

PROSPECTUS

Dear Parent/Guardian,

SPENNITHORNE MISSION STATEMENT

We endeavour to be a caring, happy school, guided by Christian principles, in which children and adults can develop their full potential and be appreciated as individuals.

We will ensure that the curriculum provides challenging, stimulating learning experiences and a setting in which children grow in understanding and tolerance for others.

We would like the children to enjoy their time at school and take with them a life long learning habit when they leave.

The purpose of this booklet is to give you general information about Spennithorne CE Primary School which may be helpful to you and answer some of the questions you may have about your child's education and the day to day running of the school.

A distinct advantage of a small school is that we are able to get to know each child extremely well through the extra time we are able to spend with them and through the many formal and informal contacts with parents. It is important that we work closely together so that each child may realise his/her fullest potential according to age, ability and aptitude.

We care about the individual and undertake to provide programmes of study suitable for your child, in line with the National Curriculum requirements. We will provide advice and guidance where necessary, and discuss with you any difficulties as and when they appear. We will work hard to provide a safe and caring environment, where each individual can flourish.

There is a limit to what can be conveyed on paper; a fuller picture can only be obtained by talking to the children and their parents and by coming to see the school for yourself.

If at any stage, now or in the future, there is any further information you require please do not hesitate to ask myself or any member of staff.

We welcome you and your children to the community of Spennithorne CE Primary School and hope your time with us will be happy, rewarding and successful.

Yours sincerely,

L. Evans Head Teacher S. Eyre Chair of Governors

The Spennithorne School Commitment

At Spennithorne CE Primary School we are committed to working in partnership with parents and community, and believe that this will help to create a happy and enriching learning environment for your children. We hope that by celebrating their achievements, helping them fill their potential, respecting their differences and encouraging kindness and consideration, we will foster self-esteem and provide a sound foundation for their future life.

The Spennithorne School Aims

At Spennithorne CE Primary School, we aim to provide an enjoyable and caring environment; supporting our children's continuing development on their path to an independent adult life by:

- enabling them to become self confident and self-disciplined, developing a respect for themselves and others.
- guiding them towards a reasoned set of attitudes, values and beliefs which reflect tolerance and sensitivity,

Catchment and Intake - Admissions

Spennithorne CE Primary School is situated in pleasant rural surroundings on the outskirts of Spennithorne village and near the neighbouring village of Harmby. It also serves Thornton Steward, Constable Burton, Finghall, Hauxwell and the outlying farms and houses within this area.

All children of the appropriate age, who are resident in the school's catchment area, have the right to be admitted to the school provided there are places available. Applications for the admission of children who live outside the catchment area will, subject to availability of teaching and accommodation resources, be welcomed in accordance with the school's admission policy. The number of children on the roll in September 2013 was 58.

Children enter the school in the academic year in which they become five (Early Years Foundation Stage) and remain until they are eleven (Year 6). The school is maintained by the Children and Young People's Service of North Yorkshire Local Authority. Any information that is required from the Education Department should normally be obtained from:

Children and Young People's Service Tel: 01609 780780 County Hall Northallerton DL7 8AE

Transfer of Pupils

During the course of the Summer Term, preparations are made to transfer nursery children from the surrounding areas to Spennithorne Primary School. The nursery children have the opportunity to visit their new school for a number of morning and afternoon sessions which include staying over the lunchtime period, where they meet their new class teacher, visit their new classroom, and spend some time getting to know each other. There is also an opportunity for new parents to visit the school to meet the Head Teacher and their child's new class teacher.

Similar arrangements are made for our eleven year olds who transfer to the secondary schools in the area. Teachers from the secondary schools visit us to discuss each pupil with the class teacher. This is followed up with the Year Six spending some time at their chosen school, where

they meet some of the staff, find out about the school, and ensure a successful transition into their secondary education career.

The School Day

The school day begins at 8.45am. The school playground is supervised by a member of staff ten minutes prior to the commencement of school and it should be understood that children will not be supervised in the playground before that time. Members of staff are always on the premises well before the start of school and should a pupil need assistance, he/she must come into school and contact a member of staff.

We ask that children arrive at school ready to begin their day at 8.45. Punctuality is very important as not only does it set standards, but important information sharing and teaching often takes place in the first session of the day.

