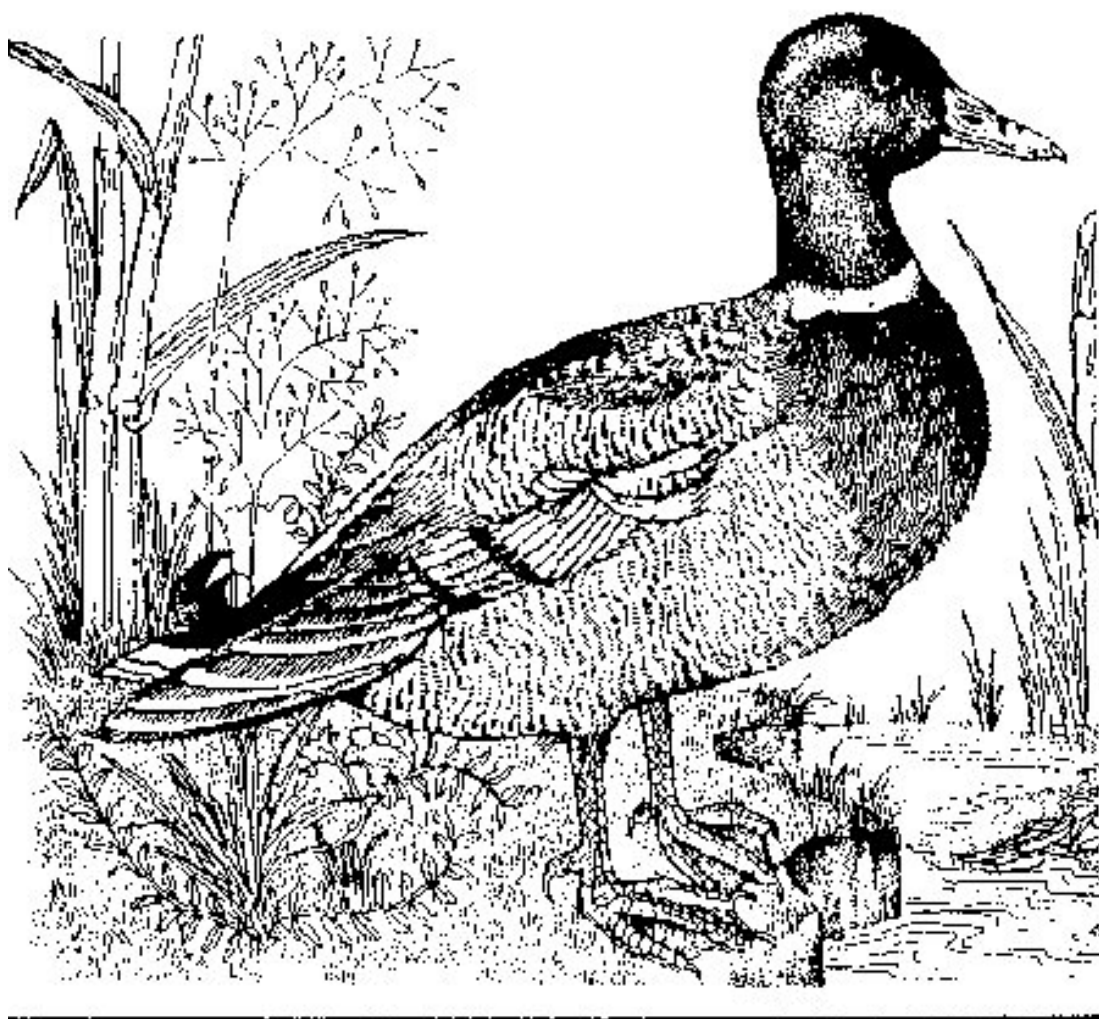


# *Prospectus*

*North Duffield Community  
Primary School  
2016-17*



Prospectus  
For  
North Duffield Community Primary  
School  
Broadmanor  
North Duffield  
Selby  
North Yorkshire  
YO8 5RZ

**‘We are a vibrant, smiling school’**

Telephone: 01757-288487

Email: [admin@northduffield.n-yorks.sch.uk](mailto:admin@northduffield.n-yorks.sch.uk)

Website: [www.northduffield.n-yorks.sch.uk](http://www.northduffield.n-yorks.sch.uk)

*Special thanks to:*

*Graham Wiles for his help in compiling the Prospectus*

If you need this document in large print, audio, Braille, alternative format or in a different language, please contact Policy Unit on 01603 228852 and we will do our best to help.

## NORTH DUFFIELD COMMUNITY PRIMARY SCHOOL

### SCHOOL AWARDS AND ACCREDITATIONS

#### **Rated 'good' by Ofsted in April 2013**

Dyslexia Quality Mark

Healthy Schools Status

Artsmark Award

Basic Skills 4rd Time Quality Mark

Inclusion Quality Mark

Health & Safety Management Local Authority Bronze award

Silver Sainsburys School Games Mark Award 2015/16

International School Award

*"...pupils gain the confidence and ability to prepare them for the challenge of a rapidly developing and changing technological world"*



## NORTH DUFFIELD COMMUNITY PRIMARY SCHOOL

### WELCOME TO OUR GUIDE FOR PARENTS

**WE** recognise that starting a new school can be an anxious time for both parents and children.

For the child in particular, everything seems strange and there are lots of new experiences to adjust to.

Parents need to know what kind of school their child will be attending and how the school intends to care and nurture their child through his or her early stages of education.

***We hope to make these early years an exciting, fulfilling, and a richly rewarding experience which will benefit your child through the rest of his or her life.***

We know that you will have lots of questions about the school and about our policies.

In the following pages we hope to be able to answer some of those questions. If there are any other questions you need to ask, do not hesitate to contact a member of staff or, if necessary, the Head Teacher or a Governor.

We are a Leading school for Inclusion and we believe that all children are special. We work hard to provide an accessible and stimulating curriculum which caters for the diverse needs of all our pupils.

