



# Bramley St. Peter's C of E (Aided) Primary School

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Headteacher: Mrs Ruth Esplin

*Journeying together  
with God*

Thursday 19<sup>th</sup> September 2024

Dear Parents/Carers,

Welcome back! We hope you had a relaxing summer holiday, although it may now seem like a distant memory, and are ready for the new school year. Here are some key dates and information for the year.

## Training days

We have three training days left for this academic year. The dates for these are:

- Friday 25<sup>th</sup> October – children will break up for the October half term break on Thursday 24<sup>th</sup> October.
- Monday 21<sup>st</sup> July – children will finish the school year and break up for the summer holidays on Friday 18<sup>th</sup> July.
- Tuesday 22<sup>nd</sup> July

## Forthcoming dates for this term

Please note that if changes need to be made, these will be shared with you as soon as possible.

Date	Event	Details
Thursday 19 <sup>th</sup> September	Phonics workshops for Reception parents/carers – 2.30 and 5.00	
Monday 23 <sup>rd</sup> – Friday 27 <sup>th</sup> September	Harvest celebrations	Over the course of the week we will be celebrating harvest and bringing in donations that will then be sent to the foodbank at St Peter's Church. Our Harvest services will be held on Friday 27 <sup>th</sup> September in Bramley Baptist Church. See below for more details.
Wednesday 2 <sup>nd</sup> October	Photographer in school	Each child will have their individual photograph taken and then there will be an opportunity for photographs to be taken with siblings (those who are in school). There will also be an opportunity for families to have a group photo which includes siblings not yet in school. The gym doors will be open from 8.15 and will close at 8.45. Any families wanting to have a photo taken should queue at the doors and photos will be taken on a first come, first served basis.
October		To recognise Black History Month, we will be undertaking a project on identity within our school community.
Tuesday 8 <sup>th</sup> October		Bramley Primary School Information Fair (organised by Bramley Cluster) for prospective pupils starting in September 2025. This will be held at the Fairfield Centre between 3pm and 5pm. Our school will be represented at this fair.
Thursday 10 <sup>th</sup> October		Flu vaccinations – please ensure you have signed up by following the link provided (by 3 <sup>rd</sup> October)



Thursday 17 <sup>th</sup> October	Y5 trip to the Jorvik Viking Centre	
Wednesday 23 <sup>rd</sup> October	Parents' evening	5 minute appointments between 3.20 and 7.00
Thursday 24 <sup>th</sup> October	<b>Children break up for the half term holiday</b>	
Friday 25 <sup>th</sup> October	<b>TRAINING DAY</b>	
Monday 4 <sup>th</sup> November	<b>Children return to school</b> Healthy: Inside and Out day	
Monday 11 <sup>th</sup> – Friday 15 <sup>th</sup> November	Respect week	
Tuesday 12 <sup>th</sup> November	Open morning	See section below for details.
Wednesday 13 <sup>th</sup> November	Y1 trip to Nell Bank	
Thursday 14 <sup>th</sup> November	School disco – more details to follow including times	
Friday 15 <sup>th</sup> November	Children in Need	Children may come to school in non-uniform
Wednesday 20 <sup>th</sup> to Friday 22 <sup>nd</sup> November	Y6 residential to Robinwood	
Monday 25 <sup>th</sup> November	White Ribbon Day	
Tuesday 26 <sup>th</sup> November	Open evening	See section below for details
Wednesday 4 <sup>th</sup> December	Christmas fair	3.30-5.00ish
Thursday 12 <sup>th</sup> December	KS1 Christmas performances	Parents/carers will be invited to these performances. They will be at 9.30 and 2.15.
Tuesday 17 <sup>th</sup> December	Reception nativity	Parents/carers will be invited to this performance. It will be at 2.15.
Thursday 19 <sup>th</sup> December	Carol services	We will be having our annual carol services at St Peter's Church – 9.30 (Rec-Y2) and 11.00 (Y3-6). Parents/carers welcome to attend.
Friday 20 <sup>th</sup> December	<b>Break up for the Christmas holidays</b> Christmas Jumper day	

