



Bradford
Grammar
School

JUNIORS

Parent Handbook

Foundation Stage



EXCELLENCE | OPPORTUNITY | HAPPINESS

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Introduction

Welcome to Bradford Grammar Junior School (also known as Clock House). We look forward to playing an important part in your child's educational journey.

Clock House provides a happy and vibrant learning environment and we are sure that you will find that your child's time with us is both enjoyable and rewarding.

We know that parents of new pupils have many questions and we hope that this guide will answer some of them! We hope that it will help you and your child become familiar with our new routines and expectations. However, you may have additional questions so do not hesitate to get in touch, if necessary.

Clock House is a very busy place, but we are confident that your child will quickly settle and enjoy all of the opportunities available to them.



Mr R Ribeiro, Head, Clock House
Bradford Grammar Junior School

Contact details

Junior Leadership Team:	
Mr R Ribeiro, Head	RFR@bradfordgrammar.com
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Early Years Foundation Stage Lead:	
Mrs L Tapscott	LMT@bradfordgrammar.com
Contact details:	
Mrs F Robertshaw-Hughes, DSL	FH@bradfordgrammar.com
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Clock House Reception telephone number	01274 553742
After Care Supervisor	Aftercare@bradfordgrammar.com
After Care telephone number	07976 987102
Bradford Grammar School	
Main Reception telephone number	01274 542492
Website	www.bradfordgrammar.com

Clock House Values

Excellence

We try our hardest at all times in every part of school life in order to be the best that we can be.

Compassion

We care for each other and show kindness to others. We look for ways to help other people and speak up if we see someone being treated unfairly.

Determination

We are determined and resilient learners; we try our hardest and keep going when we face difficulties.

Opportunity

We welcome opportunities and we make the most of them. We listen to others and we learn from them.

Service

We understand that we must use our time and our talents to make a difference to our own lives and the lives of others.

Clock House School Rules

Be respectful

We respect all members of our community, including other children and staff. We treat one another with compassion and think about the feelings of others. We are also respectful of our School and the things in it; we look after them and treat them with care. We follow all instructions and rules shared by the staff to keep us all safe and we show understanding and respect of the different situations of all members of the School.

Be ready

We are ready to learn and to make the most of the opportunities that our School offers. We have a good attitude to our learning and try our best. We ensure that we have the correct equipment and kit in School and complete our homework on time. We arrive in School and to lessons on time.

Be safe

We make sure that we are safe including when we are on the playground and when we are using computers. Clock House staff understand that everybody makes mistakes at times and when the school rules are broken, adults will speak to all of the children involved and work out the appropriate steps to put things right.



Preparing for September

This booklet will provide you and your child with information about our School and how you can prepare for starting in the Foundation Stage. While we hope it will help answer some initial questions, please do not hesitate to contact Mrs Tapscott or a member of the Foundation Stage Team, with any queries you may have.

What is the Foundation Stage?

The Foundation Stage begins when children reach the age of three. The entry point at Bradford Grammar School in Reception is from the age of four.

What is the Foundation Stage Curriculum?

The curriculum that is followed throughout your child's time in Reception is organised into seven different areas of learning:

- Communication and Language
- Physical Development
- Personal, Social and Emotional Development
- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design

Our children learn through a wide range of play-based learning experiences centred around practical activities that are both child initiated and adult-led.

In Reception, all pupils will receive weekly lessons in music, modern foreign languages and physical education, taught by subject specialist teachers based in Clock House. Games and PE lessons, are led by the BGS PE/Games staff with additional pastoral support from Junior School staff.

Key Person

Mrs Tapscott will be the assigned 'key person' for your child as soon as they start in Reception (EYFS) at Bradford Grammar School.

The Three 'C's

For children to flourish, both at home and at school, they need **confidence**, a willingness to **co-operate** and **communication** skills. Parents are in the best position to help children to develop these skills.

All children are different and grow and learn at different rates. At Bradford Grammar School, each child will be valued and respected and will learn through the experiences we provide and the examples we set. As parents, it is very important to understand the stage your child has reached and to encourage the next stage in development. Please understand that this is not a race, it is a journey to be enjoyed.

Talking and Listening

Children learn by talking and listening to others talking about the world around them. At Bradford Grammar School, children will be encouraged to respect each other, to listen to each other, to take turns in talking and not to interrupt.

