

2011 / 2012



PROSPECTUS

HEMINGBROUGH COMMUNITY PRIMARY SCHOOL

School Road
Hemingbrough
Selby
North Yorkshire
YO8 6QS

Telephone: 01757 638266

E-mail: admin@hemingbrough.n-yorks.sch.uk

Website: www.hemingbroughprimaryschool.co.uk

Our Vision

At Hemingbrough Primary School we strive to ensure that all our children reach their full potential, become, in part, responsible for their own learning and gain confidence in communication, using a range of medium with each other, and a wider audience.

We aim to promote a life long curiosity and encourage children to become good citizens. The school endeavours to continue to be recognized as effective, maintaining its high standards of achievement, to embed the outcomes of Every Child Matters in its foundations and to provide a broad, balanced and relevant curriculum, accessible to all pupils, putting excellence and enjoyment at the heart of all we do.

The school works as a team and actively fosters an effective partnership between children, staff, parents, governors and the wider community.

Our Values

- ◆ Honesty
- ◆ The need to share our vision
- ◆ Respect for others /ourselves and the environment
- ◆ Independence
- ◆ Taking responsibility for our own actions
- ◆ Confidence
- ◆ Keenness
- ◆ Collaboration and co-operation
- ◆ Celebrating differences
- ◆ Friendship
- ◆ Openness
- ◆ The voice of all stakeholders
- ◆ Teamwork

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Introduction

Hemingbrough Village

The village of Hemingbrough is situated on the A63, north of Selby. It provides easy access to both the A19 to York and also the M62. Hemingbrough is a large, well kept rural village surrounded by farming land and has an active Parish Council. The village is served by a Post Office, shop, bakery, and has a pre-school, a before/after school club and a holiday club. There is a well equipped play area for children.

Hemingbrough Community Primary School

Re-built in 1963 and, since 1974, is administered by North Yorkshire County Council.

The school building of 1963 consisting of a central hall with three permanent classrooms, a kitchen, and an administrative area, was significantly enlarged in 1987 with the provision of three further classrooms, a hall extension, ICT suite, library, a staff room and admin office.

A permanent build of a three classroom block was completed in 2003. This is currently used by Years 4, 5 and 6.

Outside, the school enjoys extensive playing fields which provide a variety of learning experiences. There is a wildlife area, an area of tree conservation and a living willow whale sculpture.

The outside play equipment has been recently updated to include a climbing area and a pirate ship.

The school provides its own school meals on site.

Hemingbrough CP is an extended school and values the community which it serves. We enjoy links within the community including the local church, parish council, pre-school, nursery, after school club and a very active PTA (FAN club).

Please see our Community Cohesion policy for further details

Welcome from the Head

Hello and welcome to Hemingbrough CP Primary School. My name is Sarah Chappell. I began working at Hemingbrough Primary in April 1999 and came firstly as Deputy Head. Since then, in October 2007, I was made Headteacher.

I think this is a great school. It is my belief that if children are to reach their full potential, whatever that may be, it is essential that they are happy, interested, stimulated and motivated. This is a philosophy embedded into the work we do across the school.

We are an open and inclusive school. If at any time you wish to speak to myself or any other member of staff, please do so (it is often a good idea to make an appointment).

I know that your child will be happy at our school and we will make every effort to help them settle in and address any needs they may have.



Mrs Sarah Chappell, Headteacher

Governing Body

In common with other primary **GOVERNING BODY** schools Hemingbrough has a **Chair of Governors** Board of School Governors.

