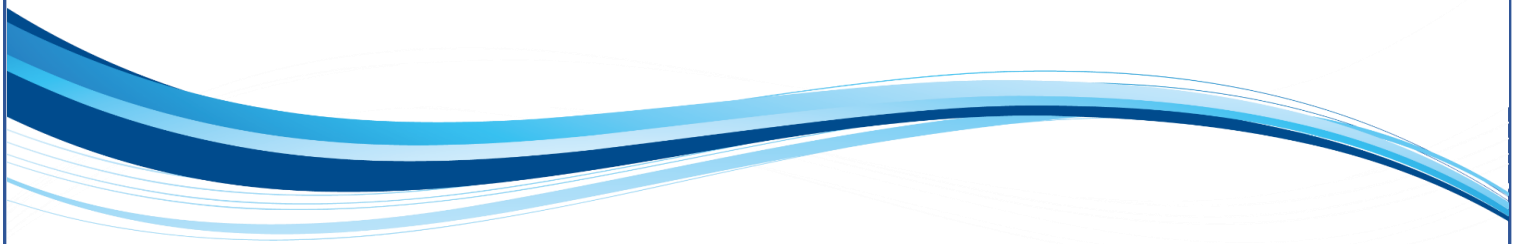




**Holy Trinity CE (VA) Primary School**

# **Parent Handbook**

**A Handbook of Key Information  
2025/2026**



## **Attendance & Lateness**

Regular and punctual attendance is an essential prerequisite for effective learning. At Holy Trinity we aim to develop an ethos which demonstrates to children, parents/carers and the wider community how much we value good attendance and punctuality.

It is imperative that children are in school on time as lessons start promptly at 8:55am following registration. Any child arriving later than 8.55am should enter school via the main entrance reporting to the office staff as all other doors will be closed.

If accompanied, a parent or carer should enter a reason for the lateness on our signing in system, which will be added to the register. Lateness will be monitored by the Headteacher and the Educational Welfare Officer. Pupils who are constantly late are disrupting not only their own education but also that of others. Where persistent lateness gives cause for concern further action will be taken.

If your child for any reason is not in school, please ensure that you contact the School Office before 9:30am via Parent Hub or telephone (01924 266543).

### **Holidays**

The school has a zero tolerance policy to parents taking pupils out of school during term time and parents are made aware that school will not authorise absence for any child whose parent books a family holiday during term time.

Governors have agreed that term time holidays are only authorised under very exceptional circumstances. Parents are required to complete a 'request for absence' form on the school app if they intend to take their child out of school for a holiday. School will then send a reply letter to the parents stating whether the absence will be recorded as authorised or unauthorised. On the child's return to school the EWO is contacted with details of absence and a penalty notice is issued by the LA to the parents if the absence has exceeded 4 days (not necessarily consecutive).

## **Behaviour**

We have rules to make the school a fair and safe place for all children. We try not to have too many and we explain those we do have to the children.

All classes begin the year by agreeing a code of conduct for their classroom based on the following 3 main principles. These principles apply to the whole school community:

### **Our Rules**

1. Be Ready
2. Be Respectful
3. Be Safe

The majority of children at Holy Trinity behave very well and respond to positive encouragement. We aim to create an ethos where children's strengths, achievement, attitude and positive behaviour are continually acknowledged and reinforced by praise (see Rewards in our Behaviour Policy). We will always praise improvement, however small and whatever the starting point.

When a pupil's behaviour falls below an acceptable standard, a range of sanctions will be enforced (see Sanctions in our Behaviour Policy). Through working closely and openly with pupils and their families, we aim to resolve behavioural issues at the earliest possible stage.

### Breakfast club

We operate a Breakfast Club every morning which is available to all children except those in Nursery. Breakfast Club runs term time only and there are two sessions available to select:

7:30 – 8:50    £6.00 per session  
 8:15 – 8:50    £3.00 per session

Places are available to book via the app, Parent Hub. Payment must be made via our online payments system, Parent Pay, and will be charged in advance.

### Class assemblies

Classes from Y1 to Y6 will have one Class Assembly during the academic year which parents are invited to. All Class Assemblies take place in the school hall at 2:45pm.

### Clubs

We offer a wide range of after school clubs, which run until 4:15 pm.