Lunchtime is from 12.15 -1.15 for KS2 pupils and 12-1.15 for KS1/EYFS children

The school day ends at 3.15pm. A bell is rung and the children are taken out to meet their parents in an orderly fashion. Any parent arriving to meet a child will take over the responsibility for the supervision of their child from the school gate. No child from the Reception/Year 1/Year 2 class will be allowed out of the school gate until a parent or known adult responsible for the care of the child is present. It is your responsibility to let us know, by letter or phone, of any changes to the arrangement made for collecting your child should unexpected problems arise. As the safety of your child is of paramount importance to us, we will not allow any child to be taken by another person without prior knowledge.

Parents, particularly of younger children in the Foundation Stage, are welcome to bring them into the classroom if they wish to do so, or if they want to speak briefly to the class teacher. However, please remember that there is only a short period of time before school starts and, if you would like a longer discussion it would be helpful if you could make an appointment to see the class teacher or Head Teacher, who will always be pleased to discuss any matter with you. We hope that the all children will be able to come into the classroom by themselves by the autumn half term.

The children travelling by bus, will meet in the office at the end of the day. A member of staff will voluntarily supervise these children and using the bus register, endeavour to ensure all children are safely led onto their transport home. Those travelling by minibus or taxi will meet in the same place. Any changes to these arrangements should be notified to the school by letter at the start of the school day. The responsibility for supervision of children whilst travelling on the bus lies with the bus company concerned but we are empowered to deal with any misbehaviour on bus journeys. Please speak to your child about appropriate behaviour whilst travelling on the bus.

The Teaching Staff

Head Teacher Mrs L. Evans BA Ed (Hons), QTS, NPQH

The Head Teacher has a 0.7 teaching commitment in

the Badgers Class

Teacher – Years R/1/2 Mrs. C. Whitbread BA (Hons) - QTS

Teacher – Years 3/4/5/6 Mrs L Kirkpatrick BA (Hons) PGCE

Teacher – PPA cover Mrs. K. Mountain

Sports Coach Mrs A Postlewhaite

Support Staff

General Teaching Assistant Mrs C. Forth **General Teaching Assistant** Mrs. A. Handley **General Teaching Assistant** Mrs. T. Horsfield **School Secretary** Mrs. S. Ramsay Caretaker Mr. D. McPhail Cook Mr D Edwards Midday Supervisory Assistant Mrs C. Forth

Mrs. E. McPhail Midday Supervisory Assistant

The Governing Body

Mrs. S. Eyre (Chair Person) **North Yorkshire County Council**

Mrs S. Lee **Foundation Governor**

Mrs. A. Clark **Foundation Governor**

Mrs R Handley **Foundation Governor**

Mr G. Webster **Parent Governor**

Mr. S. Hall **Parent Governor**

Head Teacher Governor Mrs. L. Evans

Teacher Governor Vacancy

Mrs F. Fenn Smith Clerk to Governors

The School Curriculum

Every child follows a curriculum which has been devised to develop their skills, understanding and knowledge. For the most part, this will be provided through the new 2014 National Curriculum. A large proportion of the time will be spent developing the core subjects of English, Mathematics, Science and Religious Education. This is complimented by the foundation subjects –Technology, History, Geography, Art and Design, Music and PE, which are delivered within integrated topics or as separate subjects.

Computing skills are developed as a discreet subject and is used to support learning in all areas of the curriculum.

Religious education is taught to the whole school but parents do have the right to withdraw a child from these sessions if they request to do so in writing. The RE presented is in accordance with the LEA Agreed Syllabus. We hold a daily act of collective worship, broadly Christian in emphasis, though drawing on stories and customs from other religions where appropriate. The Priest in Charge of Spennithorne Church regularly takes an assembly in school and children also take part in services held at the church.

Sex Education

Sex and Relationship Education is taught in an informal way throughout the PSHCE (Personal, Social, Health & Citizenship Education) Curriculum throughout the whole school. Years 5 & 6 are given more in depth information on puberty within the classroom situation.

National Curriculum Statutory Assessment

At the end of Year Two and Year Six, our children, along with all other seven and eleven year olds, undertake National Tests. The results of these tests and the teachers own assessments of pupils are reported to you and this data is also sent to the Local Authority.