### Other key dates for the year – please note events and details may change

Monday 6 <sup>th</sup> January	<b>Children return to school</b> Healthy: Inside and Out day
Tuesday 14 <sup>th</sup> January	Nurses in to perform checks of Reception and Y6 pupils
Friday 31 <sup>st</sup> January	Science day
Monday 10 <sup>th</sup> – Friday 14 <sup>th</sup> February	Writing and art project week
Tuesday 11 <sup>th</sup> February	Safer internet day
Friday 14 <sup>th</sup> February	Local charity day <b>Break up for half term</b>
Monday 24 <sup>th</sup> February	<b>Children return to school</b> Healthy: Inside and Out day
Monday 24 <sup>th</sup> February – Wednesday 5 <sup>th</sup> March	Galley Poetry Award class competitions.
Wednesday 5 <sup>th</sup> March	Lent service in St Peter's Church – 9.15-9.45 Rec – Y3, 10.00-10.45 Y4-6. Parents/carers welcome to attend.
Thursday 6 <sup>th</sup> March	World Book Day
Wednesday 12 <sup>th</sup> March	Galley Poetry Award final – parents/carers of the finalists will be invited.



Tuesday 1 <sup>st</sup> April	Easter services in St Peter's Church – 9.30 – Rec-Y2, 11.00 Y3-6. Parents/carers welcome to attend. Parents' evening 1 of 2 – appointments 3.20-5.00
Wednesday 2 <sup>nd</sup> April	Parents' evening 2 of 2 – appointments 3.20-7.00
Friday 4 <sup>th</sup> April	<b>Children break up for Easter holidays.</b>
Tuesday 22 <sup>nd</sup> April	<b>Children return to school</b> Healthy: Inside and Out day
Monday 5 <sup>th</sup> May	BANK HOLIDAY – no school
Monday 12 <sup>th</sup> – Friday 16 <sup>th</sup> May	KS2 SATs week (Y6 pupils)
Wednesday 21 <sup>st</sup> – Friday 23 <sup>rd</sup> May	Y4 residential to Cober Hill
Friday 23 <sup>rd</sup> May	<b>Break up for half term</b>
Monday 2 <sup>nd</sup> June	<b>Children return to school</b> Healthy: Inside and Out day
Monday 2 <sup>nd</sup> – Friday 13 <sup>th</sup> June	Y4 Multiplication Tables Check weeks
Monday 9 <sup>th</sup> – Friday 13 <sup>th</sup> June	Y1 phonics screening check week (checks for some Y2 children too)
Friday 4 <sup>th</sup> July	Sports day (Rec/Y1/2 9.15-10.30, Y3/4 10.45-11.45, Y5/6 1.45-2.45) – weather permitting
Monday 7 <sup>th</sup> – Friday 11 <sup>th</sup> July	Y1 bikeability sessions
Wednesday 16 <sup>th</sup> July	'Meet the new teacher' session for parents/carers 3.30-4.30
Thursday 17 <sup>th</sup> July	Y6 leavers' service in Bramley Baptist Church at 2.00
Friday 18 <sup>th</sup> July	<b>Children break up for summer holidays</b>
Monday 21 <sup>st</sup> July	<b>TRAINING DAY – children not in school</b>
Tuesday 22 <sup>nd</sup> July	<b>TRAINING DAY – children not in school</b>

### **Harvest celebrations**

Next week we will be celebrating Harvest. We will be holding our Harvest services in Bramley Baptist Church on Friday 27<sup>th</sup> September. Services will be at 9.30 for Y1-Y3 and 11.00 for Y4-6. We are inviting parents/carers to join us in these services. We also welcome food donations which will be given to the foodbank held at St Peter's Church. Please send donations into school before lunchtime next Thursday (26<sup>th</sup>).

### **Open Morning/Evening**

**Thursday 12<sup>th</sup> November 9.00 – 10.30 and Tuesday 26<sup>th</sup> November 5.00 – 6.30**

We will be holding an open morning and an open evening for prospective parents with children starting school (Reception) in September 2025. If you are thinking about Bramley St Peter's as one of your choice schools, then this is a good opportunity to see the school at work. If you are interested in your child joining our Nursery at some point in the next 12 months, you are also welcome to attend. Please also pass this information onto any other prospective parents who you feel may be interested.

### **Collective worship**

Collective worship is an important part of our daily routine in school. Each day collective worship happens with different groups, sometimes in classrooms and other times in the gym. Once a year, on a Friday, each class leads the collective worship for that day. The date of your child's class will be shared on the website and via class newsletters. Unfortunately, there is no room in the gym to invite parents/carers to these worship sessions.



