



Elements Primary School

Creative • Unique • Innovative

Parent Handbook



Welcome to Elements Primary School

I am honoured to be the Executive Principal of this unique and innovative brand new free school. Elements is a truly unique learning environment, our state of the arts building is truly inspirational and vibrant provision for all young people and our local community.

Our core values of creative, unique and innovation are at the core of all of our learning experiences. Our staff team here strive to be their best every single day to bring innovation and creativity to all pupils' learning pathways.

Being a world changer is at the heart of our vision at Elements, encouraging difference makers in all of our pupils is something we foster and promote daily to engage our children in their educational pathways. If you wish for your child to be educated in a wonderland of excitement and creativity please do come along and experience our amazing school.

Carrie Green
Executive Principal



Elements Primary School
Creative · Unique · Innovative

We believe we are enabling 'world changers' who will create and lead the future.



Dear Parents

Here at Elements Primary School we want to ensure that as a parent/carer you have all the information you need for your child's school journey. This booklet includes key information about our school and the role you can play.

Our School Day

Flying Start Breakfast Club - 7:30am to 8:50am

Registration - 8:45am - lessons start

KS1 Lunchtime - 11:30am to 12:30pm

KS2 Lunchtime - 12:30pm to 1:15pm

Afternoon school begins - 12:30pm/1:15pm

End of school day - 3:00pm

Touch Down After School Club - 3:00pm to 5:30pm

Curriculum Clubs - 3:00pm to 4:00pm
(Ballet, Multi-Sports, Crafts, etc...).

Open Door

We are keen to build relationships with all our parents so we can work in partnership to support the children.

We have an open door policy where staff are available at the beginning and end of the day if you would like to talk to them.

You can also make appointments to see the class teacher through the school office or our Pastoral Team – Mrs Pickin and Mrs Dove.



Elements School Uniform

Each year group will have its own identity and colour. As a whole school we will come together to create a beautiful community. Our classes will be easily recognisable:

Reception



Year 1



Year 2



Year 3



Year 4



Year 5



Year 6



Online ordering
is available at
www.rawcliffesleeds.co.uk

We ask that all children wear the Elements logoed school jumper and white polo shirt with grey trousers, skirt or pinafore, grey, black or white socks or tights and black shoes. In Reception we preferably ask for shoes with no laces, which are suitable for running around in and enjoying the outdoor play area.

All of our school uniform is supplied
by Rawcliffes, who are located at
617 Roundhay Road, Leeds.



School Meals and Clubs

Flying Start Breakfast Club:

All children are invited to attend our Flying Start Breakfast Club free of charge with no booking required.

This is supported by Magic Breakfast – all pupils receive a bagel each day in club or class.

We understand how important a great breakfast is to start an amazing day of learning.

School dinners:

All children in Reception and Key Stage 1 are currently entitled to a free school dinner.

At Elements we are encouraging 'Family Dining', the children will sit at a table with their friends, a class teacher, principal or office manager and enjoy their meal. This will encourage pupils to talk about their morning and interact with each other, allowing them to model to each other good table manners.

Touch Down After School Club:

This club starts from 3pm to 5:30pm and is there for any parent/guardian who may need extra care for their child after school hours.

This needs to be booked with the school* so we know which children will be picked up at the end of the school day or later from the Touch Down After School Club.

Curriculum Club:

We have many ideas for curriculum club's after school, these will be held from 3pm to

*Through the Arbor Parent Portal



4/5

4pm and may include Multi-Sports, Craft, Ballet etc. Again these will be booked in advance.

Please be advised the Flying Start, Touch Down After School Club and Curriculum Clubs will run in the first week of school in September.

We want to ensure all children have the opportunity to attend a curriculum club with their peers. Information will be sent at the start of each term.



Clothes getting dirty

We ask that all children in Reception come to school with a spare set of clothing and a pair of labelled wellingtons that will stay in school. This is to ensure if a child gets wet or muddy they can change into dry clothes and back into their school shoes.



Taking Risks & Building Resilience

To many people, the word risk is associated with danger. Risk is seen as something undesirable to be assessed, managed, controlled or eliminated.

However, although risk can carry a possibility of harm it also has positive benefits and any assessment of risk has to be balanced against these benefits.