*"We hope to make these early years exciting, fulfilling and richly rewarding..."*

*A parent said  
"My child is really enjoying school and you and your staff are so fantastic in creating all these various activities. It is so imaginative and very exciting for both children and parents ....!!"*

*"...achieving excellence together"*

## OUR MISSION STATEMENT

### Achieving Excellence Together

#### Values

Throughout the school we reinforce the key values

**Rights, Respect, Responsibility and Independence.**

#### Aims

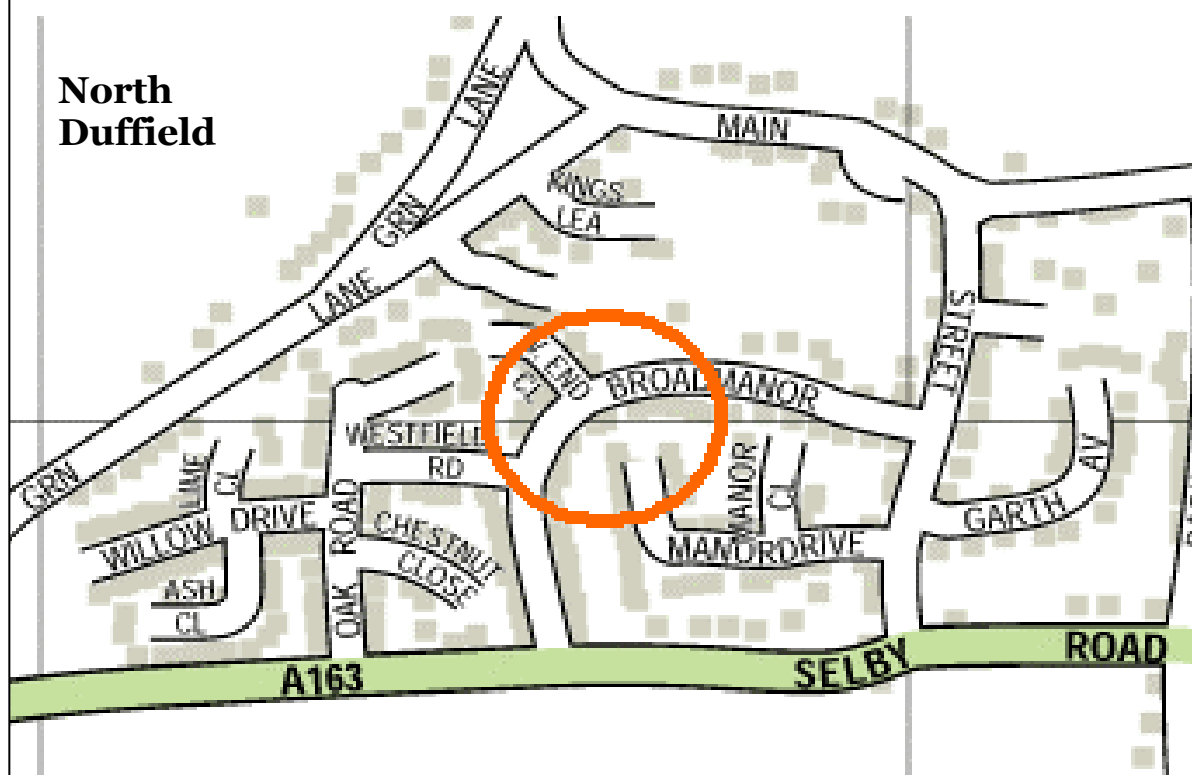
To achieve our vision we aim for all pupils, staff, governors, parents and the community to:

- Work together
- Encourage initiative
- Be unique people
- Have self belief
- Understand diversity
- Be welcoming
- Have a supportive environment
- Ensure equality
- Be part of a community

**Our Aims and Values are displayed on our tree in the hall.**



## HOW TO FIND US



## NORTH DUFFIELD COMMUNITY PRIMARY SCHOOL



We have 164 pupils from aged four to 11. And we're still growing!

## MEET THE PUPILS



**...the head teacher Mr Andrew Russell**



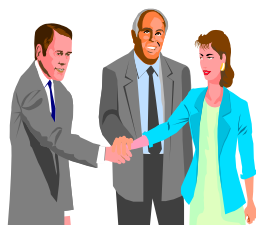
Our teachers are proud of their school and their pupils

**...and the staff**



Left to right. Top: Mr Stroyd, Mr Russell and Mr Hill.  
Bottom: Mrs Mounfield, Mrs Mould and Mrs Duffy

*The school staff and Governors are always willing to discuss any questions you may have*



## **SCHOOLSTAFF**

### **HEAD TEACHER**

Mr A Russell

### **TEACHING STAFF**

Mrs C Duffy

Mr R Hill

Mrs M Mounfield

Mr A Stroyd

Mrs J Fildes

Mrs M Henriques

Mrs E Mould

Miss S Walford

### **BUSINESS MANAGER**

Mrs S Bevan

### **ADMIN ASSISTANT**

Mrs T Oswald

### **HIGHER LEVEL TEACHING ASSISTANTS**

Mrs J Hemingway

Mrs T Oswald

Mrs J Smith

Mrs G Rayner

### **COOK**

Mrs S Langan

### **KITCHEN ASSISTANTS**

Mrs G Wass

Mrs A Dennison

### **MIDDAY SUPERVISORS**

Mrs B Barrow

Mrs K Elston

Mrs J Hemingway (Lead MSA)

Mrs K Honeywood

Mrs A Horne

Mrs G Rayner

### **CARETAKER/CLEANER**

Mrs G Wass

Mrs J Oglesby

## **GOVERNORS**

### **CHAIR OF GOVERNORS**

Mr M Ward (Co-opted Governor)

### **CLERK TO GOVERNORS**

Mrs S Bevan

### **PARENT GOVERNORS**

Mr C Smith

Mrs J Fildes

Mrs J McKeating

Mr S Broome

### **LOCAL AUTHORITY GOVERNORS**

Vacancy

### **COMMUNITY GOVERNORS**

Mr T J Benson

Ms K Dagger

Mrs J Smith

Mrs G Volans

Mr M Ward

### **STAFF GOVERNORS**

Mrs M Mounfield

Mr A Russell

### **TEACHING ASSISTANTS**

Mrs M Almond

Mrs B Barrow

Mrs K Elston

Mrs D Gallagher

Mrs K Honeywood

Mrs A Horne

Mrs S Jewitt

Mrs T Oswald

### **PASTORAL SUPPORT OFFICER**

Mrs J Smith

### **RELIEF MIDDAY SUPERVISORS**

Mrs M Almond

Mrs A Collyer

Mrs W Hudson

*The Head Teacher and Governors work together for the benefit of the school and its pupils*

## BUT WHAT DO GOVERNORS DO?

**THE HEAD TEACHER** is responsible for the day-to-day education direction of the school, while the governors are involved in the longer term policy decisions.

The Governors have responsibility for the buildings, appointment of staff, organisation and admissions policy, conduct of the school and the school budget.

The governing body is a group of people, elected or nominated, who have the welfare of the school and its children at heart. The Governors accept the North Yorkshire County Council Curriculum Statement. Full Governor Meetings are held at least once each term.

The Governing Body also have several Committees which meet when required.

## WHERE CAN I GET MORE INFORMATION?

**THE FOLLOWING documents can be inspected in school by prior arrangement with the Head Teacher:**

- Your child's personal record
- The National Curriculum reference documents
- School policy documents
- Minutes of Governors meetings

## WHAT ARE THE SCHOOL HOURS?

**SCHOOL STARTS at 9am. Children may come to school ten minutes earlier.**

Please do not let them arrive any earlier, however keen they are, as there may not be a member of staff around to prevent accidents.

On wet days they may come straight into school at 8.50am. We would request that children are punctual for school. As well as positive social training this allows the whole class to settle



*"we would request that children are punctual for school."*





*Play timetable  
for Juniors and  
Infants*

down without interruption.

