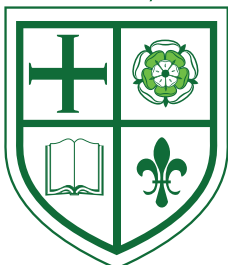




Starting Primary School: A Parent / Carer's Guide to Lightcliffe C of E Primary School

Lightcliffe
C of E Primary School



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Welcome!



From our Headteachers

On behalf of all the staff and governors at Lightcliffe Church of England Primary School, we are delighted to welcome you and your family to our school community. We were pleased to welcome many of you into school for our open evening in November and be able to show you around so you could experience our wonderful school for yourselves. Our school is over 150 years old; we are incredibly proud of our history and place in the heart of the local community.

We can assure you that we will take great care in supporting your child as they start their journey in full time education. Christian values such as friendship, forgiveness, respect, compassion, joy, hope and courage are at the heart of everything we do.

We passionately believe that we should inspire our pupils to flourish academically and socially as individuals and as part of our school family. We will aim to inspire your child with an engaging curriculum, high quality teaching and experiences that will enable them to flourish. We know that every child is unique and we offer our pupils as many opportunities as possible to embrace their strengths, both inside and outside the classroom; using our extensive school grounds for activities such as Forest School as well as PE and sport. Music is also an important part of life in school with our wonderful school choir and orchestra.

Our Reception teachers, Mrs Brooke and Mrs Dukes, along with the members of support staff, are excited to meet you all. We have a number of transition events planned to support you and your child before they join us in September.

The relationship between school and home is now, more than ever, critical in helping to support pupils. We look forward to creating a relationship with you that is built upon mutual respect and trust.

We hope that you find the information in this booklet, as well as on our school website, helpful in preparing you for September. We are sure you and your child will be experiencing a range of emotions about starting primary school, so if there is anything we can do to help support you in the coming weeks then please do not hesitate to contact us.

Once again it is our absolute privilege to welcome you and your child into our school family and we look forward to meeting you all very soon.



*Mrs K Dunkley and Mrs A Hustler
Co-Headteachers*



From our Abbey Multi Academy Trust CEO

Welcome to Lightcliffe C of E Primary School.

At Abbey Multi Academy Trust we are passionate about making a difference to the lives of all our children. They are at the heart of everything we do and we strive to inspire learners and change their lives as a result of our educational provision. We are committed to our Trust vision to work '**In Partnership to Educate, Nurture and Empower**' our community, so that everyone can flourish and live 'life in all its fullness' (John 10:10).

We want all our schools to be the best they can be and for each child to discover the skills, abilities, talents and interests that lie within them as well as giving them safety, security and the skills they will need to be active, responsible citizens and happy, caring adults in the future. Our aim, quite simply, is to do the very best for children and recognise their individuality and uniqueness. Childhood is a special and wonderful time and no-one gets a second chance at it.

Lightcliffe Primary fosters a joy of learning in their children, through an inspiring curriculum and wide ranging extra-curricular and enrichment opportunities. The school provides a nurturing environment, where children are inspired to flourish, embrace their strengths, and grow into courageous citizens within their communities.

Working alongside the other primary and secondary schools within Abbey Multi Academy Trust, Lightcliffe Primary is prepared to truly collaborate. All our academies have a desire to question, change and innovate to ensure that what we provide enables our children to become successful learners, confident individuals and responsible citizens.

I welcome you to explore our Trust website, where you can find out more about the benefits of Lightcliffe Primary being a part of our Trust.



Mrs Helen Pratten
CEO

Transition Timeline

Your child's journey towards starting primary school is broken down into phases to be as manageable as possible. Here are the key dates that you should know:

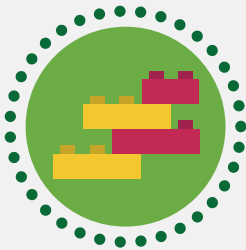


Information Evening for parents and carers

Wednesday 10th June



Reception staff to visit children in nursery/pre-school settings



Stay and Play
Children joining their new classmates for time to have fun together.

Friday 3rd July



Phonics Meeting

Parents and children invited into school to find out more about early reading, and be part of phonics sessions with teachers.

19th June, 3.30 - 4pm

26th June, 3.30 - 4pm



Nursery and Pre-schools visits

Opportunities for nursery and pre-schools to visit will be arranged for the Summer term and parents informed.