Risk is part of being alive and being human. Life is full of varied risks and we have to learn to recognise and manage them. Babies would never learn to crawl, negotiate steps or stand up, and children would not learn to run or ride a bike, without being prepared to take a risk, to tumble, and to learn from the consequences.

Risk is about being prepared to have a go at something, being adventurous and gaining new experiences. Risk-taking is not just about physical risks, although these might be the ones that worry us most.



Please do help us to help your child become resilient and confident by supporting their 'risky' school activities.

Children take social risks – for instance, when they try to join in an established game. A child takes an emotional risk when he moves away from a trusted adult to explore. Reaching out to touch a wriggling worm for the first time might seem very risky and daring for a two-year-old. Risk underpins creative, imaginative and scientific thinking. We 'hazard' a guess, 'dare' to be different and take 'imaginative leaps' in our thinking.

The children at Elements will fall over, they will fall out with each other, they will learn by trial and error but this is all part of being an effective learner. The willingness to take risks is an important characteristic. Life is full of varied risks and we have to learn to recognise and manage them.

How to Nurture a Child



Starting in Reception, and continuing through school, we develop children's speaking and listening by giving children the opportunity to experience a language rich environment.

Children are encouraged and supported to develop their confidence and skills in expressing themselves through opportunities provided where they can speak and listen in a range of situations.

You can help your child by:

- Singing songs and rhymes.
- Listening and talking to your child.
- Asking them questions about what they think and how they feel about topics that interest them.



Behaviour

In school we ask children to follow our promise to be:

- Ready
- Respectful
- And Safe

Adults in school will strive to recognise and reward positive behaviour with our 'Honks of the horn' reward.

Honks of the horn

Children are recognised by a 'honk of the horn' as a celebration. These children will be posted on the wall of recognition and mentioned in the Celebration Assembly.

When a child has been awarded 25 'honks of the horn' they will be invited to join the wall of recognition half term celebration.

When a child has received 150+ 'honks of the horn' by the summer term 2 they will be invited to attend the end of year wall of recognition celebration event.

Wall of recognition

Children are also recognised for outstanding behaviour and achievement in class by being added to our class's wall of

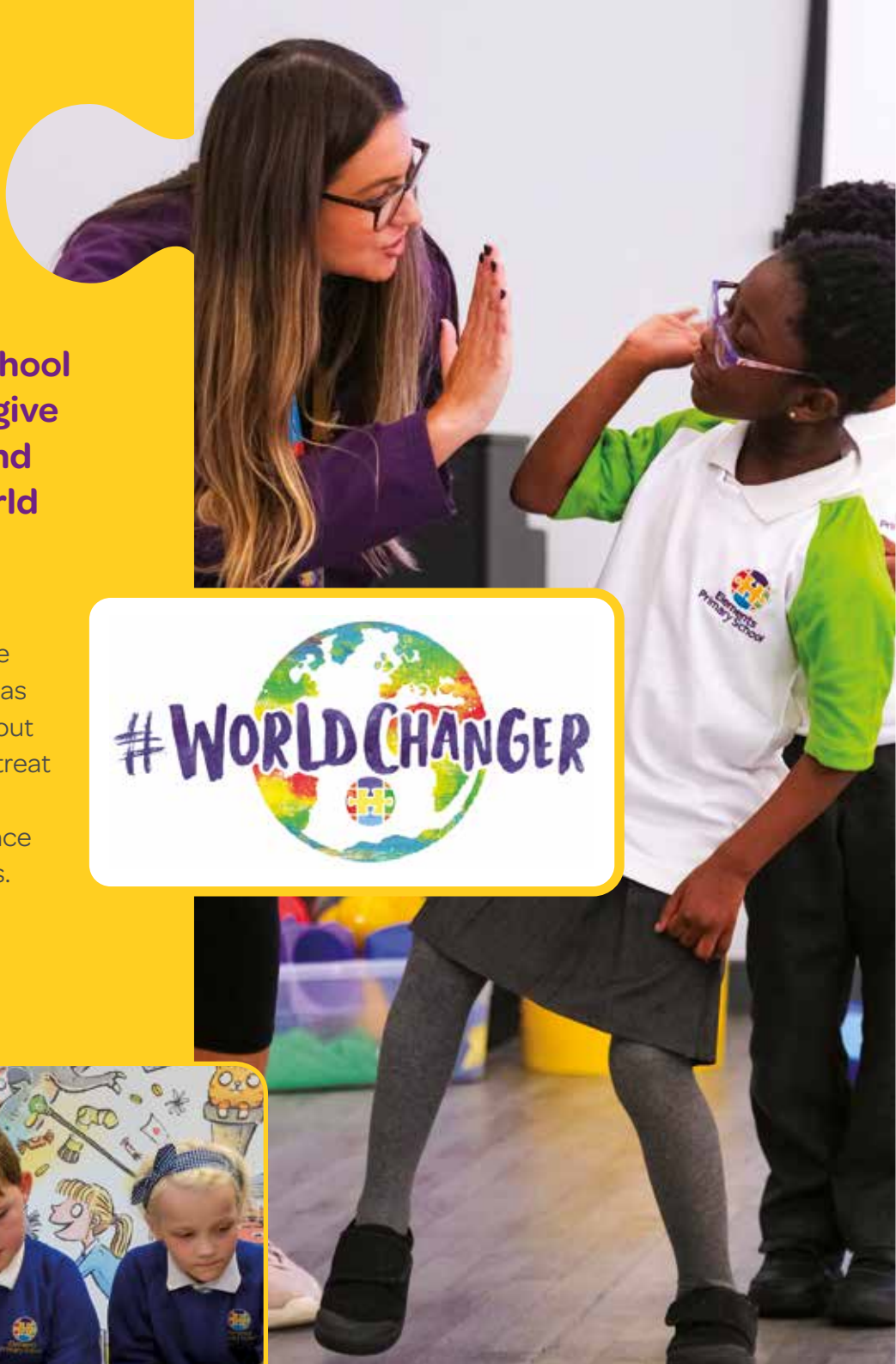
recognition, with their picture displayed for the year group to see.