Children will be encouraged:

- To sit still and listen for at least 12 minutes;
- To participate in circle times and class discussions;
- To ask questions and to answer with more than a yes or no;
- To speak and listen with full eye contact;
- To use an 'indoor voice' inside and not to shout unless appropriate to do so;
- To ask for help if they need it.

Learning through Play

Play is a powerful medium for learning and provides children opportunities for:

- Co-operating;
- Resolving conflicts;
- Solving problems;
- Putting themselves in other people's places;
- Becoming aware of other people's feelings;
- Developing language;
- Providing opportunities for writing;
- Becoming an independent learner.

Your child will have experienced playing with other children and taking turns, if she/he has already attended a pre-school setting or has brothers or sisters at home. At school, the children will have opportunities to learn both indoors and outside in situations they initiate and in those set up by the teacher.

Reception class provides a positive learning environment through structured practical activities. Children in Reception class will continue to follow the Early Years Foundation Stage Curriculum which they will have begun at nursery.

Being independent

At Bradford Grammar School, each child will be responsible for their own belongings and have their own peg in the cloakroom which is situated inside the classroom. It is extremely helpful for your child to be able to recognise their own name on their clothes. Every item of clothing must be clearly named, including socks and shoes.

Your child will have to change for PE with the other children. They feel so much more confident if they can manage without much help. Please encourage your child to practise dressing and undressing at home, including turning their clothes the right way round after taking them off.

The children will use the toilets independently and will be expected to carry out self-care such as wiping themselves. Please teach them to flush the toilet and to wash their hands afterwards, without a reminder from an adult.

Parents as partners

At Bradford Grammar we aim to create an effective and supportive transition between home and school. We hope to develop positive partnerships with parents for the benefits of each child.

How do we keep Parents and Carers informed?

Parent Induction: We will be hosting a parents induction meeting on Wednesday 11 June to introduce you to school life at Bradford Grammar and provide space for you to ask any questions before your child starts school.

Autumn Welcome: On Thursday 11 September, you will be invited to a welcome event at Clock House. This is a great opportunity to meet the Junior School teaching team and Mrs Tapscott (EYFS Lead) in an informal setting and talk about how your child is adjusting to their transition into life at Clock House.

Curriculum Overview: At the beginning of each new school term, an overview will be available on the school's website. This will help highlight the topics being covered in school and how you can support your child's learning at home.

Weekly Newsletter: Each week, you will receive an email with a short update of what we will be exploring in Reception the following week and tips on how to support your child at home.

Parents' Consultations: In the Autumn and Spring Terms, you will be invited into school to meet with your child's class teacher to discuss their progress and achievements and share future targets.

End of Year Progress Reports: At the end of the final term in Reception, you will receive a written report of your child's progress and achievements.

School Website: The School's website is regularly updated with current information, news and announcements.

Tapestry: Before your child starts school in September, we will send you an activation link to Tapestry. Tapestry allows you to access your child's Learning Journey from home.

Transition

As part of your child's journey into Bradford Grammar School, we have an age-appropriate transition process which will help their start to formal education to be an extremely positive experience. In addition to the parent meeting on Wednesday 11 June, on Tuesday 17 June, your child's first session will be an informal "stay and play" session. This will give you and your child the opportunity to explore the new indoor and outdoor classroom. Timings to follow.

Induction Day will take place on Wednesday 3 September. This will be a morning or afternoon session designed to settle your child into school and will also allow staff the opportunity to address any initial worries. The children will then come to school full-time from Thursday 4 September with the rest of the Clock House pupils and staff.

It is compulsory for your child to be in full-time school from the term after their fifth birthday. If you feel your child requires a more staggered entry into their school life, please discuss this with Mrs Tapscott prior to their September start.

The school day

Pupil supervision is available from 7.30am each day. Pupils should not be left at School before this time.

Parents should park in the main school car park which is accessed via the Frizinghall Road entrance. At the top of the car park is a pathway which pupils should use to make their way to Clock House. Parents should accompany their children to the playground/EYFS door to hand them over to the before school care team.

Children are welcome to join us for breakfast from 7.30am. Pupils coming for breakfast should be in the EYFS/KS1 dining space. There is a cost for this depending on what your child selects from the breakfast offering.