<b>MON</b>	<b>Art Club</b> – Years 1 & 2 <b>Drums</b> – Years 5 & 6
<b>TUES</b>	<b>Forest School</b> – Years 1 & 2 <b>Lego</b> – Years 1 & 2 <b>Books and Comics</b> – Years 3 & 4 <b>Netball</b> – 4, 5 & 6 <b>Cooking</b> – Years 5 & 6
<b>THURS</b>	<b>Sewing</b> – Years 3 & 4 <b>Choir</b> – Years 3, 4, 5 & 6 <b>Football</b> – Years 5 & 6
<b>FRI</b>	<b>Football (girls only)</b> – Years 4, 5 & 6

## **Collection and drop off arrangements**

### ***Lower Foundation (Nursery)***

We aim to be flexible to parents needs and can accommodate a variety of attendance patterns, utilising Universal Entitlement (15 hours per week) and Extended Entitlement (30 hours per week).

Full day and morning children should arrive at school for a 8:50am start and enter school using the gate on Church Street which leads to the Nursery classroom.

Morning only children should be collected at 11:50am from the Nursery classroom which again should be accessed using the gates that open directly onto Church Street.

Children attending on an afternoon should arrive at school for a 12:30pm start and enter school using the gate on Church Street which leads to the Nursery classroom.

All children should be collected at 3:30pm from the Nursery classroom which again should be accessed using the gates that open directly onto Church Street.

### ***Upper Foundation (Reception)***

Reception children should arrive between 8:50am and 8:55am.

Miss Bradshaw and Mrs Sharp's classroom can be accessed using the first ramp in the main playground (found immediately on the right as you enter the gates).

Mrs Dickson's classroom can be accessed using the second ramp in the main playground.

All Reception children should be collected at 3:10pm from their classroom door.

### ***Year 1 & 2 (Key Stage 1)***

Key Stage 1 children should arrive between 8:50am and 8:55am and should enter the main playground unaccompanied where staff will greet and direct them.

Key Stage 1 children should be collected from the main playground at 3:15pm. Parents should form a line opposite their child's class (beginning of the line will be marked out with a cone). Children will then be released one at a time.

### ***Year 3 – 6 (Key Stage 2)***

Key Stage 2 children should arrive between 8:50am and 8:55am and should enter the main playground unaccompanied and head straight to their classrooms.

At 3:20pm, Key Stage 2 classes will be led into the main playground for collection at the end of school.

3OP, 3/4RM and 4LT will line up and children will be released to parents individually.

5GB, 5/6SW and 6AH are not released individually as many walk home without parents, however those who don't, wait with their teacher until they can see their parents.

## **Communication**

We use the Parent Hub app as our primary method of communicating with parents. Please install this app on your mobile phone and register yourself on it. The mobile phone number must match the number we have on record for you for the app to work so please report mobile phone number changes to us immediately. Please ensure you check the app regularly for messages.

## **Social Media**

Our main form of communication with parents is via the Parent Hub App, however we also have a school and class X accounts as an additional means of communication between school and home. We 'post' regularly with photos/videos of what is taking place in school and also to celebrate children's work.

Our X accounts are public and can be accessed by searching for Holy Trinity Ossett.

Our social media is not intended for direct communication with members of staff or for any concerns you may have. May we also request that no child is identified by their full name on social media.

## **Friends of Holy Trinity (FoHT)**

We are fortunate to have a Friends of Holy Trinity group that has been an integral part of the school community for many of years. During this time the Friends of Holy Trinity have raised thousands of pounds, which has been spent on equipment and resources to enhance our children's education and the school's facilities.

The Friends of Holy Trinity meet on a regular basis to plan events and activities across school. We are well supported by other parents and staff within school and actively encourage new members to join us.

Friends of Holy Trinity is also about much more than simply fundraising. The Friends of Holy Trinity exists to provide closer links between home and school and it is an excellent way to bring staff, parents and friends together socially in support of the school, working towards a common goal. It is fun too - just ask any of the committee members or FoHT helpers.

## **Governors**

Governors make an extremely valid contribution to the school's strategic direction. They know our school very well. Governors receive regular reports from the Headteacher and various committees. Through its committees, the Governing Body scrutinises the work of the staff and pupils and asks challenging questions of the Senior Leadership Team and teachers.

