

Hackforth & Hornby C of E Primary School



Annual Prospectus

School Details

Name: Hackforth & Hornby CE Primary School

Address: Hackforth
Bedale
North Yorkshire
DL8 1PE

Telephone: 01748 811698

Headteacher: Mrs JA Clarke, MA (Ed)

E-Mail: admin@hackforthhornby.n-yorks.sch.uk

Chair of Governors: Mr I Schofield

Pupil Age Range: 4 to 11 years

Local Authority: North Yorkshire Children & Young People's Service
County Hall
Northallerton
DL7 8AE

Telephone: 0845 034 9494

Hackforth & Hornby CE Primary School is a NO SMOKING environment.

NO SMOKING is allowed anywhere on school premises.

Staffing

Headteacher	Mrs J A Clarke, M A
EYFS/KS1 Leader PE Leader & Teacher ICT Leader & Teacher	Mrs C Davies
KS2 Teacher (0.8) Numeracy Leader	Miss A Bellard
KS2 Teacher SENCO RE Leader and Teacher	Mrs J A Clarke
Higher Level Teaching Assistant EYFS/KS1/KS2	Mrs S Millman
General Teaching Assistant EYFS/KS1	Mrs S Williamson
Office Manager	Mrs D Gibson
School Cook	Mrs H Crisp
Midday Supervisors	Mrs H Crisp Mrs F Stead
Caretaker	Miss F Cost
Supply Teachers	Mrs D Longstaff
Supply GTA	Miss K Gibson Mrs L Eastwood

Governing Body

Parent Governors:	Mr I Schofield Mrs L Moss Mr D Spencer Mr D McKnight Mrs S Blood	Chair Vice Chair
Foundation Governors:	Mrs D Longstaff Mr R Walker	
Local Authority Governors:	Mrs R Marston	
Community Governors:	Mrs C Anderson Mr P Blundell	
Staff Governors:	Mrs J Clarke Mrs C Davies	

Meetings and elections of Governors are minuted, reported and the business of meetings is carried out within the legal regulations and requirements. Parents have the right to put themselves forward for election to the Governing Body and they have the right to inspect the Agenda and to read minutes. Parents may bring matters to the attention of the Governing Body through their parent representative or through formal representation to the Chair of Governors. Governors have a responsibility to report all matters regarding the school and its organisation and operation.

Governors undertake training in their responsibilities and serve on Governing Body sub committees.

Governors may be contacted via the School Office.

School Aims

At Hackforth and Hornby Church of England Primary School we seek to:

Provide a secure, happy, caring and supportive environment, reflecting the School's Christian Foundation, in which pupils can develop their talents, fulfilling their individual potential.

Encourage our pupils to be independent, self-motivated learners, who respect others and are prepared to take responsibility for themselves and their work.

Develop a shared enthusiasm and sense of wonder in our children's understanding of their world.

Develop a constructive partnership between home and school, which acknowledges the complementary role of parents, guardians and teachers in the development of our pupils.

The Governors, parents, pupils and staff reviewed our Home-School Contract, including these aims, in 2012.

Collective Worship

At Hackforth and Hornby we hold a daily act of collective Christian worship:

Assemblies are led by the Headteacher, other teaching staff and our Vicar. Friday morning assemblies celebrate achievement throughout the school.

The key elements of our collective worship include prayer, singing, a story or reference to national and world events.

Parents who wish to withdraw their child/ren from Collective Worship are asked to contact the Headteacher.

Curriculum

The National Curriculum

As in all state schools, the National Curriculum underpins our curriculum.

The four core National Curriculum Subjects are:

English

Mathematics

Science

Information and Communications Technology

Pupils at Hackforth & Hornby Church of England Primary School also study: History, Geography, RE, Art, Design and Technology, PE, Music, PHSCE and a language at KS2.

Guide to the Curriculum for Parents can be found on the school's website.

Religious Education (RE)

As a Church of England School, we place an emphasis on pupils learning about and from religion.

Pupils learn about Christianity in the classroom at both key stages and through our established links with our parish church. Pupils also study another major world faith each year.

Through our Religious Education studies, we encourage pupils to search for meaning and purpose in life and to develop an awareness of and respect for world faiths.

Parents wishing to withdraw their child/ren from RE should apply in writing to the Headteacher.