We also ask that parents are punctual when collecting their children when they finish school. If a problem arises, we would appreciate a telephone call so that we can reassure your child and ensure that a member of staff remains on the premises until your child is collected.

#### **KEY STAGE 2**

Morning playtime: 10.40 to 10:55am

Lunch: 12.00 to 1pm

Afternoon playtime: 2.20 to 2.30pm

School ends for all: 3.30pm

Pupils in the Foundation Stage Class may be collected from 3.15

#### **FOUNDATION STAGE**

10.40 to 10:55am

12.00 to 1.00pm

2.10 to 2.30pm



### **WHAT EXAMPLE WILL YOU SET FOR MY CHILD?**

*"We hope,  
through  
example ...your  
child will become  
a caring person  
and enjoy a wide  
variety of  
activities..."*

**WE AIM to make our school a caring place with a happy working environment.**

We hope that through examples set by the staff and children, your child will become a caring person who appreciates the importance of friendliness, loyalty, punctuality, politeness, honesty, self-respect and self-discipline.

We hope that your child will enjoy the wide variety of activities provided, which range across the curriculum and will help the children to develop to their full potential.



*"the emphasis in the school is on making learning a pleasure"*

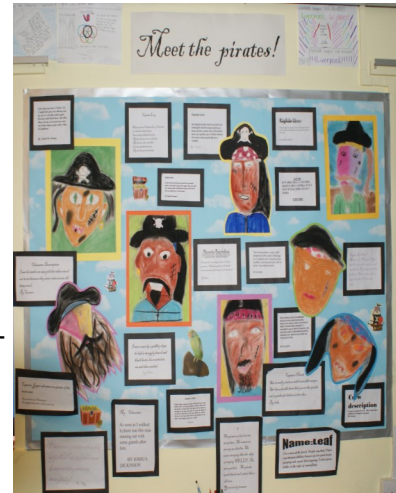


*"Try to make your child independent by teaching him or her to dress themselves and do up buttons..."*

In order to give the children an opportunity to discover and learn through first hand experiences, we shall take them out on visits whenever possible.

## TELL ME SOMETHING ABOUT THE SCHOOL

**NORTH DUFFIELD SCHOOL** is a mixed Community Primary School for children aged four to 11 years. It is non-denominational. We are a leading school for Inclusion and we have been awarded the Basic Skills Quality Mark 4 times. Our latest Ofsted in April 2013 placed us in the 'good' category. We are most fortunate to have a rural setting and in summer our playing fields are well used and enjoyed by all pupils.



***A superb display of class project work***

The emphasis in the school is on making learning a pleasure and to this end we have tried to create an atmosphere which is an extension of the home. All parts of the school have comfortable areas where children can feel relaxed and at ease, often surrounded by attractive displays of their own work (see picture).

***The importance attached to the work of the children can be seen throughout the school by the care which is taken to display their work.***

Our older children have always been very supportive of the younger pupils in our school and we encourage and support the family ethos.

## HOW CAN I PREPARE MY CHILD FOR SCHOOL?

**TRY TO READ and tell stories to your child, look at books, say nursery rhymes, jingles and sing songs, too.**

Talk about things you do and see together, including television programmes. Talk about every-day things such as shopping, setting the table, washing, cleaning and playing and always encourage them to give full answers.



*"Help your child by doing things together..."*

Try to make your child independent by teaching him or her to dress themselves and do up buttons and zips, put on socks and shoes or boots and tie laces.

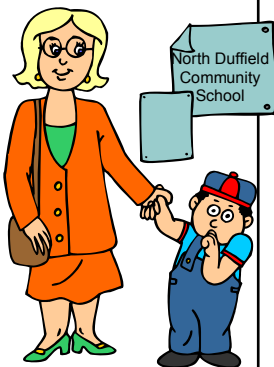
This will be of great help to the teacher who has lots of other little bodies in the classroom. Think of all the precious time it would take to dress everyone or help after PE. Please remember to label all your child's clothes as it does make dressing much easier.

If your child comes into school able to do these simple tasks, it will make him or her feel independent, secure and confident and, therefore, much happier.

Children often ask you to write things for them. Please help your child by using the style that we use in school. A member of staff can advise you if you wish.

## HOW CAN I HELP IN SCHOOL ONCE MY CHILD STARTS?

**SCHOOL CAN BE** a very daunting place, especially in the early days. Teachers are well used to caring for children. They are responsible for the welfare of your child in the classroom.



*"School can be a very daunting place, especially in the early days..."*



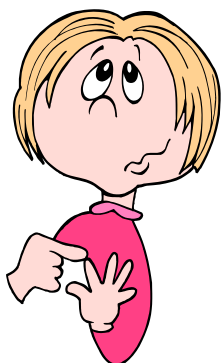
All new parents of foundation children are invited to a pre-start meeting in July where the ethos of the school is explained to parents and where parents may ask the staff any questions

about school routines etc. Any fears expressed at home by the child are best discussed with the teachers or the headteacher before they become a problem.

The staff at this school encourage parents to talk with them about any matter that concerns them.

A telephone call or a note to school asking for an appointment will guarantee a more formal interview if a brief word after school is difficult.

We have an open door policy and parents with any problems concerning their child are encouraged to discuss them initially



"fears expressed by your child at home are best discussed before they become a problem"

with the class teacher and then the headteacher, if necessary.

*Many parents volunteer to help in a non-teaching capacity in the classes. There are various working parties invited to help with cooking, craft and visits.*

*Anyone is welcome to join in and we encourage parents to visit and help out in class, but DBS screening is required.*

We rely heavily on parental help with transport for school activities.

***However, we must stress that parents should check that they have the appropriate insurance. We have to comply with the latest regulations regarding booster seats for pupils out on school visits.***

It is important for parents to remember that their child is an individual and that all children develop at vastly different speeds. It is unfair when you are given the opportunity to spend time in the classroom to compare your child's work with that of others. Instead always encourage your child with positive help and comments.



## WHAT IS THE SCHOOL'S ADMISSIONS POLICY?

**ANY PARENT WISHING to enrol their child(ren) at the school is welcome to call by arrangement with the headteacher.**

On their first visit to the school, parents will be shown round and, if possible introduced to their child's teacher. The general organisation of the school, curriculum and teaching methods can be discussed at this time. School places are allocated by application to the Local Authority.

The school serves North Duffield and Skipwith with children in the normal catchment area having first priority on places at the school.

***Parents of children living outside the catchment area may express a preference for their child(ren) to attend this school, but such requests will be considered only when places have been allocated to children living in the area served by the school. Our maximum admission limit is 25 per year group.***



"...parents will be shown round and, if possible, introduced to their child's teacher"





*"Tired, unhappy children can be disruptive, to the detriment of all children in the class."*

Children who are aged 5 between September 1 and August 31 can start school in the autumn term. (The dates of our terms will be shown separately in this Handbook, as they change each year). Parents have the choice of a deferred entry or part-time admission to school until the term after their child's 5th birthday.

