2019 / 2020

PROSPECTUS

HEMINGBROUGH COMMUNITY PRIMARY SCHOOL



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Hemingbrough

Selby

North Yorkshire

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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

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 with five classrooms, a kitchen, administrative area, library, hygiene room. staff room and a meeting room. A permanent build of a three classroom block was completed in 2003. This is currently used by Years 4, 5 and 6. Our EYFS class has just benefitted from an exciting new outside area. We also have a brand new sensory room to be enjoyed by all children during their time at our school.

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 in the near future we hope to develop a forest schools area.

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).

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 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

Mr Ben Bowers (Parent Gov)

- Chair of Resources Com

Vice Chair

Mrs Victoria Perry (Co-opted Gov)

Clerk to Governing Body

Mrs J Chaplin

Other Members

Mrs S Chappell (Headteacher)

Mr Christopher Bateman (LA Gov)

Mr Nick Wilkinson (Co-opted Gov)

Mrs Sian Chapman (Parent Gov

- Chair of School Improvement Com

Mrs S Read (Staff Gov)

Mrs R Hayes (Associate Gov)

Staff

Headteacher

Mrs Sarah Chappell, SENCO

(designated person in charge of Child Protection)

Assistant Headteacher

Mrs R Hayes (Yr 1, Oak)

Class Teachers (as at July 2019)

Mrs L Cowlard (EYFS,)

Mrs R Whitfield (EYFS)

Mrs H Taylor (Yr 2, Willow)

Mrs J Easthill (Yr 3, Ash)

Mrs S Blakeman (Yr 2 & Yr 5)

Mrs L George (Yr 4, Beech)

Mrs M McBride (Yr 4, Beech)

Miss K Stanway (Yr 5, Chestnut)

Mrs K Whitmarsh (Yr 6, Sycamore)

Office Staff

Mrs S Read (School Business Manager)

Mrs T Masefield (Admin Assistant)

Kitchen Staff

Mrs S Doy (Cook)

Mrs W Miller (Catering Assistant)

Mrs J Haythorne (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 G Parsons (General Teaching Assistant)

Mrs E Powell (General Teaching Assistant)

Mrs L Senior (Higher Level Teaching Assistant)

Mrs R Wilkinson (General Teaching Assistant)

Midday Supervisory Assistants

Mrs E Marshall Mrs A Shipley

Mrs L Senior Mrs M Livsey

Caretaker Mr D Jones-Devitt

Cleaner Mrs C Noon

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

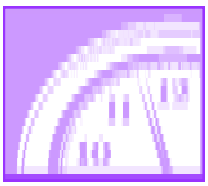
Our class arrangements are flexible and based on the numbers in the cohorts and the needs of the children in a given year. In September 2019 we expect to have 153 on roll in 6 classes.

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 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 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 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 or jacket potato)

We send menus out every other week and ask you to choose which meals you would like (booking two 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 are £2.50 per meal. KS1 children are entitled to Universal Free School Meals.

If your family is in receipt of Universal Credit, Income Support, or is in receipt of Child Tax Credit and has an income below £16,190 (correct as of Jan 2016) 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

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 Coolmilk 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.

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.

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 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.
- black trousers / skirt / pinafore
- Purple gingham dress in summer (or blue)

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, requests that all pupils:

- Be respectful, friendly, kind and polite to everyone – children, teachers, dinner staff, visitors and the chickens.
- Leave the toilets as you would like to find them.
- Always use your common sense – pick up litter, bring your PE kit, help others if they need it, have a go yourself.
- Line up and walk around school (inside and out) quietly and sensibly using the proper pathways.
- Wear the correct school uniform and always look clean and tidy.
- Stay safe when using the internet and other forms of communication. Don't send hurtful messages.
- Look after school equipment and your classroom.
- Try your best all the time but ask for help when you need it.

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. s 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

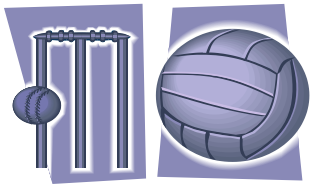
Every child in school is a member of a House Team (Aire, Foss, Derwent and Ouse). Their individual rewards are added together to form a House total each week. These totals are displayed in the Hall and celebrated in Assembly. Members of staff have responsibility for a team and hold discussions with their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

Responding to inappropriate behaviour

We have a traffic light behaviour system with all children aware of behaviour expectations. We record incidents of poor behaviour which are reviewed by senior leaders. Any patterns or repeated behaviour incidents may be discussed with parents.

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 Riccall Primary School.



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

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 throughout the year which parents / carers are invited to attend.

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, Summer Sports, 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. When the board is full the school celebrate with an extra playtime.

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 **Early Years Foundation Stage** operates around 3 prime areas (Communication and Language, Physical and Personal, Social and Emotional Development) and 4 specific areas (Literacy, Mathematics, Understanding of the world and Expressive arts and design). The prime areas cover the knowledge and skills which are the foundations for school readiness and future progress and are applied and reinforced by the specific areas. The curriculum is play based. Activities are driven by children's interests and needs. The curriculum supports children educationally but also develops them socially and emotionally. Teachers support learning through setting up relevant learning opportunities, observation, discussion and questioning. Children will also undertake short adult directed activities usually focusing on Literacy and numeracy 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. We use the Letters and Sounds phonics scheme and a range of reading schemes using banded books. Please see our links page for a link to the Department for Education National Curriculum information.

This school also teaches French both as a discrete subject and permeating other areas of the curriculum.

Assessment

Assessment 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 Assessment 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 this year have included: 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

The school has an experienced, fully qualified SEND 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, 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

Most Able

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 recognizes 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.

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. Correspondence sent to parents via an online service - Parentmail. Once a term we send out 'What's on at Hemingbrough' which is a calendar of events, clubs and important dates. Weekly we issue 'School Snippets' which is our school newsletter. Both of these documents can 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.

Our website:

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 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.

ParentPay®

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 2013) but is not claiming Working Tax Credit, Mrs Read, the School Business Manager, can provide details of the 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. It exists 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 Pantomime, Tagtiv8, classroom extras, and a contribution to our sensory room. They also funded our whole school trip to The Deep

During the school year the FAN Club run many fundraising events, including Summer and Christmas Fairs, Raffles, Scarecrow Hunt, Mother's Day, Father's Day and Xmas Gift Shops and Whiskey Tasting - to name but a few!

The Chairs, Mrs Long and Mrs Adair, welcome enquiries about FAN Club from new parents. They 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 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

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 Senior Person responsible for this at Hemingbrough CP School is Mrs Sarah Chappell**, who has completed the safeguarding children training. In her absence queries should be reported to Mrs Hayes.

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 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. Further details about school transport can be found at: www.northyorks.gov.uk/schooltransport.

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. However, due to a statutory obligation issued by the LEA, we require agreed consent 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 every 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 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. 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

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.

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.

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 crises

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 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.

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.

Contact Details

Headteacher: Mrs Sarah Chappell

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

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