



# Prospectus



**“Learning through hard work, friendship  
and fun”  
2025 - 2026**

# Welcome



Dear Parents and Carers

## **Welcome to Mill Lane Primary School**

This booklet aims to answer any questions you may have about how our school is organised and to help you understand more about Mill Lane Primary School. As a school we look forward to sharing an important period of your child's life with you. We want you and your child to feel welcome and valued as important members of our school community.

Our school promotes positive relationships to create a happy, secure, caring, positive and fun environment where children have the right to learn and adults have the right to teach.

We welcome and value all members of our school community and respect them as individuals. We create an atmosphere where everyone has high expectations with regard to behaviour, emotional and spiritual well-being, academic and physical development.

We hope you will encourage your child to contribute to the life of the school and take part in and enjoy the many opportunities provided for them.

We hope that your association with our school will be a long and happy one.

Yours sincerely



*Christie Barlow*

Miss C Barlow  
Headteacher

## Introduction

Thank you for your interest in Mill Lane Primary School and for taking the time to find out about our provision. Making the decision about which school is right for your child can be a difficult one but we hope that this prospectus will help you make that decision and give you a flavour of Mill Lane and the learning opportunities that we provide here.

Mill Lane Primary School is a co-educational school catering for the 3 - 11 age group. We are situated on the edge of Hanging Heaton. We have a governor led nursery that serves the local area. Many children transfer directly from the nursery into main school to ensure continuity in education and friendships.

Built in the 1890s the school was refurbished in 2006. There are at present seven teaching areas plus a hall, a head teacher's office, admin office, a staffroom, library, meeting room, reprographics and resource room and a dining room. The dining room is situated in the basement. To the exterior there is a large tarmac playground with an enclosed multi-use games area, covered shelter, climbing walls, activity markings and a trim trail.

The playground has been further enhanced with the addition of an outdoor gym.

## Visits to school

We encourage prospective parents to visit our school. Please ring school and speak to us if you are considering Mill Lane Primary School for your child(ren).

## What Ofsted says about Mill Lane



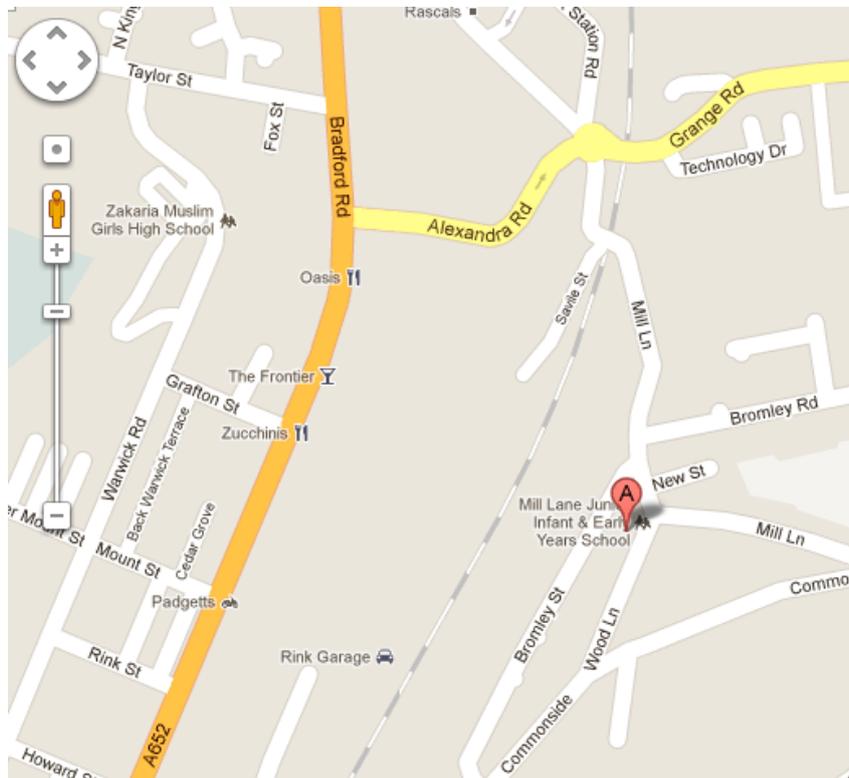
Ofsted visited Mill Lane Primary School on July 9th and 10th 2024 and judged us to be good. The full report can be found on our website - [www.mill-lane.org.uk](http://www.mill-lane.org.uk)  
All Ofsted reports can be found on the following Government website:  
<https://reports.ofsted.gov.uk>