From 8.30am, Form Teachers are available in their classrooms to welcome pupils. At 8.45am, all pupils should be in School and a register is taken at this time. Pupils arriving after 8.45am will be recorded as being late.

EYFS (Reception) School Day:

08:30-08:45	Flexible Start
08:45-09:05	Form period
09:05-10:25	Morning Learning
10:25-10:40	Break
10:40-12:00	Morning Learning
12:00-13:05	Lunch break
13:05-13:10	Registration
13:10-15:10	Afternoon Learning
15:20	End of day

End of the school day

At the end of the afternoon, pupils return to their form rooms, are registered by their Form Teacher and pack up their belongings. They will then be taken by their Form Teacher to meet their parents/carers at the front of the EYFS school building at 3.20pm. Pupils who have alternative collection arrangements will go to After Care at this time.

After care

After Care will be available until from 3.20pm to 6.00pm during term time.

The service is available to all Clock House pupils and is currently free of charge until 4.00pm. After 4.00pm, a charge will be applied. The charge is £5.75 per hour or part of an hour. (This rate is subject to change). After Care can be paid for using childcare vouchers. Please email financedept@bradfordgrammar.com to discuss this. Pupils staying after 4.00pm will be provided with a light tea option.

After Care supervisors should be notified of any unexpected changes to usual arrangements. And can be contacted at aftercare@bradfordgrammar.com or on 07976 987102.

When collecting children from After Care before 4.00pm, parents should collect from the Early Years building. Please be aware that if a pupil is not collected by 6.00pm a penalty charge of £7 will be applied and a further £7 will be charged for every fifteen minutes that the pupil is not collected. If pupils have not been collected by 6.00pm and no contact has been received, then a member of the Leadership Team will put into effect the procedures in the Supervision Policy. School policies can be found on the School's website - www.bradfordgrammar.com.

Absence

If your child is going to be absent from School, please inform us by emailing chsec@bradfordgrammar.com, no later than 8.45am. As we are required to account for all absences, in the event of an unexplained absence, the School will take all reasonable steps to ascertain the whereabouts and safety of the missing child. Should we be unable to contact a family, and therefore be unable to account for a child's absence, we may need to visit the child's home.

Requests for leave of absence from School should be made in writing to the Head of the Junior School in advance. We kindly request that all routine appointments are made outside of School hours.

Please arrange holidays during the School holiday period so that no teaching days are missed. To maximise their learning potential, pupils need to be in School working alongside their teachers and their peers. Absences for holidays are strongly discouraged and may not be authorised. Homework will not be set if you choose to remove your son or daughter from School for an extended holiday.

Lunch and snacks

Each day your child will be provided with a piece of fresh fruit and milk option for their snack. You are also, welcome to provide your child with a healthy snack. Please do not send sweets or chocolate into School. Chewing gum is not permitted on School premises and Clock House pupils are not permitted to use the Senior School vending machines. Please provide a filled, unbreakable water bottle; fizzy and flavoured drinks are not permitted in School.

School lunches are charged at £4.20 and billed termly. Menus are available on the School Website and dietary requirements are catered for. You may provide your child/ren with packed lunches but they should not contain nuts, sweets, chocolate or flavoured drinks.

Birthday treats to share with classmates may be brought to school but must be individually wrapped and taken home at the end of the school day for parental permission before eating. They are not to be eaten at school.

Please note that products containing nuts are discouraged as some of our pupils have severe allergies. Your co-operation with this is greatly appreciated.

Homework

During the first term in Reception, pupils will be given small home learning tasks which may be practical, oral or physical. These tasks might be to enhance their physical development, language development or early phonic learning.

During the second term in Reception, the children will begin to receive home reading books every three days in conjunction with our Read Write Inc phonics program. One of these books will be one they have read in school which they should be able to read with confidence. The second book is pitched at the same stage of development which is to challenge their phonic learning and reading skills.

During Summer term, the children will continue to receive home reading books alongside some simple phonics and maths tasks. If your child is unable to complete a piece of homework for any reason, you should email the teacher concerned in advance of the due date. Repeated late/missed homework which is handed in late may lead to a sanction.