Christian Ethos & Values

Our School Vision

Lightcliffe Church of England Primary School is a flourishing community. Rooted in God's guidance, we inspire and are inspired. We value all, are kind to all and enable each other to succeed.

Lightcliffe's Christian Vision is rooted in Psalm 1:3.

'You are like a tree, planted by streams of water that replenish you. You flourish as your fruit ripens overtime and your leaves do not wither. In all you do, you prosper.'

Our vision can be summarised by the phrase:

'Inspiring and flourishing together.'

Our school vision is central to the decisions we make as leaders and governors and it is what drives our ambitions for all children to thrive and flourish. The vision for our school is to deliver a curriculum that is ambitious and engaging and we continue to develop our curriculum and the resources used to unlock every child's potential.

Christian Values

Of our twelve Christian Values we learn through worship there are 7 that we feel are most important to us.



Each year group has a focus on these values at the start of each school year.

Personal Development

Lightcliffe CofE Primary School helps children feel safe, included and ready to learn through its vision of **"Inspiring and flourishing together."** A values-led curriculum builds confidence, kindness and resilience through PSHE, RE, British Values, online safety and enrichment such as Forest School and trips. The ASPIRE programme and leadership roles develop character, while wellbeing, safety and inclusion ensure every child feels they belong and can thrive.



Worship

All schools have a statutory responsibility to deliver a daily act of worship. At Lightcliffe C of E Primary School pupils and staff take part in a daily act of invitational worship to celebrate our Christian Values. This may be in the school hall, classrooms or at our local church, St Matthews. We have developed a programme which includes visitors from other faiths.



Our School Prayer

Thank you God for making us,
Thank you for taking care of us,
Thank you for all the good things we enjoy,
Help us to show we are thankful,
By living as you want us to live,
And by doing what you want us to do,
For Jesus Christ's sake,
Amen



Getting Ready for September

Preparing for your child to come to our school for the first time can be daunting if you are unsure of what to expect. Below, we have some tips to help you prepare for September and make the transition as easy as possible.

Get prepared for the practical aspects of starting school by:



Practising the school run.



Preparing the items your child will need to bring with them.



Making a note of important dates in the school year.

Help your child to build independence by encouraging them to:



Put on their own coat and shoes.



Use a knife and fork on their own.



Go to the toilet on their own.



Help your child with learning words and numbers by:



Displaying their name around the house to encourage them to recognise it.



Reading with your child read as much as possible.



Bringing maths into everyday life - by identifying shapes around the house, for example.

Create a good atmosphere around the thought of school by:



Making the first morning as relaxed as possible.



Establishing a consistent morning routine.



Being positive about school and your child's learning.



Asking specific questions: "What was good about your day?"



Keeping in touch with school - Tapestry will allow us to communicate electronically with you and will digitally document your child's learning journey in reception.

Look out for an invitation to sign up to Tapestry at the start of the school

Uniform

Wearing a uniform helps pupils to feel a sense of pride and belonging. We ask that you encourage your child to wear their uniform proudly and properly, and clearly label all items of clothing and equipment, such as water bottles, snack boxes and lunch boxes with your child's name.



- Green sweatshirt or cardigan (preferably with school logo)
- White shirt/blouse or polo shirt
- Grey trousers (no leggings), skirt or pinafore dress
- Black shoes with white/grey/black socks or grey tights
- In summer: grey shorts / green gingham dress

**Name
label all
items of
clothing**

For health and safety reasons, jewellery is not suitable wear for school, especially dangling earrings, necklaces etc which are dangerous in playground situations. One pair of stud earrings is permitted.



Uniform and PE kit can be purchased from Frank Harrisons, Kershaws Garden Centre, Brighouse.
www.fhbschooluniform.co.uk

Non-branded items can be purchased from many high street stores, supermarkets and online shops.

PE Kit

PE lessons will start early in the first term and children should come to school wearing their PE kit on the days they have PE. You will be told when your child's PE days will be shortly before the start of the September term.



- Yellow or green t-shirt (preferably with school logo)
- Green shorts
- Plain dark tracksuit (without brand logos)
- Trainers

Please note, team shirts (eg football teams) should not be worn and long hair should always be tied up for PE.

**Name
label all
items of
clothing**



Read our uniform policy in more detail on our website.



