

# North Stainley CE Primary School



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## Contents

Welcome from the Head Teacher

Our Values

About the School

- Who we are
- Classes

Admission

- Policy
- School Day
- Collective Worship
- Inclusion & Equal Opportunities

School Meals

School Uniform

Our Learning Culture

- Home Learning
- Parents Evenings

Support for the School

- Partnership with Parents
- FONSS
- Community

Our Curriculum

Learning Outside the Classroom

- Trips & Activities
- Clubs

Policies

Absence & Medicines

Governing Body

## Welcome from the Head Teacher

Thank you for the interest that you have shown in North Stainley C of E School. I hope that you find the information in this prospectus interesting and informative.

North Stainley CE Primary School is a small, village school with a distinctive Christian character. Our Christian values are central to everything we do and we have strong links with St Mary's Church, North Stainley. We welcome all faiths and cultures and value diversity.

At North Stainley CE Primary School we offer a creative, stimulating and caring learning environment where every pupil is valued. We strive for excellence in everything we do and value achievement in every area of our pupils lives. We carefully monitor pupil progress through 1:1 mentoring; our staff know our pupils exceptionally well.

At North Stainley CE Primary School we have a passion for the Arts and our pupils excel in these areas. We also believe every pupil should take part in a wide range of exciting and engaging sporting activities- including outdoor and adventurous activities, and have the opportunity to take part in extended school clubs and represent their school at sports competitions and festivals.

All our pupils are encouraged to believe that they have an important role within the school and in their local community. We feel that if pupils don't care about their local environment, they will never care about the wider world they live in. As such we encourage our pupils to be involved in their local community both within school- school councils, charity work, volunteering, forest schools and out of school- Village Arts group, cricket team, Brownies etc. At North Stainley CE Primary School we take very seriously our responsibility to prepare children for life in modern Britain. We ensure that the fundamental British Values are introduced, discussed and lived out through the ethos and work of the school. All curriculum areas provide a vehicle for furthering understanding of these concepts and, in particular, our RE, PSHE and Citizenship lessons provide excellent opportunities to deepen and develop understanding. Children embrace these concepts with enthusiasm and demonstrate a good understanding of their application to their own lives. The school makes considerable efforts to ensure children have exposure to a wide experience beyond their local community.

Our older children are all part of our school councils and therefore have an opportunity to make an active contribution to our school community and therefore shape the future of our school. We have an Arts Council, a Sports Council, an Eco Council, a Worship Committee and cluster Pupil Voice Ambassadors.

Our class sizes are small which further enables our staff and children to build close and positive relationships and allows for greater personalization of learning.

If you require any further information, please do not hesitate to

**Mrs Elizabeth Watts** Head Teacher



## Our Values

### Mission Statement

Within a safe, secure and caring Christian environment we seek to teach the children of our small rural community to enjoy life and learning; to have enquiring minds and to be resilient in their approach to learning. We aim to equip our children with the skills and attitudes required to prosper in a changing society and to achieve their full potential.

### Our Christian Values

As a church school with a distinctive Christian ethos our Christian values permeate everything we do. We believe strongly in upholding the Christian values that are central to our school lives and as such these are one of our curriculum drivers which make our school distinctive and different.

Friendship

Justice

Resilience

Respect

Hope

Thankfulness

Compassion

Truthfulness

## Our Aims

For pupils at North Stainley School to:

- Be happy and confident in a secure and positive environment.
- Have access to a broad, balanced and stimulating curriculum that is enhanced by visits and visitors.
- Foster Christian values and attitudes through the structure of a caring school community.
- Learn about the Christian faith through Religious Education and participation in collective worship and supported by links with the Church.
- Develop their academic skills in order to reach their full potential.
- Develop good citizenship skills by fostering a sense of responsibility for themselves, others and their environment.
- Develop respect and understanding of different groups and races in society.

## Our Vision

Our vision is to support our children on their learning journey to become:

- Lifelong self motivated learners with individual interests.
- Capable communicators who can express themselves clearly and listen to others carefully.
- Confident in themselves and their values, with high self esteem and self respect.
- Happy and resilient.
- Creative thinkers.
- Productive citizens who have developed understanding and respect for others and who actively take responsibility for their world.
- Healthy and physically active.