This can be useful because tired, unhappy children can be disruptive, to the detriment of all children in the class.

Children are invited to visit their Secondary school before starting there. This will be arranged by us in the form of a full day spent at their new school during their final term here.

***Please note that there is no legal obligation for any child to be enrolled until the beginning of the term following their fifth birthday.***

The school is divided into six classes. Some class caters for more than one age of child, but by using a differentiated curriculum we are able to cater for all ages and most abilities.

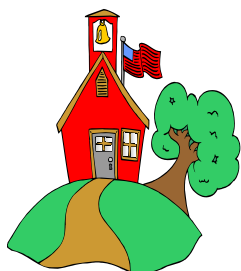
## WHAT IS THE SCHOOL CURRICULUM?

**THE CURRICULUM IS laid down by the 1988 Education Act, which covers the area of study and standards to aim for.**

Copies of the curriculum documents are available for inspection at the school.

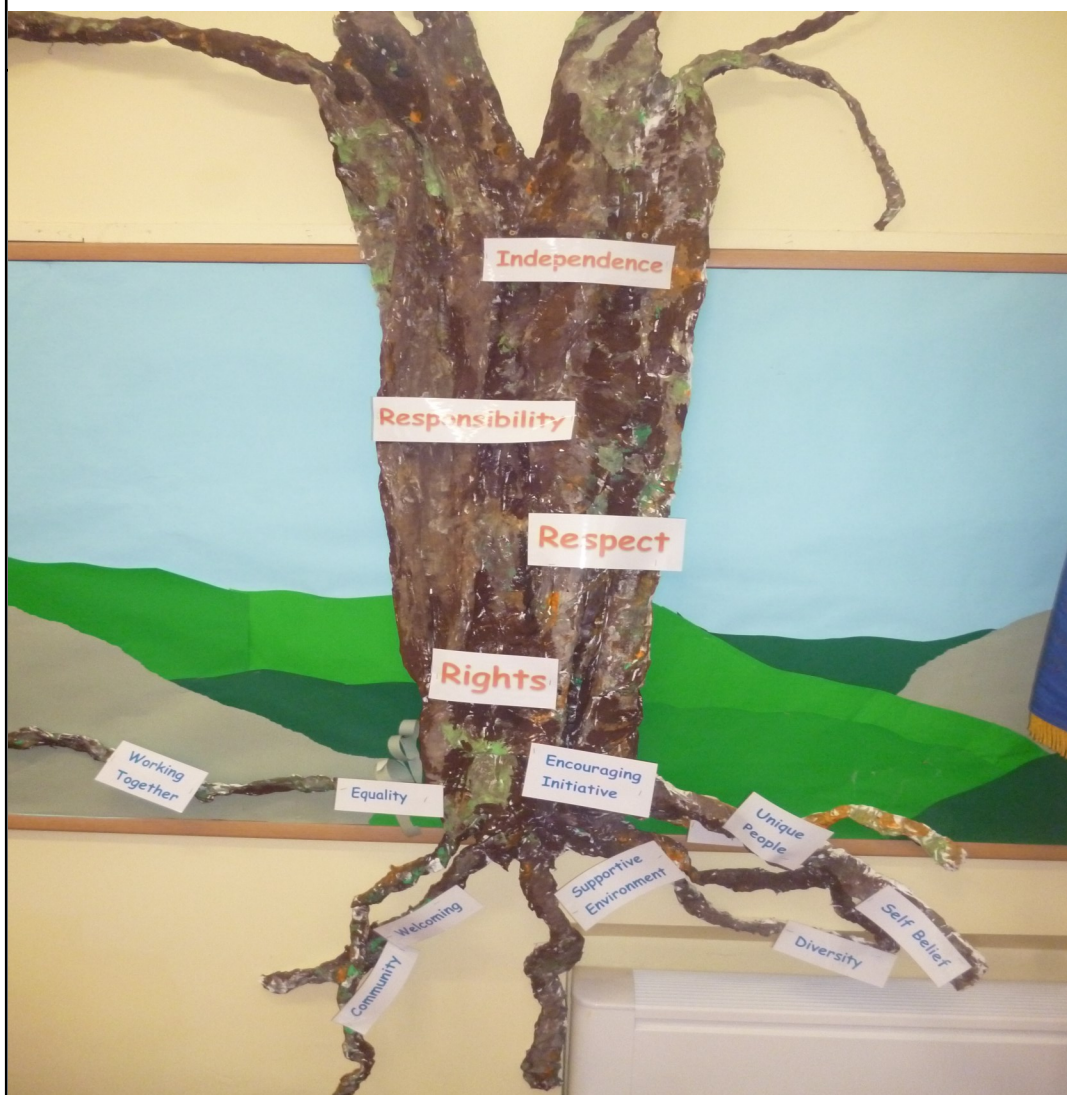
***The staff plan the pupil's work appropriate to their needs with reference to the Learning Objectives of the National Curriculum. The pupils' progress will be recorded in the form of Assessment for Learning using depth of learning system of assessment.***

We strictly adhere to LA and Government guidelines regarding internet and E-safety.



*"Develop a concern for the quality of their immediate environment..."*

## WHAT ARE OUR AIMS AND VALUES?



Our aims and value tree represents the ethos of the school and how we aim to develop each individual in the school community.



*"Children are made aware of the pleasures to be gained from books and reading..."*

## HOW CAN I HELP MY CHILD WITH READING AND MATHS?

**MANY PARENTS ASK** if their child should be taught letter names or sounds when referring to the letters of the alphabet. Sounds need to be taught correctly and this is started in the first term of foundation year. Please see your child's class teacher if you need any guidance

Children are made aware of the pleasures to be gained from books and reading. Stories, poems and rhymes read to them by the teacher or parent will help to lay down a firm foundation of enjoyment in listening and reading skills.

Parents are encouraged to read with their children, discussing pictures and storyline, with the main emphasis being on

enjoyment and understanding rather than success in the mechanics of reading



*"Children will be encouraged to take home reading and class library books..."*



*"Your child will feel successful if rewarded with praise for her efforts..."*

The children have individual reading record booklets which follow them throughout their time at school. Parents are invited to add comments in these.

Children will be encouraged to take home reading and class library books regularly, the main aim being to extend their reading experiences and to share them with an adult. We hope that parents will be able to support us in this venture.