Pre-loved uniform can be purchased via our Parents, Friends and Staff Association (PFSA) and the YMCA in Halifax.

Equipment

Please ensure your child comes to school with the following named items:



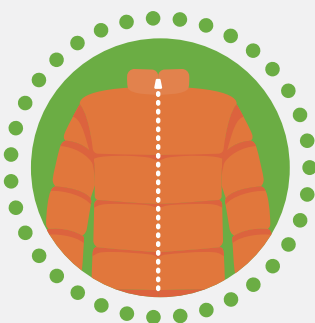
A filled water bottle
(water only please).



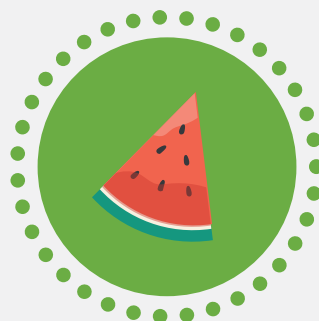
Their green school book bag.
(no rucksacks/backpacks)



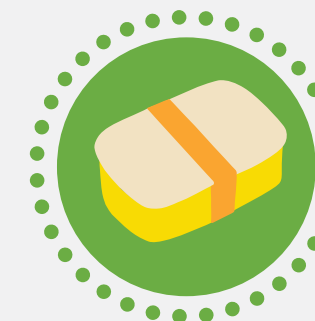
A pair of wellies (to be
kept at school).



A coat
(suitable for weather
conditions).



A snack of a piece of
fruit/veg.



Lunchbox for pupils
having a packed lunch.

Wraparound Childcare



Discover What's On At

ooscal

For Reception to Year 6



Breakfast & After School

Our affordable breakfast and after school club provides childcare for our pupils from **Reception to Year 6**.

Childcare

Breakfast Club:

We offer childcare for pupils from **7:15am to 8.50am**. Children will be provided a breakfast to fuel their day ahead.

After School Club:

We offer childcare from **3:20pm to 6pm**, and a healthy snack is provided to keep the children happy and refreshed.



Tax-free childcare vouchers accepted



Outdoor & Indoor Play

Explore & Energise



Baking, Arts & Crafts

Express Creativity



Construction Kits Board Games, Lego

Explore New Skills



Role play, Dress up & Home Corner

Build Confidence

...and so much more!



Find out more!

To find out more about what's on offer at ooscal visit www.lightcliffeprimary.co.uk/parents/ooscal or email Mrs Stephenson lp-ooscal@lightcliffeprimary.co.uk

Open term time only.

Attendance

Good attendance from the start of primary school sets the foundation for success both socially and academically.

Establishing good attendance habits will help your child **develop good routines, build better relationships with their friends, and help them feel more secure and confident.**



Visit our website to view our **School day and term dates page.**

To promote good attendance throughout the school, we ask that:



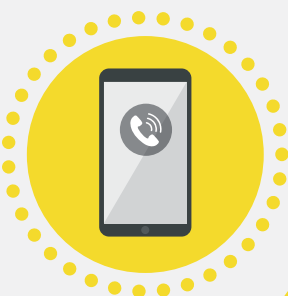
Children only take time off for illness and exceptional circumstances. We cannot authorise time out of school for family holidays or leisure purposes. We would also be grateful if GP and dentist appointments were arranged outside of school hours where at all possible.



School times:

Children arrive at school in good time to begin their lessons.

The playground gate opens at **8.30am** and the school day begins at **8.50am**. The school day ends at **3.20pm**.



Contact us:

You let us know if your child is unable to attend school by calling **01422 202235** before **9am** and leaving a message on the pupil absence line.

Communication



We value partnerships with our school families and know that communication is vital to making the school-home relationship work. We hugely value input from parents and carers and use a variety of communication methods to suit different needs.

Key Messages, Enquiries, Letters and Newsletters

The vast majority of communications to parents are now sent electronically so please make sure to notify the office whenever your contact details change.

There is sometimes opportunity to speak briefly to the Reception teachers at drop-off and pick-up times but please contact them via Tapestry for anything more detailed.

You can contact the office by telephone between **8:00am and 4:00pm**, or leave a message outside of these hours. You can also email the office or the Co-Headteachers, Mrs K. Dunkley and Mrs A. Hustler, via the office email address, which is checked regularly throughout the day.

