



# Prospectus 2023/24

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**C**

**Community**

**A**

**Aspiration**

**R**

**Resilience**

**E**

**Empathy**

# Our Aims

At Hemingbrough Community Primary School our intention is to create an environment in which all children make good progress within a broad and fun curriculum, and to increase parental support to do this. To achieve this we will:

- Ensure and promote the physical and personal safety of the children
- Develop and encourage the children to be aware of their physical, spiritual and emotional health
- Ensure that the ethos and philosophy of the school continues to place high emphasis on the children's enjoyment whilst in our care, both directly and indirectly
- Ensure each child develops self-discipline, the ability to learn independently and work co-operatively and to achieve their full potential and celebrate their own and others achievements
- Strive to ensure that the children will learn to listen with respect, avoid deliberately damaging the self-esteem of others, appreciate the diversity of our society and how they can effectively contribute to it
- Provide a learning environment which is reflective, stimulating, welcoming, secure and utilises resources to their maximum

# Our Vision

An inclusive school, where all children strive to be the best that they can be, becoming lifelong learners and good citizens.

# Our Values

- ♦ Honesty
- ♦ Independence
- ♦ Friendship
- ♦ Respect
- ♦ Resilience
- ♦ Inclusivity
- ♦ Trying your best
- ♦ Cooperation
- ♦ Taking part
- ♦ Responsibility



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# Introduction

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## 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

Over the years our school building has undergone several extensions and refurbishments. The school building now consists of a central hall, a kitchen, administrative area, library, hygiene room, staff room, sensory room, Thrive room, meeting room, and a separate build of a three classroom block was completed in 2003. This is currently used by Years 3, 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, a living willow whale sculpture and our sensory garden. Our outside play equipment has been recently updated to include a climbing area, a pirate ship, a tactile path, buddy bench and we are in the process of developing our forest schools area.

The mental wellbeing of our children is high on our agenda. We are a Thrive School, with 2 trained practitioners and we are also developing a relational behavior approach across the whole school.

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, nurseries and local child minders.

# Welcome from the Head

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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 schools 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 Governing Body is made up of Co-opted, Local Authority, Parent and Staff representatives.

## GOVERNING BODY

### Chair of Governors

Mrs Laura Ward (Co-opted Gov)

### Vice Chair

Mrs Joelene Grassby (Parent Gov)

### Clerk to Governing Body

Mrs S Edwards

### Other Members

Mrs S Chappell (Headteacher)

Mrs K Brackley (Parent Gov)

Mrs J Gutierezz (Parent Gov)

Miss K Richardson (Staff Gov)

Mrs H Taylor (Associate Gov)

# Staff (As at Jan 2023)

## Headteacher

Mrs Sarah Chappell  
(Designated Safeguarding Lead)

## Assistant Headteacher

Mrs H Taylor SENCO (Yr 2, Willow)  
(Deputy Designated Safeguarding Lead)

## Class Teachers

Miss K Richardson (EYFS)  
Miss C Parkinson (Yr 1, Oak)  
Mrs H Taylor (Yr 2, Willow)  
Mrs M McBride (Yr 2, Willow)  
Miss N Nuza (Yr 3, Beech)  
Mr A Harvey (Yr 4, Cedar)  
Mrs K Whitmarsh (Yr 5/6, Sycamore)

## Office Staff

Mrs S Read (School Business Manager)  
Mrs T Masefield (Admin Assistant)

## Kitchen Staff

Mrs L Wyrill (Cook)  
Mrs J Haythorne (Catering Assistant)  
Mrs C Crossman (Catering Assistant)

## Teaching Assistants

Mrs C Begg (General Teaching Assistant)  
Mrs V Male (General Teaching Assistant)  
Mrs E Marshall (General Teaching Assistant)  
Mrs L Parkin (General Teaching Assistant)  
Mrs E Powell (General Teaching Assistant)  
Mrs L Senior (Higher Level Teaching Assistant)  
Miss F Tither (General Teaching Assistant)  
Mrs R Wilkinson (General Teaching Assistant)

## Midday Supervisory Assistants

Mrs E Marshall   Mrs A Shipley  
Mrs L Senior   Mrs M Livsey   Mrs E Powell

## Caretaker

Mr T Warrener

## Cleaners

Mrs D Wilkinson  
Mrs R Serginson-Page

# 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](http://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 2023 we expect to have 123 on roll.