## **Our Governors**

Miss R Quayle (Chair of Governors & Local Authority Governor)  
Mrs L Flett (Vice Chair of Governors & Foundation Governor)  
Mr J Wood (Headteacher)  
Mrs L Waller (Foundation Governor)  
Mrs J Carrier (Parent Governor)  
Revd A Griffin (Ex Officio)  
Mrs B Boome (Associate Governor)  
Miss K Duckett (Parent Governor)  
Mr J Page (Foundation Governor)  
Mr N Hammill (Foundation Governor)  
Mr M Rhodes (Foundation Governor)  
Mrs S Wilson (Staff Governor)

## **Homework**

The school day is very busy for the children. As a result of this, we are keen that homework is not excessive and we do not believe it should detract from quality family time, playing out, sports clubs etc. Our approach to homework reflects this belief. Our expectations for 2025/26 are:

### **Years 1 & 2**

Regular use of Time Tables Rock Stars  
3 optional projects per half term  
A list of spellings for Year 2 per half term

### **Years 3 to 6**

Regular use of Time Tables Rock Stars  
Regular use of White Rose Infinity  
3 optional projects per half term  
A list of spellings for Years 3 to 6 per half term

Spellings and projects are available on the website. In addition to the tasks above, we expect children to read regularly at home, both with an adult and independently.

## **Inspire mornings**

Classes from Y1 to Y6 will have one Inspire Morning during the academic year which parents are invited to. These events are a great opportunity for parents to get a flavour of our curriculum whilst working alongside their child.

All Inspire Mornings begin at 10:00am and finish at approximately 11:30am.

## Lunchtimes

All children in Upper Foundation and KS1 are currently offered free school meals.

For KS2 children, school dinners cost £2.95 per day. All our dinners are freshly cooked to order on site by our excellent kitchen staff.

We operate a cashless system for school meals and we do not accept cash payments. Payment must be made online at [www.parentpay.co.uk](http://www.parentpay.co.uk) and you are encouraged to pre-order your meals at home.

If you think you may be eligible for free school meals please contact the school office for more information. We urge all families who qualify for free school meals to apply for it as it also triggers a Pupil Premium payment for school which we can spend on your children and our curriculum.

## Packed Lunches

Children are welcome to bring packed lunches instead of having school dinners. We ask that packed lunches offer children a healthy and balanced meal and do not contain flasks of hot soup/drink or any kind of glass containers. Please do not include nuts, chocolate, fizzy drinks or sweets in your child's packed lunch.

## Medicines

We will only administer medication which has been specifically prescribed by a doctor. In the case of short-term prescriptions the dosage must be 4 times per day. For all prescription medications, including inhalers and Epipens, a *Medication Permission* letter must be completed – this can be obtained from the school office.

## Mobile phones

Children are only permitted to bring mobile phones to school in exceptional circumstances. This may include pupils in years 5 & 6 who walk to and from school without their parents.

Under no circumstances should children use mobile phones on the school premises.

Mobile phones will be `banked` in the place provided in year 5 & 6 classrooms. The phone can be retrieved at the end of the day. School will accept no responsibility for replacing lost, stolen or damaged phones.

## Multiplication tables

By the end of Year 4 the National Curriculum states that children should know their times table to 12x12. With this in mind, children need to be having regular practise at multiplication tables that is appropriate to their stage of learning. The aim will be for the children to firstly know the multiplication tables and then once they know them to improve their speed so that they are quickly able to recall them. They will also look at associated division facts. We believe that a 'little and often' approach will help

the children to become better at this and so we urge parents to support their child's tables practise at home.

## **Music lessons**

Music instrument lessons are available to children from year 3 onwards in the first instance – on an annual basis and are limited in number. Recruitment for new musicians usually takes place from late Summer Term until early Autumn Term each year. This is undertaken by the school and the peripatetic teachers whose hours are purchased from Wakefield Music Services according to demand. Decisions about suitability for instruments and lessons are made solely by the music teachers who do not work for the school. The range of instruments on offer will depend upon the availability of appropriate music teachers. There are fees for music lessons and they are payable termly via Parent Pay. Further information can be obtained from the school office.