## Uniform

May I take this opportunity to thank you for your efforts with ensuring your children have the correct uniform. The children across school look very smart. I would like to take this opportunity to ensure there is clarity around our uniform expectations. We want our pupils to be safe and smart. School is not a fashion parade as learning needs to be the focus. We are tightening up on children meeting our expectations and we thank you for supporting this.

Aspect	What this means
Red sweatshirt or cardigan - preferably with the school logo	This must be red and should preferably have our logo on.
Grey trousers, shorts, skirt or pinafore dress	These items should be grey and not black. Skirts, dresses and shorts should be of an appropriate length. Trousers does not include leggings.
Red checked or striped dress (optional for summer term)	Dresses with red checks or stripes and of an appropriate length.
White polo shirt (with collar)	This must be white and have a collar on.
White/grey socks	Any socks worn should be white or grey.
Plain black shoes or black trainers	Shoes and trainers should be ALL black. This includes laces, soles and logos. Trainers with multi colours on or coloured or white logos on are NOT part of our uniform expectations. Shoes should be safe and therefore anything with a heel is not permitted. Flip flops/sandals in the warmer months are not acceptable either as they are not safe, especially in the playground.

## PE kit

Children should also be smart for PE lessons but their outfit needs to be safe and practical for physical activity.

Aspect	What this means
Pumps (indoor only) or trainers	Black pumps are ideal for indoor PE. For outside PE lessons black (all black) or white (all white) trainers are more suitable.
Black shorts or jogging bottoms	Plain black shorts or jogging bottoms. These should not have logos or stripes etc on them. Shorts should be an appropriate length and should not be skin tight.
Red t-shirt - preferably with the school logo	A plain red t-shirt preferably with the school logo on. There should be no football shirts, tops with logos on or tops of other colours.
Draw string bag for PE kit	A bag is required for PE kits but the size is important to consider. Our cloakrooms are not big so large bags are not appropriate.

## Other aspects of uniform

Aspect	What this means
Watches	Watches are allowed in school but no smart watches are permitted. The size should also be considered as large watch faces can easily be caught.



Earrings	Children with pierced ears may wear a set of small, plain studs. Hoops, longer earrings and larger studs are not safe to wear in school and children will be instructed to remove them in school.
No other jewellery permitted.	Children should not wear any other jewellery in school. This includes bracelets and necklaces. These can easily be caught and are not safe.
Long hair should be tied back with an appropriately coloured (red, white or black) bobble.	Long hair should be tied back as children can be distracted by hair getting into their face, especially when they are leaning forward when they are working. Hair being tied back also reduces the possibility of children gaining/passing on head lice.
All other hair accessories should be appropriately coloured too. This includes braids and beads.	Hair accessories of any description should be in appropriate colours. Other colours can be distracting.
Extreme hair styles, including colouring, are not suitable and are strongly discouraged.	Hair styles should be appropriate for young children and for being in school. Again, school is not a fashion parade.
Nail varnish should not be worn in school.	Nail varnish should not be worn in school. Any nail varnish that is applied at the weekend/during holidays should be removed prior to a child being back in school.

**Please remember to ensure that all uniform is clearly named.**

We recognise that school uniform costs can soon add up and money may be short in your family at the moment. We have lots of unclaimed lost property and donated second hand uniform which we will have available regularly through the year. We will let you know about when these uniform exchanges will be. If you are struggling to provide the correct uniform, please speak to a member of staff in school.

### **Breakfast Club/After School Club**

Our Breakfast Club and After School Club provisions are both up and running again. Both Clubs now meet in the dining room and can be accessed via the side back door. Please use the intercom to communicate with staff. Here are some reminders about other details.

#### Breakfast Club

Timings	7.30 – 8.45am
Provision	Food will be provided for all children who arrive prior to 8.20. The menu includes toast (with the option of jam, marmalade etc), cereals, fruit and yogurts.
Cost	<ul style="list-style-type: none"> <li>• 7.30-8.45 – charge is £4 per day</li> <li>• 8.00-8.45 – charge is £3 per day</li> </ul>
Age of children	Breakfast Club is open to children of all ages, including those in Nursery.