The Governors work to further **Vice Chair** the aims of the school and meet Mrs N Cumberland (Parent Gov) regularly throughout the year, at **Clerk to Governing Body** least once a term. Mrs D Penny (contact via School)

The Governing Body is made up **Other Members** of Community, Local Authority, Mr S Ballantyne (Parent Gov) Parent and Staff representatives. Mrs S Chappell (Headteacher)

Mrs T Dunne (Parent Gov)
Mrs J Easthill (Associate Gov)
Mrs R Hayes (Associate Gov)
Mrs H Kerr (Staff)
Mrs E Marshall (Staff)
Mr D McSherry (LEA Gov)
Mr N Pickering (LEA Gov)
Mrs D Steward (Comm. Gov)
Mrs R Tomlinson (Parent Gov)
Mr K Tiplady (Comm. Gov)

Staff

Headteacher

Mrs Sarah Chappell

Assistant Headteachers

Mrs J Easthill (Yr 2, Willow)

Mrs R Hayes (Yr 4, Beech)

Class Teachers

Mrs L Cowlard (EYFS, Apple)

Mr J Kelly (Yr 1, Oaks)

Mrs L George (Yr 1, Oaks)

Mrs H Kerr SENCO (Yr 3, Ash)

Mrs K Merriam (Yr 4, Beech)

Mr B Rankin (Yr 5, Chestnut)

Miss C Bickerdike (Yr 6, Sycamore)

Teaching Assistants

Mrs W Cannovan (Advanced Teaching Assistant SEN)

Mrs V Corbett (Advanced Teaching Assistant SEN)

Miss C Eurich (General Teaching Assistant)

Mrs V Male (Advanced Teaching Assistant SEN)

Mrs E Marshall (General Teaching Assistant)

Mrs L O'Connor (Advanced Teaching Assistant SEN)

Mrs L Senior (Higher Level Teaching Assistant)

Midday Supervisory Assistants

Mrs W Cannovan

Mrs V Corbett

Miss C Eurich

Mrs S Hunt

Mrs S Harris

Mrs E Marshall

Mrs S Rooke

Mrs L Senior

Mrs A Shipley

Mrs H Wood

Office Staff

Mrs S Read (Office Manager)

Mrs H Wood (Admin Assistant)

Kitchen Staff

Mrs S Doy (Cook)

Mrs C Brown (Catering Assistant)

Site Manager and Cleaning Staff

Mr A Chapman

Mrs D Wells

The School

Admissions

Statutory regulations state that legally parents do not have to send their children to school until the beginning of the term after their fifth birthday. The revised school admission code (Feb 2010) requires all primary schools to provide for the admission of all children in the September following their fourth birthday. However, parents can request either that their child attends part time until the child reaches compulsory school age, or that they defer their child's entry until later in the school year. Where entry is deferred, schools must hold the place for that child within the academic year for which the admission application has been made.

Applications for places at Hemingbrough School should be made via North Yorkshire County Council, although it can be helpful for our forward planning if parents can notify the school of their intention to apply for a place as early as possible.

Places are allocated at the school in line with NYCC's admission policy. The school capacity has been set at 210 with the admission number set at 30 by NYCC in line with DCSF guidelines.

Further information on Admissions can be obtained from North Yorkshire County Council at: **www.northyorks.gov.uk**

Class Arrangements

Our class arrangements are flexible and based on the numbers in the cohorts and the needs of the children in a given year. In September 2011 we will have 187 on roll in 7 classes.

The School Day

Children should not arrive before 8.45am. Between arriving at school and the bell at 8.55am children can play together on the playground. Before school starts children should not play on the field, grassed areas, on play equipment, or near the school gates. Parents of younger children are welcome to wait with them in the

playground until the bell.

When the bell rings the children line up in classes and are brought into school by their teacher. Parents should say goodbye on the playground.

Morning break is from 10.30am



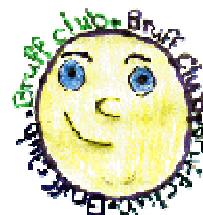
Lunchtime is from 12.05pm to 12.55pm. Those children staying in school at lunchtime will be supervised by the Midday Supervisory Assistants, the Headteacher and the Assistant Headteachers.