#### **POINTS TO REMEMBER:**

**Your child will feel successful if s/he is encouraged to share his/her experiences and is rewarded with praise for his/her efforts. Here are some pointers which will help you read with your child:**

**1- Choose a time that is good for both of you. Little and often is better than large amounts infrequently.**

**2 - Avoid distractions (no television!)**

**3 - Sit together so that you can both comfortably see the book.**

**4 - Talk about the story and pictures. Ask about what has happened and what might happen.**

**5 - Encourage your child to follow the words when you are reading (in the first stages point to the words as you read them).**

**6 - Let your child join in and take over whenever s/he wants, but be ready to keep the story going by helping or taking over the reading again.**

**7 - Give praise and share enthusiasm.**

**8 - Remember shared reading is not a trial or a test.**

**9 - End a session quickly if your child shows signs of becoming tired or bored.**

**Think of sharing as helping your child to read, not teaching.**

**And always treat it as FUN!!**



**A reading information pack is available for every parents with some helpful to assist your child with reading.**



*"We have a very high attendance rate...only one pupil took unauthorised absences totalling two days"*

*"Parents are made welcome if they wish to talk to the teachers before school starts and at the end of the day..."*

## WHAT ARE THE ABSENCE STATISTICS?

**WE HAVE A very high attendance rate.** During the Academic year 2014/5 the attendance rate was 96.%. Authorised attendance was 2.94%, unauthorised .08% Parents are strongly discouraged from taking children out of school during term time.

## HOLIDAYS IN TERM TIME

**IN EXCEPTIONAL CIRCUMSTANCES, parents may withdraw their children for holidays in school time up to a maximum of two school weeks in the year.** If you need to take your child out of school you should discuss your request with the Headteacher. Under legislation if your request does not meet the criteria you may incur a penalty notice fine. There is no limit to absence through illness, but a note or phone call to the school is required if your child is kept away from school for any reason. **We need to know daily if your child is absent and non attendance without notifying the school will be followed up immediately.** Children who are absent without their parents' knowledge or consent, will be referred to their parents and to the Education Social Worker.

## CAN I MEET THE TEACHERS?

**ALL PARENTS RECEIVE a formal invitation to come into school every term to discuss their children's progress.**

Informal interviews are always available by contacting the teachers concerned for a mutually convenient time.

Parents are made welcome if they wish to talk to the teachers before school starts and at the end of the day. However, please remember that teaching starts at 9.00 am and staff may have an after school club commitment so it is advisable to let us know if the issue is urgent if possible.

## BUT WHAT ABOUT PARKING?

**THAT'S ALWAYS A PROBLEM...**

There is limited on-street parking space outside the school. Please do not park on the yellow lines or places where the children's view of the road could be obstructed.

Please be considerate when parking near residents' driveways. Parking is **not** allowed in the school for safety reasons.



## HOW IS THE CURRICULUM ORGANISED IN OUR SCHOOL?



*"...all children are entitled to a broad and balanced curriculum."*

*"Literacy and numeracy have a very strong focus on a daily basis..."*



*"..sexual matters are dealt with naturally and sensitively as and when the need arises"*

At North Duffield Primary School we believe that all children are entitled to a broad and balanced curriculum. Learning is fun and interactive and the children are always well supported by their own personal goals. We believe that providing excitement and challenge are the reasons why achievement is so high. In all year groups we monitor pupil progress, sharing this with the child and their parents helping everyone to understand the next important steps in learning.

### THE SCHOOL IS DIVIDED INTO FOUNDATION, KEY STAGE 1 AND KEY STAGE 2.

Ms Henriques teach the FS/Y1 class.

Mrs Stroyd teach the Y1/Y2 class.

Mr Hill teaches the Y2/Y3 class.

Mrs Mould/Miss Walford teaches the Y4 class.

Mrs Mounfield teaches the Y5 class

Mrs Duffy/Mrs Fildes teaches the Y6 class.

All classes are supported by a teaching assistant.

All teachers work to a two year cycle in the core subjects of Maths, English and Science and are using the Essential Curriculum approach to planning. This is linked closely to

Assessment for Learning and Depth of Learning (promoting mastery teaching.



*As part of their science work the children investigate  
Types of flowers on the computers*



"Literacy and numeracy have a very strong focus on a daily basis..."

We make extensive use of ICT and believe that it can be used in every aspect of learning. E-safety is very important to us and any breach in security must be reported immediately.



## WHAT IS THE SCHOOL'S SEX EDUCATION POLICY?

**WE DO NOT TEACH** infant children sex education but we do deal with sexual matters involved in their growth and development from birth to their own age as part of their Science work taken from the National Curriculum.

Other sexual matters are dealt with naturally and sensitively as and when the need arises.

In Years 3, 4 and 5 the children learn about their bodies and how they work as part of their Science work.

***In Year 6 the children are taught some basic explanation of the role of sex in producing future generations and the importance of love and care in the up bringing of babies.***



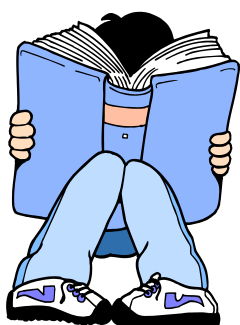
"..sexual matters are dealt with naturally and sensitively as and when the need arises"

Years 5 and 6 also learn about their bodies in Science. Teachers tell the children about the changes that they can expect to experience with the onset of puberty and how this provides the means for reproduction.

Parents are informed prior to this lesson and are able to discuss their concerns, if any, with the Nurse following a preview of the video used to lead the lesson.

***Parents have the right to withdraw their children from aspects of Sex Education that are beyond that required by law as shown in the National Curriculum Science programmes of study.***

A copy of these can be sent to you if you send a request to the headteacher, or they can be viewed in school by arrangement.



*"All pupils are expected to complete a minimum amount of homework each evening..."*

## WHAT IS THE SCHOOL'S POLICY ON HOMEWORK?

**ALL PUPILS ARE expected to complete a minimum amount of homework each evening.**

The table below sets out the amount and type of work set. Parents are expected to ensure that their children complete the task and that the quality is appropriate for their child.

Any concerns about the amount or type of work set should be discussed with the teacher.

Age	Amount	Type
Years 1 and 2	1 hour per week	Reading, spellings, phonics, tables and other number work and topic research
Years 3 and 4	1.5 hours per week	Reading, spellings, grammar, tables and other number work, occasional work in other subjects and
Years 5 and 6	2 hours per week	Reading, spellings, grammar, tables and other number work and more regular work in other subjects.



"...three whole school assemblies, one award assembly and a hymn singing assembly..."

## WHAT IS THE SCHOOL'S RELIGIOUS EDUCATION POLICY?

**As laid down by the 1988 Education Act, Religious Education is given to all children during the week.**

Parents' rights to withdraw their children from these lessons are respected. Any parent wishing to do so should contact the Headteacher.

People from various religions take an occasional role in the assembly patterns and celebrations. Our local Anglican vicar is a frequent visitor

***Appropriate visitors and representatives of charities are invited to contribute to the children's awareness of the needs of others and to help them reflect on their own life.***

Throughout the week there will be:-

Three whole school assemblies, and one award assembly.

Most acts of collective worship will last for approximately 15 minutes.

## HOW DO YOU HELP CHILDREN WITH SPECIAL NEEDS?



"Many children experience short term learning difficulties..."

All children at the school are seen as individuals with individual needs, who will experience an exciting journey of discovery during their time at our school. At certain points during their learning some children may require extra support to flourish and move on.