 **01422 202235**

 **admin@lightcliffeprimary.co.uk**

Progress reporting and feedback

- The online Tapestry portal is used by the Reception teachers to share information with families.
- Parents' evening is held twice a year (Autumn & Spring terms) and is face to face in school.
- A written progress report is emailed to parents annually.



Social Media and Website

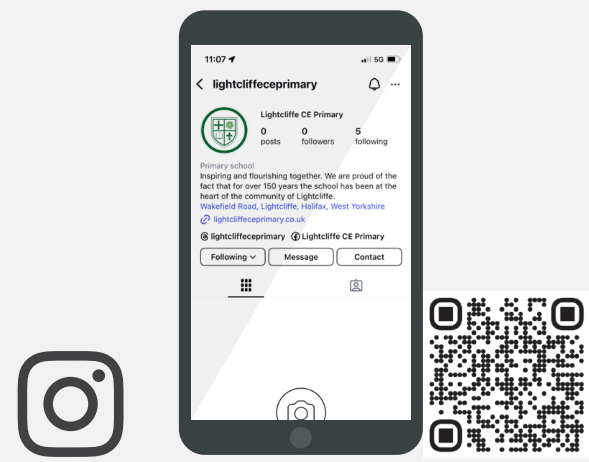
Our website is kept up to date with lots of useful information and online forms: **www.lightcliffeprimary.co.uk**

Find us on Facebook and Instagram:

Find us on Facebook and Instagram by searching "LightcliffeCEPrimary" where we regularly post updates about events taking place in school.



www.facebook.com/LightcliffeCEPrimary



www.instagram.com/LightcliffeCEPrimary
[@LightcliffeCEPrimary](https://www.instagram.com/LightcliffeCEPrimary)

Getting to School

For those who will be driving to our school, please note that Knowle Top Road gets very busy during school drop-off and pick up times. Please respect our neighbours and observe the parking restrictions, along Knowle Top Road, Knowle Top Drive and nearby Sutherland Road.

A scooter rack is available by the school office for scooters to be stored during the day.



Lightcliffe C of E Primary School, Wakefield Road, Lightcliffe, Halifax HX3 8SH

Our Food

We know great food helps children learn and feel their best!

.....

Our in-school kitchen prepares **fresh and nutritious dishes every day**, offering a variety of satisfying meals.

Our menus are designed to give children **tasty, appealing and balanced lunches** that support a healthy lifestyle. **Innovate** provides a three-week rotating menu that offers plenty of choice. Each day children can select a hot main meal (meat or vegetarian), filled rolls, baked potatoes and fresh pasta along with sides, salad and homemade bread.

There is also a daily sweet treat or alternatives such as jelly, fruit or yoghurt.

By combining familiar favourites with new options and special theme days, **Innovate** creates an exciting menu that children enjoy.

At lunchtime water is available to drink and staff are on hand to help if needed.

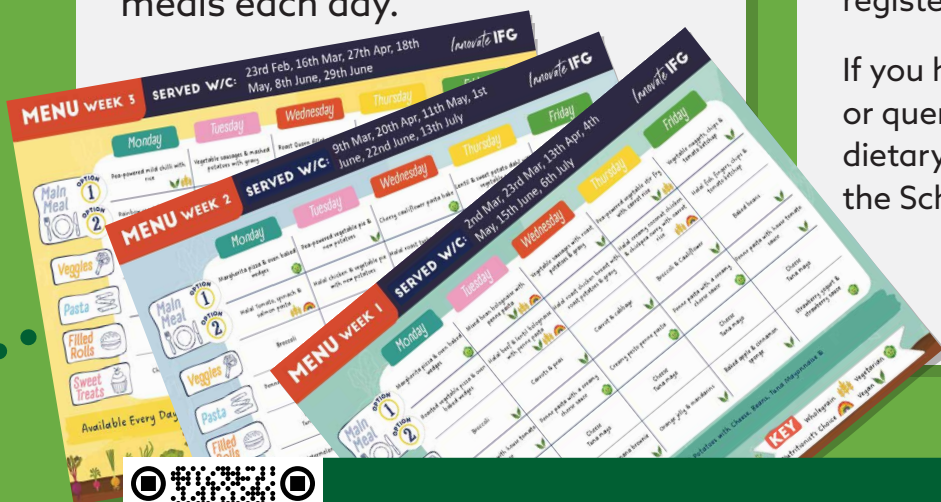
FREE School Meals

All children will get FREE school meals in Reception, Year 1 and Year 2. They can choose from several exciting and nutritious meals each day.