School finishes at 3.00pm for EYFS and Years 1 and 2, and these children will be brought to the Key Stage 2 playground for collection by adult. Years 3, 4, 5 and 6 finish at 3.05pm.

Children in EYFS, Yr 1 and 2 will not be released until they are collected by a known adult. If you are delayed in picking up your children please contact school and we will make arrangements to keep your children until you are able to collect them.

After School Care Provision

Whilst we are unable to provide after school care provision, we do enjoy good links with the Bruff Club, which is the local Before / After School & Holiday Club in Hemingbrough.



The School

School Meals

Meals are freshly prepared and cooked in the school kitchen daily, and a choice menu is offered each day (hot meal, jacket potato or Grab & Go sandwich bag).

We send menus out for the following week on Thursdays, and ask that they are completed and returned on Monday mornings in an envelope with the payment enclosed (unless you choose to pay via Parentpay, see page 11).

We encourage as many children as possible to have a school meal, but the option to bring a packed lunch is also available. The kitchen must be notified of any special dietary needs. Current school meal prices are available from the school office.



For more information about school meals visit:
www.northyorks.gov.uk

If your family is in receipt of Income Support, or is in receipt of Child Tax Credit and has an income below £16,190 (correct as of April 2010) but is not claiming Working Tax Credit, you may be entitled to free school meals. The applications for free school meals are processed at the Harrogate Education Office, which can be contacted by calling 0845 0349467, or e-mailing aandi.harrogate@northyorks.gov.uk. Alternatively, application forms are available from school.

Children bringing a packed lunch will need a drink—but in the interest of health and safety, please do not send in hot drinks, or drinks in glass containers, we also ask that drinks should be non-carbonated. Please do not send hot food or soup.

Children with packed lunch will bring home any uneaten food so that parents/carers can monitor how much, and what, is being eaten.

Hemingbrough Community Primary School takes part in the National Fruit for Schools Scheme and children in EYFS, Year 1 and 2 receive a free piece of fruit every day.

Attendance

An authorised absence is described as medical, dental, or family circumstances. All other absences are regarded as unauthorised and must be published in various reports.

Where a child's attendance falls below a certain level (set periodically by the LEA), the school is obliged to refer the matter for investigation by the Education Welfare Officer.

If your child is absent from school for any reason, you are required to inform the school of this as soon as possible and by no later than 9.30am on the first day of absence, where this is reasonably practicable.

The nature of illness and expected date of return will be required. Telephone calls are taken from 8.30am daily. Before that an answer machine is available.

Procedures are followed to ensure that all absences are accounted for in a prompt and efficient manner, and for safeguarding and educational reasons we follow up all unexplained absences if we have not received a message by 9.30am.

Lateness will be recorded in the register and if lateness follows a persistent pattern or occurs frequently the Headteacher will be informed.

Please see our Attendance Policy for further details.

For information and guidance on taking a child out of school for a leave of absence please see page 14.

The Pupils

School Uniform

We are proud of our children's appearance and believe that it helps them to feel part of our "school family". Uniform can be purchased from any outlet or via the School Office (we stock a range of items bearing the school logo). Our school colours are purple and black. Our school uniform is:

- a white polo shirt
- a choice of purple sweatshirt or cardigan.
- black trousers / skirt / pinafore
- gingham dress (purple or blue) in summer

All clothing should be tidy and appropriate for a learning environment. We think parents will agree that a neat, smart appearance engenders a similar attitude to work. We ask that footwear should be black, flat and sensibly styled (no trainers) to help children remain safe when moving around the school and playing outside. Sandals, boots (Ugg style), or high heeled shoes are not appropriate footwear.

PE Kit

For PE lessons, the children will need:

- a plain T-shirt
- a pair of shorts
- plimsolls or trainers
- Children will also need an extra layer of clothing and a pair of trainers for outdoor lessons.

PE kits should be kept in a bag in school (PE bags and book bags are also available to purchase from the school office). **We ask that all items of uniform be labelled with your child's name.** Full details of uniform available for purchase from school are available from the school office.

