

HEMINGBROUGH SCHOOL

At Hemingbrough Community Primary School our intention is to create an environment in which all children are enabled to fulfil their potential and to feel pride in their identity.

At Hemingbrough Community Primary School it is our intention that each child develops self-discipline; the ability to learn independently and work co-operatively; listen with respect to others and is conscious never to deliberately damage another's self-esteem.

In order to achieve our aims we, as a school, recognise the need to establish a meaningful home/school relationship where parents are viewed as partners not merely providers in the education of their children. It is important that concerns should be shared.

School Website www.hemingbroughprimaryschool.co.uk

School Email admin@hemingbrough.n-yorks.sch.uk

Hemingbrough School was re-built in 1963 by the former East Riding Education Authority. In 1974 Hemingbrough and the villages to the west became part of the County of North Yorkshire and since April of that year the school has been administered by the 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, a staff room and secretary's office.

A permanent build of a three classroom block was completed in September 2003.

Outside the school are extensive playing fields which provide a variety of learning experiences. There is a wild-life area and an area of tree conservation.



ADMISSION OF PUPILS

Admission to school is in September. Children whose birthday falls between September and the end of February start full time in September. Children whose birthday falls between 1st March and the end of August start school on a part time basis (mornings only) for the Autumn Term. From January they are admitted on a full time basis.

To help us plan ahead parents are asked to put their children's names down for school as early as possible.

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



STARTING SCHOOL AND THE RECEPTION YEAR

At Hemingbrough School we aim to make starting school for the first time an exciting and enjoyable step.

We realise and appreciate that every child is at a different developmental stage and that some children will be more independent than others in terms of habits and routines regarding dressing, using the toilet and respect for others.

Preparing to come to school

The majority of children attend Hemingbrough Pre-School before coming to school. There is a close liaison between school and Pre-School. The Pre-school visit school regularly for story time with the Reception Class. The Reception Class teacher makes regular visits to the Pre-School and the children from Pre-School are invited to school in small groups to join in activity mornings.

The Reception Class Curriculum

The curriculum followed by the Reception Class is based on the National Foundation Curriculum, relating to and drawing on the children's own experiences. The Foundation Curriculum is linked to six main areas. A full breakdown of all these areas of learning can be found at the end of the prospectus.

Learning to read is one of the most important skills your child will acquire.

As a parent you are your child's first teacher. The encouragement and support you give your child will help to ensure progress in his/her reading development.

It is important that books are seen as sources of great pleasure. The physical closeness and security of sharing a book will help the child associate reading with enjoyment.

Look first at the pictures and discuss what is happening, then read the story running your finger under the words as you read them.

Allow your child the freedom to choose books for him/herself. Encourage him/her to handle and talk about the books. Many books for young children have interesting, exciting features such as pop ups, holes through the middle of the page and lift the flap books.

Children love texts that rhyme and play with words. They also need nursery rhymes, folk tales, fairy stories and stories from other cultures and lands.

Sharing a book is a joy and will instigate many wonderful conversations between you and your child. Be patient and encouraging, reading may need a great deal of time to perfect.

As your child starts school your interest in his or her reading has a very high profile. We, as teachers, want all children to enjoy reading and will provide opportunities for your child to learn through a variety of books. Activities and experiences but your interest and involvement as parents can make an enormous contribution to success.



THE SCHOOL DAY

Children should not arrive at school before 8.40 a.m. Between arriving at school and the bell at 8.55 a.m. children can play with other children as they arrive. Before school starts children should not play on the field or grassed areas, or near the school gates. Parents of younger children are welcome to wait with them in the school playground until the bell is rung.

Morning break is from 10.30 a.m.

When the bell rings the children line up in classes and are brought into the school by their teacher.

Lunchtime is from 12.05 p.m. to 12.55 p.m. Those children staying in school at lunchtime will be supervised by the Midday Supervisory Assistants, the Headteacher and the Assistant Headteachers. Children bringing a packed lunch will need a drink – but please in the interest of health and safety those drinks should not be hot or in a glass container and should be non-carbonated. Children taking packed lunch will bring home any uneaten food so you will be able to monitor what and how much they are eating.

School finishes at 3.00 p.m. for Reception, Years 1 and 2 and at 3.05 p.m. for Years 3, 4, 5 and 6. Children in Reception, Years 1 and 2 will be brought to the Key Stage II playground for collection by adults. They 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.