## **Playground rules – before and after school**

We must request that children do not use the play equipment in the playground at the end of the school day. These are not times of day when we would supervise the children in these areas and therefore to avoid any concerns, injuries or problems we must ask that the children are not allowed to play on site at these times. We also ask that children remain fully with adults during these times of day and are not left to run around the playground. This includes pre-school age children. If you bring a bike or scooter to school, we must request that your child does not ride these in the playground.

Dogs (except guide dogs) are not permitted in the school playground at any time.

## **Raising concerns about your child**

Any concerns about your child of any nature should in the first instance be reported to the class teacher. Involvement from more senior colleagues may then be instigated if required. This is the process we would like you to follow and attempts to solve concerns immediately with the class teacher is vital and is hence the first and most logical step.

Step 1: Class Teacher

Step 2: Senior Leadership Team

Step 3: Headteacher

Please feel free to speak with class teachers at the start and end of the school day but be aware that teachers will be supervising other children at these times and so making an appointment may be more appropriate.

## Reading

At Holy Trinity we place a big emphasis upon the importance of reading. Being a good reader unlocks so many opportunities through life and we ensure that every school day includes time for children to develop their reading skills.

All children have a school reading book which we expect them to read on a daily basis. Please support your child's reading by encouraging them to read at home and by listening to them read on a regular basis. Please also question your child's understanding of the book they are reading to assist with their comprehension skills. More guidance on supporting comprehension can be found on our website.

## Reporting to parents

We hold two Parents Evenings per year to give all parents the opportunity to meet face to face with their child's class teacher to discuss their progress and wellbeing.

We openly encourage further conversations / meetings between class teachers and parents should any other issues or concerns arise during the year.

Parents also receive a written report for their child at the end of the year.

## Rewards system

At Holy Trinity, we love to celebrate children's achievements. We do this in a number of ways:

- Daily comments, praise and interactions with staff
- Non verbal praise – thumbs up, smiles, nods
- Written positive comments in books
- Sending children to share their work and achievements with others
- Stickers
- Displaying work and achievements around school
- 'Positive Notes' are sent home
- Weekly 'Above & Beyond certificates are given out
- Half termly postcards home
- Additional responsibilities
- Hot chocolate with the headteacher
- Headteacher's special awards basket

## Safeguarding

**Holy Trinity Primary School is fully committed to safeguarding and promoting the welfare of children and we expect all staff and volunteers to share this commitment.**

We have a number of policies and procedures in place that contribute to our safeguarding commitment, the most pertinent of which can be found on our website.

If you have concerns about the safety or wellbeing of any member of our school community then please contact our school Designated Safeguarding Leads.

Alternatively you can contact Social Care Direct on 0345 8503 503.

## Our Designated Safeguarding Leads



Mr J Wood  
(Headteacher)



Mrs S Wilson  
(Deputy Headteacher)



Mrs V Dickson  
(EYFS Lead)



Miss J Skipworth  
(KS1 Lead)



Miss R Quayle  
(Chair of Governors)

## **Snacks and drinks**

In Foundation Stage and Key Stage 1 we provide healthy snacks at break so children should not bring their own.

In Key Stage 2 children are allowed to bring their own 'healthy' snack with them to school to be eaten at morning playtime. Sweets, crisps, chocolate are not allowed.

We encourage all children to have a water bottle at school with them so that they can stay hydrated. No other drinks should be brought to school other than those that form part of a packed lunch which should not be fizzy or hot.

## Staff

**Headteacher:** Mr J Wood (Designated Safeguarding Lead)

**SEND Co-ordinator:** Miss L Sheridan

**Nursery Class Teacher (Lower Foundation):** Mrs P Ward

**Reception Class Teachers (Upper Foundation):** Mrs V Dickson (EYFS Lead),  
Mrs E Kirby, Mrs E Sharp

**Year 1 Class Teacher:** Miss C Swain

**Year 1/2 Class Teacher:** Miss J Skipworth (Y1/2 Lead)

**Year 2 Class Teacher:** Mrs E Hammond

**Year 3 Class Teacher:** Mrs K Peers & Mrs Z O'Toole

**Year 3/4 Class Teacher:** Mrs J Radwell & Mrs V Mullins (Y3/4 Lead)

**Year 4 Class Teacher:** Mr L Taylor

**Year 5 Class Teacher:** Mr G Birrell

**Year 5/6 Class Teacher:** Mrs S Wilson (Y5/6 Lead)

**Year 6 Class Teacher:** Miss A Horner

**Nursery Nurse:** Mrs J Crowther

**Learning Mentor:** Mrs L Coultrup

### Learning Support Assistants:

Mrs E Lawton (HLTA)