Make up is not allowed in school. Jewellery should not be worn in school – neither school nor the Education Authority is able to accept

responsibility for any injury to person or property through the wearing of jewellery, or for the loss or damage of possessions of jewellery. Children who have pierced ears should wear studs, which must be removed for PE and swimming lessons (children must be able to do this by themselves as staff are not permitted to do this for them). We ask that children having ears pierced do so in the summer holidays.

Please see our Uniform Policy for further details.

Behaviour

Our **School Charter**, agreed by students and staff, requests that all pupils:

- Be friendly
- Smile!
- Treat everyone as you would like to be treated yourself
- Walk quietly down the corridors and use the paths
- Sit quietly and listen in assembly
- Don't hurt other people or their feelings
- Keep our school clean and tidy
- Always share and take turns
- Always try your best
- Respect the toilets

Please see our Behaviour Policy for further details

Endeavour Assembly

Each week an assembly is held which celebrates children's positive behaviour and attitudes. They receive a sticker and their name is placed on the board in the hall. When the board is full the school celebrate with an extra playtime.

Reward time

At our school, each child, each week is entitled to reward time for appropriate behaviour. This reward time takes place on a Friday. However, children may lose their reward time for inappropriate behaviour. This is at the discretion of school staff.

The Pupils

Individual Rewards

Each class displays a reward chart on which children can earn rewards for appropriate behaviour. For every 20 rewards a child earns they will receive a certificate presented by their teacher. When children achieve 3 of these they will be presented with a special certificate in an Endeavour Assembly.

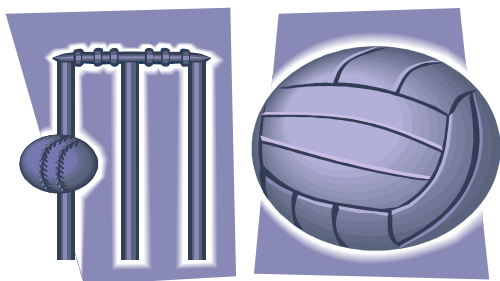
House/Team points

Every child in school is a member of a House Team (Aire, Foss, Derwent and Ouse). Their individual rewards are added together to form a House total each week. These totals are displayed in the Hall and celebrated in Assembly. Members of staff have responsibility for a team and hold discussions with their Teams. These members of staff also act as mentors for pupils in their team.

Responding to inappropriate behaviour

In most cases the class teacher will respond to inappropriate behaviour, however if the behaviour is persistent they may be referred to one of their House leaders and then a member of the Leadership team. The Leadership team and class teacher will decide when it is appropriate to inform parents.

On some occasions children may be sent directly to a member of the Leadership team.



School sports

Please help your child to enjoy PE lessons by supplying the appropriate clothing on the relevant day. Parents will be given advance notice of swimming lessons which are held at Barlby

High School.

As a school we often participate in competitions with other local schools in Netball, Football, Athletics and Swimming etc.

Extra-Curricular Activities

We regularly have fairs and open afternoons for parents and local people to come along to the school for fundraising events and to see the work the children have been doing. We also have class assemblies throughout the year which parents are invited to watch.

All classrooms are open every Monday afternoon until 3.30pm for parents / carers to come and view work.

After School Clubs

At Hemingbrough we are very lucky to be able to offer a whole host of after school clubs.

Each term parents are notified of the clubs on offer and given the opportunity to book places. A few examples of the clubs we have run in the past include: Glee, Fast Feet Fun Fitness, Sticky Fingers, Netball, Band & Choir, Chess, Summer Sports, Science and Eco Schools, Drama, French, Homework, ICT, Puzzle and Football (run by York City FC).

Assembly

Our collective worship aims to provide children and teachers with a time to reflect on matters of concern to individuals in school, of the school as a community and in the wider community.