## School contact details

School Address: Mill Lane Primary School  
Mill Lane  
BATLEY  
WF17 6EG

Telephone No: 01924 477544  
E-Mail Address: [office@mill-lane.org.uk](mailto:office@mill-lane.org.uk)  
Website: [www.mill-lane.org.uk](http://www.mill-lane.org.uk)

School office open: 8.00am - 4.00pm



## School Organisation

Children spend 8 years at Mill Lane school from Nursery through to Year 6 and each year group is classified as follows:

- 3 - 4 years old           Nursery
- 4 - 5 years old           Reception
- 5 - 6 years old           Year 1
- 6 - 7 years old           Year 2
- 7 - 8 years old           Year 3
- 8 - 9 years old           Year 4
- 9 - 10 years old         Year 5
- 10 - 11 years old        Year 6

The number of pupils on roll and the number in each year group govern the arrangement of classes. This often changes from year to year. Class sizes are kept as small and balanced as possible. Within each class, pupils are taught individually, in groups and as a whole class according to their learning needs and ability.

All children from year 1 to year 6 study the National Curriculum. Reception and Nursery children follow the Early Years Foundation Stage Statutory Framework which underpins all future learning by supporting, fostering and promoting children's development.

In addition to the statutory curriculums we follow, we place great emphasis on physical and mental health. We want all our pupils to be fit for life.

## Communication with Families

The school uses every opportunity to communicate effectively with all community members. This is achieved using a range of strategies including:

- Letters home via Parent Hub app
- Email
- Telephone
- Direct Messages via Parent Hub
- Newsletters
- School website
- Parents' evenings
- Reports

Any concerns or queries you may have about your child(ren) should be directed, in the first instance, to their class teacher. This can be done by ringing the school office to arrange either a telephone call or a meeting.

General queries should be directed to the school office.

## School Day

We run a breakfast club every morning from 8:00 am - 8:45 am for all children. Please ring the school office if you want a place and pay for sessions on Parent Pay in advance.

Children have breakfast and drink and have the option to join in organised, active games each day.



It is vital that ALL children receive a complete and full education and in order to do this they need to be in school on time and ready to learn **before** registration every day.

Doors open - 8.45 am

Doors & gate closed - 9.00am

Registration - 9.00 am

Morning session - 9.00 am - 12.00 noon

Lunch 12.00 noon - 1.00pm

Afternoon session 1.00 pm - 3.30 pm

Hometime 3.30 pm

Children in years nursery up to and including year 2 will be passed to a known adult at the end of each school day/session. We will only release a child to an adult (over 16 years of age) unless you have requested in writing that we do something different.

If a new adult is to pick up your child, please contact the school office where we will set up a password.

Children from year 3 upwards will be released from school independently.

We run after school clubs throughout the year which are advertised via the Parent Hub app.



# Attendance & Punctuality

It is vital that children attend school so that they can achieve their potential.

Children who attend school regularly can benefit from improved academic outcomes and better friendships.

If your child is not in school we cannot teach them.

Every day, the head teacher monitors the school registers and contacts any parent if we do not know where their child is. This is not because we are nosy or we do not trust you—this is because we have a legal duty to make sure all the children in our school are safe.

If your child is ill and will not be in school it is important that you let us know as soon as possible. If we cannot contact you by telephone we may have to conduct a home visit.

At Mill Lane Primary School, we encourage both good attendance and punctuality in a variety of ways.

Every week we have an Attendance Assembly where we celebrate all children who have been to school every day the previous week.