SCHOOL CLOTHING

The following items of clothing are worn in school:-

BOYS

Blue or grey shirt
Blue & gold school tie
Blue or white polo shirt
Grey pullover/sweatshirt
Grey trousers

Plain shoes

GIRLS

Blue or white blouse
Blue and gold school tie
Blue or white polo shirt
Grey cardigan/sweatshirt
Grey pinafore dress, skirt or grey
Trousers
Plain shoes

The children may wear monogrammed grey sweatshirts and monogrammed white or blue polo shirts that can be purchased from the school.

School ties are also available from school.

Other school clothing can be purchased anywhere parents choose. By offering a range of school uniform clothing parents will be able to select clothing that they feel is appropriate to their child.

Summer

After the Easter Holiday, the children may, *if their parents wish*, change to the following clothing:-

BOYS

Open necked short sleeved shirt
Short trousers

GIRLS

Gingham dresses

**PLEASE MARK ALL CLOTHING WITH YOUR CHILD'S NAME.
NAME TAPES CAN BE ORDERED THROUGH THE SCHOOL OFFICE.**

All orders received are passed on to Wovina, Woven Names. Their traditional woven name tapes are available in six styles and are supplied in colourfast red, blue or black lettering on white ribbon. The current charge is £4.00 for six dozen.

Clothing for Physical Education

BOYS

Plimsolls or trainers
Blue shorts
White tee-shirt

GIRLS

Plimsolls or trainers
Blue shorts
White tee-shirt
(optional) leotard for gymnastics

Sports Clothing

In addition, all KS II children play the following outdoor games, for which appropriate clothing is required:-

Football, Netball, Cricket, Rounders and Athletics

Jewellery

Children are not allowed to wear any jewellery when taking part in any physical education activities. Parents are advised when P.E. activities are on the timetable in order that ear-rings and other jewellery can be left at home. Members of staff are not allowed to remove or replace ear-rings. Children are not allowed to tape over ear-rings during P.E. activities.

Holidays

Although it is advisable not to interrupt a child's education unnecessarily the regulations of the County Authority allow for the absence of school children to accompany parents on annual holidays for a period of up to two weeks in any school year. The Authority provides forms upon which application for absence can be made. A supply of these forms is kept in school. Please see Attendance Policy at the back of this handbook.



School Medical Examination

All children are examined by the School Medical Officer during their first year in school, when parents are invited to be present.

Special medical examinations are carried out if requested by the parent or if the School Medical Officer deems it necessary.

Meals

The school meal is served in the hall each day from 12.05 p.m. The cost of the meal is £2.00 without a drink and £2.20 with a drink. If you have an older child staying for a meal on the same day the cost of the younger child's meal reduces to £1.80. Water is provided for those children not wishing to buy a drink.

Money for meals should be brought to school on a Monday morning in a purse.

Free School Meals

We will assist any parent who feels their child might qualify for free school meals. Please call at the School Office where the appropriate application forms are kept.

Insurance

The County Education Authority is not able to provide insurance cover for pupils attending school. Insurance cover is included in all school trips (i.e. when the children go off-site during the school day). Parents may wish to take out a comprehensive all risk policy for their children. All risk policies for children may be arranged through insurance companies or by brokers.

Transport to school

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 school.

Parents may transport children to school in cars, or collect children from school in cars, but vehicles must be parked away from the school gates. The roadway outside the school gets very busy and we urge all car drivers to exercise the greatest of care at the beginning and end of school.

Pedestrians

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.



ABSENCES

Illness

If a child is absent from school through illness parents may notify school either by letter or by telephone. If the child is suffering from an infectious disease, early notification is essential. All absences are recorded and absence notes are retained by the teacher through the school year.

A copy of the School's Attendance Policy is included with this prospectus.

Accident

For those rare occasions when a child is taken ill at school or when an accident occurs it is essential that we have contact addresses to enable us to get in touch with someone immediately.

Please up-date this essential information as necessary.



EXTRA SCHOOL ACTIVITIES

An assembly is held each day of the week. On certain days, as notified in the term calendar, parents, friends and relations are invited to the assembly. This assembly is a chance for the children to share their work not only with the adults present but also the rest of the school.