Uniform

School uniform is supplied by School Blazer - www.schoolblazer.com. When you visit the website, you will be invited to register as a new parent and, following registration, you should click on the 'Shop' tab and select uniform regulations to see a comprehensive list of the uniform items required. Hovering over the white question mark that sits above each item of clothing will allow you to see whether items are compulsory or optional and whether items form part of the Winter or the Summer uniform.

The Winter uniform is worn during the Autumn and Spring terms. The Summer uniform may be worn from the start of the Summer term, weather permitting, and is optional for the first half of the Autumn term.

Shoes should be plain black, sensible, leather flat shoes with no adornments (no suede, nubuck or fabric). Trainers or boots may not be worn as School shoes. Your child should only wear shoes/sports shoes with laces when they are able to independently tie these.

Outdoor learning is a core aspect of our learning in EYFS and as such children need to be prepared to learn in all weathers. At the start of each term your child should bring a pair of wellington boots to be kept at school to enable outdoor provision to take part despite the unpredictable Yorkshire weather. We will send their wellington boots home at the end of each term to allow you to check they are the correct size for your child as they grow. They are also encouraged to purchase an all-in-one waterproof navy outdoor suit. This allows the freedom of embracing the outdoor classroom without worry of getting their uniform dirty.

See link below for the supplier:

[Outdoors Fleece Lined All in One | Wet Wednesdays](#)

Hair longer than shoulder length must be tied back at all times with plain, dark-coloured accessories with no adornments.

Second hand uniform stock is held in school and parents are notified of sale dates.

Games and PE

All pupils will participate in weekly games and PE lessons.

On Monday children will change into PE kit at school prior to their PE lesson. On Tuesday and Thursday, pupils are asked to attend school in their sports' kit. We ask that pupils are appropriately dressed for the weather conditions and for access to the dining hall.

Mrs Jones, our Head of Junior School Sport and PE, will be happy to answer any games and PE related queries and can be contacted at GKJ@bradfordgrammar.com.

Sports kit

All items listed are compulsory and items in bold must be purchased from the School's supplier – Schoolblazer: www.schoolblazer.com

Reception Boys' Kit	Reception Girls' Kit
Active Jacket	Active Jacket
Training pants	Training pants
Fitness T-shirt	Fitness T-shirt
Jr PE Shorts	Skort
Swim Jammers	Swimming Costume
White ankle sports socks	White ankle sports socks
Trainers (non-marking)	Trainers (non-marking)

Optional items of kit (base layers, swimming cap, etc) must be official school kit if pupils choose to wear them, as detailed on the Schoolblazer website for Clock House.

Tapestry (online learning journal)

Tapestry is an online learning journal which will be used to show your child's achievements and progress during their time with us. It is updated regularly by your child's key worker and other members in the EYFS team and is available to you electronically. You will be able to see your child's individual profile, add comments, photos or quotes of your own. This is a fantastic opportunity to share important information from your child's world i.e. ballet shows, personal accomplishments, new experiences or family celebrations. Each week we will spend time exploring 'Tapestry News' during our small group time which offers the children opportunities to talk about their world.

You will need to complete your consent form for this prior to your child's Induction Day in June. This is to enable staff to upload videos to help your child prior to their September start.

Assessment and reporting

Pupils' progress is assessed and monitored continually throughout the year in all subjects and Parents' Consultation evenings are held during the Autumn and Spring Terms.

Key next steps will be issued during the Autumn and Spring Terms. A full summative report is issued at the end of the Summer Term. The report will record attainment, approach to learning, attendance and punctuality.

Classes

The number of classes in a year group can change year on year. The number of children in each class will also vary on a yearly basis. We carefully consider the make-up of each class and, when allocating children to classes, we consider all aspects of their education. The structure of classes may change as children move up through the School.

Pastoral Care

Form Teachers are closely involved with the well-being of the children in their forms and all members of the Clock House staff have a good knowledge of, and relationship with, the children. Staff are usually available at the end of the day as they dismiss the children.

We encourage open communication between School and home and hope you will keep in close contact with us about situations at home, or School, which may affect your child's progress or happiness. In a similar way, we will inform you if we have any concerns.

For any queries or concerns about your child, please contact your child's Form Teacher as they are always the first port of call. You can contact them by email. If you would like a telephone appointment with your child's Form Teacher, please email them to arrange a convenient time.