Each day that a class has all children in the classroom on time for the register, they earn £1 to be spent on a class treat at the end of the year.

Any child who has over 95% attendance and has arrived at school late fewer than 10 times will be rewarded at the end of the year.

Any child who has over 98% attendance and has arrived at school late fewer than 10 times will be eligible for another treat.

We know that sometimes children are ill but often children can be kept at home when they just have a sniffle—we will always send a child home from school if they are not well.

Some families take their children on holiday or for extended trips abroad during school time—this is very disruptive for the child concerned and there are now increased penalties in place if this happens—please see our Attendance Policy which can be found on our website - <https://www.mill-lane.org.uk/>

We always seek to support families to improve attendance and/or punctuality so, if you feel you may benefit from support, please let us know .

The government sets a target for all children to attend school at least 95% of the time—this means they need to be absent for fewer than 10 days.

## School Meals

The school runs its own very successful meals service; the meals offered are nutritious and fresh produce is used. Children choose their own meal from the set daily menu during registration. This ensures that the children get the meal of their choice at lunchtime.

School dinners cost **£2.85 per day or £14.25** per week. Dinner money must be paid using our online service on [www.parentpay.com](http://www.parentpay.com)

If you think your child is eligible for free school meals please ring 01484 221928 for further information or you can complete an on-line application form at [www.kirklees.gov.uk/freeschoolmeals](http://www.kirklees.gov.uk/freeschoolmeals). If you would like help with this please ask at the school office.

## Packed lunches

Children in years 3-6, who do not have a school meal, may bring a packed lunch.. Please ensure that packed lunches are brought to school in a secure container labelled with your child's name and with appropriate food hygiene precautions taken.

Water (plain unflavoured water and not fizzy) should be brought to school in plastic flasks or bottles or safe containers. In the interest of health and safety, children must not bring cans or glass bottles. Children's lunches need to be healthy, therefore, crisps, sweets, fizzy drinks and chocolate are not allowed. **NO NUTS OR PRODUCTS CONTAINING NUTS, eg chocolate/nut spread, ARE ALLOWED IN SCHOOL.**

If your child forgets his or her packed lunch we will try and contact you. If we are unable to do so, we will provide a school meal and ask you to reimburse us later.

## Reception, Year 1 and Year 2

If your child is in Reception, Year 1 or Year 2, they will be able to choose from two/three hot meals or a range of sandwich options each day. Every child will be entitled to choose from the same range of puddings regardless of the main meal they have chosen. Full menus are available on the school website.

Children from Reception to Year 2 are not permitted to bring a packed lunch as a sandwich option is available to them every day.

## Morning Break

A mid morning snack helps your child to focus on their learning. All children from Reception to year 6 can bring a piece of **fresh** fruit or vegetable to be eaten at playtime.

Yoghurts, breakfast bars, cheese and dried fruits are NOT allowed.



## Lost Property

Naming all items of clothing reduces the risk of losing things. Please name items of children's clothing. We do keep lost property for a reasonable period of time, but it is often difficult to identify items that are not labelled. If your child has lost something please check in their classroom first and then check in the lost property with a member of staff.

## First Aid



The school ensures that we have staff who are trained in administering first aid—all staff wear badges. Simple first aid is given at school when necessary. The school has a defibrillator which is stored in the school office. If an accident needs further medical attention we will make every effort to contact you first. Please ensure your contact details are up to date.

## Medicines

We will administer medicine that is brought to school by a parent / carer as needed.

Any medicine must be in the original container and labelled as prescribed for that child.

Medicines that are short term can only be administered if they are both prescribed and required during the school day—this is usually when they need to be taken 4 times every 24 hours.

See the school website for our policy.



## Sun Protection



During warm summer months all children should have a named sun hat in school which they will be encouraged to wear when playing outside.

School staff are not permitted to apply sun cream to children but we would ask that you apply a long lasting sunscreen before school in sunny weather.

Sunglasses are not permitted in school.