We also aim to provide an opportunity to reflect on 'what it is to be me' and 'how do I relate to others'. We aim to develop skills of listening, being still, sharing, appreciating, thinking, valuing and caring.

These aims are met through stories; poetry; hymns; prayers; symbols; rituals; festivals.

Please see our Collective Worship Policy for further details.

The Curriculum

For the purpose of teaching and learning, school is divided into three main sections each with its own curriculum. They are:

Foundation Stage - Children below five years

Key Stage 1 - Children aged 5–7 years

Key Stage 2 - Children aged 7–11 years

The Foundation Stage

The Early Learning Goals of the Foundation Stage specifically emphasise six areas of learning:

Personal, social and emotional development

Children learn how to work, play and co-operate with others beyond their family.

Communication, language and literacy

Children develop competence in speaking and listening, and in becoming readers and writers.

Problem Solving, Reasoning and Numeracy

Providing the foundation for mathematics through a broad range of practical activities.

Knowledge and understanding of the world

Children develop understanding of their environment, other people and features of the natural world.

Physical development

Through play and sporting activities, children develop co-ordination and an awareness of space.

Creative development

The ability to communicate thoughts, ideas and feelings is an essential part of children's development.

Curriculum Age 5–11

The curriculum is laid down by the 1988 Education Act, which covers the area of study and standards to aim for.

The staff plan the pupil's work appropriate to their needs with reference to the Learning Objectives of the National Curriculum, including the National Literacy and Numeracy Strategies.

Please see our Curriculum and Homework Policies for further details.

Assessment, Recording & Reporting (ARR)

ARR is ongoing on a daily, weekly, termly and yearly basis. It takes many forms for example, marking a child's work, spelling tests, optional tests in Maths and English, Science investigations, Statutory Tests and many more.

Parents are informed of children's achievement and assessment on a regular basis and receive a 'formal' written report at the end of each academic year.

Children's progress is tracked and monitored by class teachers, subject leaders and the Senior Leadership Team. Please see our ARR Policy for further details.

Additional Activities

We have themed days and weeks on a regular basis. We believe these enrich the curriculum, broaden the children's learning experience and enable us to tailor activities to the needs and interests of our school community. They are also exciting, stimulating and great fun!

Some of our themes have included: America Week, European Day, Rainbow Day, Africa Week, Fair Trade, Enterprise Week, Science Day... This year we even turned the school into a museum for an afternoon.

Here are some of the things our parents say...

"I love this school!"

"..absolutely inspirational!"

"my child has thrived"

"I wish I was at this school"

"we are impressed with the great community feel, friendliness and excellent organisation of the school"

"fantastic support!"

"what a wonderful way to get children to learn"

Special Educational Needs

The school has an experienced, fully qualified SEN Leader (SENCO).

Some children have statements or special educational needs, some may require some additional assistance *throughout school* for a variety of differing reasons, some may need some *short term* intervention to address needs that arise.

The school is very proud of the work it does in this area. Please see our SEN Policy for further details.

Disability

Hemingbrough Community Primary School recognises that many of its pupils, visitors and staff, whether disabled or otherwise, have individual needs when seeking to make use of the school and facilities.

However, we also recognise the fact that for some users, the nature of their disabilities may mean that they experience specific difficulties related to accessing education at the school, and the physical environment.

As part of its ongoing commitment to Equal Op-

portunities and the delivery of an inclusive educational service, Hemingbrough School will endeavour to ensure that disabled people receive the same standards of service as everyone else.

Please see our Equality and School Access Policies for further details

Gifted & Talented

Able, gifted and talented pupils have a right to a curriculum that caters for their individual needs and enables them to develop their strengths in an ethos where diversity is recognized and celebrated. Hemingbrough School seeks to provide a secure yet challenging environment that stimulates all pupils, ensuring that no 'ceiling' is put on achievement. The school recognises that there are pupils who have high general ability across the curriculum (gifted) or who have a talent in a specific area. These pupils must be identified, challenged and supported in order to ensure that their needs are met.