Physical Education (PE)

PE includes off site swimming at Richmond Pool. All pupils swim for ten weeks each term. Parents are asked to make a voluntary contribution towards this activity.

Personal, Social, Health & Citizenship Education (PHSCE)

Pupils are encouraged to develop healthy lifestyles, fulfil their potential and develop good relationships. We deliver our PHSCE curriculum through themed work, classroom discussion, circle time, drama and visiting speakers.

Sex and Relationships Education

Sex and Relationships Education is through science (the human body) and PHSCE. A school nurse is invited to work with older pupils. Parents are invited to view materials shown to older children and have the right to remove their child/ren if they wish.

Special Educational Needs (SEN)

Staff work closely with parents to ensure that children's needs are quickly and effectively identified and that appropriate support is provided or sought.

The school's Special Educational Needs Coordinator (SENCO), Mrs Lewis, is the contact for arrangements.

The Head Teacher, Mrs Clarke, is the school's designated Child Protection Officer. Safeguarding procedures are adhered to.

Homework

The school believes that homework demonstrates the importance of the home school partnership. We value parents' support. At both key stages, pupils are encouraged to read regularly at home (The Oxford Reading Tree is supplemented by other titles).

Throughout the school, pupils are asked to complete homework which compliments their classroom studies. Homework is returned on a weekly schedule.

Assessment

Assessment for Learning (AfL) is an important focus in school. It is used to develop both staff and pupil understanding of where children are in their learning and what they need to do next to make progress. Good assessments for learning practices are crucial to ensure pupils realise their potential regardless of their starting points.

Children are assessed on entry to the school and assessment continues through the key stages. Continuous assessment provides information on what and how well children learn in individual lessons and helps teachers to make plans to help further development. From Key Stage 1 at the end of each year we judge the level a child has reached through assessments, referenced to the National Curriculum.

Continuous assessment informs pupil targets in English and mathematics. Targets are reviewed termly.

National tests (SATs) in English and Maths (Y2 and Y6) are carried out in school. These are taken in the summer term and results are included on the annual written report. As we are a very small school, results are not included in league tables.

Pupil progress is tracked through Essex Tracker. This is discussed with parents, as appropriate, usually at Parent Consultation Meetings.

Educational Visits – Charging Policy

School visits that support and extend the curriculum are a feature of our educational provision. In accordance with North Yorkshire policy and the Education Act (1988) we request voluntary contributions towards the costs of educational visits. The contribution is usually towards entry, and transport costs.

Risk assessments are carried out for all visits.

A copy of the Charging Policy can be read in the office, on request.

Behaviour Policy

School seeks to create a safe, secure and happy environment. We praise and reward pupils for demonstrating positive attitudes and trustworthiness. We also reward effort and achievement. Pupils of the Week awards are made to pupils for classroom, playground and lunch time behaviour.....

Poor behaviour is addressed by class teachers and sanctions such as letters of apology, missing playtimes are sometimes used to help pupils focus on what has gone wrong. Pupils are always asked to consider the implications of their actions. If appropriate, parents are informed and may be invited into school

School does not tolerate bullying of any kind.

As acknowledged by OFSTED, behaviour is an outstanding strength of the school.

A copy of the Behaviour Policy is available in the office, on request.

Absences

The absence figures for 2015-2016 are as follows and are based on attendance at each ½ day session:

Total of authorised absences = 3.2%

Total % of unauthorised absences = 0 .0%

LEGISLATION REGARDING LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME

No parent/carer can demand leave of absence as of right. The Education Regulations state that applications must be made in advance by a parent/carer with whom the child lives and can only be authorised by the school in exceptional circumstances. Each leave application is considered individually by the school taking into account any factors presented by the family. Application forms are available from your child's school. Headteachers will also welcome early discussion with you around potential applications.

Parent Support Group

Our supportive Parent Support Group helps school to extend our curriculum activities, usually school trips or visitors to school, through fund raising. Staff and pupils are extremely grateful to the group for their hard work. If you would like further information, please contact the school office.

Breakfast Club

We have a breakfast club Monday to Friday 8.00am - 8.50pm. Each session is £3 per child. Places are guaranteed by pre-booking.

