

Bilton Grange Primary  
School

“Together we can achieve  
anything”



Dear Parent/Carer/Guardian,

Welcome to our school - Bilton Grange is a positive and lively place with a dedicated and caring team of staff and governors who have high standards and expectations of children.

We are part of Yorkshire Collaborative Academy Trust, a multi academy trust whose aims & vision statement is included in this pack.

We firmly believe for a child to truly flourish academically, socially and emotionally they need to feel secure and happy. Our school values and nurtures children as individuals, working in partnership with parents to ensure children reach their full potential.

Our pupils are encouraged to make informed decisions to take responsibilities for their actions and to work and play co-operatively within a vibrant, secure and well-structured environment.

We hope that this prospectus gives you a feel for the school but the best way to see it, is to come and see for yourselves!

Please ring the school office to arrange a school visit.

We look forward to meeting you.

Yours sincerely,

Judith Ratcliffe

Headteacher





## Vision and Aims

Our school prides itself on promoting a disciplined, caring and happy family atmosphere. Working in close partnership with children and parents, we hope to foster an ethos of mutual respect and co-operation within a nurturing, secure and stimulating environment.

At Bilton Grange Primary School we aim:

- To provide a broad, balanced, challenging and relevant education which involves children in active, personalised learning through a creative approach to planning
- For pupils to achieve high standards, take pride in their work and strive towards excellence with an emphasis on key skills which deepen & extend their learning
- For pupils to be able to work independently and collaboratively to become highly motivated lifelong learners, able to see solutions and solve problems
- For pupils to have high self-esteem, to respect themselves, others and the environment
- For pupils to understand and care about other people, animals and the environment
- For pupils to appreciate and value their own culture and different cultures within this country and the world and understand their role as a citizen of modern Britain
- For all members of the school community to feel valued, respected and fully supported in order to carry out their roles and where any form of bullying is unacceptable



### Our School

Bilton Grange Primary School is a school for children aged 4 to 11 years old. It has 320 pupils on roll and 11 classrooms: two classes in Foundation Stage, three Year 1/2 mixed-age classes, three Year 3/4 mixed-age classes and three Y5/6 mixed-age classes. It is situated on the northern side of Harrogate and is a larger than average and very popular school. Having opened in 1919, the school has retained many of its original features but has a modern extension to the side including a new canteen built in 2016. We have an independent private nursery on site as well as facilities for before and after school care. The school community has worked incredibly hard to make sure that our building provides a 21<sup>st</sup> Century education. The school has smartboards in every classroom; a well-equipped computer suite with 25 PC's, 20 ipads, and an up-to-date wireless network. The school has made investments in developing the outdoor learning areas of the school: tolly's Garden, an outdoor drama stage, play trail and a multi-skills area.



### School Hours

Early Years Foundation Stage / Key Stage 1:

8.50am to 12 noon and 1.00pm to 3.10pm

Key Stage 2:

8.50am to 12 noon and 1.00pm to 3.15pm



### Attendance

It is very important that your child is on time as coming late to school is unsettling and they miss, vital teaching time.

A late register is kept. After five entries in the book a letter is sent out to parents and persistent lack of punctuality is monitored by the Local Authority.



Medicines other than inhalers must not be brought into school unless prescribed by a doctor and are 4 times a day dosage.

Basic first aid can be administered by a qualified first-aider in school when necessary. For more serious injuries a form will be sent home with your child giving all relevant details. It is vital that we have up to date contact information in case we need to contact a parent urgently.



**Important Information regarding changes to the Local Authority Policy about holidays taken in term time:**

The law says that parents/carers do not have the right to take their child out of school for a holiday during term time. Headteachers would not be expected to class any term time holiday as exceptional. Therefore Head teachers will only be able to grant leave of absence in exceptional circumstances and this will still be at the discretion of the Headteacher. The Education Regulations state that applications must be made in advance by a parent/carer with whom the child lives and can only be authorised by the school in exceptional circumstances. Application forms are available from the school office. We will always refer to guidance from the local authority.

**Legal implications:** Where a pupil is taken out of school for the purpose of a holiday in term time without the prior permission of the school, the parents/carers of the pupil may be issued either with a warning letter from the Education Social Work Service indicating that any further unauthorised absence taken as a Holiday in Term will result in a £60 Penalty Notice per child or be issued with a Penalty Notice after consideration of the circumstances or previous attendance record. If a Penalty Notice is issued and the notice remains unpaid, after 28 days the penalty increases to £120. If the Penalty Notice is not paid after 42 days, the Local Authority will commence legal proceedings under Section 444(1) of the 1996 Education Act in the Magistrates Court. These changes are effective from September 2013.