Food Allergies and Intolerances

Innovate are committed to providing suitable meals for all children. Please ensure that your child's allergy or dietary requirements have been registered at the school office.

If you have any questions about menus or queries relating to your child's dietary requirements, please speak to the School Office.



Curious about what's on the plate?
www.lightcliffeprimary.co.uk/parents/catering

Term Dates

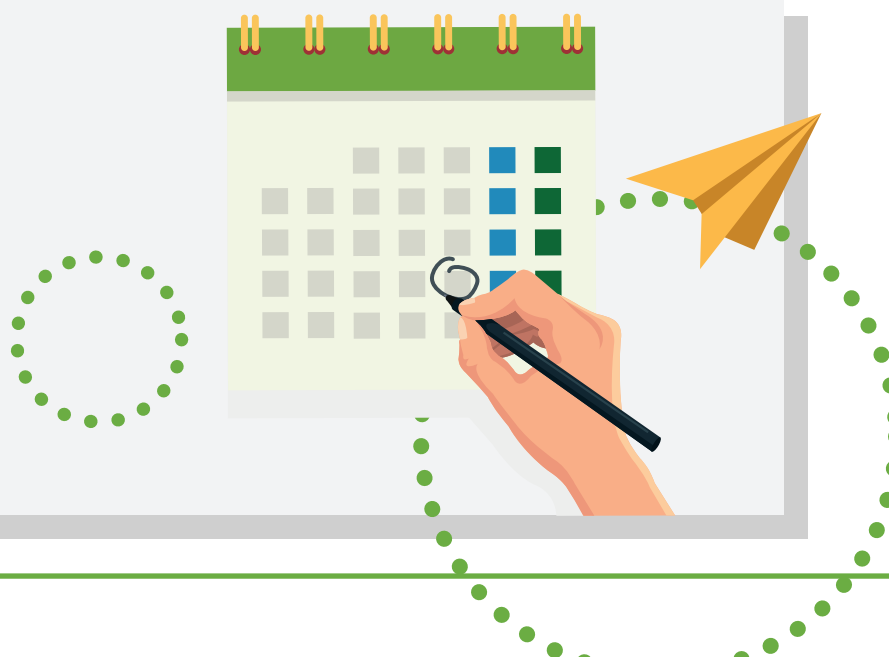
We know booking holidays and/or planning childcare can present logistical challenges. Please find our confirmed term dates and training days for 2026/27 below.

School opens after Summer Holiday	Wednesday 2nd September 2026
Last day of school before Half Term	Thursday 22nd October 2026
School opens after Half Term	Monday 2nd November 2026
School closes for Christmas Holiday	Friday 18th December 2026
School opens after Christmas Holiday	Monday 4th January 2027
School closes for Half Term	Friday 12th February 2027
School opens after Half Term	Monday 22nd February 2027
School closes for Easter Holiday	Thursday 25th March 2027
School opens after Easter Holiday	Monday 12th April 2027
School is closed for May Day Bank Holiday	Monday 3rd May 2027
Last day of school before Half Term	Friday 28th May 2027
School opens after Half Term	Tuesday 8th June 2027
Last Day of school before Summer Holiday	Tuesday 20th July 2027

Training Days

(School closed to pupils)

- Tuesday 1st September 2026
- Friday 23rd October 2026
- Friday 29th January 2027
- Monday 7th June 2027
- Wednesday 21st July 2027



School Calendar

We know that life is busy, so we try to give as much notice as possible for school events. We will be sharing a calendar for the year in September. Look out for:

- Autumn and Spring term parents' evenings
- Christmas Fair
- Year group school trips
- Experience days such as 'Old Fashioned Day'
- World Book Day - Spring term
- School book fair
- Sports Day - Summer term



Visit our website to view the '**Latest**' menu for Letters, Newsletters and school calendar.

 www.lightcliffeprimary.co.uk



Wellbeing

At Lightcliffe C of E Primary, we acknowledge how important it is for our pupils and staff to develop and maintain good mental health and wellbeing, as well as physical health.