Please see our Gifted and Talented Children Policy for further details.

Parents

School and Home

Naturally, the work of the school overflows into the home with requests from children for help in gathering together things needed in school, or requests for help in finding out or doing things. The co-operation of parents in these matters is appreciated.

To strengthen our Home-School Partnership we have several ways of keeping parents and carers informed of events in school and the progress of children. All correspondence is sent out on Tuesdays and Thursdays. At the start of each term we send out 'Whats on @ Hemingbrough' which is a calendar of events, clubs and important dates. Half termly we issue 'Hem Lines' which is our school newsletter. Both of these documents can be provided in either hard copy or e-mail format, or viewed on our website.

We have regular Parent Consultation evenings every term where parents / carers can book an appointment with class teachers to discuss their child's work and progress. Every Monday we have Open Classrooms from 3.05pm until 3.30pm where parents / carers are welcome to visit their child's classroom. In addition parents are welcome to make an appointment to see the Headteacher at any time.

Our website:

www.hemingbroughprimaryschool.co.uk

gives details of term dates, an archive of our newsletters and details of emergency closures etc.

We also use a text messaging service, to communicate reminders and urgent notices. Please contact the School Office if you do not wish to receive text messages.

Hemingbrough School has a Home School Agreement which parents and the school sign for each pupil. A copy is kept in the file of each child. These are issued upon admission to the school.

Instrumental Tuition



The Education Authority charges for instrumental music tuition in groups.

At Hemingbrough we recognise the value of early musical education and wherever possible subsidise the charges made by the LEA, thus reducing the financial contribution asked of parents.

When a child is entered for a musical examination the full cost will be the responsibility of the parent / carer.

Parentpay

From September 2011 we are able to accept payments online for items such as dinner money, school trips, uniform and school events. Using a secure website called ParentPay parents / carers are able to pay online using credit or debit cards. ParentPay is our preferred method of making payments to school.

We hope that everyone will benefit from our new payment facility. ParentPay is easy-to-use and offers the freedom to make online payments whenever and wherever, 24 hours a day, 7 days a week - safe in the knowledge that the technology used is of the highest internet security available and that funds will reach school safely.

ParentPay provides a secure online account, activated using a unique username and password (which are supplied by the School Office).

Any questions should be directed to the School Office.



School Visits

School visits and charging policy

Parents will appreciate the efforts made by the school to provide a wide variety of experiences for the children according to their age and aptitude. The school provides education free of charge to all pupils but recognises the value of those activities that can only take place with financial contributions from parents / carers.

Under the Education Reform Act we are required to state the school policy for charging for activities that 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 remitted for pupils whose family is in receipt of Income Support, or is in receipt of Child Tax Credit and has an income below £16,190 (correct as of April 2010) but is not claiming Working Tax Credit, Mrs Read, the Office Manager, can provide details of help available and eligibility.

Non-Residential Visits

When children are taken on a non-residential visit 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 participating child.

FAN Club

At Hemingbrough we are lucky to have a very active and supportive Friends and Neighbours Association (FAN Club), and hope all parents choose to become involved. Our friends group is about much more than just fundraising. We exist to provide closer links between home and school, bringing staff, parents and friends together socially in support of the school, working towards a common goal.

The FAN Club meet on a regular basis, usually once or twice a term; notices of meetings are placed on the school notice boards in the main reception area and in the playground. All parents and members of the school community are welcome.

FAN club funds are for the extras that make our children's learning experiences so much more

fulfilling. Projects the FAN Club have contributed to recently include a Wooden adventure trail, Hall laptop, Smartboards, mini gardens, a Playhouse, Pirate Ship and a school Pantomime

During the school year the FAN Club run many annual fundraising events, including the Summer and Christmas Fairs, Film Club, Valentine Cookies, Bag 2 Schools, a Scarecrow Hunt, Discos, Raffles, Christmas Card production, and the Balloon Race—to name but a few!