Mrs J Gleghorn (HLTA)

Mrs V Harvey

Mrs O Askew

Mrs B Bryan

Miss R Swift

Mrs L Lamb (HLTA)

Mrs L Gures (HLTA)

Mrs G Long

Mrs N Rollin

Mrs M Gale

### SEND Assistants:

Mrs A Morris

Mrs V Harvey

Mrs T Lawn

Miss C Hoult

Miss J Beevers

Ms L Long

Miss J Atkins

### Breakfast Club Assistants:

Miss J Vincent (Leader)

Mrs V Oldroyd

Ms L Long

### Lunchtime Supervisor Assistants:

Mrs T Lawn (Senior Supervisor)

Miss C Rushworth

Mrs A Leech

Mrs L Taughran-Duffy

Miss S Stanley (Senior Supervisor)

Mrs T Crook

Mrs A Shepherd

Mrs R Clay

**Domestic Assistants:**

Mrs A Leech

Mrs T Lawn

Miss C Rushworth

**Business Manager:** Mrs D Smales

**Office Administrators:**

Miss J Vincent

Mrs J Benn

**Caretaker:** Mr A Feather

## **Timetable**

### ***Nursery***

08:50 – 11:50	Morning session
12:30 – 15:30	Afternoon session

### ***Reception***

8:50 – 8:55	Arrival and registration
9:00	Early Years curriculum
11:45 – 13:00	Lunch
13:15	Registration
13:20	Early Years curriculum
15:10	End of day

### ***Infants & Juniors***

8:50 – 8:55	Arrival and registration
9:00	Curriculum
10:55	Playtime
11:10	Curriculum
12:00 - 13:00	Junior lunchtime
12:00 - 13:15	Infant lunchtime
13:00	Junior curriculum
13:15	Infant curriculum
14:20	Infant playtime
14:45	Collective Worship
15:15	End of day (KS1)
15:20	End of day (KS2)
15:20	After school clubs

## Trinity Church

As a Church Aided school we have close links with Trinity Church, which is situated just a few hundred yards up the road from us.

Reverend Griffin, the vicar at Trinity Church, visits us on a regular basis to deliver a whole school collective worship and visit classes across school. Trinity Church is the venue for events such as Harvest Festival and the Christmas and Easter services. We also use the Church building and grounds as part of our curriculum to enhance the children's learning.

## Uniform

It is an expectation that ALL our pupils come to school in the correct uniform and that this uniform is clean and fits properly. School uniform can be purchased from The Box in Ossett and [www.schooltrends.co.uk](http://www.schooltrends.co.uk).

### **School Uniform**

- grey or black trousers/shorts/skirt or a pinafore dress (a pale blue and white gingham dress can be worn in summer)
- plain white shirt or white polo shirt
- royal blue jumper or cardigan, preferably with school logo

ALL footwear must be smart and plain black or dark grey. Socks/tights must be plain black or dark grey.

### **Indoor P.E. Kit**

- navy, black or white shorts
- plain white t-shirt
- no footwear required

### **Outdoor P.E. Kit**

- navy, black or white shorts
- white t-shirt
- outdoor trainers (in a carrier bag as these might get muddy)
- navy or black tracksuit for colder weather

Long hair must be tied back and all jewellery removed.

ALL children must bring their full PE kits with them on their allocated PE days.

## Website

Our website is an invaluable source of additional information about school life, including our key policies for your information:

[www.holytrinityossett.co.uk](http://www.holytrinityossett.co.uk)

Holy Trinity CE (VA) Primary School

Church Street

Ossett

West Yorkshire

WF5 9DG

01924 266543

[headteacher@holytrinity.wakefield.sch.uk](mailto:headteacher@holytrinity.wakefield.sch.uk)

[enquiries@holytrinity.wakefield.sch.uk](mailto:enquiries@holytrinity.wakefield.sch.uk)