



# LEEDS MENORAH SCHOOL: PARENT AND STUDENT HANDBOOK

## 2022 - 2023

### AIMS OF THE SCHOOL

- To develop in each child a range of skills, talents and values, such as: diligence, tolerance, respect of others, courtesy and general demeanour.
- To develop in each child their thinking, initiative, self-discipline and creativity.
- To enable each child to experience success, progress and enjoyment academically, personally and socially.
- To develop a respect for the environment and an understanding of British Values and the world in which we live.
- To enable children to develop self-esteem and self-confidence and to distinguish right from wrong according to the law of the country as well as Torah Law.
- To teach children to become responsible and aware that they can play a positive role in contributing to the life of those in their locality.
- That children feel strong and inspired in their own traditions and identity, whilst also teaching them to respect other peoples and cultures.
- To deliver a diverse education which is firmly based on Torah principles and combined with the National Curriculum.

Underlying all these aims is the wish to create a school environment in which the children and staff are safe, happy and fulfilled and given foundations to confidently approach challenges and opportunities which arise in the future.

### **Ethos of Leeds Menorah School**

The central principle of the Torah (Bible) is to love another and treat one another as one would wish to be treated oneself. This is also a central principle in the ethos of Chabad Lubavitch. Consequently, much of our curriculum is geared to encouraging the pupils to care for and have respect for others within the school community and in the community at large.

The atmosphere in the school is one of harmony and respect, which is reinforced in weekly assemblies, “boy/girl of the month” and “team of the month.”

## CONTACT INFORMATION

Address: 399 Street Lane LS17 6HQ

(on the grounds of Beth Hamidrash Hagadol Synagogue, behind the synagogue building)

Office Phone: 0113 269 7709

School Website: [www.LeedsMenorahSchool.org](http://www.LeedsMenorahSchool.org)

### Office Hours:

Mondays– Fridays (BST):	9:00 AM – 3:00 PM
Fridays (GMT):	9:00 AM – 1:00 PM (till 2:00 BST)
Sundays, Bank Holidays and school holidays:	Closed

### Contacts:

Proprietor & Headteacher: Mrs Ethel Refson

Head of Chol, Acting Headteacher and Deputy DSL: Mr Chaim Bell

Designated Safeguarding Lead (DSL): Ms Naomi Drapkin

Deputy DSL: Mrs Catherine Taylor

Office Administrators: Mrs Catherine Taylor & Mrs Rachel Levy

### Governors:

Mr Chaim Bell: Curriculum and Staff Governor

Rabbi Reuven Cohen: Finance Governor

Rabbi Eli Pink: Chairman of Governors, GDPR and Recruitment

Mrs Dobra Baila Kohn: Parent Governor with Safeguarding and Special Educational Needs

Mr Michael Eaton: Health and Safety & Building Governor

- To contact the school by phone please ring us on 0113 269 7709. Feel free to leave a voicemail if there is no answer. We aim to return calls within one working day.
- To contact the school via email please send messages to [office@leedsmenorahschool.org](mailto:office@leedsmenorahschool.org) We aim to reply to emails in one working day.
- If you must contact school outside of school hours (see section titled *School Schedule*) regarding an urgent matter you may contact Mr Bell directly  
Mobile: 07890 110 539

Please note that policy documents are available via e-mail from the school office upon request.

## SCHOOL SCHEDULE

### Daily timings (Reception – Year 6)

#### *Monday-Thursday Schedule*

9:00	Assembly
9:10	Class begins
10:45	Morning break (15 minutes)
12:00 – 13:00	Lunch (1 hour)
14:10 - 14:25	Afternoon break Y2 & Y6 (15 minutes)
14:30 - 14:45	Afternoon break Rec & Y1 (15 minutes)
15:30	Home time

#### *Long Friday Schedule (During BST)*

9:00	Class begins
10:45 - 11:00	Morning break (15 minutes)
12:00 –13:00	Lunch (1 hour)
14:00 - 14:15	Afternoon break Rec & Y1 (15 minutes)
15:00	Home time

#### *Short Friday Schedule (During GMT)*

9:00	Class begins
11:15	Morning break (15 minutes)
11:30	Afternoon session
13:00	Home time

Please note that some Fridays are 'long' while other Fridays are 'short'. Please refer to the **School Holiday List** for details.