It is our vision to enable all children to develop to their fullest potential academically, socially, emotionally and for each child to grow in confidence to be able to participate in everything that goes on in the wider community. It is widely recognised that a child's emotional health and wellbeing influences their cognitive development and learning, as well as their physical and social health and their mental wellbeing in adulthood. At Lightcliffe we know that everyone experiences life challenges that can make us vulnerable and at

times, anyone may need additional emotional support.

We have a school Mental Health Lead and a Pastoral Care Leader who meet regularly with our Education Practitioner from the Calderdale Mental Health Support Team to discuss support for pupils, parents and staff and we work in collaboration with many external agencies including Calderdale Open Minds, Noah's Ark counselling service, Spotlight and NSPCC to support all our pupils.



Please visit our Wellbeing page on the website for more information about how we support pupil wellbeing.

Take a moment to breathe:



Breathe in slowly through the nose for four counts, then breathe slowly out of the nose for four counts.



Breathing buddies: Lying on the floor with a teddy or pillow on their tummy will help them to focus their breathing as their breath moves the teddy up and down.

Mindfulness meditation:



Meditation can help your child to relax and focus on something else. Try searching 'Peace Out Guided Relaxation' on YouTube.



Mindfulness activities:



Fill a jar with ideas of things you'd like to do together on the weekends or school holidays.



Create a memory box together.

SEND at Our School

At Lightcliffe Primary, all our staff are passionate about improving the educational and personal outcomes of every child, especially those who are vulnerable or have Special Educational Needs and Disabilities (SEND).

As part of our welcome process, you will be invited to complete forms where you can share important information about your child's needs. There will also be plenty of opportunities to speak with us directly and let us know anything that will help us support your child effectively.

We will liaise with your child's nursery or preschool to gather relevant information and support a smooth and positive transition into school, too.



To find out more, visit our website

SEND page

www.lightcliffeprimary.co.uk/parents/send

Parent Involvement



Welcome to the PFSA!

Lightcliffe Parents, Friends and Staff Association is an enthusiastic group who are always looking for new members. Our aim is to raise funds to enhance the curriculum through our various fundraising activities, as well as to foster deeper ties with all school staff.

We meet once a half term, currently on Monday evenings at 6.30pm in the staff room or online, to plan fundraising activities. Our main event is the Christmas fair, along with discos, film nights, quiz nights and a pre-loved uniform shop.

If you would like to become involved, we would love to welcome you, whatever time you have to offer.

Can you answer yes to any of the following:

- I am interested in my child's schooling.
- I can bake cakes and cookies.
- I can make a cuppa.
- I can wrap gifts.
- I can help for an hour or so at school fairs.
- I can collect items from shops.
- I don't want to be solely responsible for a task.
- I don't want to be tied down to meetings every week or month.
- I do want to attend informal meetings when I can, with tea/coffee.
- I would like to meet new people.
- I don't want a big commitment and may only be able to offer an hour here and there.
- I am ok at making notes.
- I can email.



We would love to have more people to help out, no matter how often. The more people we have, the easier our role is. You can email us or pass on a message via the school office.

 lightcliffepfsa@gmail.com

 www.facebook.com/groups/pfsalightcliffe



Governance

'God has given each of you a gift from his great variety of spiritual gifts. Use them well to serve one another.' **1 Peter 4:10**

We have an active governing board with a range of representatives, including parent governors. Being a governor is another way in which parents can be active members of our school community. Our Local Governing Board works with the leadership team, providing support and appropriate challenge, to ensure that the school operates as effectively as possible.

Ofsted acknowledges that the most successful schools demonstrate high standards of leadership and management - including that of the governing board.

Who can become a governor?

For a school to operate successfully, it requires a governing board with a balance and diversity of knowledge, skills and experience.

You must be aged 18 and over and do not need to be a parent. There is no requirement for you to have a formal understanding of the education system, just an enquiring mind, the ability to work as part of a team and the time to contribute and attend the half termly meetings.

Above all else, we are looking for governors who share our values and have a passion for improving the lives of the children and young people we serve.

As a governor, you will be able to:

- Draw on your professional and life experiences to inform discussion and decision making.
- Utilise and develop your skills in a board-level environment.
- Support and challenge the school to drive improvement for its whole community.



Interested in becoming a governor?

To find out more or express an interest in the role
www.abbeymat.co.uk/governance/join-us

Policies and Procedures

Absences

Illness: Please phone the school and either leave a message or speak to a member of staff before 9:00 am. You need to call every morning that your child is absent unless you know they will be absent for a longer period and make that clear in your message (e.g., if your child has had sickness or diarrhoea, in which case they must not return to school for 48 hours after the last bout).