## Water Policy



We encourage the children to drink water regularly throughout the day. Drinking water is available in every classroom but children should bring their own named reusable water bottle into school. ONLY STILL, UNFLAVOURED WATER please.

## Emergency Contact Details

Please ensure that your contact details are correct, and that the school is told about any health matters, especially allergies, relating to your child.

## Money

The vast majority of payments to school are now paid online using ParentPay ( [www.parentpay.com](http://www.parentpay.com) )

## Concerns and Complaints

Any concerns or complaints about school matters should first be brought to the attention of the class teacher. This can be done by making an appointment through the school office or catching the teacher at the end of the school day.

Please see Mill Lane Complaints Procedure on the school website for further information.

## School Uniform

All children should come to school in PE kit as there will be no option to change and we will be doing lots of physical exercise throughout the school day.

The required elements of our uniform are black bottoms (shorts, leggings or joggers) and a white or red top - this can be a jumper/sweatshirt/cardigan or polo shirt or a combination. Any of our uniform can be worn at any time of year.

Children must wear trainers - these can be any colour.

**WE DO NOT REQUIRE YOUR CHILD'S UNIFORM TO HAVE A SCHOOL LOGO - PLAIN, UNBRANDED CLOTHING IS ALL WE ASK.**

**Hoodies must not be worn inside school but can be worn in place of a coat.**



or



black leggings, joggers or shorts



or



white or red polo shirt



or



or



a red jumper or cardigan or sweatshirt



trainers – any brand or colour but must be suitable for sports



bags need to fit in a school drawer - a slim book bag or a drawstring bag

Apart from trainers ALL CLOTHES MUST BE LOGO/BADGE FREE (except the school logo if you wish).

Supermarkets sell cheap and serviceable sportswear, which would be perfect.

Only children in nursery can wear a dress as they do not participate in the Daily Mile or formal PE.

Watches (small and flat) and stud earrings are the only permitted jewellery in school; sunglasses, bracelets, badges, rings, necklaces, bag decorations and anything other than a watch or stud earrings is not permitted.

Watches and earrings should be removed for PE and children need to be able to do this themselves – staff are not permitted to do this. Taping earrings is not considered safe practice and is not done at Mill Lane Primary School. If children are unable to remove their own earrings/watches, teachers will assess the risk to the individual child and the rest of the group and they will either join in if safe to do so<sup>1</sup> or complete a separate activity if it is not.

## Safeguarding

**“Safeguarding is everyone’s business – never ever do nothing.”**

(A combination of two quotes by Lord Laming following the death of Victoria Climbié)

Mill Lane Primary School is committed to ensuring the welfare and safety of all children in school. All Kirklees schools, including Mill Lane Primary School, follow the Kirklees Safeguarding Children Partnership procedures. The school will, in most circumstances, endeavour to discuss all concerns with parents about their children. However, there may be exceptional circumstances when the school will discuss concerns with Social Care and/or the Police without parental knowledge (in accordance with Kirklees Safeguarding Children Procedures). The school will, of course, always aim to maintain a positive relationship with all parents. The school’s Safeguarding Policy is available on the school website.

**Safer Recruiting** - All staff appointed to Mill Lane School are subject to an enhanced Disclosure and Barring Service (DBS) check.

**Safeguarding** - All staff have been trained in Safeguarding procedures. The training includes understanding what is meant by: physical abuse, emotional abuse, sexual abuse and neglect and how to recognise signs of the above. Staff have also been trained in what to do if they suspect abuse, or if abuse is disclosed to them. All disclosure or suspicions of abuse are reported to the Designated Safeguarding Lead (DSL) Miss C Barlow. In her absence, referrals are made to Mrs A Wilby, Mrs B Ottewell, Mrs Z Jogee or Mrs A Shaikh, who are the Deputy DSLs at Mill Lane Primary School. All referrals result in Miss Barlow, Mrs Wilby, Mrs Ottewell, Mrs Jogee or Mrs Shaikh following the Kirklees Safeguarding Children Partnership procedures.