### Our school uniform consists of:

#### Girls

- Red cardigan/sweatshirt
- Black/grey skirt or trousers
- White blouse or red/white polo top
- Black shoes or boots in winter
- Summer – red and white gingham dress

#### Boys

- Red sweatshirt/jumper
- Black or grey trousers
- Red/white polo top
- Black shoes



### Uniform for PE and Games

All children are required to change for P.E. and games and need plain navy/black shorts, a plain red or white T-shirt or a red T-shirt with our school emblem on. A pair of pumps for indoor work is required when barefoot work is not appropriate and a pair of trainers for outdoor work in Key Stage 2. All Key Stage 2 children must have an outdoor kit for colder weather, consisting of leggings or tracksuit bottoms and a sweatshirt. Jewellery should not be worn for reasons of safety.

Uniform is available to buy from the school office. The sweatshirts, polo shirts, red P.E shirts and P.E pump bags are embroidered with the school emblem. Book bags are sold at £6.00 each.

**Please ensure that all clothing is marked with the child's**

**name.**



### Personal Property

All our children are responsible for the safe keeping of their personal possessions. Naming uniform and P.E. kit is essential. We operate a lost property system that is located near the boys' cloakroom. Should your child lose any property, parents are invited to view lost property at any time. At the end of each term any unclaimed lost property in decent condition will be washed & put on sale to parents on a regular basis. The rest will be sent to a charity.

Any items considered inappropriate or dangerous which are brought into school by children will be taken into the possession of the head teacher who will return them to the parents at an appropriate time.



### Dinners

Our meals are freshly prepared on the premises and a 4 week menu is produced by our caterers. Alternatively, children may bring a packed lunch.

If you are entitled to free school meals, or you think that you could be, please call in or contact the Area Education Office to pick up the relevant form or to fill it in with them. Children on free meals are never singled out in any way and all information is confidential. The threshold has been increased, so you can now earn up to £16,190 and still claim free school meals. Payment for meals is placed via School Money—please enquire at the school office about this service.

### Drinks and Snacks

It is very important that children stay hydrated throughout the day and they are therefore able to bring water in a named plastic sports bottle to have with them in the classroom. Water is the only drink permitted in the classrooms. EYFS and Key Stage 1 children are provided with a piece of fruit each day. Key Stage 2 children may choose to bring a healthy snack such as a piece of fruit or a fruit bar to eat at morning break time.



### Wrap Around Care

Before and after school care for our children is provided by The Grange Partnership on our premises. The hours of opening are 7.30am to 8.50am and 3.10pm to 6pm. A charge is made for this service. They open full time over the school holidays from 8.00 am-6.00pm Further details are available from Bilton Grangers on 01423 509333 . The Grange Partnership also cover our lunchtime supervision which means they know the children well.



### Safeguarding

We aim to provide the safest environment possible for our children, which is why we have regular meetings with ‘Hands’ (Schools Health and Safety) who provide us with up to date information regarding these matters. Once school starts, the gates are locked and nobody can gain access to the school unless they are on official business and sign in as appropriate. All of our staff are DBS checked and safeguarding training for staff and school governors is a high priority. ID badges or a school visitor’s badge should be worn by any adult in school.

We follow the North Yorkshire Safeguarding Children Board procedures. The school will always endeavour to discuss all concerns with parents about their children. However, there may be exceptional circumstances when the school will discuss concerns with Social Care and/or the Police without parental knowledge. The school will of course always aim to maintain a positive relationship with all parents. The school’s child protection policy is available to view on the school website or you can request a copy from the school office.



### Health Care

The school is in regular contact with school medical services. We have trained first aiders on our teaching and non-teaching staff. If a child is ill at school the family will be contacted and the child will be made comfortable in school until a parent or other authorised adult collects them.

**Please ensure we have up to date contact numbers.**

### Complaints Procedure

We try hard to get things right, but unfortunately incidents can occur. To ensure a happy relationship between home and school, it is important that any concerns or misunderstandings are dealt with quickly. It is also expected that all our pupils, staff and parents listen carefully and respectfully to each other. If problems escalate, the following route is taken in dealing with them:

1. Class teacher
2. Headteacher
3. Governors
4. Yorkshire Collaborative Academy Trust

A copy of the Complaints Procedure is on the School website or can be obtained from the school office.



## School Behaviour and Achievements

Children at Bilton Grange behave well. We have high expectations of their behaviour and we make sure we are clear and consistent in sharing these with the children. The very large majority of children respond to this approach extremely positively and this helps to make our school the safe, happy and secure place that it is.

We do use sanctions with some children from time to time where they have chosen not to follow our expectations and we expect the support of their parents to reinforce the schools message.

Both home and school want the best for children. As a parent or carer you want your child to have the best possible opportunities so that they can become successful and happy members of the community. We have a home/school agreement, which we ask you to sign when your child joins our school so that we can both work in partnership to enable your child to achieve their potential.