## Code of Conduct

- We care for and show respect for each other at all times.
- We speak politely and courteously to everyone.
- We always walk when moving around school.
- We always try to do our very best.
- We listen to each other.
- We look after each other and show respect for the school's and each others property.
- No form of bullying is acceptable.

The code of conduct is drawn up and reviewed by children, staff, parents and governors annually.

The Church of England ethos statement:

"Recognising its historic foundation, the school will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the Churches at parish and diocesan level. The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning of significant faith, and promotes Christian values through the experience it offers to all its pupils."

## Spiritual, Moral, Social and Cultural development

SMSC is about developing the whole person. As our pupils move through the school, we are committed at North Stainley CE Primary School, to developing not only their academic standards and levels of achievement, but also their spiritual, moral, social and cultural awareness. We aim to provide opportunities for our children to form their own identity; sense of place and purpose, giving them the confidence to question and discover who they are in the world and face the exciting challenges that lie ahead. Being a church school adds another dimension to our SMSC provision as our Christian ethos permeates all aspects of school life and underpins our values and mission.

## About the School

### Who we are

North Stainley C of E school is a Primary School for children aged 4 -11 years of age. We are a friendly village school supported by a welcoming community.

We are located in the original school building dating from 1871. There are 2 classrooms and a separate library/small teaching room.

There is a recently updated playground, climbing equipment and a school garden for quiet play activities; this is maintained by the children as part of gardening club. We also have access to the new Village Hall which is used for KS2 lessons, break time, sport, assemblies and school lunch.



## Classes

We currently have three/four classes. The class structure is reviewed on an annual basis to ensure that we have small class sizes.

### **Class 1 Reception & Year 1 (4-5 year olds):**

#### **Teacher**

Miss Gregory

### **Class 2 Years 2 & 3 (6-8 year olds)**

#### **Teacher**

Mrs Wilson

### **Class 3 Years 4 & 5 (8-10 year olds)**

#### **Teacher**

Mr Dodd

### **Class 4 Year 6 (10 - 11 year olds)**

#### **Teacher**

Miss Williamson

### **Teaching assistants**

Mrs Gray

Mrs MacArthur

Mrs Thompson

### **Additional Support**

Mrs Thompson, ATA, works with small groups and 1:1 with children needing extra support.

### **Support Staff**

Mrs Taylor - School Administrator

Mrs Platts / Miss Lewis -Kitchen Staff

Mrs MacArthur/ Mrs Joyce/ Mrs Holian- Lunchtime Supervisors

### **Extended School Staff**

Mrs Platts

Mrs Wright

Miss Lewis

Mrs Thomson

Class sizes are all small, which enables the staff and children to get to know each other very well and allows for greater personalisation of learning.





## Admission Policy

Children are admitted in September of the school year in which they are five. Therefore children whose 5<sup>th</sup> birthday falls between the 1<sup>st</sup> September and 31<sup>st</sup> August will enter school at the beginning of the autumn term of that year.

The children are invited to visit the school for several half-day sessions during the last half of the Summer Term.

The children then start in the Reception Class attending half days until half-term, giving them an opportunity to become settled and ready to start full-time after October half-term.

The decision to admit out-of-catchment area children will be made at County Hall level in discussion with the Governors and Headteacher.

## School Day

Breakfast club	7.45am to 8.50am
Morning session	8.50 a.m. - 12 noon.
Children line up in the playground when the bell goes at 8.50am.	
Afternoon session	1 p.m. - 3.30 p.m.
Stay and Play	3.30pm to 5.30pm

The school meets together everyday for Collective Worship. Lunch is served in the Village Hall, which gives the children plenty of space and creates a calm and relaxed atmosphere. The children are also able to use the recreation ground outside the Village Hall at break-time and lunch time play.

The number of hours taught in a week is in line with statutory recommendations.

## Collective Worship

Collective worship is a focal point of the school day and takes place daily either as a whole school or in class groups.

Collective worship is led by different members of staff and members of the clergy. Once each month Collective Worship takes place in St Mary's Church; parents and members of the community are encouraged to join us. Parents may exercise their right of withdrawal under section 25 of the 1994 Education Act.