World Changers

At Elements Primary School our vision and aim is to give our children the skills and opportunities to be World Changers.

What is a World Changer?

We believe anyone can change the world. This happens in small ways as well as extraordinary ways. It is about the choices we make, the way we treat people, the ideas we have and the actions we take to make a difference to the people and world around us.



Attendance

Encouraging regular school attendance is one of the most powerful ways you can prepare your child for success – both in school and in life.

Daily attendance is important for all children and young people to succeed in education and to ensure they don't fall behind both socially and developmentally:

- School participation maximises life opportunities for children and young people by providing them with education and support networks.
- School helps children to develop important skills, knowledge and values that set them up for further learning and participation in their community.
- School helps them to make the most of life opportunities.

Due to amendments made to the Education (Pupil Registration) (England) (Amendment) Regulations 2013, holidays will not be authorised. If you choose to take your child out of school this will be unauthorised and you could be issued with a fine. If you feel an absence would be



classified as "special circumstances" then you need to put this in writing by completing an **Application for Leave of Absence form** (available from the school office) and addressing it to the Executive Principal, Miss Carrie Green.

If your child is going to be absent due to sickness then please make sure you contact the school office that morning giving a reason for their absence.

Please note:

When a child's absence falls below 90% they will be classed as a persistent absentee. If your child arrives after 9:00am this will also be recorded as an unauthorised absence.

Don't let absence and lateness be a barrier to your child's learning!



Medication

As a school we will administer regular medicine such as allergy medication, inhalers, epi-pens and eczema medication. Occasional medicines, such as antibiotics can be given by First Aiders in school, providing they are prescribed four times a day. Medicines should only be administered when it would be detrimental to a child's health or attendance not to do so.

The school has a 'The Administration of Medicines in School' form that all parents must complete prior to a child being given medication on-site. For medication where no specific training is necessary, any member of staff may administer prescribed and non-prescribed medication to children under the age of 16.

Elements Primary School Code of Conduct for Parents & Visitors

Pupils, Parents, Families, Governors and all Staff at Elements Primary School have the right to feel safe and secure on our premises. The Executive Principal and all staff are here to create the culture and ethos to allow this to happen. Governors, Parents and the wider community also support us in ensuring everyone is happy and safe.

At Elements we would like to encourage all of our school community and visitors to promote our core school values:

- Respect everyone.
- Respect own and school property.
- Be courteous, well-mannered and well behaved.
- Be honest, trusting and hard working.
- Take responsibility for our actions.
- Be friendly and co-operative.
- Show tolerance towards others.