## After School Club

Timings	3.15-6.00pm
Provision	Food is in the form of a 'snack' and the weekly menu includes beans on toast and soup and a bread roll. The main part of the snack is followed by a choice of fruit or a small yogurt. Food will be served just after 4.00 and all children in the Club at this point will receive this.
Cost	<ul style="list-style-type: none"><li>• 3.15-4.00 – charge is £5 per day (no food included)</li><li>• 3.15-5.00 – charge is £9 per day</li><li>• 3.15-6.00 – charge is £11 per day</li></ul>
Age of children	After School Club is open to children of all ages, including those in Nursery.

Please note, due to staffing numbers, we are not in a position to provide places for any child with significant additional needs which require one to one staff support.

**In order to access a place for your child, a booking MUST be made in advance.** This is so that the correct amount of food can be ordered and the appropriate staffing ratios are met. These provisions are services we provide and we reserve the right to refuse entry to any child not booked in. Bookings should be made via ParentPay. Moving forward, no more bookings will be taken over the phone or by e-mail.

### **Breakfast provision**

We are continuing to work with Greggs Foundation to provide all children with a piece of toast when they walk into their classroom in the morning. Starting the day with a full stomach is important and helps the children concentrate and learn more effectively. Please note this is not an alternative to breakfast.

### **Online payments**

For payments we use the 'ParentPay' system which allows you to pay for a range of aspects. These include dinner money, contributions for trips and fees for Breakfast Club/After School Club/Nursery. If you need login details or are having issues using the system, please either ring the office or e-mail [info@bsp.leeds.sch.uk](mailto:info@bsp.leeds.sch.uk).

Please ensure you pay regularly and promptly. Debts will be followed up and services will be withdrawn if a debt gets too large. For school dinners this means you may be required to provide your child with a packed lunch.

We also now take card payments in the office. All major credit and debit cards are accepted.

### **Milk money**

All children in Reception will receive milk along with children across school who are entitled to Free School Meals. These children have already been registered by school.

From Year 1 upwards milk needs to be ordered for your child to receive it if they are not entitled to Free School Meals (Universal Infant School Meals does not apply to this). This is done online and you need to register your child via <https://coolmilk.com/parents/>. The cost of milk is 27p per day. Milk



can be ordered for a term or the full academic year. Please note your child will not receive milk unless you have ordered it online.

### **Dinners**

Our Reception, Year 1 and Year 2 children are entitled to free school dinners. Please note this is different than 'Free School Meals'. Entitlement to Free School Meals is based on receiving specific benefits. If you believe you are entitled to Free School Meals please speak to one of the office team.

The cost for Key Stage 2 (years 3 to 6) is £2.75 per day (£13.75 for the week). Payment can be made in the school office or online via ParentPay and needs to be made in advance. Any debt reaching £50 will be followed up with you and non-payment may result in the service being withdrawn and a packed lunch being required for your child (provided from home).

We are in the process of reviewing the system of parents/carers ordering their child's meal choices on ParentPay and we will inform you of the new system when it is in place.

### **Children being collected from school**

For safeguarding reasons the following expectations are in place:

- Children will only be released, at the end of the school day, to a known adult. Any siblings who are asked to collect must be over 16. Communication with class based staff is essential if the person collecting is different than normal e.g. family friend.
- Children in Y6 are permitted to walk home on their own. This is only when a signed consent form has been received from a parent/carer.

### **Expectations when on the school site (anything past the school gates)**

For safeguarding/health and safety reasons the following expectations are in place:

- Dogs, or any other animals, are not permitted past the school gates.
- Anyone riding a bike/scooter should dismount before entering the school premises and only get on their bike when through the gates. This includes younger siblings too e.g. on balance bikes.
- Bikes/scooters should especially not be ridden in the car park, in order to get to the bike storage area. This is primarily a staff car park and therefore bikes/scooters should be walked through.
- There should be no smoking and this includes the use of vapes.
- Children use the trim trail at their own risk when school staff are not supervising.
- No children should be walking/running/climbing on the wall along the fence on Hough Lane. The surface is very uneven.

### **Conduct of parents/carers**

May I remind you about your conduct whilst on the school premises, especially at the main office and in the playground. We have had instances in the past where staff members have been spoken to in a rude and aggressive manner. This is not acceptable. I can assure you that we take all legitimate concerns seriously and any constructive criticism which genuinely improves our practice is always welcome. This should be done in a professional and polite manner. Approaching a child or other parents/carers about their child is not appropriate and should not be done. If you have a concern about another child, please inform the class teacher.