## Inclusion and Equal Opportunities

We are a fully inclusive school that aims to meet the individual needs of all children. We aim to identify children with special educational or physical needs as early as possible so that appropriate support may be given. The extra support would come from within school initially, but outside agencies would be consulted if the need arose. Parents are kept fully informed and involved at all stages.

We use the North Yorkshire Equality Scheme to ensure that all individuals regardless of gender, race, ability, and cultural and social background should be given opportunity to achieve their full potential. The school is committed to work towards equality and to combat discrimination and harassment. Combating racism and working towards racial equality is particularly important in the predominantly white population of North Stainley School.

## School Meals

Our cooked meals are cooked on site. Every day the children are given a choice of main courses and desserts, which are ordered a week in advance. Parents can pay for school meals using Parentpay the online payment system that the school currently uses. Prices of school meals are available in school. Alternatively children may choose to bring a packed lunch to school. We encourage parents to support our Healthy Schools status and ensure that packed lunches are healthy; fizzy drinks, sweets and chocolate bars are not allowed.



*Lunch in the Village Hall*

## Healthy Schools and Snacks

We promote healthy eating and living, and have achieved a National Healthy Schools Status. The children are encouraged to drink water throughout the day. At a small cost the children can also have a drink of milk before morning play.

All KS1 children receive a free piece of fruit every day as part of a government healthy eating initiative. KS2 children are encouraged to bring a piece of fruit and/or a healthy snack for morning break.

## School Uniform

At North Stainley School we take pride in wearing our school uniform and representing our school in the wider community. Parents are asked to ensure that their children arrive at school smartly turned out and in uniform, ready to take an active part in the school day.

<b>Girls</b>	<b>Boys</b>
Grey skirts/pinafores/ black trousers	Grey trousers
Royal blue school polo shirt	Royal blue school polo shirt
Royal blue school sweatshirt	Royal blue school sweatshirt
	Sensible shoes - not trainers
Sensible shoes - not trainers	
Summer - blue checked/striped dresses	Grey shorts

The school polo shirts, sweatshirts and fleeces are available from our school suppliers.

School jackets, PE bags, back packs, book bags and hats are also available to order.

No jewellery may be worn in school other than studs in pierced ears.

All earrings must be removed for all PE lessons including swimming.

All items of clothing should be clearly named.



<b>P. E. Kit</b>	
White t-shirt	Navy tracksuit or sweatshirts & jogging bottoms
Navy shorts	Plimsolls/trainers/football boots as required

No football strips are permitted for P.E.

## **Our Learning Culture**

Our teaching reflects our belief that children need to be engaged in their learning, understand how to improve their work and know their goals.

In order for our children to maximise their opportunities, it is crucial that they adopt a focussed approach:

- Effective listening.
- Focussed concentration.
- Motivated to learn.
- Positive, active approach to learning.
- Punctual.
- Good attendance.

We have high learning expectations and we expect all children to work to the very best of their ability.

### **Tracking**

Regular and rigorous pupil assessment is part of the learning process. The children have regular feedback to enable them to understand the next steps in their learning. The progress of the pupils is constantly monitored and tracked, with provision amended to ensure all pupils are moving forward.

### **Home Learning**

To reinforce and extend their learning children will have structured home learning and this will vary from year to year. This will be broad and varied work, ranging from learning times tables and spellings, to Maths and English, to researching information.

### **Parents' Evenings**

Each academic year we will hold two parents' evening, one in the autumn term and one in the spring term. This is a great opportunity to celebrate the many achievements of our children and discuss any concerns. We encourage all parents to attend. Parents are given written progress reports to take away at parents evening.

In the summer term a written report is sent out and parents are invited to make an appointment to discuss this if they wish.

Parents are encouraged to discuss any aspects of their child's education at any time during the academic year.

## Support for the School

### Partnership with Parents

The single greatest indicator of a child's success at school is parental involvement. At North Stainley CE Primary School we encourage parents to become involved in their child's school life. We have many parent, grandparent and community volunteers. All are DBS checked to safeguard our children. Many parents also run or help to run after school clubs and we deeply value their contribution.