Our inclusive practice and effective assessment system means that the curriculum and approaches to teaching are continually adapted to meet the needs of the children, ensuring they grow, develop and achieve.

Any concerns regarding individual children are always discussed with the Special Educational Needs Coordinator, Mrs Mounfield, who will provide the appropriate support within the school or with other agencies if necessary.

All children are screened at regular intervals for problems related to vision and hearing by the School Nurse. Each class teacher is directly responsible for the welfare of the children in the class group.



The school has been graded as excellent for inclusion. **We are a leading school for inclusion**, supporting other schools with their development.

The school's inclusion and child protection policies are updated and reviewed regularly and are available on our website. School recognises that a child's welfare is paramount, however good child protection practice and outcome relies on a positive, open and **honest** working partnership with parents. Copies are held in the school office and may be read by anyone requiring to do so.

At North Duffield Primary School safeguarding your children is our highest priority. To ensure that your children are safe at all times we ensure that all staff receive the most up-to-date training on issues around safeguarding. By clicking the link below you can see our Child Protection Policy on Preventing Radicalisation. In it you will find information about how schools have a duty to prevent children from becoming radicalised. It also provides information on how the staff and governors at North Duffield Primary School support your child in this area.

To see a copy of our policy please click the following link:

<http://northduffield.n-yorks.sch.uk/data/documents/policy-child-protection.pdf>



*"All children of every ability are given the opportunity to participate in all physical activity in school"*

## WHAT IS THE SCHOOL POLICY ON SPORT?

**THROUGH SPORT AND physical activity we aim to encourage our pupils to develop the personal qualities of commitment, enthusiasm and fair play.**

**We were awarded the Silver Sainsburys Sports Mark award.**

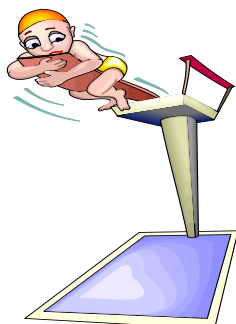
We aim to teach the children, through experience, to know the value and benefit of participation in physical activity while at school and throughout life.

All children of every ability, both male and female, are given the opportunity to participate in all physical activity in school. These activities will vary according to the age and ability of the children.

***A minimum of 2 hours each week is available for all children.***

At Key Stage 2 we give more time to team games but all other sporting activities are planned into the timetable.

Swimming is included and takes place at Barlby High School for specific year groups.



Swimming is included and takes place at Barlby High School for Years 4 and 5

Children have access to various styles of dance in after school clubs. We also have an annual athletics sports day at which all children participate.

Barlby High School joins with the other local primary schools for rugby, swimming, cricket and athletics as part of the cluster liaison policy. Football is played in a local league, netball and rounders fixtures are regularly organised.

The school participates in a number of cluster sports events throughout the year organised by Sporting Start.

We use Sports Premium to enhance the curriculum with new sports and provide all children with access to out of school provision.

We have an outdoor physical play area which pupils use on a daily basis.



## WHAT EXTRA CURRICULAR ACTIVITIES ARE OFFERED?

**NORTH DUFFIELD SCHOOL is proud of the extra-curricular activities on offer and the children respond to these opportunities with great enthusiasm.**

THE SCHOOL HAS football, netball, rounders and cricket teams. Practices take place either at lunch time or after 3.30 pm. We have been very successful in the past and we hope to maintain these achievements. We also offer a number of other extra curricular clubs so that the children can try a range of different activities.

In 2015 the school received Artsmark award in recognition for quality arts provision in school.

The upper juniors are also involved in a cycling craft course which is promoted by the Road Safety Department of North Yorkshire.



*"The school has football, netball, rounders and cricket teams..."*



*Top: Our Musical Theatre Group Panto*



*Left: We are very proud of our school orchestra*

## WHAT CAN PARENTS DO TO SUPPORT THE SCHOOL?

**TO ENABLE PARENTS and friends to take a fuller part in the school teachers often seek their support with school and class activities.**

The Friends of North Duffield School is a very active group which supports the school in many formal and social ways.

All parents are invited to attend their meetings.

The committee consists of:

Chairperson	Mrs E Burnett
Vice-Chair	Mrs K Honeywood
Secretary	Mrs S Fox
Treasurer	Mrs J Mayne

In the last two years they have raised £6500 for the school by organising various events such as fun day and events for parents and children. They have purchased Christmas presents for the children, stage lighting, class resources and provided funding towards transport for school activities and our new outdoor quiet area.

We are extremely grateful for their support. If you are interested in becoming involved, please let us know or just come along to a meeting.



*"Private tuition is available in school time for brass and woodwind .."*

## WHAT ADDITIONAL MUSIC FACILITIES ARE AVAILABLE?

PRIVATE TUITION IS available in school time for brass, woodwind, guitar, piano, keyboard and violin.

We have a school orchestra and we put on a presentation of drama, music and dance at least once each year.

## WHAT ARE THE TEACHING HOURS AT THE SCHOOL?

Key stage 1 (Infant) children are expected to achieve a minimum of 21 hours per week.

Key Stage 2 (Junior) children are expected to achieve a minimum of 23.5 hours per week.

Registration time and play times are not included in this calculation.

## WHAT HAPPENS AT LUNCH TIME?

**YOU HAVE THREE CHOICES:**

- 1. Your child can go home for lunch.**
- 2. Your child can stay in school for packed lunch.**
- 3. Your child can stay for school dinner.**

At present dinner costs £10.50 per week and is very good value for a wholesome meal cooked on the premises. From September 2014 all children in reception, year 1 and year are eligible to receive free school meals.

We would appreciate notice if your child starts or ends school dinners, as food is ordered in advance.

***Our preferred method of payment for school meals is via ParentPay, a secure online payment system. Meals should be paid for in advance and you may pay for meals monthly or half termly if you wish. If you would prefer to pay by cash or cheque then dinner money should be sent in on Monday mornings for the whole week. Please seal dinner money in an envelope with your child's name clearly marked to avoid confusion.***

School cannot accept responsibility for dinner money lost, or



*"Your child can go home for lunch, stay for a packed lunch or for a school dinner..."*



mislaid. In such circumstances a meal will be provided for which the parent will have to pay. Money pockets can be purchased from the school office. The majority of lunch time supervision is undertaken by MSAs.

They have a difficult and complex job. Failure to comply with the MSAs' requests and unacceptable behaviour within the lunch hour could result in exclusion from school during the midday break in the interest and safety of others.

### WHAT IF MY CHILD IS ILL OR AT THE DOCTORS OR DENTIST?

**A SHORT NOTE or a telephone call to school by 9.30 am is required to let us know that all is well and that your child is not missing. Please update us daily on the situation.**

Sadly children do go missing for all sorts of reasons, so this information could prevent possible problems.