Children will only be allowed to go home with a parent or an adult who has pre - arranged to collect from school.

### ABSENCES

#### *Unplanned Absences:*

If an issue arises unexpectedly that requires your child's absence, please inform us immediately by doing one of the following:

- 1) Sending a message explaining the situation and estimated length of absence time required to [office@leedsmenorahschool.org](mailto:office@leedsmenorahschool.org).
- 2) Ringing the school office. Speak to the office administrator explaining the situation and estimated length of absence time required. If there is no answer please leave a clear voice message including your child's name, reason for absence, and estimated length of absence.

### *Planned Absences:*

We'd like to highlight that OFSTED inspectors are very particular about absences and therefore we suggest that parents carefully consider taking children out of class. Missed classes will affect a child's progress. When it is necessary for a child to miss class it is the parent's responsibility to ensure that any missed lessons are completed. Please do not book tickets or make any other arrangements without first asking permission from Mr Bell. If you do get approval for the requested dates, please then email [office@leedsmenorahschool.org](mailto:office@leedsmenorahschool.org). to inform the office of your child's absence.

### *Medical appointments:*

Please make every effort to make appointments outside of school time such as during school holidays/half term etc. In the event of an emergency or specialist appointment please send a message explaining the situation and estimated length of absence time required to [office@leedsmenorahschool.org](mailto:office@leedsmenorahschool.org).

## **ATTENDANCE AND PUNCTUALITY**

At Leeds Menorah School we believe that good attendance and punctuality are essential for our pupils to fulfil their potential. All students should be ready for morning assembly by 9:00 AM.

## **BEHAVIOUR**

### *Positive reinforcement:*

The promotion of respect, good *middos* and behaviour, both on and off-site, is a central part of the school's ethos. We therefore focus on positive measures which can be used to encourage and reinforce good behaviour within the school. There are a range of rewards given to students. These include:

- Outings
- Prizes
- Merits (team of the month)

## Sanctions:

Our school emphasises the positive. On rare occasions where sanctions might be called for they are dealt with on a case-by-case basis, often with feedback to parents.

For details about behaviour and sanctions policies please request the *Positive Behaviour and Discipline Policy* by emailing the office.

## HOMEWORK

Students in Reception and Year 1 generally receive daily homework which is sent home in their A4 display book or a folder. Homework sheets must be signed by a parent or carer for the following school day or as instructed by the teacher.

Students in Years 2-6 are issued homework diaries and must use them to record homework set. Diaries will be checked by the respective subject's teacher. We expect all homework to be given in on time.

## LUNCH AND SNACKS

- Packed lunches, snacks and drinks must be sent daily with each student. We encourage healthy food choices among the students including fruits and vegetables with lunch and for snack.
- Please send dairy or *parve* foods if possible. If it is necessary to send a meaty lunch, please let us know so we can make the appropriate table arrangements.
- Please ensure all foods brought into the school are approved by a reliable *beth din*. If parents are unsure about the *hechsher* please check with the school.
- Dairy foods brought to distribute to the class/school should be *cholov yisroel*.
- Please send a drink or re-fillable water bottle to school every day.
- Children are not allowed to swap their food with one another.
- No chewing gum or sticky sweets should be brought to school.

## **MEDICATION/INJURIES**

Unless specific arrangements are made with the school by the parent/carer, we are not allowed to administer any medication to students and students are not permitted to bring any medicines to school. We do give plasters for small cuts if necessary. If there is a minor incident (bruise, small cut or abrasion) our staff will take every care to help the student both physically and emotionally. In a case where the injury is not minor, we will contact parents immediately. In a case where parents cannot be reached, we will contact someone specified as an Emergency Contact from the student's registration form.

All medication or first aid administered to children will be reported in writing to the parent/carer.

