this money. If you do you will be informed and the school will receive this additional funding to support your child at school. This funding can be used to provide additional adult support inside or outside of the classroom, pay for school trips and other educational experiences in school, free music tuition and contributions to the purchase of school uniform.

It is essential that all parents complete the necessary form to check whether they qualify for this entitlement.

LUNCHTIME ARRANGEMENTS

School dinners are free for EVERY child in Reception class, Year 1 and Year 2!

In Year Reception – Year 2, parents will get the chance to choose their child's lunch choice for the week ahead. Years 3 - 6 children will choose their meal at the start of their day from the menu.

They will be given a coloured band corresponding to their meal choices. This guarantees that the kitchen will cook the correct amount of food and that every child will get what they like regardless of whether they are first or last in the dinner queue.

School lunches cost £2.35 for children in Year 3 – Year 6. This can be paid weekly or termly in advance. Payment should be made online using our secure website ParentPay. The school does not accept cash.

The quality of the food provided is excellent and represents very good value for money.

SCHOOL MILK

Our school provides a milk scheme that is available to all of our pupils. School milk is free for under-5s, and for over-5s it is available at a subsidised* and usually costs around £20/term.

How to register

If your child is under five:

- Register online at www.coolmilk.com or complete a registration form available from the school office
- Register by a Tuesday at 5pm for your child's free milk to start the following week
- Free milk will continue until the Friday before your child's fifth birthday. You will receive a payment request four weeks before their birthday - if you wish your child to continue to receive school milk, simply make a payment.

If your child is five or older:

- Register and pay online at www.coolmilk.com
- Alternatively, fill in a registration form available from the school office – once Cool Milk has processed your form, you will receive a payment request
- You can pay Cool Milk either online, over the phone or at a local PayPoint in half-termly, termly or annual instalments.
- Please pay by a Tuesday at 5pm for your child's milk to start the following week

Please note your child will not receive milk if you have not registered

HOMEWORK

Homework will be given in all years and the amount will increase as the child moves up the school. A policy outlining the amount is available on the website, but each year group will be informed at the beginning of the year about individual homework requirements. We do appreciate your co-operation with this. Children work at different speeds but no child should be spending more than the time specified on their homework.

In addition to this we also promote Home Learning activities. These activities are designed to be linked to the topics that your child is studying in class. You will be given suggestions for the Home Learning activities at the start of each half term. At the end of the topic we hold an "Open School" event where parents are invited into classrooms and the rest of the school to see a showcase of all the work that has been done over the duration of the topic period.

BEHAVIOUR

We believe that good behaviour is a cornerstone of any good school and as such we have the highest behaviour expectations of all our children. Silsden Primary School has a Behaviour Policy which clearly states our expectations. The school's behaviour policy is on the school website. This sets out our structures for addressing poor behaviour and celebrating behaviour that is good.

As part of our Behaviour Policy all parents and children are required to sign a Home School Agreement. This details how we are going to support your child in school and states the high expectations we have at all times.

SILSDEN PRIMARY SCHOOL PTA

Silsden PTA. It is made up of parents who willingly give up some of their time to help promote and raise money for the school. The PTA has been a huge success and has raised several thousands of pounds which is spent on resources for children in school. If you have the time or are interested in being part of the PTA, please let us know, you will be made more than welcome.

In any case we look forward to welcoming you to the events as a participant or a helper. Parents interested in the PTA should enquire for all contact details from the school office or you can e-mail them at silsdenpta@gmail.com

BEFORE AND AFTER SCHOOL PROVISION

We offer all parents with children in Nursery – Year 6 access to our before and after school club. “Silsden Sprouts” offers a choice of sessions with before school starting at 7:30am and our after-school provision closing at 6.00pm. This provision is run from our School Hall. Children are to and from their classrooms to Sprouts for their booked in sessions. There is a charge for this service and further details can be found in a separate leaflet in this pack or on our website www.silsdenprimary.co.uk (Click on the Sprouts tile to access our before and after school club page)

HOLIDAY CLUB

For 9 weeks a year, we also offer a holiday club – 1 week at February half-term, 2 weeks at Easter, 1 week at Spring Bank, 4 weeks of the summer holidays and a week at October half term. The core hours are 9am – 3:30pm and for a small charge you can extend the sessions from 8am – 5pm. This is available for all children from Nursery – Year 6. As with our “Silsden Sprouts”, it is run from our school hall and is managed by core school staff who are a familiar face for your children.

Full information and our parent handbook can be found on our school website - <https://www.silsdenprimary.co.uk/school-holiday-club/>

DATA PROCESSING - GDPR

Data that we hold about you and pupils is stored and shared in line with our Data Protection Policy which is available to view on our school website. This pack contains our Privacy Statement which provides you with details of what data we hold and who we may share this with. If you have any questions at all about Data Protection please do contact us.

USEFUL DOCUMENTS

Hopefully this pack has provided you with brief details about our school however all our key policies are stored on our school website www.silsden.co.uk (go to Key Information-Policies) and we recommend that as a minimum you read the following key policies:

SPS School Uniform Policy.

SPS Charging and Remissions Policy.

SPS Behaviour Policy.

SPS Communications Policy.