***Warning children about strangers never goes amiss and we have an early warning system set up with our local cluster schools and North Yorkshire Police.***

### WHAT ABOUT ILLNESS IN SCHOOL?

**IF DURING THE day your child is ill or hurt we will contact you.**

Poorly children cannot cope with school and they spread their infection to others in the class, so please keep them at home if they are not well. Children suffering from any infectious illnesses including sickness and diarrhoea should not be sent to school for a minimum of 48 after the last incidence. A list of illnesses which require an exclusion period can be accessed from the school office.

When collecting your child you must report to the office and sign your child out. A member of staff will collect your child from their classroom and bring them to the office

### CAN THEY BRING MEDICINES TO SCHOOL?

**FOR HEALTH AND safety reasons, staff will not administer prescribed medicines to pupils, except inhalers.** The Governors, in support of the staff, consider that the responsibility for administering, often dangerous medicines to children in class during a busy school day, is not one which can be accepted by a class teacher.



*"Poorly children cannot cope with school...so please keep them at home if they are not well..."*

*"If your child requires preventative medicines then these may be brought into school..."*

This responsibility must lie with parents.

***Should your child require medication please try and arrange for doses to be taken before or after school, or during the lunch time by a parent or authorised person.***

If this is not possible then arrangements can be made for you to visit school during teaching hours.

If your child requires preventative medicines, such as for asthma or diabetes for example, then these may be brought into school.

They should be clearly labelled with your child's name and handed to the class teacher. The school should be informed of any child with a nut allergy or other serious allergy and appropriate information should be passed on to the school.

## WHAT DO YOU DO ABOUT FIRST AID?

**COUNTY POLICY ALLOWS only plasters, sterile dressings and bandages to be kept in School First Aid Boxes.**

No antiseptic creams, lotions or liquids may be used. No tablets or medicines are kept. Please tell us of any allergies.

In the event of a child suffering a minor cut or graze the wound will be cleaned and if appropriate, covered. An ice pack may be administered to bumps. In the case of more serious injuries medical assistance will be sought.

Every effort will be made to contact parents. A contact form is used for this purpose. **Please advise us of any changes.** Your child will receive a letter to take home if he/she has a head injury during the school day.



## DO YOU HAVE INSURANCE COVER?

**THE school carries personal accident insurance in respect of pupils while they are on site and commuting from home to school and for school organised journeys.**

The County Council also insures against injury caused to children as a result of the negligence of the Authority.

*"Our Home School Link Worker can help parents identify concerns or worries .."*

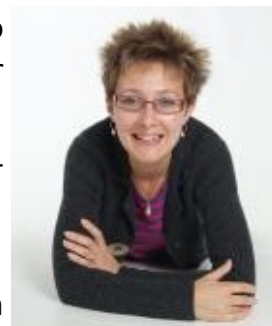


*"Pupils views and ideas are valued and supported ..."*

## WHAT SUPPORT DO WE OFFER PARENTS AND PUPILS?

Our Pastoral Support Officer Jo-Anne Smith, can help parents identify concerns or worries relating to early signs of social, emotional, learning, health or behavioural issues in their children.

She offers friendly, non-judgmental advice and confidential support with an open door policy.



Some of the issues Mrs Smith can offer support with are:

- Transition between classes and up to high school.
- Help with behaviour strategies at home and school.
- Signposting to a range of services.
- Referrals to other agencies where appropriate.
- Advice on parenting skills courses.
- Self esteem concerns.
- Support with friendship issues.

## HOW DO WE ENSURE PUPILS' VOICES ARE HEARD?

Pupils views and ideas are valued and supported within school in a variety of ways:

- Each classroom has a worry box where children may post their concerns to the class teacher if they do not wish to talk directly to the teacher. There is also a worry box in the hall which is checked daily by the Headteacher.
- Each class has circle time when appropriate if a situation arises that needs to be discussed.
- School Council meet every 2 weeks with a member of staff to discuss ideas brought up within the classroom. Each year group has 2 representatives on the Council, chosen by the pupils. Pupils ideas are then discussed by the staff and decisions are fed back to the whole school. We have had some really brilliant ideas put forward by the children which have enhanced the school.

## ARE THERE SCHOOL MEDICAL INSPECTIONS?

**YOUR CHILD WILL be inspected during the first year and you will be invited to attend.**

The Nurse also visits once a term or more for routine health inspections. If there are any problems we will let you know.

If you hear of, or come into contact with, measles, chicken pox or German measles, please let school know.

## CAN CHILDREN OBTAIN SNACKS IN SCHOOL?



*"The children may also bring a drink, fruit, vegetable, a plain biscuit etc. from home as an alternative."*

Key Stage 1 children are provided with a piece of fruit or vegetable at morning break time. Key Stage 2 pupils may bring a piece of fruit or vegetable from home for morning break. No crisps, sweets or chocolate are allowed at this time. Pupils are not allowed to eat at afternoon break.

We have been awarded Healthy Schools status.

## WHAT IS THE SCHOOL DRESS CODE?

**NORTH DUFFIELD SCHOOL has a simple and distinctive code of school dress which all pupils are encouraged to wear and it is fully supported by Governors, Staff and Parents.**

All children wear school uniform. Wearing school dress makes an important contribution to the tone and reputation of the school and gives the pupils a sense of belonging and identity.

We encourage all our pupils to take pride in their appearance and seek the co-operation of parents in this matter.

The desired uniform (in recognised school wear), with or without school badge, is as follows:

- Red jumper, sweatshirt, cardigan in V or roundneck.
- Red, grey or white shirt, polo shirt or blouse.
- Blue (navy) or grey dress, pinafore or skirt (of appropriate knee length).



- A optional school tie may be worn from year 3 upwards.
- Blue or red summer dress (of appropriate knee length).
- Black, dark grey or grey trousers or shorts.
- Footwear - black shoes or trainers.

PE Kit - Navy shorts and a white top are preferred.

***Items deemed inappropriate for North Duffield School in general wear are:-***

- ***Sportswear i.e. football shirts, tracksuits.***
- ***Jeans or canvas trousers/skirts.***
- ***Multi coloured garments/shoes***
- ***Garments with motifs/slogans.***
- ***Make up and nail varnish.***

In the interests of health, safety and security, pupils are requested NOT to attend school with high heeled footwear OR any item of jewellery (except watches).

School sweatshirts, cardigans, tee shirts, polo shirts, PE bags and book bags may be purchased from the school office.

### **SCHOOL UNIFORM**

School clothing can be purchased online with free delivery from Tesco <http://www.clothingattesco.com/north-duffield-community-primary-school/inv/121455>. Alternatively, uniform can be purchased through the school office from APC Clothing (there may be a delivery charge). We do have a small stock of red sweatshirts, polo shirts, cardigans, book bags and shoe bags bearing the school logo in white at the following prices:

Sweatshirts 26"-34"	£8.75	Sweatshirts 36"	£9.50
Cardigans 26"-32"	£10.50	Cardigans 34"-36"	£12.75
Polo Shirt 26"-32"	£9.99	Polo Shirt XS-S	£10.99
Book Bags	£5.00	Shoe Bags	£3.75
School Tie	£3.00		

It is sensible to have a change of clothes for outdoor PE. We do sell PE kit as part of our uniform sales. During winter weather a tracksuit or an old jumper may be worn as well. Footwear, however, for outdoor sport is very important. Training shoes are cheaper than football boots and will serve well for all outdoor sports for both boys and girls. Ordinary

school shoes are not allowed as they get damaged as well as very dirty. Indoors in the hall they are best in bare feet or they may wear plimsoles.