## **MONEY OR VALUABLES**

Pupils should not bring money or valuables to school. Mobile phones are not permitted and pupils are not allowed to use the school phone. They are also not permitted to bring any electronic equipment, (cameras, or USB sticks to school). The school cannot take any responsibility for missing items.

## **PITCHING IN (APPLIES TO NURSERY & RECEPTION ONLY)**

At the start of each school term please send in: one standard bottle of grape juice, one box of tissues and one snack (in accordance with the *kashrus* guidelines as stated previously). The snack is for a *Shabbos* party to share amongst the entire class once during that term. Please let us know once you have sent in these items so we can keep track.

## **POSSESSIONS**

**Please clearly and permanently label outerwear (cardigans/cold weather layers) and personal items** such as backpacks and lunch boxes. Stationery supplies such as pencil cases, exercise books, homework diaries should also have the student's name clearly written on them.

We request that parents send in a spare pair of wellies for students to leave at school to use during outdoor break time in wet weather.

## **SWIMMING**

Before every school term you should receive the next term's swimming rota via e-mail. Complete payment for the current school term should be submitted before or as close to the start of the term as possible.

Payment may be submitted in cash to the Menorah School office OR by BACS.

- **If paying by cash:** Please write 'Swimming payment' on the outside of the envelope, as well as the total amount enclosed and the names of the child(ren) the payment cover(s). Please leave the envelope on the office desk or hand it directly to the office administrator.
- **If paying by BACS:** Please use the details below to set up payments. After setting up your payment, please send an email to [office@leedsmenorahschool.org](mailto:office@leedsmenorahschool.org), specifying the total amount paid as well as which child(ren) the payment covers. Communicating the details of your payment to the school office as it is specified above is an essential part of processing your payment.

**Bank:** Yorkshire Bank Plc

**Sort Code:** 05-01-26

**Beneficiary:** The Menorah School

**Account number:** 10751782

## UNIFORMS

**PLEASE CLEARLY LABEL ALL UNIFORM WITH A LABEL OR A BIRO ON THE WASHING LABEL AND CHECK REGULARLY THAT THE NAMES ARE STILL LEGIBLE**

### Boys

Trousers:	grey or navy
Jumper:	grey or navy
Shirts/T-shirts:	white, blue or grey

### Girls

Pinafore/skirts:	grey or navy
Jumpers/cardigans:	grey or navy
Shirts/T-shirts:	white, blue or grey

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## BOOKS AND STATIONERY SUPPLIES

From Reception and up, children should be equipped with the following supplies. Every child should also have an A5 document wallet for their Homework Diary and all supplies should be clearly labelled with each child's name.

Reception	A4 Display folder A4 document wallet x 2
Year 1	Pencil, eraser, ruler, sharpener, scissors, glue stick A4 display folder A4 document wallet A4 document wallet for afternoon homework
Year 2	Pencil, eraser, ruler, sharpener, scissors, glue stick A4 display folder x 2 A4 document wallet x 2 and A5 document wallet x 1
Year 3	Pencil, eraser, ruler, sharpener, scissors, glue stick, 30cm ruler, protractor A4 display folder x 3 A4 document wallet A5 document wallet Lever Arch File with dividers, A4 lined paper hole puncher
Year 4	Pencil, eraser, ruler, sharpener, scissors, glue stick, 30cm ruler, protractor A4 display folder x 3 A4 and A5 document wallet Lever Arch File with dividers A4 lined paper hole puncher
Year 5	Pencil, eraser, ruler, sharpener, scissors, glue stick, 30 cm ruler, protractor, pair of compasses, pen, hole puncher A4 ring binder with dividers A4 display folder x 3 A4 and A5 document wallet Lever Arch File with dividers A4 lined paper
Year 6	Pencil, eraser, ruler, sharpener, scissors, glue stick, 30 cm ruler, protractor, pair of compasses, pen, ring binder file, hole puncher A4 ring binder with dividers A4 document wallet x2, A5 document wallet x1 Lever Arch File with dividers A4 lined paper

## Seforim

Year 3-4      Mishna Nezikin  
 Year 5-6:    Chumash Bereishis  
                  Gemoro Ele Metzios  
                  Kitzur Shluchan Aruch with Nekudos