### FONSS

We have a fundraising group called FONSS (Friends of North Stainley School), which welcomes parents and others from the village to organise fundraising and social events, please contact the school office for details if you would like to become involved and help raise vital funds for the school. FONSS has made contributions to swimming lessons, school trips, play equipment and IT resources.

### Community

The school is at the heart of the community with involvement in the local Church and the Village Hall, which is now used for lessons, lunch, assembly and sports.

Parents, carers and members of the local community are welcomed into school life, with invitations to: sharing assemblies, school lunches, seasonal celebrations, helping in the classrooms and after school clubs.



*Building bird boxes for the recreation ground*

## Our Curriculum

Our aim is for the children in our school to grow into young people who are increasingly independent, life-long learners.

Since September 2014 we have been teaching our new curriculum; the back bone of which is the National Curriculum. The introduction of a new national curriculum allowed us to review what and how we teach the children in our school. Last year we spent time talking to children, parents, staff and governors to find out what skills and attitudes we want our children to leave us with. We worked with Curriculum Grand Designs at the RSA on this project. As a result our school curriculum drivers are-

1. **A local curriculum for local children.** Learning in and developing respect for our local environment and increasing children's awareness of the wider world. We are developing as a Forest School.
2. **Global curriculum.** Developing children's understanding of themselves and their place in the wider world.
3. **Our Christian Character** as a church school and **Spiritual, Moral, Social and Cultural Development.**
4. **Extended Thinking Skills.** Developing the children's ability to think for themselves, developing their extended thinking skills and their ability to work independently.

We will thread these elements through everything we do at school. They form an integral part of our planning.

Our curriculum is still being developed and is growing organically as we work.

Our children follow cross-curricular themes following learning journeys drawn up by the children, usually following a stimulus or "Big Question."

### Subjects Covered in Our Curriculum

#### ENGLISH

##### Writing

This includes:

- Transcription (spelling and handwriting)
- Composition (articulating ideas and structuring them in speech and writing).

##### Reading

This consists of two dimensions:

- Word reading
- Comprehension (both listening and reading)

##### Spoken language

Our curriculum reflects the importance of the spoken language in pupils' development across the whole curriculum. We believe that spoken language underpins the development of reading and writing.

Our younger children take part in daily Read, Write Inc lessons which involve phonics, speaking and listening, reading and writing.

When children move off Read, Write Inc they move into daily literacy lessons. Our writing is based on Pie Corbett's Talk for Writing. We believe children should initially spend time reading, discussing texts and taking part in drama activities so that when they write they feel secure and confident. Writing is highly valued throughout our school; outstanding presentation is expected with children using our cursive writing font. A writer of the month trophy is given out and outstanding writing is displayed throughout school. We are also members of Lend me Your Literacy where outstanding writing is entered into our own portfolio for a world- wide audience!

Children read in school daily. We have group guided reading sessions lower down the school moving to group comprehension sessions further up the school. A love of reading is encouraged throughout school, a monthly Reader of the Month trophy is awarded and a book is given as a prize. Many of the activities we do in school are based around books. Stories are read to children daily in class. Throughout the year we have many other engaging reading based activities.

## **MATHS**

We strive to ensure our children are fluent in the fundamentals of maths, that they can reason mathematically and solve mathematical problems. Throughout school we follow the Maths Makes Sense principals and teaching order, although we supplement the work with other strategies when we feel necessary.

Throughout the week children in Y1-Y6 will have lessons in the following mathematical areas:

- Arithmetic x2
- Geometry
- Data and measure
- Reasoning

In reception the children follow a mathematical theme of enquiry through a story or picture over a period of a week or several days.

We aim to ensure all children:

- learn the skills of numeracy, measuring and drawing that can be used in everyday life and developed later for the specific demands of a particular career.
- Be given access to thinking and reasoning skills that are so vital in everyday life.
- Learn to think abstractly- an invaluable skill across all subject areas.

Our Maths teaching recognises that maths is a special symbolic language.

- It helps children to articulate this language fluently
- It's multi- sensory
- It's fun
- It simplifies concepts so children actually understand - not just perform tricks

The children learn:

Number- place value, addition, subtraction, multiplication, division, Fractions(including decimals and percentages)

Ratio

Algebra

Measurement

Geometry-shape, position and direction

Statistics

In our Maths lessons the children work with a teacher or teaching assistant for direct instruction, they move onto guided practice and then partner teaching. We believe that the learning dialogue is key to deep learning; if you can teach it to somebody then you understand it.