## **Mobile phones**

Children are not permitted to bring mobile phones into school unless they are in Year 6. Permission for Year 6 pupils is only granted through parents/carers completing a consent form and returning this to school. Mobile phones should be switched off during the day and handed to their class teacher at morning registration. They are then stored away and given back to the children at the end of the school day. This is a privilege and one that can be taken away from any child not meeting the expectations set.

May we also remind you that, when in the school building, parents/carers are not permitted to use their phones. This is especially important if you are in the main entrance as this is a working space for staff.

## **Use of Seesaw for communication**

Seesaw is our main form of communication between home and school and a way of passing messages on quickly to parents/carers. Please ensure you are signed up to the system and add other family members where this is appropriate. There can be as many adults as required for a child added to the system. Please pass e-mail addresses to class teachers or the school office and links can be sent out.

This half term we will be supporting parents/carers to access Seesaw through help guides and help stands in the playground. There is an expectation that parents/carers access Seesaw in order to be communicated with.

There are also some parameters that need to be understood.

- All whole school letters will be posted as an announcement.
- Reminders about a range of aspects such as school events and the cancellation of clubs will be posted as an announcement to the relevant groups of parents/carers.
- Absence notifications should NOT be made via Seesaw accounts.
- Communication with class teachers may be made via Seesaw. Please note though teachers will not be on Seesaw first thing in the morning, as they are preparing for the school day, or during the school day, as they will be teaching their class. Messages will be read and responded to during working hours to enable our staff to maintain a balance between work and home.
- Any communication via Seesaw will be responded to within 5 working days by school staff. More urgent matters, e.g. safeguarding concerns, will be responded to more quickly. Please note though, in these instances, passing messages via Seesaw will not be the best approach. Ringing the school office would be more efficient.

## **'Stay and ...' events and family breakfasts**

This year we will again be holding a range of 'stay and ...' events in school. This is where parents and carers are invited and encouraged to come into school to spend time with their child. Each event will have a focus e.g. 'stay and craft' and dates for the year are currently being set. Family breakfasts allow families to come into school before the school day starts and enjoy a light breakfast together. The dates for all these events will be shared with you in due course.

## **Asthma and allergies**

Moving forward we intend to hold information about medical conditions and allergies for children that has been shared by a medical professional. This is the only information we will hold in school



and we will not accept communication from parents/carers of diagnoses without medical information to support this.

If your child has a diagnosed allergy and/or asthma, we will need a form completing to inform us of this. The forms can be collected from the office or your child's class teacher and need completing by a medical professional. This is to ensure that, as we are not medical professionals, that we hold accurate information and understand the procedures that might be needed for your child.

Please note if your child has a medical condition or disability, you should contact our SENDCO, Mrs Prouse, as different information is required.

### **Absences**

If your child is absent from school, please remember to ring the school office and alert us to the absence. It is not appropriate to message the class teacher on Seesaw as this will not be picked up prior to the start of the morning.

Please note if your child is absent and we have not had contact from you by 10.00am their lunch order for that day will be cancelled. If your child is brought in after this time then they will need to bring a packed lunch otherwise they will be provided with a basic lunch, not their ordered school dinner.

We are also becoming increasingly concerned about the number of children arriving late or being collected early from school. This impacts on your child who misses vital learning and the school staff who have to deliver/collect your child and move away from their work tasks. Appointments should be made outside of school hours, also leaving enough travel time for them not to be collected early.

### **Financial difficulties**

We recognise that times are financially hard for some families. Our school budget has also become stretched with costs increasing, levels of need rising and no additional money coming in from the Government. Please note the following points:

- If you are struggling financially, please speak to a member of staff. Members of the Senior Leadership Team, pastoral team or office team can be approached in confidence. We will try and support you as best we can.
- Please keep regular payments e.g. dinner money up to date. Aspects such as providing hot dinners are a service we provide as a school. Services can and will be withdrawn if debts are accrued.
- All school trips will include a payment plan option. This means the contribution you make can be paid in a number of instalments. Notice will be given in good time of trips happening.

### **Website**

The website is a useful source of information. The calendar dates are being added for the year, all our whole school letters are added to the newsletters section and year groups add information on a regular basis.

Thank you for your ongoing support and we look forward to a successful year ahead of us.

Yours sincerely,

Mrs Ruth Esplin  
Headteacher