Spiritual, Moral, Social and Cultural Education

Bradford Grammar School is a school based on Christian principles, however our pupils come from a range of social and cultural backgrounds.

Through our curriculum, and other school activities and events, we promote the British Values: democracy, the rule of law, individual liberty, mutual respect for and tolerance of those with different faiths and beliefs and for those without faith.

House System

There are four houses: Bradford, Founders, Freeman and Royal. All children are allocated to a house on entry to the School. There are annual house competitions and children earn house points throughout the year for positive contributions to School life.

Behaviour

High standards of behaviour, good manners and respect for others are basic expectations in our School, both in and out of the classroom; they go hand in hand with excellent academic success. We value your support for our expectations and are grateful that you reinforce the importance of exemplary behaviour. Positive behaviour is rewarded throughout School in a variety of ways. Incidents of unacceptable behaviour are managed appropriately and where necessary sanctions are applied.

Communication

In order to reduce the amount of paper being sent home, much of our communication is sent electronically by email or text message. Most of the messages will be sent by email via the School's 'Intouch' platform. If you see or hear reference to the term 'Intouch' it simply means a School communication.

We encourage open communication between School and home and hope you will keep in close contact with us about situations at home, or School, which may affect your child's progress or happiness. In a similar way we will inform you if we have any concerns. For any queries or concerns about your child, please contact your child's Form Teacher as they are always the first port of call. You are welcome to speak to them informally at the end of the School day or you can contact them by email. If you would like a meeting with your child's Form Teacher, please make an appointment in advance and, where possible, give an indication of the purpose of the meeting to give the Form Teacher time to prepare.

Other useful information is published in the termly newsletter and on the School website. Key dates and events are published in advance.

A copy of the school magazine, 'Hoc Age', is published on the School's website.

ICT and the Internet

The School operates strict controls on access to the Internet on all School computers and on other digital devices that operate via the School network. All pupils and their parents in Clock House must sign an Acceptable Use Agreement. We politely request that for reasons of safety, parents are vigilant to their child's online activities whilst at home.

No Clock House aged pupils should have access to social media sites such as 'Facebook', 'Instagram', 'TikTok', 'WhatsApp' or 'Snapchat'. The minimum age requirements for the different social media sites vary but none of them is below thirteen, which means that none of our pupils should have accounts on these sites.

Health and Safety Online

Visitors must sign in at the Senior School reception where they will be issued with a visitors' badge. Parents should always access the Junior School via the Clock House main office. Parents should not enter the Clock House building by any other entrance unless accompanied by a member of staff. This also applies to parents of pupils in Reception and Year 1; for instance, if dropping off forgotten items.

Traffic on site

In the interests of safety, if you are coming to school in a car, please note that parents should only use the Frizinghall Road entrance and not the Keighley Road entrance and should follow the directions of our staff when dropping off or collecting children.

There is no vehicle access for parents via the Keighley Road entrance unless special arrangements for this have been agreed in advance. Additionally, we must strongly discourage parents from stopping on Keighley Road to drop off or pick up their children. There have been occasions earlier this year when pupils and members of the public have been put at very serious risk by BGS parents doing this and we continue to work with the authorities to monitor and deal with this issue.

It is vital for the safety of everyone, particularly our pupils, that drivers observe the speed limit (5 mph), the one-way system and the parking restrictions on the school site. Please do not park in, or drive through, the bus turning circle at any time. Pedestrians have priority in all parts of the school site including access roads and car parks.

Clearly marked pedestrian routes have also been created in the staff car park in order to ensure the safety of adults and young people moving around this part of the school site.

Thank you for your ongoing co-operation in these matters and for helping to keep our children safe.

Medication

Should your child need prescription medication during the School day, it must be handed in to Clock House Reception or to the School Nurses via Senior School Reception. The medication must be in its original packaging and be clearly labelled with your child's name, form and the dosage and timings of administration. If you need to contact the School Nurses, their number is 01274 553799, or you can email them at Nurse@bradfordgrammar.com.