## The School Day

Children should not arrive before 8.45am. 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—10.45am.

## Lunchtime

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 Headteacher.

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



Children in Key Stage 2 (3,4,5 and 6) may walk home unaccompanied **only** if we have received written consent from parents / carers.

If you are delayed in picking up your children please contact school and we will make arrangements to keep your children safe until you are able to collect them. Please inform us if someone other than a parent / carer of the child will be collecting them.

## After School Care Provision

Whilst we are unable to provide after school care provision, we do enjoy good links with local child minders.

## School Meals

Meals are freshly prepared and cooked in the school kitchen daily, and a choice menu is offered each day (hot meal, baguette or jacket potato)

We send menus out every 3 weeks and ask you to choose which meals you would like (booking three weeks at a time). These should be paid for in advance via Parentpay (see pg.11) and the menus completed and submitted on Parentmail.

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 (as of Jan 23) are £2.50 per meal. All KS1 children are entitled to Universal Free School Meals.



# The School

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To qualify for economic free school meals you must fulfil one of the following criteria (correct as of Jan 2023):

- ◆ Universal Credit, provided you have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of your most recent assessment periods (£616.67 per month);
- ◆ Income Support;
- ◆ Income-based Jobseeker's Allowance;
- ◆ Income-related Employment and Support Allowance;
- ◆ Support under part six of the Immigration and Asylum Act 1999;
- ◆ The guarantee element of Pension Credit;
- ◆ Child Tax Credit, provided you are also not entitled to Working Tax Credit and have an annual household gross income that does not exceed £16,190 (as assessed by HMRC); or
- ◆ Working Tax Credit run-on, paid for four weeks after you stop qualifying for Working Tax Credit.

Please note that contributions-based benefits, including contribution-related Jobseekers' Allowance do not entitle you to claim free school meals.

Applications for free school meals are processed at the Harrogate Education Office, which can be contacted by calling 0845 0349467

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. **Due to severe allergies in school we are a NUT FREE zone.**

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. Milk is available daily. It is free to under 5's and children in receipt of economic free school meals. All other children are able to purchase milk via the Cool-milk website - please ask at the school office.

## Attendance

An authorised absence is described as medical, dental, or family circumstances. 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. Letters are sent at the end of each term to parents / carers of children whose attendance is below 90%.

**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. You can use the absence tool on the Parentmail app to report an absence or 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.

Good attendance is rewarded through the weekly celebration assembly, termly certificates, £10 weekly attendance award for the class with the best attendance (to be banked until the end of the year and then spent on a treat for the class).

Also, all children who are in school every day in a week, and also on time every day, are entered into a raffle and the child whose name is drawn out receives a small prize.



# 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 however cardigans, sweatshirts and t-shirts with the school logo can be purchased online at [www.myclothing.com](http://www.myclothing.com) or at Classroom Clothing in Selby.

Our school colours are purple and black. Our school uniform is:

- a white polo shirt
- a choice of purple sweatshirt or cardigan (preferably with school logo)
- black trousers / skirt / pinafore
- Purple (or blue) gingham dress in summer only

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
- 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

## Headwear

Children are not permitted to wear hats of any kind inside, unless they are of religious significance. **Small** headbands/clips may be worn to keep hair away from the face but should not be worn as items of fashion.

**We ask that all items of uniform be labelled with your child's name.**

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.

Our **School Charter**, agreed by students and staff:

### Community

- Always work together
- Be respectful of people's privacy
  - Take care of each other
- Look after school equipment

### Aspiration

- Follow your dreams
  - Aim high
- Be the best that you can be
  - Believe in yourself

### Resilience

- Never give up
- Say 'I can't do it YET'
  - Keep trying

### Empathy

- Help others if they need it
  - Be a 'bucket filler'
- Think about other people's feelings
- Put yourself in someone else's shoes

## Extra-Curricular Activities

We regularly have events and open afternoons for parents and local people to come along to the school to see the work the children have been doing and raise funds. We also have Find out Fridays each year which parents / carers are invited to attend.



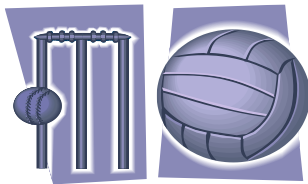
# The Pupils

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## 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.