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 a regular School Newsletter is published. Each half-term a whole edition of HEM LINES is devoted to a description of the programmes of study being provided for each class in school. This information is intended to help parents become fully involved in their children's learning.



CONSULTATION WITH TEACHERS

Consultation evenings are set aside termly for parents to visit school by appointment, to discuss with the teachers the work and progress of their children.

In addition, **parents are welcome to make an appointment to see the Headteacher at any time.**



POSSESSIONS

Children are not encouraged to bring toys or personal possessions to school. These are best kept for when children return home in the evening. There is no need for your children to bring watches to school. They are too easily broken or mislaid. However, all pupils are encouraged to have their own pencil case with pens, pencils, rubbers etc.

Children should not wear rings or necklaces. 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 or jewellery.

In line with Health and Safety guidelines children who have pierced ears could parents ensure that the children only wear studs or small sleepers.

Staff, both teaching and non-teaching and adult helpers are not allowed to remove or insert ear-rings.



TRANSFER TO SECONDARY EDUCATION

The provision of the North Yorkshire Authority for secondary education in this area is such that normally children leaving Hemingbrough have transferred to Barlby High School, an 11 – 16 fully comprehensive secondary school.

Transfer at 11 + is sometimes a traumatic experience. However, we have excellent liaison with Barlby High School and a programme of visits for 6th Year Junior pupils is arranged in order that transfer is accomplished as easily as possible. In addition there is regular contact with the teachers of the high school. Parents are welcome to discuss secondary education with the headteacher at any time.



SCHOOL GOVERNORS

In common with all other primary schools in County, Hemingbrough has a Board of School Governors.

The Governors work to further the aims of the school and meet regularly throughout the year, at least once a term.

The Board of Governors is constituted in the following way:-

- ❖ There is representation of the Education Authority
- ❖ There is representation of the staff of the school
- ❖ There is representation of the parents of the children currently attending the school
- ❖ And in addition there are places for three community members

The Parent Representative Governors are elected in the manner determined by the LEA in line with current legislation.

Nomination Papers are sent home with the children and to be valid a nomination paper must have two signatures; the proposer and the nominee.

Once all the nomination papers are returned, ballot papers are distributed. The candidate receiving the highest number of votes is declared the elected Parent Governor for the term of office (currently 4 years).

Copies of the Instrument and Rules of Government and of Notes of Guidance for Governors are kept in school and may be inspected by any interested parent.



CHARGES FOR SCHOOL ACTIVITIES

Parents will appreciate the efforts made by 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.

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 parents are in receipt of Income Support. Mrs. Osbourne 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.

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 by parents.

When a child is entered for a music examination the full cost of entering the child for the examination will be the responsibility of the parent.

Deliberate Damage

The parents of a child who has caused wilful damage will be asked to pay the cost of repair or replacement.



FRIENDS AND NEIGHBOURS

All parents of children currently on roll are automatically members of our Friends and Neighbours Association (F.A.N. Club for short). Parents of children who have passed through the school are invited to remain in membership and anyone interested in the welfare of the school is welcome to participate in any of the FAN Club activities.

The FAN Club is assisted by a small committee of parents, friends and teachers which meets regularly to plan and co-ordinate activities and events.

The FAN Club currently provides support in a wide variety of ways not least of which is raising funds to assist the school.

The FAN Club can be contacted through the School Office. It would be pleased to receive any offers of help – sponsorship, competition prizes and suggestions for events – as it seeks to continue promoting the well-being of the school.



THE CURRICULUM

From September, 1998 the Curriculum at Key Stage 1 (5-7 years) and Key Stage 2 (7-11 years) has focused on 5 subjects. These are known as the core subjects; English, Mathematics, Science, Information Technology and Religious Education.

At Hemingbrough we are committed to providing a broad, balanced curriculum for the children within the school. In order to achieve this we will continue to teach the 7 non-core subjects, Design and Technology, History, Geography, Music, Art, Physical Education and PSHCE (Personal, Social, Health, Citizenship Education).

The outcomes of our teaching are carefully monitored and regularly evaluated so that realistically high targets are set for all children.

Copies of all the National Curriculum documents are kept in school and any interested parents may peruse copies on request.