Clock House pupils should not carry any medication (prescription or over the counter) on their person or in their bags. Medication such as cough or throat lozenges should be handed to Reception at the beginning of the School day. The school keeps a supply of antihistamine and paracetamol – please do not send either of these medications into school with your child. Should your child require antihistamine or paracetamol, please email Mrs Reilly at CHSEC@bradfordgrammar.com and cc your child's Form Teacher. A member of staff will administer the appropriate dosage from the School's own supply.

Accidents and emergencies

All adults in the EYFS classroom have completed their Paediatric First Aid training. In addition, the School employs nurses who will treat ailments and accidents of a minor nature. If your child feels ill or is hurt during the school day, they may be supported by the School nurse and you will be contacted or alerted via a green wristband.

Should the nurses consider that your child requires medical attention from a doctor, you will be contacted. You may be asked to come into School to collect your child or in an emergency situation, an ambulance might be called. Please be reassured that we will take all reasonable steps to communicate with you should an emergency occur.

Illness

Pupils displaying symptoms of a respiratory infection and have a high temperature or do not feel well enough to be in school should remain at home and seek further guidance from the School.

Should your child be unwell and experience diarrhoea or vomiting, they should be kept away from School for 48 hours from the last episode. This guidance is issued by the Public Health Agency to prevent the spread of infections through the School.

Adverse weather arrangements

Should adverse weather require changes to the usual School day, then the amended arrangements will be published on the School's website and you will be notified by an electronic communication.

Parents' Group – The Friends of Clock House

Membership is open to all parents of Clock House pupils. The Friends of Clock House can be contacted at FoCH@bradfordgrammar.com. A meeting will be held during the Autumn Term to which all parents are invited.

Parents of pupils in Clock House automatically become members of the Bradford Grammar School Parents' Association. The Association is a group which is representative of the whole school (not just Clock House).

Jewellery

Clock House pupils may wear an analogue or digital watch. Smart watches are not permitted in School. For reasons of health and safety, children are not permitted to wear any other items of jewellery apart from in the following circumstances:

- Jewellery may be worn for religious reason with written permission from the Head; and
- Pupils with pierced ears may wear a pair of **plain, gold or silver, ball stud earrings**. Pupils must either remove earrings for games and PE or cover them with tape.

Other equipment

The School provides all of the textbooks, exercise books, paper and tripod pencils that your child will need whilst in School.

School bags

All EYFS pupils will be given a book bag on entry to the School (free of charge). Pupils in Years 3 to 6 are provided with a compulsory School rucksack at the cost of £15 which is payable via Parentmail.

Sports' bags or rucksacks for games' kit are available to purchase on the Schoolblazer website – **these are not compulsory items**.

All School bags must be clearly named or initialled on the outside.

Personal property

Toys, games or other items of valuable personal property are not permitted to be brought into School. Pupils should not bring cash into School unless we have an event which requires them to bring in a small amount. You will be notified if this is the case.

Mobile phones / devices on site

There are specific safeguarding requirements regarding the use of mobiles, cameras and other technological recording devices in EYFS. Please ensure that devices of this type are not used in the Early Years area of the Junior School.

Lost Property

Please clearly label all items of uniform and sports' kit with your child's name. Lost items can then be returned to pupils. Unnamed items are very difficult to locate and impossible to return. In the first instance, pupils in Years 2 to 6 should look in the lost property box in the vestibule. If the item cannot be found, pupils in Years 4 to 6 may visit the lost property office at Senior School with a friend and the permission of a member of staff at 10.30am and 12.30pm each day. Year 6 prefects will assist pupils in Years 2 and 3 with visits to the lost property office, if necessary. Missing items for Reception and Year 1 pupils should be reported to the form teachers, if they have been missing for more than a week.

Other expenses

We try to keep these to a minimum, but you may be asked to contribute to the costs of educational visits and School trips.

Transition to Senior School

It is anticipated that Clock House pupils will move up to the Senior School without being required to pass the Senior School Entrance Examination. However, the final decision about whether a child will be accepted into the Senior School, is at the discretion of the Senior School Headmaster.

Policies

All Clock House policies can be accessed via the School website or paper copies can be requested from Clock House reception. The School has a Complaints Procedure in place, which is available on the School website and from Clock House reception.

Notes



Bradford Grammar School

JUNIORS

Bradford Grammar School
Keighley Road, Bradford, BD9 4JP

www.bradfordgrammar.com