## **SCIENCE**

Through science our children develop an understanding of the world through biology, chemistry, and physics. Our teaching encourages children to understand how science can be used to explain what is occurring, predict how things will behave, and analyse causes. They develop scientific knowledge and conceptual understanding, an understanding of the processes and methods of science and its uses and implications.

The children are taught to work scientifically through the teaching of the science content in the programmes of study- National Curriculum.

Topics Covered:

- Plants
- Animals, including humans
- Materials
- Seasonal changes
- Living things and their habitats
- Rocks
- Light
- Forces and magnets
- States of matter
- Sound
- Electricity
- Properties and changes of materials
- Earth and space
- Evolution and inheritance

These topics are usually, where possible, linked to our school theme and are on a two yearly rolling programme.



## COMPUTING

Computing has deep links with most aspects of our children's lives. At North Stainley CE Primary it is taught both discretely for skills and cross-curricular to put learning into context. The children learn computer science, in which pupils are taught the principals of information and computation, how digital systems work, and how to put this knowledge to work through programming. Our pupils are therefore equipped to create programmes, systems and content.

Our children will study:

- The principles of computer science- abstraction, logic, algorithms and data representation.
- To analyse problems in computational terms and have repeated practical experience of writing computer programs in order to solve such problems.
- How to evaluate and apply information technology- including new and unfamiliar technologies.
- To become responsible, competent, confident and creative users of information and communication technology.

The children in our school have access to a variety of devices including: lap top computers, chrome books and iPads, as well as data loggers, bee bots and pro bots.

## ART AND DESIGN

We value The Arts very highly at North Stainley CE Primary School. During Art and Design lessons at school the children produce a variety of creative work, becoming increasingly proficient at drawing, painting, sculpture and many other creative techniques. They look at the work of other artists both in class and at Art galleries and museums, especially the work of famous artists.

We believe that children should have experience of working with local artists in school to enhance their skill- we do this regularly throughout school. The children also visit Art galleries and sculpture parks. Out of lessons we have an Arts Council led by the children and after school clubs.



## DESIGN TECHNOLOGY

This is a very creative, practical subject and the children are encouraged to use their imagination to design and make a variety of products. We link the products to our theme to give it context and make it purposeful. We often have teachers from our local secondary schools working with our older pupils on this area as part of our transition work and sharing of outstanding practice.

The children study the following areas:

- Design
- Making
- Evaluating
- Technical knowledge



## GEOGRAPHY

Our pupils study the world and its people including:

- Diverse places
- People and their effects on the world
- The Earth's resources
- Natural and human environments
- The Earth's physical and human processes.
- Geographical skills and fieldwork.

Where possible when studying geography we like to engage children in their local environment and take their learning outside.

## HISTORY

We teach children about Britain's past and that of the wider world. We aim to inspire pupils' curiosity, teach them to ask perceptive questions, think critically and develop perspective and judgement.

Pupils will learn:

- The chronological history of Great Britain.
- Significant aspects of the history of the wider world.
- To develop an understanding of historical concepts and create their own structured accounts.
- To understand the methods of historical enquiry.

- To gain perspective by placing their growing knowledge into different contexts.
- 



## FRENCH

At North Stainley CE Primary we teach French. We have a specialist French teacher for KS2, KS1 learn French with Camembert a French bear. Our upper KS2 children also get the opportunity to take part in a French residential trip to Northern France. Our focus is on practical communication.

In our French lessons we teach our pupils:

- To understand and respond to spoken and written language
- To speak with increasing confidence, fluency and spontaneity
- To write for varying purposes and audiences
- To discover a range of writing in French.

## MUSIC

We value music as one of The Arts at North Stainley CE Primary School. We aim to encourage a love of music, inspire them and develop themselves as musicians. We ensure all pupils:

- Perform, listen to, review and evaluate music across a range of styles and history.
- Learn to sing and use their voices. Have an opportunity to learn a musical instrument. Use technology appropriately.
- Understand terms such as-pitch, dynamics, texture, timbre and appropriate musical notations.