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



## 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: Dance, Gymnastics, Netball, Choir, Matial Arts, Boxercise, Drama, Homework, Reading, Puzzle, Baking, Hockey, Balanceability, Running and Football.

## 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.

Each week our celebration assembly shares children's positive behaviour and attitudes. They receive a sticker and their name is placed on the board in the hall.

## Positive Reinforcement

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 and celebrated in Assembly.

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. Raffle tickets are given for appropriate behaviour in each class, and a draw is held each week to win a prize.

## Responding to inappropriate behaviour

Please see our website for our Behaviour Policy which is based upon a relational approach. We use a system called CPOMS to record behaviour incidents.

The behaviour system is for the majority of children in school. For some children additional and / or different systems will be employed for a variety of reasons.

- We use a traffic light system throughout school (Green, Orange, Red)
- Children begin on green at the start of each day
- **Positive reinforcement through praise and rewards will be at the centre of the behaviour system**
- Inappropriate behaviour will be recorded on CPOMS
- CPOMS will be analysed for patterns / trends. Senior Leaders check CPOMS daily / weekly
- If a child displays inappropriate behaviour, they will first be given a non-verbal or verbal warning
- If the behaviour continues they miss 10 minutes of the next playtime
- If a child is consistently behaving inappropriately during the week a conversation / call / email is made with parents / carers by the teacher
- An adult will discuss with the child their behaviour
- A child goes immediately to Red if they display any type of 'red behaviour'. They will miss the next playtime and the teacher / senior leader will call home.

# The Curriculum

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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 Early Years Foundation Stage** At Hemingbrough CP School we follow the Early Years Foundation Stage Framework. The curriculum provides a play based and experiential learning environment, combined with focused teaching and basic skills, to ensure children make rapid progress before moving into Year 1. The children in Reception are provided with ample opportunities accessible in our outdoor and indoor provision. They engage in planned, focused activities as well as self-initiated activities and free flow activities. The learning experiences within our Early Years are linked to the seven areas of learning and development within the EYFS. These areas are split into three prime areas and four specific areas. The three prime areas are those which the children should develop first and are considered most essential for the healthy development and future learning of our children. These include: Personal, Social and Emotional Development (PSED), Communication and Language (CL) and Physical Development (PD)

As children grow and make progress in the prime areas, this will help them to naturally develop skills within the four specific areas. These are: Literacy, Mathematics, Understanding the World (UTW) and Expressive Arts and Design (EAD)

**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,. We use the Rising Stars phonics scheme and reading schemes using banded books. Please see our links page for a link to the Department for Education National Curriculum information.

Our website gives detailed information about our curriculum.

## Assessment

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Assessment is ongoing on a daily, weekly, termly and yearly basis. It takes many forms for example, marking a child's work, spelling tests, 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 Assessment Policy for further details.

# Additional Activities

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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: All around the world., International Bake Off, Refugee Day, Perform!

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 & Disability

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The school has a fully qualified SEND Leader (SENCO). Some children have Educational Health Care Plans 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, and makes every practicable and reasonable effort to cater for the needs of all children. Please see our SEND 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 Opportunities 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

# Parents

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## 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. Correspondence sent to parents via an online service - Parentmail. Weekly, we issue 'School Snippets' which is our school newsletter, which is emailed to parents but can also be provided in either hard copy 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. In addition parents are welcome to make an appointment to see the Headteacher at any time.

We also use Google Classroom to send homework and other class news.

Our website:

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

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



## Instrument 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

We accept payments online for items such as dinner money, school trips, 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 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

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## 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.

## 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.

# Fundraising

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At Hemingbrough CP we have a School Fund fundraising group, run by staff. The group meet on a regular basis, usually once or twice a term to discuss projects and to arrange events to raise funds.

Our School Fund pays for the extras that make our children's learning experiences so much more fulfilling. Projects in the past have included, replacing laptops, skipping workshops, classroom extras,

equipment for our Sensory Room and a contribution to creating our Thrive room.

Fundraising events have included Bingo, Sponsor Days, French Breakfast, Movie Night, School Sleepover, Easter, Summer and Xmas Raffles - to name but a few! The group are always pleased to receive any offers of help – sponsorship, competition prizes and volunteers to help run events.

# Thrive

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We are very proud to be a Thrive school. The Thrive Approach has evolved over the last 25 years, providing those who work with children and young people with the knowledge, skills and tools to optimise social and emotional development. Thrive is committed to supporting and encouraging the development of confident, curious, creative and capable children and young people who are open to

learning and better equipped to deal with life's ups and downs.