The Chair, Mrs Lucy Ballantyne, welcomes enquiries about FAN Club from new parents. She can be contacted through the School Office. The FAN Club are always pleased to receive any offers of help – sponsorship, competition prizes and suggestions for events.

Transition to Secondary School

Transfer at 11+ is sometimes a traumatic experience. However, we have excellent liaison with Barby High School and a programme of visits for the Year 6 pupils is arranged in order that transfer is accomplished as easily as possible. In addition there is regular contact with the

teachers of the local high schools, many of whom visit our Year 6 pupils in the summer term before they leave us. Parents are welcome to discuss secondary education with the Head-teacher at any time.

Pupil Welfare

Health & Safety

The School has a comprehensive Health and Safety Policy, and there is a nominated Health and Safety Officer on the Staff and Governing Body. Risk Assessments are carried out as appropriate where an element of risk may be involved, and we also have a Crisis Management Plan to deal with incidents / accidents involving pupils and staff.

A number of teaching staff are first aid trained to a basic level and nominated first aiders have been trained to a higher level. An accident book is kept on site.

Fire Drills are carried out half termly at varying times, and without warning to ensure proper procedures are followed by pupils and staff. Details of each drill are logged and any delays or difficulties are rectified.

School Security

Whilst Hemingbrough School operates an 'Open Door Policy' we aim to provide a safe environment for all children, staff and parents. Therefore, all visitors must report to the school office on arrival, and must sign in and out of the school using the visitors book. All main entrances are secured by keypad entry.

Child protection

It is a legal requirement that every school has a named Child Protection Co-ordinator. The person responsible for this at Hemingbrough CP School is Mrs Sarah Chappell.

The School is legally obliged to contact other agencies where there are child protection concerns.

It is the duty of the Governing Body to ensure that the appropriate procedures are in place for the protection of children from abuse.

All child protection matters are dealt with on a strictly need to know basis and are treated with the utmost confidentiality.

Any referrals, notes, or recorded observations made in regards to child protection issues are exempt from disclosure under the data protection act.

The Headteacher has completed the safeguarding children training and all recruitment adheres

to the guidelines of safeguarding children.

School Transport & Access

For children living more than two miles away from the school, and where Hemingbrough is the nearest available primary school, the Education Authority will provide free transport. Applications for transport to school must be made on the appropriate form, copies of which are held in the school office.

All children arriving at school must enter by one of the two pedestrian gateways. The vehicular access is narrow and potentially dangerous for pedestrians and should, therefore, be avoided.

We constantly remind our children of the need to be safety conscious when travelling to and from school. We respectfully ask parents to take care not to block the pathways when collecting children so as not to divert children into the road.

Internet Access



The school is permanently 'on line' and children may use the internet under the supervision of a member of staff. However, due to a statutory obligation issued by the LEA, we require an agreed consent form from parents / carers before pupils can be allowed to use the internet. We have substantial filtering software in place.

Emergency Closure

Very occasionally, in exceptional circumstances, it may be necessary to close the school at short notice. We will make very effort to contact parents and carers by telephone / text and, if appropriate, via local radio stations. Our website will also provide details.

Medical

Children showing signs of illness should be kept at home. If the child has an infectious illness, please inform the school immediately. Children suffering from sickness or diarrhoea must be kept at home for 48 hours.

Accidents or illness at school

While everything possible is done to avoid accidents, these do occasionally happen, or a child may become ill during the school day. It is very important that the school has an up-to-date contact telephone number for parents during the school day.

In addition, please make sure that the school has an alternative emergency contact number, (i.e. grandparent or neighbour).

Playground accidents

These are always reported to the headteacher or senior manager on site by the person on duty, and logged, noting times, witnesses and the extent of the injuries.

If an injury appears to be serious, parents, or the person who is on record as an emergency contact, are immediately informed. Should no responsible adult be contactable, the headteacher will make the decision with regard to seeking medical attention.