Year Six children take tests in Mathematics and English. Year Two children complete tests and tasks in Mathematics and English. This is much less formal; the children are often unaware they are being assessed. In depth assessment across the year forms a large part of the final mark awarded.

We would expect the children in Year Two to be working between Levels 1 and 3. The national expectation for a Year 2 child is considered to be Level 2B.

We would expect the children in Years 3/4/5/6 to be working between Levels 2 and 5 and the national expectation for a Year Six child is considered to be Level 4B. There is now the opportunity for more able and talented children to be put forward to sit a level 6 paper. This is done at the discretion of the class teacher and in discussion with parents. We will not put a child forward for this unless we feel they would be able to cope with such a complex test.



Special Educational Needs

At Spennithorne CE Primary School, we believe that all children have a right to a broad and balanced education under the National Curriculum and that children with special educational needs can make good progress if their needs are correctly identified and provided for.

Admissions

If parents feel that their child has special educational needs, they are welcome to approach the Head Teacher, the child's class teacher or the Special Needs Co-ordinator (also the Head Teacher) at any time to discuss their concerns.

Many children have special educational needs at some time during their school career and may need extra support for a temporary period. Some children may have significant learning difficulties which require a greater input over a much longer period of time. Children who are more able and talented also need extra help to achieve their potential

A child with special educational needs may be identified before he or she begins school by parents, doctors, health visitors or other specialists. In school, however, we follow identification assessment and procedures which are in line with the Department for Education's Code of Practice for Special Educational Needs. We have regular meetings to review each child's progress and set targets for their development.

Liaison

We work closely with other agencies such as the Local enhanced mainstream schools linked to different areas of need, Educational Social Workers, the Educational Psychological Service and the School Nurse. We maintain links with our local secondary schools to ensure continuity of approach and exchange of information about our special needs children.

Where children are identified as having Special Educational Needs they are entered on our SEN register and an Individual Education Plan is drawn up to assess their needs and assist their development. Parents are consulted and included at every step as advised in the Code of Practice. We value the views of parents concerning their children's learning and also hope that parents will work in partnership with us to address their children's learning difficulties.



Communications

Relationships between home and school are very important. We value our parents and endeavour to keep them fully informed about the life and work at the school and their own children's progress. This is done in the following ways:-

School Information Records

It is important that we should keep children's information records up to date and accurate. Please notify us at once of any:-



- Change of address
- Change of telephone number (including mobiles)
- Change of daytime contact
- Medical information

Some of this information may be vital in an emergency. Please keep the school well informed if there is any change in family circumstance you feel we should know about. The social wellbeing of your child is of paramount importance to us. Any information supplied to the school will be used only by the Head Teacher and the staff for the management of the school and the well-being of each pupil and will otherwise be regarded as confidential.

Meeting with your child's teacher

Parents will normally be invited twice a year to discuss their child's progress at school. These parents' evenings occur during the Autumn and Spring Term. During the Summer Term, a written report will be made available to you and an opportunity will be given to discuss the report with you child's teacher.

There is, however, no need to wait for parents' evenings if you have any concerns about you child's progress. Staff are always available to answer questions about your child's education, preferably at the end of the school day.

Children's Absences

Verification of a child's absence is very important. Please send a note to the class teacher notifying them in advance of any reason why your child might not be in school i.e. a dental or hospital appointment. If your child is absent, it is very helpful if you can ring school to let them know of the illness. This helps to ensure that all our children are accounted for at all times. When returning to school after an absence, we require a written note to confirm this and explain the absence. If we do not receive a verbal or written message from the child's parent/guardian, we are obliged to note the absence as unauthorised on your child's records. Should you need to come to school to collect your child while the school is in session, please report to the school office who will collect your child. This is to ensure the safety of all the children in the school.

Letters to Parents

To keep you informed of what is going on at school, there will be regular newsletters from the Head Teacher. Other letters will concern class visits and activities or matters relating to your child's work or behaviour. Sending out these letters involves in a great deal of work. Please help us in this matter by checking your child's book-bag on a regular basis! That crumpled piece of paper at the bottom of the pocket or bag may be some important piece of information for you. Newsletters will also be placed on our website - www.spennithorneschool.ik.org

Attendance Figures

The Government asks schools to publish unauthorised absence figures. These are those rare occasions when parents fail to notify schools either by telephone, letter or word of mouth, that their child is absent from school. At Spennithorne Primary School, the percentage of half days missed through authorised absence was 5.68%. The percentage of half days missed through unauthorised absence was 0%. Our aim is to get 100% attendance but we know this is not always achievable. Therefore, the school has set itself an attendance target of 96%.