The Aims of the Curriculum at Hemingbrough Community Primary School

- To enable pupils to communicate and interact with a wide range of people.
- To enable pupils to express preferences, communicate needs, make choices, make decisions and choose options that other people act on and respect.
- Promote self advocacy or use a range of systems of supported advocacy
- Prepare pupils for an adult life in which they have the greatest degree of autonomy and support them in having relationships with mutual respect and dependences on each other

- Increase pupils' awareness and understanding of the world
- Encourage pupils to explore, to question and to challenge
- Provide a wide range of learning experiences for pupils at each Key Stage suitable to their age.

Other Areas of the Curriculum

The School Governors have determined, in the light of the Education Report Act, that the school will provide Religious Education and Sex Education. The following notes amplify current school policy.

Sex Education

The treatment of sex education in the school is set within a moral framework of family life. Sex education begins in the early years through the introduction of the young child to their role in the family and their role in the community of the school.

From a young age children are introduced to the life cycle of plants and animals. Wherever possible they are introduced to the life cycles through domestic and/or local farm animals.

Children also see the cycle repeated with other animals and their involvement provides a knowledge and understanding not possible by more traditional methods of introduction.

Through the child's primary school career any questions which arise naturally through the experiences provided by school are answered accurately as possible taking into account the age and maturity of the children at the time.

In addition the Year 6 children receive helpful advice about the physical changes that occur at puberty. Again equality of provision is made for both boys and girls. A copy of the school's Sex and Relationships Education Policy is included with this prospectus.

Religious Education

Religious Education is provided for all pupils and the content is in line with the guidelines of the locally agreed syllabus. In school Religious Education is sometimes integrated into the cross-curricular thematic work which the classes follow and is sometimes taught as a separate subject. The classes are also encouraged to follow up the experiences provided in School Assembly.

It is the parents' right to withdraw their children from the act of collective worship or religious education lessons if they so wish.

School Assembly

Our collective worship aims to:-

- 1) Provide children and teachers with a time to reflect on matters of concern to individuals in school
Of the school, as a community
In the wider community in which the school is set.
- 2) Provide an opportunity to reflect – on what it is to be me and
How do I relate to others?
How do others see me?
- 3) Develop skills of listening, being still, sharing, appreciating, thinking, valuing, caring etc.

These aims are met through

Stories; poetry; hymns; songs; prayers; symbols; rituals; festivals



Internet Access

The school is permanently 'on line'. Children are only allowed Internet access under the supervision of a member of staff. We also have filtering software in place.

SPECIAL EDUCATIONAL NEEDS

A full copy of the schools special educational needs policy and Gifted and Talented Children are included in the prospectus.



OPEN CLASSROOMS

Parents are welcome to visit their child's class on Monday's from 3.05 p.m. until 3.30 p.m.

PROBLEMS, DIFFICULTIES OR MISUNDERSTANDINGS

Try as we might we can never get all things right all of the time. However, we pride ourselves on being sensitive to the needs of our children and successful in maintaining excellent relationships with our parents and the community. With open access to school any problems or misunderstandings are quickly cleared up.

All schools, however, are required under Section 23 of the Education Report Act 1088 to have a formal complaints procedure and to make it known through the school prospectus. Our guidelines for dealing with any problems that might arise in school are as follows.

Make early contact if the matter is urgent or else arrange for an informal appointment with the Headteacher through the Office Manager.

If it is something which can only be dealt with on a formal basis by the Headteacher make an immediate appointment through the Office Manager.

In the unusual event that the outcome of meetings at school are unsatisfactory there is a right of reference to the School Governors.

If the Headteacher and the Governors are not able to deal with the matter there is an opportunity to involve the L.E.A.

The Headteacher, will, at any time, advise parents of the procedures and of the names of the relevant offices of the Authority to contact.

Appendix

The Reception year – areas of learning.

- A Communication Language and Literacy
 - Communication for meaning with peers and adults
 - Reading for meaning
 - Letter knowledge
 - Phonological awareness
 - Writing
 - Speaking and listening

- B Mathematical Development
 - Number
 - Using Mathematical language

- C Personal, Social and Emotional Development
 - Behaviour
 - Relationships
 - Concentration/Confidence
 - Personal Care

- D Physical Development
 - Gymnastics
 - Games
 - Fine Motor Skills
 - Improving/Judging
 - Health/Safety

- E Creative Development
 - Art
 - Music
 - Dramatic Play
 - Dance

- F Knowledge and Understanding of the World
 - Scientific Investigation
 - Information Technology
 - Design Technology
 - Time
 - Place