***As all children lose clothing very easily, please mark clothing clearly with the child's name.***

PE kit needs to be in school on a Monday morning and should be kept in school for the whole week in a named, drawstring bag, then taken home for washing at the weekend.

### **WHAT SHOULD I DO ABOUT VALUABLES?**

**MONEY IS BEST** sent in a purse and kept in a pocket or the child's drawer or money envelopes may be purchased from the office. Toys and other valuables should not be brought to school unless specifically requested by the teacher.

### **WHAT IS THE POLICY ABOUT JEWELLERY?**

**WE DO NOT** allow children to wear jewellery in school except watches, because too often it is lost.

Children found wearing jewellery, with the exception of stud earrings, will be asked to remove it and it will be sent home at the end of the day.

***In the interest of Health and Safety, earrings must not be worn by children during PE lessons and must be removed or taped over.***

Governors have incorporated this information into the School's Health and Safety Policy document. Mobile phones are not allowed in school under any circumstances and any phones found in school will be confiscated immediately.

### **ARE THERE ANY OUT OF SCHOOL ACTIVITIES?**

**THERE ARE TIMES** when children take part in activities off the school premises.

In order for these to take place it is necessary for a consent form to be completed by parents or guardians prior to the activity. Parents have the right to request that their child remains in school during such an activity, having informed the class teacher in writing.

**WHAT ARE THE RULES ON SCHOOL VISITS AND PAYMENTS?**

**THE SCHOOL PROVIDES** education free of charge to all pupils but **recognises the value of those activities which can only take place with financial contribution from parents.**

Under the Education Reform Act we are required to state the school policy for charging for activities which occur within the school day and those that take place outside of school hours.

**RESIDENTIAL VISITS**

When children are taken on residential visits the full cost of board and lodging will be charged.

When such visits are wholly or mainly in school hours charges for board and lodging will be dropped for pupils who are in receipt of free school meals and the costs will be found from within existing school resources.

A word, in confidence, with the Headteacher will explain this more fully.

**NON-RESIDENTIAL VISITS**

When children are taken on a non-residential visit in school hours, parents will be asked to make a voluntary contribution towards the cost.

The visit will then only be possible if sufficient contributions are forthcoming.

If a non-residential visit is made out of school hours the cost of the visit will be charged to the parents of each child choosing to participate

**WHAT IF MY CHILD CAUSES DAMAGE?**

THE HEADTEACHER MAY ask the parent of a child who has caused wilful damage to pay the cost of repair or replacement.

**WHAT IS THE POLICY ON SCHOOL DISCIPLINE?**

**THIS SCHOOL TRIES to foster an attitude of caring, sharing and honesty, through or values Rights, Respect, Responsibility and Independence**

We encourage the children to be self-disciplined and well mannered. If, however, they do need disciplining, we first explain what they have done wrong and why they must follow

the school expectations. If they take no notice, we then reprimand them, if necessary, and they are placed progressively on the coloured bands as sated in our Behaviour policy.

***Whilst going through these stages, children may be excluded from a pleasurable activity and be involved in a more positive activity which will help around the school.***

We also contact the parents for their support. Generally this combined approach from school and home is enough for young children. Any issue involving a larger number of children is brought up in assembly or in the classroom using circle time techniques. All class teachers are responsible for the discipline within their own classes, but more serious problems, both in the class or in the school generally are referred to the Headteacher.

In EXTREME cases of misbehaviour, when ALL other sanctions have failed or where another child or member of staff is assaulted or abused verbally, then we would exercise our right to exclude a pupil.

**BULLYING**, either mental or physical, will NOT be tolerated and we would ask parents to support us by contacting the school immediately should they have any concerns regarding this matter. We try to promote a positive attitude to good behaviour and each Friday at our awards assembly one child from each class will be awarded the class trophy. There are 2 Midday Supervisors' trophies and which are awarded for good behaviour at lunchtime. We have worry boxes in all classrooms and one in the hall for children to access which is checked daily by staff.

The school will adhere to child protection procedures at all



*"Bullying either mental or physical, will NOT be tolerated..."*

## WHAT DOCUMENTS CAN I INSPECT?

**THE FOLLOWING DOCUMENTS can be inspected in school by prior arrangement with the Headteacher.**

1. Your own child's personal record.
2. The National Curriculum reference documents
3. Minutes of Governors meetings.
4. Annual Statement of the School's finance and capitation expenditure.
5. A copy of all legislation of the Department For Education.



6. The school policies regarding the curriculum, the organisation of the school, behaviour, the safety and the welfare of the children and staff.
7. A copy of the most recent OFSTED report.
8. The school complies with the Freedom of Information Act.

## WHAT IS THE COMPLAINTS PROCEDURE?

**AS ALREADY MENTIONED, North Duffield School is an open school in that parents have access to all teachers at any reasonable time.**

This open policy usually results in problems and/or misunderstandings being rapidly dealt with in a satisfactory way.

However, we are required under Section 23 of the Education Reform Act 1988 to advise parents of the formal complaints procedure that operates in this school:

1. Speak to your child's teacher.
2. If it is a matter that you feel would be more appropriately dealt with by the Head, arrange an appointment for a meeting.
3. In the unlikely event of your not having been satisfied by the result of the meetings at 1 and 2 above, you have the right to bring the matter to the attention of the Governors who have set up a sub-committee to deal with complaints related to the curriculum and management of the school.
4. Having gone through stages 1, 2 and 3 and still not being satisfied with the outcome, parents have the opportunity to involve the LA.

The Head will advise parents of the procedure to be followed together with the names and addresses of the appropriate officers of the Authority. A copy of the complaints procedure is available from the school office if required.

## AND FINALLY....

**YOU HAVE NOW read our brochure and got a flavour of what our school is about.**

We are very proud of North Duffield School and feel it has a very welcoming atmosphere where children can learn and achieve their full potential. Please make an appointment and come and see for yourself!

## THE EARLY YEARS - AN EXCITING BEGINNING



*We like to ensure that the early years are as exciting and stimulating as possible for the developing child.*





## EXTRA CURRICULAR ACTIVITIES AND INTERESTS



*Many of our pupils have interests and hobbies which we like to encourage and support.*

*Top left: gardening club*

*Bottom left: Fencing Club*

*Bottom : members of the school choir and the children take part in an annual Remembrance Service at school*



## HOW WOULD WE MANAGE WITHOUT THEM?



*Thanks to our dinner ladies for all their cheer and hard work during the school year.*

## OUTDOOR PLAY



*We have lots of exciting things to do at playtime*