As a school we feel that celebrating your child's achievements and good behaviour is crucial, allowing them to have the confidence and enthusiasm to succeed.



## The Curriculum

Our aim is to provide a broad, balanced and enriching curriculum that provides suitable challenge for all learners. Whilst we adhere to all statutory government guidelines, we work hard to make the curriculum personal to our school and to our children. As a result, we have a set of key areas we work towards. These include:

### Communication

We would like our children to develop strong skills in dialogic talk to stimulate and extend their thinking, and advance their learning and understanding, so they become empowered for lifelong learning and active citizenship.

### Collaboration

We would like our children to be effective, competent and empowered learners who respect one another and themselves; to actively engage in the life of the school, think creatively, work collaboratively; evaluating and organising themselves and others.

### Creative Arts

We would like our children to develop a range of artistic and cultural skills by giving rich opportunities in music, art and design, dance, drama and creative writing.

### Community

We would like our children to leave Bilton Grange Primary School as active citizens of modern Britain with a good understanding of the importance of local, national and global communities and their place in it.



We are committed to a mastery approach to our curriculum as we believe that by developing a deep understanding, children can make greater sense of key skills across a range of different contexts.

We have achieved the Basic Skills Quality Mark award in recognition for our provision, practice and performance in English and Maths across the curriculum. Whilst we deliver English and Maths lessons every day, we ensure that the basic skills in English and Maths are practiced across all subjects.

We have achieved Artsmark Gold for our outstanding provision in art, drama, music and dance.

Our staff are always looking for ways to make what we offer to pupils as diverse and interesting as possible. Wherever we can, children’s learning opportunities will be enriched by visits and experiences beyond the classroom or inviting visitors to come and work with us.

Children are treated as individuals. Precise provision is based on a careful assessment of needs and monitoring of progress drawing upon the expertise of professionals within school and outside agencies where relevant. We have achieved the Inclusion Quality Mark for embedding high quality provision in school.

We send out copies of our theme maps each term which outlines what your child will be learning in all subjects. Our homework is based on our themed approach, set as a series of challenges.

The school has a School Council who are voted by the children each year. They help make important decisions in school. The school also has an Eco-Group who ensure the school are environmentally aware and make decisions with the environment in mind.



### Extra-Curricular Activities

We aim to provide a wide range of extra-curricular activities throughout the school year. These are held either at lunchtime or after school. We take into account where the children’s interests lie when choosing any activity. Some clubs are run by school staff and some by an outside provider in which case there may be a charge.

Throughout the year we attend various sporting and cultural events. These events may take place over the course of a few weeks or a one-day event. We have a designated sports co-ordinator in school who organises a variety of competitions with other schools in the area. Our school choir often performs at different venues around the town and sometimes further afield. We undertake a variety of art projects each year and our school is regularly featured in arts exhibitions in the local area. We regularly have visitors into school to run workshops around their area of expertise.



## **Policies**

We have a range of policies in school to meet the needs of pupils, parents, staff and the local community. These include policies which encompass the following areas:

**Teaching and Learning**

**Monitoring and Assessment**

**Special Educational Needs (SEN) (Including children with disabilities)**

**Child Protection**

**Single Equality Scheme**

**Racial Equality/sexual equality**

**Community Cohesion**

**Collective Worship**

**Looked After Children**

**Behaviour**

**Attendance**

**Gifted and Talented**

**All of these policies are available by request from the school office or on the school website.**

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### **Admissions Information**

Bilton Grange Primary School DfE number: 815/2328

In any one academic year up to 48 children are admitted at the commencement of the school year (Autumn Term) in which they reach their fifth birthday.

For further information including our selection and oversubscription criteria and the school's process for applications can be accessed on the following website:

[www.northyorks.gov.uk/admissions](http://www.northyorks.gov.uk/admissions)

### **Local Education Office**

North Yorkshire County Council

Harrogate Education Office

Tel. 01423 700100

### **County Education Office**

North Yorkshire County Council

Education Department

County Hall, Northallerton, DL7 8AE

Tel 01609 780780

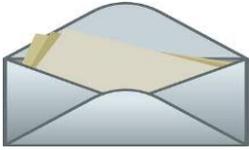


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## Contact Details



Bilton Grange Primary School

Bilton Lane

Harrogate

HG1 3BA



Telephone: 01423 502375

Email: [biltongrange@ycatschools.co.uk](mailto:biltongrange@ycatschools.co.uk)

Website: [www.biltongrangeharrogate.co.uk](http://www.biltongrangeharrogate.co.uk)



Headteacher: Mrs Judith Ratcliffe

Chair of Governors: Mr Ian Moore

To read our current Ofsted report: [www.ofsted.gov.uk](http://www.ofsted.gov.uk)

To access our current academic results: [www.education.gov.uk](http://www.education.gov.uk)





## Special Educational Needs

Bilton Grange Primary School is committed to providing an appropriate and high quality education to all the children living in our local area. We believe that all children including those identified as having special educational needs, have a common entitlement to a broad and balanced academic and social curriculum. They should be fully included in all aspects of school life.