Holidays

As the dates of holidays vary from year to year, a separate list of holiday dates will be distributed annually; this list is also available on our website.

We are now unable to authorise requests for holidays in term time unless there are exceptional circumstances.

Parental Involvement



Help in School

We are always pleased to welcome parents and grandparents etc. into school. Should you be able to spare some time to help us, that visit is doubly welcome. Such things as hearing children read, supervising activities and accompanying classes on their educational visits are areas where we always need assistance. If you have an hour or two to spare during the week, please contact the school. All volunteers who work regularly in school will require a DBS check which takes approximately 2-6 weeks to be processed at no cost to yourself or the school. If you choose to help us on an ad-hoc basis, a DBS is not required.

The School Governors

This group of people are appointed or elected, and meet regularly to discuss and work for the well-being of the school. They work in partnership with the Head Teacher, teachers and local education authority, considering issues as wide-ranging as curriculum policy, the school premises, staff appointments and finances. Election for Parent Governors takes place every four years. If you are interested in becoming a school governor, please speak to the Head Teacher.

Reading

Learning to read, and regularly practising the skill so that each child reads with confidence, fluency, understanding and most importantly, enjoyment is very vital to help children access the curriculum. Parents helping at home really does benefit children's reading progress, and is a vital component in developing a child's reading skills, which in turn, gives an improved access to all of the curriculum subjects.

The children should take a book home each evening, and we would be grateful if you could find ten minutes, away from any distractions, to sit and read with your child. Finding time, not only to hear your child read but for reading aloud together and talking about what has been read, all have enormous value.

The book will have been chosen by your child and/or your child's teacher, to read for practise and pleasure and they need your support. After hearing your child, it would be appreciated if you could sign and comment in his/her Reading Record. A final request on this subject; please ensure that the books are looked after, being returned to school the following morning.

We are not asking parents to take on the work of teaching children to read but rather asking for your additional support. All research into reading shows that when parents are actively involved and interested in their child's education, children make better progress.

Friends of School

All parents automatically become members of this Association and we hope that you will be able to join in with its activities. Functions are run for parents, children and families throughout the year and specific fundraising activities are also organised. Any monies raised, directly funds additional resources/activities your child will benefit from so if you can spare a few hours, all of our children reap the rewards!





Beyond the normal teaching duties, every member of staff is actively concerned with the pastoral care and general welfare of all children. We are only allowed to provide minor first aid treatment at school. If a child appears to require the attention of a doctor, every effort will be made to contact the parents. If this is not possible, the school will seek medical help. The Community Health Service conducts periodic checks on vision, hearing, weight and height. Parents will receive an information leaflet and a questionnaire to complete with a consent form as their child enters school.

If medicines need to be sent to school to be administered during school hours, please follow these points:-

- Containers must be clearly labelled with the child's name and prescribed by a doctor.
- A parent/guardian must call into school to complete a form to give the school permission to administer medicine

All medicines will be kept in the staff room during the day, asthma medication being the exception as children are allowed to keep this with them to use as necessary. It is important that parents of asthmatic children ensure they have their medication with them at school.

Parents or children must be responsible for remembering to take the medicine home at the end of the day.

Child Protection

Because of our day-to-day contact with individual children during term time, school staff have an important role to play in recognising and taking the appropriate action in cases of suspected child abuse. All school staff, both teaching and non-teaching, are instructed to report any suspicions to the Designated Teacher for Child Protection or Head Teacher, who is required under the procedures to alert the Social Services Department.

Our Child Protection Policy is available on our school website for any interested parents to read.

School Uniform

We encourage all our children to take a pride in their appearance and the wearing of school uniform forms part of that policy. Although this is done on a voluntary basis, we would hope that all parents would support the school in this matter.

Our school uniform:

Winter

Sweatshirt/Sweat cardigan with school logo – this can be ordered through school

Trousers/skirts – dark colour of parents' choice.