## PHYSICAL EDUCATION

At North Stainley CE Primary School we provide a high quality PE curriculum which encourages our pupils to excel in competitive sports and other activities.

We teach pupils to:

- Develop physical competence to excel in a range of physical activities
- Be physically active for sustained periods of time
- Engage in competitive sports and activities
- Lead healthy, active lives.

We are Silver Sports Award winners, working towards gold this year. We have a Sports Council who organise clubs, intra- school sports events and keep our school and parents involved and informed about what is happening. We have an extensive list of inter school sports competitions and events. We have a well- qualified, outstanding sports coach who works with our classes in school and runs out of school clubs. We also have a range of other specialist sports coaches working with our pupils throughout the year. We are also developing as a Forest School.



## RELIGIOUS EDUCATION

We teach our pupils to develop an understanding of our own religion as a Christian church school and that of other faiths. As such we study the beliefs, festivals and celebrations of Christianity. We study two other religions in depth throughout school-Judaism and Islam. Other religions are covered but not in such depth, these include: Buddhism, Hinduism and Sikhism.

We follow the locally agreed RE syllabus.

## PERSONAL DEVELOPMENT/CITIZENSHIP

Each term we work on one of our Christian Values for life. These are supplemented by SEAL resources and Spiritual, Moral, Social and Cultural development -which is one of our curriculum drivers.

Our values include:

- Resilience
- Forgiveness
- Friendship
- Hope
- Justice

- Compassion
- Respect
- Truthfulness

This is in conjunction with our *Global Schools* work. Each term we focus on a dimension.

These include:

- *Global citizenship*
- *Sustainable development*
- *Diversity*
- *Human Rights*
- *Conflict*
- *Interdependence*
- *Values and perceptions.*

## **SEX EDUCATION**

We aim to encourage children to appreciate the responsibilities of relationships with regard to moral considerations and the value of family life. We see this as an important part of the preparation for adulthood. The children's questions, as and when they arise, will be dealt with sympathetically and sensitively with the emphasis on the emotional aspects of friendships. Life cycles and human development are taught in KS2.

In Year 5 and 6 the School Nurse comes into school to talk to the children (with their parents' consent) about 'Growing Up'. The children watch a video together and then are split into single sex groups for a more detailed talk.

The Governors and Staff of this school believe that discussion of the physical side of sexual relationships with such young children is best dealt within the intimacy of their own home and family.

## **Learning Outside the Classroom**

We highly value learning outside the classroom. As part of their learning the children are involved in a wide variety of trips, activities and have many visitors into school throughout the year.

Our themed days or weeks allow a deeper study and learning of topics to take place.

## **Trips and Activities**

The children are given many opportunities to be involved in a range of trips and activities throughout the year.

Trips have included visits to Nosterfield Quarry to investigate excavations, the local Nature Reserve, local walks to areas of interest, annual pantomime trips, Harlow Carr, Fountains abbey, The Deep and Jorvik.



*London*



*Robin Wood*



*Bewerly Park*



*Archaeological Dig*

We have variety of visitors invited into school. Activities have included themed days to compliment topics in the curriculum, bird box building for the recreation ground, street dance, National Book week and poetry workshops.

### **CLUBS AND EXTENDED SCHOOL**

The school currently provides, clarinet, recorder and flute lessons through a peripatetic music service. We have a wide variety of after school activities including sports, craft, computer, gardening, and DT clubs. These clubs are run within our extended school provision with the support of staff and parents, suggestions for new clubs are welcomed from parents and pupils.



## Rewards

### Our Reward System

Reward Stickers are given out for:

- Marvellous Manners
- Brilliant Behaviour
- Kindness
- Inspirational Ideas
- Wonderful Work
- Fantastic Homework
- Excellent Effort
- Great Group Work
- Magic Maths
- Regular Reading
- Super Spelling

These stickers are kept in a 'My Achievements Folder'.

When children have achieved certain amounts they are rewarded as follows, they keep this record of achievement as they move through school.