Medical/Dental Appointments:

Non-urgent appointments should be booked outside school hours. When this is not possible, please inform the office in advance by email or telephone and ensure your child attends school before and after the appointment, as applicable.

Holidays and Other Planned Absences:

If you intend to take your child out of school for any other reason during term time, you must complete an Absence Request form in advance (found on our website under Parents / Useful Forms). Holidays will not be authorised during term time unless the Headteacher believes there are exceptional circumstances and may incur a Local Authority penalty.

School Meals

All children in Reception, Year 1, and Year 2 currently receive Universal Infant Free School Meals. For children in Years 3 to 6, our meals are currently priced at £2.75 per day, to be paid using our online payment system. School meals are ordered online a week in advance.

Free School Meals

Some children may be entitled to free school meals where parents receive qualifying benefits. Applications are dealt with by the Local Authority:

<https://new.calderdale.gov.uk/benefits/free-school-meals>

Dietary Requirements, Food Allergies & Intolerances

Our catering team can accommodate a range of dietary requirements and allergies. Please contact the school office for further information or if you have any questions.

If you are providing a packed lunch, we ask that lunches are healthy (no sweets) and do not contain nut-based ingredients e.g. satay, hazelnut chocolate, in order to keep others safe.

Snacks

We ask that your child brings a piece of fruit or vegetables for a mid-morning snack. KS1 children benefit from the free fruit in school initiative, but you are also invited to provide fruit or veg mid-morning snack in a named, re-usable container.

Milk

Our school operates a school milk scheme that is available to all children. This is free for all under-fives and subsidised for pupils aged five or older at around £15 per term. Please go to www.coolmilk.com to register your child.

Medicine

If your child has more complex medical needs, please ensure you detail them in the electronic Pupil Medical Form (this will be emailed to you prior to your child joining us). We will not administer ear/nose/eye drops or throat sprays.

Policies

Our policy documents can be viewed on our website.



We are a
**Nut Free
School**

Useful Contacts

We hope that the information in this guide has been helpful and reassuring. If you do have any further questions, please get in touch:

Chair of Governors

Mr Richard Monro

SENCO:

Mrs Monique McDonald

Office Manager

Mrs Beverley O'Rourke

Co-Headteachers:

Mrs Kate Dunkley and Mrs Adelle Hustler

School Business Manager

Mrs Helen Bell

Receptionist

Mrs Adele Hemingway

To contact any of the above please use the email address admin@lightcliffeprimary.co.uk

Lightcliffe C of E Primary School

Wakefield Road

Lightcliffe

Halifax

HX3 8SH

 01422 202235

 admin@lightcliffeprimary.co.uk



 www.lightcliffeprimary.co.uk



 facebook.com/@LightcliffeCEPrimary



 @LightcliffeCEPrimary

Our School Day & Term Dates



Our Uniform

Uniform page



Frank Harrison's



Branded school can be purchased from Frank Harrison's, Kershaws Garden Centre, Brighouse.

Non-branded items can be purchased from many high street stores, supermarkets and online shops.

Our Wraparound Childcare

The OOSCAL Club





Our PFSA

Parents, Friends and Staff Association




 www.facebook.com/groups/pfsalightcliffe

 lightcliffepfsa@gmail.com

Inspiring and flourishing together



Rooted in God's guidance, we inspire and are inspired. We value all, are kind to all and enable each other to succeed 

- Lightcliffe's Christian Vision is rooted in Psalm 1:3

Lightcliffe C of E Primary School
Wakefield Road, Lightcliffe
Halifax
HX3 8SH

 admin@lightcliffeceprimary.co.uk

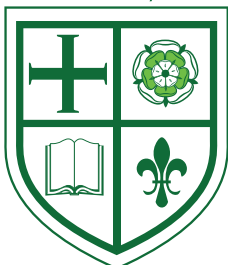
 facebook.com/@LightcliffeCEPrimary

 www.lightcliffeceprimary.co.uk

 [@LightcliffeCEPrimary](https://www.instagram.com/LightcliffeCEPrimary)

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Lightcliffe
C of E Primary School



A member of 
ABBEY MULTI
ACADEMY
TRUST