This year we have 3 Licensed Thrive Practitioners, who deliver 1:1 support or small group work. Sessions involve activities such as story telling, arts and crafts, sand play, hand massage, cooking, music, puppet work and role play.

# Transition to Secondary School

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Transfer at 11+ can sometimes be a traumatic experience. However, we have excellent liaison with Barlby 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 Headteacher at any time.

# Pupil Welfare

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The School is committed to ensuring the welfare and safety of all children in school. All North Yorkshire schools, including Hemingbrough School, follow the North Yorkshire Safeguarding Children Board procedures. The school will, in most circumstances, endeavour to discuss all concerns with parents about their child/ren. However, there may be exceptional circumstances when the school will discuss concerns with Social Care and/or the Police without parental knowledge (in accordance with Child Protection procedures). The school will, of course, always aim to maintain a positive relationship with all parents. The school's child protection policy is available on request.

## 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 and Lock Downs are carried out regularly 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 Designated Safeguarding Lead at Hemingbrough CP School is Mrs Sarah Chappell**, who has completed the safeguarding children training. In her absence queries should be reported to Mrs Taylor, who is the Deputy Designated Safeguarding Lead.

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. All recruitment adheres to the guidelines of safeguarding children.

## School Access

All children arriving at school must enter by one of the two pedestrian gateways. The vehicular access is gated 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. 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 every effort to contact parents and carers by telephone / text and, if appropriate, via local radio stations. Our website will also provide details.

# Medical

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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 since the last episode.**

## 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. Vision tests are undertaken about three or four times during the primary school years, and height and weight checks are undertaken in EYFS and Year 6.

Flu Vaccinations take place annually in school, parents are contacted directly by the Healthy Child Team to gain consent for this.

## Head lice

Information on the treatment of head lice is available from [www.nhs.uk/conditions/head-lice](http://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

Prescribed medication only may be administered by named staff - please see our Administration of Medication policy for further details. 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. This information will be shared with relevant staff.

# Leave of Absence

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The law states that parents / carers do not have the right to take their child out of school for a holiday during term time.

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

- Service personnel returning from active deployment
- Where inflexibility of the parents' leave or working arrangement is part of the organisational or company policy. This would need to be evidenced by the production of confirmation from the organisation / company
- Where leave is recommended as part of a parents or child's rehabilitation from medical or emotional problems. Evidence must be provided.

- When a family needs to spend time together to support each other during or after a crisis

Requests for leave should be made in advance (at least 6 weeks prior to the commencement of leave), and an appointment made to discuss the absence with Mrs Chappell. If the school does not agree an absence it will be recorded as unauthorised. We are required to refer unauthorised absence of 10 or more sessions to the Educational Social Worker.

**Please be aware that unauthorised absence may incur a penalty notice.**

Please see our Attendance Policy for further details.



# Additional Information

## Achievement & Attainment Results

Please see our website for details of our annual school achievement and attainment tables. Our most recent inspection report is also available on our website.

## 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 has a Single Equality Scheme which sets out how pupils with the following protected characteristics will be protected in our school from harassment and discrimination:-

- ♦ disability.
- ♦ gender.
- ♦ race.
- ♦ religion and belief.
- ♦ sexual orientation.
- ♦ gender reassignment.
- ♦ pregnancy and maternity

## GDPR Fair Processing

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. This is your opportunity to tell the school how you would like to receive communication and if you consent to your child's images being included in various means of publications. This consent can be changed by the parent / carer at any time

## 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.

## Policies

The school has a publication scheme. A copy of the Publication Scheme is available on the school website.

Hemingbrough CP School is committed to ensuring the welfare and safety of all children in school. All North Yorkshire schools, including Hemingbrough CP School School, follow the North Yorkshire Safeguarding Children Board procedures. The school will, in most circumstances, endeavour to discuss all concerns with parents about their child/ren.

However, there may be exceptional circumstances when the school will discuss concerns with Social Care and/or the Police without parental knowledge (in accordance with Child Protection procedures).

The school will, of course, always aim to maintain a positive relationship with all parents. The school's Child Protection policy is available publicly on our website.

# 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](mailto:admin@hemingbrough.n-yorks.sch.uk)

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