20 stickers - postcard home	250 stickers - Yellow Badge
40 stickers - Bronze Award	300 stickers - Red Badge
60 stickers - Silver Award	450 stickers - Silver Badge
100 stickers - Gold Award	500 stickers - Gold Badge
200 stickers - Diamond Award	

### When Things Go Wrong

If anyone breaks the school rules, this is what will happen:

- A clear warning will be given that the behaviour is not acceptable.
- If the behaviour continues, 5 minutes of playtime will be lost. A behaviour record will be filled in.
- If 15 minutes of playtime are lost - the pupil will go and see Mrs Watts.
- If more than 5 behaviour records are filled in parents will be informed

We also award one pupil from KS1 and KS2 'Star of the Week' each week to recognise particular achievement in a variety of areas.



## Destinations

In recent years eleven-year olds who left the school in July went on to attend the following secondary schools:

Bedale High School  
Nidderdale High School - Pateley Bridge  
Ripon Grammar School  
Outwood Academy  
St Aidan's C.E. School- Harrogate  
Thirsk Comprehensive School

When children are in their final year here (Y6), the initial selection for secondary education is made.

The Local Education Authority provides explanatory notes and a booklet to parents of Y6 children.

Parents are invited to come to school individually to discuss their child's secondary transfer with the head teacher if they wish.

## **Charging and Remission of charges policy**

The Governing Body have adapted the Local Authority's policy of Charging and Remission. A full copy is available for inspection in school or from the school website.

### In summary

In line with the Education Reform Act the school is allowed to make certain charges. For certain activities, the Governors have authorised the Headteacher to ask for appropriate voluntary contributions. No child will be excluded from an activity because his or her parents cannot make a contribution. However it should be appreciated that if insufficient voluntary contributions are received the activity will not take place.

The Governors have also authorised the Head teacher to ask parents to pay for any damage caused wilfully by their child such as broken windows, damaged or lost equipment or books etc.

### Personal accident insurance for children

The County Council insures only 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 an injury suffered by a pupil.



The school has taken out Personal Accident Insurance for all the children on their behalf. This covers all school activities including sport and residential visits in the UK. A copy of the insurance policy is available in school for inspection.

Children's personal belongings remain at all times entirely the responsibility of the parent or guardian. School uniform and PE kit should be clearly named. No electronic equipment or mobile phones should be brought to school.

### **Complaints**

Should parents have a complaint about the school curriculum or a related matter, they should first approach the Head teacher who will welcome the opportunity to resolve the problem. However, if this course of action proves unsatisfactory there is a Formal Complaints Procedure, details of which are available in school.

### **Emergency Closures**

Parents will be contacted in the mornings if the school is to be closed through the text messaging system. Please ensure you keep your contact details up to date with the school office. We will also announce any adverse weather closing on local radio station Stray FM.

## **Absence and Medicines**

### **Absences**

Parents/carers are requested to phone school on the first day of absence. A written explanation should be sent to the head teacher upon return to school. In the case of sickness or upset stomach, parents should keep their child off school for 48 hours after the last episode of illness.

If parents need to take their child out of school an application for Pupil leave of Absence form must be completed. The headteacher is not authorise to permit absence for family holidays. Please refer to our Attendance policy

### **Medicines in school**

Teachers will administer medicines only at the written request of parents on their doctor's advice. Please refer to our Medicine Policy. Medicines must be kept in a safe place by the teacher, not the pupil.

If your child has Asthma we ask that parents complete a school asthma card available from school.

## Children's Absence 2014- 2015

The percentages of authorised and unauthorised absences are as follows:

2.4% Authorised

0.4% Unauthorised

### **North Stainley CE Governing Body**

Mrs D Willis	Chair of Governors/LA Representative
Mrs A Houghton	Parent Governor
Vacant	Parent Governor
Mr N Potts	Parent Governor
Vacant	Co-Opted Governor
Mrs G Bailey	Co-Opted Governor
Mr H Marshall	Co-Opted Governor
Vacant	Foundation Governor
Rev N Morgan	Foundation Governor
Mrs S Taylor	Staff Governor
Mrs E Watts	Headteacher

### Message from the Governors

We hope that you have found the information in this prospectus helpful and interesting. We have made every effort to show what an exciting and caring school North Stainley can be for your child.

If you would like any further information please do not hesitate to contact the Headteacher. We would also like to welcome you to visit us to experience our school environment first hand, meet the staff and most importantly our pupils.