After School Clubs

Various after school clubs are offered to pupils. These will vary throughout the year and may include: Choir, Textiles, Sports, Art and Homework Club

School Clubs are organised voluntarily by school staff for the whole school.

Each session is £2 to cover resources and refreshments.

Home School Communication

We invite parents and pupils to sign our Home-School Agreement annually. This is indicative of the mutual cooperation, which we seek to develop.

Parents are asked to complete forms giving details of medical issues, contact addresses and telephone numbers. Please forward any contact changes immediately, so that we can contact you in the event of an emergency.

Parents receive regular newsletters. These can be sent electronically. Please contact the office if you would prefer electronic correspondence.

School Child Protection Policy

Hackforth & Hornby Church Of England Primary School is committed to ensuring the welfare and safety of all children in school. All North Yorkshire schools, including Hackforth & Hornby Church Of England Primary 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.

Medical Policy

Following consultation with the LA's Health and Safety Advisers, medication must be given out of school hours or administered by a parent in school. Please consult the Headteacher, via the office, to discuss exceptional medical circumstances, such as a long term medical condition or arrangements for residential trips.

Personal inhalers are kept in the School Office. Please contact the office for further details.

In accordance with National Protection Agency Guidance, please ensure that pupils are fully recovered from an illness before sending them back to school.

First Aid

All staff can assist in administering basic first aid, as appropriate. Any child receiving a bump to the head will receive a "Bump Letter". If appropriate, parents are informed of other injury by letter. We have named first aiders in school.

Fire Drill

Fire Drill is practised in school at least half termly.

Availability of Documents

In accordance with the Freedom of Information Act 2000, the following documents are available:

- School Prospectus
- Governors' Documents
- Curriculum Information
- School Policies

Documents can be viewed in the office or can be purchased for a nominal charge to cover photocopying.

Please contact the Headteacher, via the office if you would like to view documentation.

Complaints Procedure

The Governing Body anticipates that any complaints can be dealt with in an informal way by direct contact with the class teacher and the Headteacher if necessary. If this does not resolve the matter, a copy of the Complaints Policy is available by arrangement with the school office.

Admissions

Contact No: 01609 533679 Email: schooladmissions@northyorks.gov.uk

Admissions – Reception Year

Parents seeking a place at the school for their child at the beginning of the Reception year are asked in the first instance to register their child by completing an application form.

Pupils at Hackforth and Hornby start school at the beginning of the school year (September) in which they become 5. The school's admission limit is currently 8 pupils.

If you would like to apply for a place for your child, please contact the office to arrange a meeting with the Headteacher. Your child is welcome to visit the school with you at any time.

Admissions – Transfers

Parents seeking a transfer to the school should contact North Yorkshire's School Admissions, as above.

Prospective pupils and their parents are welcome to visit the school at any time.

School Welcome Pack

Current details of our school's daily routine are contained in our illustrated Welcome Booklet; please contact school if you would like a copy.

Equality

Your support for your child's education is crucial to their progress. Please tell us if there are any adjustments we need to make to help you support your child, for example; letters in large font; letters in different languages; wheelchair access; explaining things over the phone; a discussion with a school colleague of the same gender.

School Times

0800-0850	Breakfast Club
0850-0900	A member of staff is on duty in the playground
0900-1015	Session 1
10.15-10.30	Playtime
10.30-11.40	Session 2
11.40-12.00	Assembly
12.00-1300	Lunch
1300-1415	Session 3
1415-1430	Playtime
1430-1530	Session 4
1530	End of the School Day
1530-1630	After School Clubs

Holiday Dates – 2017/2018

School opens Tuesday 5th September 2017

HALF TERM

Break up Friday 20th October 2017

Re-open Monday 30th October 2017

CHRISTMAS

Break up Friday 22nd December 2017

Re-open Tuesday 9th January 2018

HALF TERM

Break up Friday 9th February 2018

Re-open Monday 19th February 2018

EASTER

Break up Friday 29th March 2018

Re-open Tuesday 17th April 2018

May Day

Monday 7th May 2018

HALF TERM

Break up Friday 25th May 2018

Re-open Monday 4th June 2018

SUMMER Break up Friday 20th July 2018

Training Days

Friday 1st September 2017

Monday 4th September 2017

Monday 8th January 2017

Monday 16th April 2018

Friday 1st June 2018