**E-Safety** - The school also has to follow guidelines on keeping children safe when they use the internet. The internet is such a valuable resource but poses so many potential threats to the safety and well-being of the person using it. Children are taught in school how to stay safe when using the internet.

**If you have any concerns regarding Safeguarding please contact:** Miss C Barlow in the first instance.

**A copy of the school’s Safeguarding Policy is available on the school website or from the school office.**



Kirklees **Safeguarding Children** Partnership

## **Designated Safeguarding Lead (DSL)**

**All disclosures or suspicions of abuse are reported to the DSL,  
Miss C Barlow, Headteacher.**



**Miss C Barlow**

**In her absence referrals are made to Mrs A Wilby, Mrs B Ottewell, Mrs Z Jogee and Mrs A Shaikh who are the Deputy DSLs at Mill Lane Primary School.**



**Mrs A Wilby**



**Mrs B Ottewell**



**Mrs Z Jogee**



**Mrs A Shaikh**

**All referrals result in Miss Barlow or the Deputy DSL the Kirklees Safeguarding Children Partnership procedures.**



## **School Council**

We recognise the importance of pupil voice and involving the people who really count in the development of the school. The children elect their own school council members. The elections are held every September to allow all pupils the chance to stand.

The school council meets periodically to discuss school improvement. Children's opinions are sought on a wide range of issues including school meals and staff recruitment.

## **Emotional Wellbeing**

Emotional wellbeing is a central part of life at Mill Lane. Children are encouraged to share their thoughts and feelings about life and develop strong robust strategies for dealing with difficult situations. We teach Investing In Me every day which enables pupils to gain understanding and insight into social and emotional wellbeing at an age appropriate level.

We have introduced 'Zones of Regulation' across school which supports children in developing resilience and self help strategies.

We celebrate both effort and achievement and aim to build strong relationships along the way.

## **Peer Mediators**

Some of our older children are trained to use a restorative approach to resolve minor conflicts between children. This empowers pupils and allows them to develop valuable skills for later in life.

## **Play Leaders**

Every year we train some of our older children to become Play Leaders. This means they can engage other children in games during lunch and break times.



# Admissions Procedures

## Admission to Early Years Unit

We aim to offer three terms of part-time nursery education before the start of full-time schooling. Admission will usually be the term following the child's third birthday but preference will be given by date of birth.

## Admission to Full Time School

The School adheres to Kirklees Admission Policies.

You can view this information by following the link below:

<https://www.kirklees.gov.uk/beta/admissions/apply-primary-school-place.aspx>

Further useful information can be found by following this additional link:

<https://www.kirklees.gov.uk/beta/schools-and-education.aspx>

For any further information please write to:

Kirklees Admissions  
First Floor  
Kirkgate Buildings  
Byram Street  
Huddersfield  
HD1 1BY

Tel: 01484 225007

Fax: 01484 225264

email: [pupiladmissions@kirklees.gov.uk](mailto:pupiladmissions@kirklees.gov.uk)

Website: [www.kirklees.gov.uk/admissions](http://www.kirklees.gov.uk/admissions)

## School Staff

Headteacher: Miss C Barlow  
Deputy Headteacher: Mrs A Wilby  
Chair of Governors: Mrs A Itaf

Business Support Manager: Mrs B Ottewell  
Business Admin Support: Mrs C Jones

Caretaker: Mrs G Mitchell

### EYFS & Key Stage 1

Nursery Lead Practitioner: Mrs Z Jogee  
Class R Teacher & Key Stage 1 Leader: Mrs S Sanderson  
Class 1 Teacher: Miss A Inwood  
Class 2 Teacher: Mr R Olbison  
Cover Supervisor: Miss F Basser  
Educational Teaching Assistant: Mrs S Bedford  
Education Teaching Assistant: Miss U Divan  
Educational Teaching Assistant: Miss F Seedat

### Key Stage 2

Class 3/4 Teacher: Mrs L Little  
Class 4/5 Teacher: Mr M Rhodes  
Class 5/6 Teacher & Key Stage 2 Lead: Mr D Swithenbank  
HLTA: Mrs A Shaikh  
Educational Teaching Assistant: Mrs N Begum  
Educational Teaching Assistant: Mrs G Goalby