Medical examinations

Medical questionnaires are sent to parents of new entrants by the school health department and the school nurse examines these children after the completion of the questionnaires.

Hearing and vision tests are undertaken about three or four times during the primary school years.

Head lice

Information on the treatment of head lice is available from www.nhs.uk/conditions/head-lice. If you do not have internet access, the school can provide you with information from the website. Please tell us if your child has lice so that we can alert other parents.

Medicine to be taken during school day

Any medicine which has to be taken during the school day *must* be administered by a parent / carer. School staff are not permitted to administer any medication. Asthma inhalers need to be retained by children requiring them at all times.

Food Allergies

Please be sure to inform school immediately of any food allergies your child may have.

Leave of Absence

The law states that parents / carers do not have the right to take their child out of school for a holiday during term time. The school has discretionary powers to grant up to 10 days absence in a school year if they believe circumstances warrant it. No parent / carer can demand leave of absence.

We will consider authorising leave of absence in the following circumstances:

- For service personnel and other employees prevented from taking holidays outside term time, if the holiday will have minimal disruption to the pupil's education.
- When a family needs to spend time together during or after crisis.
- A one-off, never to be repeated occasion

Holidays will NOT be authorised for the following reasons:

- ♦ availability of cheap holidays
- ♦ availability of desired location
- ♦ poor weather experienced in school holiday periods
- ♦ overlap with beginning or end of term

Requests for leave should be made in advance. If the school does not agree an absence it will be recorded as unauthorised. The school will also take into account a child's attendance record, exams and other significant events in the school calendar.

The school asks that children particularly in Years 2 and 6 do not take leave during term time as these are the years they undertake statutory test. For any further information please contact school.

Additional Information

Achievement & Attainment Results

Please contact the main office for copies of our annual school achievement and attainment tables. Our most recent inspection report is also available from the main office.

Complaints

We pride ourselves on being sensitive to the needs of our children and successful in maintaining excellent relationships with our parents and the community. However, try as we might, we can never get things right all of the time.

We have a complaints procedure, which is in line with the guidance provided by the Local Authority. A formal complaint would be dealt with, in the first instance, by the Headteacher, followed by the Chair of Governors and then the LA, if necessary.

We will always do our best to seek to resolve complaints to the satisfaction of everyone concerned.

Equality

Hemingbrough School promotes racial equality, good race relations and eliminates unlawful racial discrimination. Please see our Race Equality Policy for further details. The School also has a Sex Discrimination Policy which complies with the Sex Discrimination Act 1975 regarding the elimination of unlawful discrimination and the promotion of equality opportunity between men and women.

Fair processing under the Data Protection Act

The school processes personal data about pupils and is a "data controller" in this respect for the purposes of the Data Protection Act. This data may only be passed on for specific purposes allowed by law. The school issues a Privacy Notice to parents as part of the admission process.

Photographic images

The school is very aware of the need to use photographic images appropriately and sensitively. A copy of our policy on this is available on request.

Parents have a choice as to whether or not they wish their child to be photographed. A form asking permission for the school to take and use photographs within school is issued to parents as part of the admission process and the completed form is valid for the duration of the child's time at school. Where external agencies, such as a local newspaper, wish to use a photograph, specific parental permission is sought for individuals to be identified.

Policies

The school has a publication scheme which provides details of all the information available from the school under the Freedom of Information Act 2000. A copy of the publication scheme is issued to all parents as part of the school admission process.

Contact Details



Headteacher: Mrs Sarah Chappell

Hemingbrough CP School

School Road

Hemingbrough

Selby

North Yorkshire

YO8 6QS

Telephone: 01757 638266

E-mail: admin@hemingbrough.n-yorks.sch.uk

Website: www.hemingbroughprimaryschool.co.uk

The schools' learning platform, Fronter, can be accessed at www.fronter.com/northyorks. Login details will be provided to parents.