We believe all children should be equally valued in school. We will strive to eliminate prejudice and discrimination and to develop an environment where all children can flourish and feel safe.

Bilton Grange Primary School is committed to inclusion. Part of the schools strategic planning for improvement is to develop cultures, policies and practices that include all learners. We aim to engender a sense of community and belonging and to offer new opportunities to learners who may have experienced previous difficulties.

This does not mean that we treat all learners in the same way, but that we will respond to learners in ways which take account of their varied life experiences and needs.

We believe that educational inclusion is about equal opportunities for all learners whatever their age, gender, ethnicity, impairment, attainment and background:

- Girls and boys, men and women
- Minority ethnic and faith groups, travellers, asylum seekers and refugees
- Learners who need support to learn English as an additional language (EAL)
- Learners who are disabled
- Those who are able, gifted and talented
- Those who are looked after by the local authority
- Others such as those who are sick, those who are young carers and those who are in families under stress
- Any learners who are at risk of disaffection and exclusion

At Bilton Grange we aim to identify these needs as they arise and provide teaching and learning contexts which enable every child to achieve to his or her full potential.



## “Working and learning together to improve children’s lives”



### Aims, Vision and Working Practice

Our multi-academy trust is a partnership of primary schools that believe that through working and learning together we will make even more difference to our children’s lives.

Striving to better meet our children’s needs is our fundamental goal.

Our strong working partnership will help us to more consistently meet all of our pupils’ learning needs.

Collaborative learning is at the heart of our practice as this is the most effective way to raise achievement and foster life-long learning for children and staff.

We believe in evidence based learning that focuses on ensuring teaching has impact on raising pupils’ outcomes.

The partnership is built on professional integrity and honesty with all staff continually striving to improve their practice to achieve the best for all children.

### We are committed to the following values:

1. To care for children, adults and fully promote the safeguarding and welfare of children. It is vital that all who work with YCAT follow the guidance
2. “Keeping Children Safe in Education.”
3. To ensure equality of access for pupils and staff across our schools.
4. To encourage self-improving and reflective staff who share best practice to improve provision for all of our children.
5. To challenge and support each other to continue to improve our provision.

We work together striving for the following outcomes:

### Children will:

- Be enthusiastic learners who are willing to make mistakes and know how to improve and are confident to take risks in their learning.
- Feel happy, confident, safe and secure.
- Be independent, respectful, showing tolerance and consideration to others and have an appreciation and understanding of British values.
- Have high expectations and aspirations to achieve well.
- Have robust and resilient attitudes to learning both independently and collaboratively with a commitment to lifelong learning.
- Be proud of and support their local school and community.





## Trust/Governance

The members of the MAT bring a wealth of experience from within and outside education. Their key role is to hold the Trustees/Directors and local governing bodies (individual academies) to account for the impact their leadership and management has on improving children’s outcomes and meeting the trust’s aims, principles and values. In addition, their role is to check that financial and safeguarding systems are compliant and fit for purpose. Directors/Trustees are responsible for strategic school improvement across YCAT, checking performance and impact on outcomes.

The Local Governing Body (LGB) sets its own strategic direction to meet the aims and expectations of the MAT and provides performance information to the Trustees/Directors and Members. The key responsibilities of the LGB are to:

- Evaluate children’s outcomes.
- Evaluate the impact of strategic leadership on school improvement.
- Challenge and support school leaders.
- Work with the trust to ensure highly effective governance.
- Evaluate the management of resources.
- Ensure all school staff are valued and guaranteed appropriate professional development.
- Please click [here](#) to read YCAT’S code of conduct for local governing bodies.

The Members and Trustees annually evaluate the performance of each YCAT School against the key elements of the latest Ofsted framework.

## Key principles and working practice

By working and learning together we will challenge and support each other sharing the best practice and CPD and as a result we will more effectively meet the needs of all children in our schools.

All staff in the trust have high expectations and are continually trying to find ways to improve provision for our children. This aspirational aim is practically supported by the Five Questions Model for all activities and tasks. Staff use the question framework below in their day-to-day work to help focus on identifying ways to continually make improvements:

## Five Questions Model

1. Why do children need this?
2. What is expected of me?
3. What support will I receive?
4. How will this impact on pupils’ outcomes?
5. What changes will I now make to improve my impact?