### The Learning Den

Mrs A Wilby      Mrs L Dalton      Miss G Woodcock      Mrs R Hyland

### Lunchtime Supervisors:

Mrs L Dalton      Miss G Woodcock      Mrs G Goalby      Miss F Basser  
Mrs Z Hussain      Mrs S Bedford      Miss U Divan      Mrs R Hyland  
Miss F Seedat

### Breakfast Club

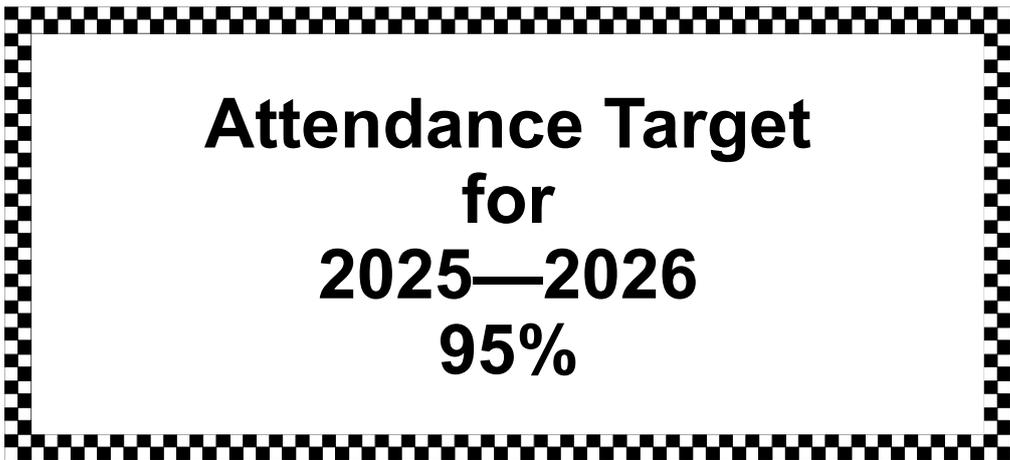
Mrs L Dalton      Miss G Woodcock      Mrs G Goalby

## **School Term and Holiday Dates 2025-2026**

For school term dates and INSET days please refer to:

the school website or [www.kirklees.gov.uk/termdates](http://www.kirklees.gov.uk/termdates)

Should you need any clarification of the above information, please do not hesitate to contact school.

A rectangular box with a black and white checkered border. Inside the box, the text "Attendance Target for 2025—2026 95%" is centered in a bold, black, sans-serif font.

**Attendance Target  
for  
2025—2026  
95%**

## Highlights from previous years

### Children

Eid celebration and assembly  
 Christmas Panto (KS2)  
 Children in Need  
 Macmillan Coffee Morning  
 Easter Raffle  
 Dance mats  
 Breakfast Club  
 Park runs (KS2)  
 School Disco  
 Christmas lunch  
 Teddy Bears Picnic (EYFS)  
 World Book Day  
 Fire Brigade talk (Class 4/5)  
 Summer Fair  
 Theatre productions  
 Parent Fitness Classes  
 Parent Coffee Mornings

Christmas Parties (EYU & KS1)  
 KS1 Nativity  
 Always Board Treats  
 Red Nose Day  
 Sports Days  
 Bikeability  
 Pop music recital  
 Book Fair  
 Year 6 Boosters  
 Pupil Talent Show  
 Food Bank collection  
 Greek cooking (Class 4/5)  
 Winter Fair  
 Parents' Evenings  
 Key Stage 2 Fitness Day  
 Foxes Biscuits Visit

### Clubs we have run:

Multi-sports  
 Bat and ball games  
 Curling & Bowling  
 Dance  
 Boxercise  
 Netball  
 Football  
 Diamond Art  
 Computing  
 Chill Club  
 Lego  
 Board Games  
 Cricket  
 Maths  
 Arts & Crafts