Black shoes - not trainers/boots

Summer

Navy polo shirt with school logo – this can be ordered through school No trainers/boots

For P.E. and game; activitie;

Plain white T-shirt

Navy or dark shorts

Tracksuit bottoms in cold weather

P.E. Kits, comprising bag, white T-shirt and black shorts.

Indoor P.E. is usually done in bare feet where possible, unless there is a medical reason. Gym shoes will be required for outdoor use. All P.E. kit should be named and stored in school in a drawstring bag if possible.

For art activities, overalls are provided in Class 1 and 2, but for the older children it would be helpful if an old shirt or overall could be provided to protect clothes from paint, glue etc.

We <u>strongly recommend</u> that all items of your child's clothing, especially coats, sweatshirts, polo shirts and P.E. kit are marked with his/her name.

Jewellery/Hairstyles

The wearing of jewellery of any kind in school is not allowed. Apart from the fact that precious possessions are often lost or misplaced, we must consider the safety of your child and others within the class. Children can be quite badly injured when rings, bracelets, necklaces etc. are caught on furniture, other children's hair, clothing etc.

The exception to this rule is that those children who have pierced ears may wear studs but these must be removed for P.E. and swimming. We would request that if your child is going to get their ears pierced, it is done at the beginning of the 6 week summer holiday so that they have a chance to heal.

If children arrive in school wearing jewellery, they will be requested to remove it and it will be kept in a sealed envelope in the School Office for collection at home time.

Long hair must be tied back at all times and we politely request that inappropriate hairstyles and/or hair colours are left for school holidays e.g. tramlines etc.

School Meals

Our school meals are very popular. They are nutritionally balanced, cooked on the premises and are available to all children. We would ask that in order to assist our administration, you send dinner money in advance on the first day of each week. We welcome payment by cheque in advance, for the term or half-term. Please make cheques payable to 'NYCC Spennithorne School' and put your cheque card number on the back.

Daily meal numbers are sent to the kitchen at about 9.15am. It is, therefore, important that if children are to arrive at school after this time (e.g. following a doctor/dentist appointment), we are informed in advance so that their dinner can be ordered.

If you are in receipt of income support, your child may be entitled to free school meals. Application forms are available from the office. The school receives additional funding for children who are entitled to this, so applying for it, helps us too!

We must be informed of any changes from packed lunch to school meal in order that we provide the correct number of meals as the cook has to order food in advance. Children are not able to change on a daily basis and we would prefer any change to be made at the next half-term.

However, we do hold special themed meals e.g. Christmas/Easter etc. and would welcome all children to participate in this.

Provision is made for children to consume their own packed lunch if desired and that consideration is made to their nutritional value. Work on the school's guidelines on packed lunches was carried out in 2006 and we follow the National Standards set following the National Diet and Nutrition Survey. As a school, we recommend a variety of foods from the four main food groups:

CARBOHYDRATES
FRUIT AND VEGETABLES

MEAT, FISH AND ALTERNATIVES DAIRY DRINKS

breads, potatoes, pasta, rice, other cereals etc salad in sandwiches, tomatoes, dried, fresh and canned fruit, smoothies, fruit juice various meats and fish, nuts, tofu/quorn etc milk, cheese, yoghurts, fromage frais, rice pudding etc milk, smoothie, fruit juice, sugar free squash, water

Lost Property

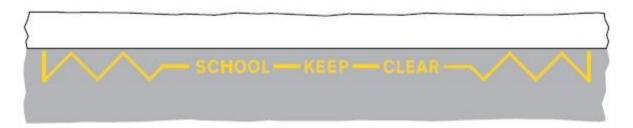
The ever-increasing problem of lost property could be considerably reduced if parents would clearly label all of their children's clothing – including shoes. This helps in tracing missing articles, particularly if you report the loss of any item at once. The school cannot accept responsibility for any valuables which may get lost or damaged.



Traffic at School

Just before school in the morning and immediately after school, the volume of traffic near the premises can be a potential danger to our children and other road users. We would therefore be grateful if you could follow these directions:-

- 1. Parents who bring children to school by car are asked to drive carefully along the school road as it is very narrow and please park in the car park away from the main school entrance.
- 2. The area in front of the school is used by taxis and the school bus. Please do not park your car here, even for a short time, as it can cause safety issues for the teacher leading children onto the bus and taxis.
- 3. The yellow zigzag lines are there for our children's protection. Before, during and after school, we request you do not park on these under any circumstances.