Our values and principles underpin our school ethos, we are keen to promote that everyone:

- Comes to school everyday on time.
- Works to the best of their ability.
- Works positively with others at all times.
- Speak calmly to all around them.
- Takes care of school equipment.
- Helps to look after the school building and grounds.
- Is honest and trustworthy.
- Is kind and respectful.

As a school we reserve the right to refuse or ban individuals from the premises should they breach this code of conduct.

Social Media

Social media (e.g. Facebook, Twitter, LinkedIn) is a broad term for any kind of online platform which enables people to directly interact with each other. However, some games for example Minecraft or World of Warcraft and video sharing platforms such as YouTube have social media elements to them.

Elements Primary School recognises the numerous benefits and opportunities which social media presence offers. Staff, parents/carers and pupils/students are actively encouraged to find creative ways to use social media. **However, there are some risks associated with social media use, especially around issues of safeguarding, bullying and personal reputation.**

Please can we be politely request that all posts and communication via social media are positive with regards to our school.



We aim to be open and supportive at all times and ask that parents/carers follow our lead. If you have concerns or upsets connected to school please speak to us face to face rather than on social media.

We are happy to meet with any parent/carer to discuss concerns, please feel free to make an appointment via our main school office if you have any.

Please note that where we feel the reputation of the school, staff, children or parents is affected negatively we reserve the right to take advice and action where necessary. Malicious Communication is a crime.

"Section 1 of the Malicious Communications Act 1988 prohibits the sending of an electronic communication which is indecent, grossly offensive, or which is false, or which the sender believes to be false if, the purpose or one of the purposes of the sender is to cause distress or anxiety to the recipient."

Parent Governors

The role of the governing body is to support the staff, through the Executive Principal, and working with staff at Elements, to remove anything that is a barrier to excellence, and anything that will stop our children performing to their best. Whilst performance targets are a necessary part of all this, most importantly is that everyone in our school feels that they are safe, valued and are treated as an individual with their own special gifts and talents.

If you would like to be, then we would also like to hear from you. Perhaps you would like to be a governor, and support us on our journey?

Parent governors are appointed following an parental vote. You would be a representative of the parents of our school. You would not act as a parent representative. If you are interested please contact our school office who will be happy to provide you with further information on our Governing Body or becoming a Parent Governor.



Our Therapy Dog, Hamish
Hamish is one of our newest recruits at Elements Primary.

His main job description is that of a 'therapy dog' to support all of our pupils in school. Therapy dogs have been proven to help all children, not only pupils with communication, language, and ASC needs.

Children on the autism spectrum who find it difficult to navigate their challenging emotional worlds, find pet therapy beneficial. The simple act of stroking an animal can have calming effects, and even help to regulate blood pressure.

A therapy dog can also help reduce anxiety, improve communication, and help to grow confidence levels.

That's why we think Hamish is a wonderful addition to our school.

Stay connected

Our school website -

www.elements.wellspringacademysites.co.uk

Keep in touch with us via social media:



www.twitter.com/ElementsSchool



www.facebook.com/elementsprimaryschool

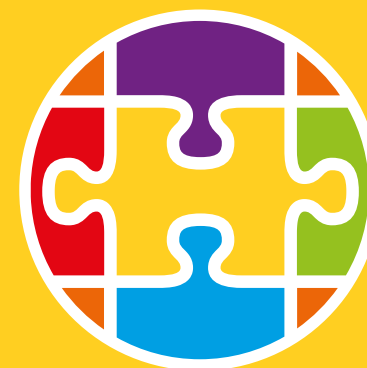


office@elementsprimaryschool.co.uk

Arbor Parent Portal - You will receive a login once your child starts school. Here you can update your contact information, 'sign' consent forms for your child, receive updates etc. You can also download our school app to your mobile phone or tablet. This is an amazing way to keep in touch with our school when you are on the "go."

Finally

We take this opportunity to reassure you that your child will enter a learning environment that welcomes them as individuals. Every child will be nurtured to develop their self confidence and self-esteem to enable them to achieve and succeed.



Elements Primary School

Creative • Unique • Innovative

We are Creative, Unique and Innovative.

We are Elements Primary School.

We are Wellspring Academy Trust.

We Make A Difference.

Elements Primary School

Acre Mount

Middleton

Leeds LS10 4WR

T. 0113 532 7089

E. office@elementsprimaryschool.co.uk

www.elementsprimaryschool.co.uk

Principal: Miss Carrie Green