Homework

In addition to daily reading, the time children should spend on homework will vary according to the age and ability of the individual child.

Homework should not be such that it prevents children from participating in activities in the evening such as sport, music and other clubs. However, we ask that parents assist their child in planning their time to enable a correct balance of homework, play, relaxation and sleep, and supporting them in the homework process. Homework will consist of a variety of reading, spellings, literacy, maths, or other work linked to topics being studied in class. Occasionally, we may send home a piece of work from the class to be finished at home.



Extra-Curricular Activities

A range of activities are available for the children to join, although these vary from time to time. In the case of after-school clubs and activities, each child will be made aware of the arrangements in advance and parents' permission will be sought.

At least once a year, we produce a drama performance and concert organised for parents and friends.

A residential visit for Years Five/Six is usually organised once a year.

Sweets/Toys etc

Sweets, crisps and fizzy drinks are not allowed in school at any time, to promote healthy eating. Similarly, toys should be left at home as they are often lost or damaged and, as a result, this causes upset.

Educational Visits

Education cannot be confined to the classroom. Educational visits are arranged to stimulate the children and make learning an interesting and exciting experience. These occasions include visits to places of special interest, speakers who come to the school and visiting theatre groups. The older children have the added opportunity of attending a residential trip and staying away from home for a few days. These visits are an essential part of the curriculum.

The Governors' policy for the school is that all such visits are paid for by a voluntary contribution from the parents, at a suggested rate per child. These visits will only be able to take place if sufficient funds are available to fully cover the cost of such activities.

When arrangements are made for pupils to leave the school site to participate in activities elsewhere, provided they are going beyond the immediate vicinity of the school, the pupil's parents will be given details of the arrangements in advance and asked to sign a consent form placing the party leaders in charge of their child. Children will not be allowed to accompany their classmates on any visits if they do not have a consent form signed by a parent/guardian. Verbal consent cannot be accepted as we are required to keep all documents relating to educational visits for a number of years.

On occasions, children are taken out of school within the school day to locations in the near vicinity (e.g. church). This is part of their normal curriculum and as such, parental permission will not be sought but be covered by the general consent form we ask you to sign at the beginning of the year. In such instances, children will always be back before school finishes for the day.

Music Tuition

The school offers tuition in woodwind, piano/keyboard and strings. The children are taught individually or in small groups. Parents are asked to contribute to the cost of providing this service.



Personal Accident Insurance and Car Insurance

The County Council does not carry personal accident insurance in respect of pupils. The County Council only insures against injury caused to children as a result of the negligence of the Authority, its servants or agents and does not insure to pay compensation following any injury suffered by a pupil. It is the responsibility of the parent in arranging to pay premiums for any personal accident insurance they may require in respect of any injury caused or suffered by their child, although the school may organise this for specific activities should it be deemed necessary and will notify the parents of such arrangements.

Parents often very kindly offer their cars to assist in transporting pupils to such activities as football matches. However, before we can take you up on your kindness, please would you check your insurance policy. You must hold a current motor policy which has full 3rd party cover. Additionally – please check with your insurance company that it is acceptable for you to use your car for the purpose of transporting pupils to out of school activities. You must also have relevant booster seats for each child being carried.

Charging Policy

The school recognises the value of educational visits and activities as an integral part of each child's course of study. In accordance with the Local Educational Authority's policy document

on charging for educational activities, the school will invite parents to make a voluntary contribution of up to the average cost per child for the activity. The school reserves the right to cancel any proposed activity for which it feels unable to bear the discrepancy between contribution and actual cost.

The school may occasionally ask for payment for items which children will take home as a result of art, technology etc.

Breakages

Where an accidental breakage or damage to school property occurs, it will not be the policy of the school to make a charge. If, however, this damage is proved to be malicious or wilful then it may be necessary to levy a charge for repair or replacement.

Complaints

A formal procedure for complaints relating to the curriculum, collective worship and other matters has been drawn up by North Yorkshire County Council and approved by the Secretary of State. A full copy of this procedure can be obtained on written request to the school. It is hoped that, in the first instance, general concerns and complaints will be resolved through informal discussions with the class in the first instance and then the Head Teacher.

