



# Snainton Church of England Primary School

## Prospectus

### Vision Statement

We have worked with staff, parents and governors to develop a vision which will drive all our work for your child.

#### **Belong, Believe, Become**

Snainton School has a core mission **to help every child achieve their potential.**

Our school will do this by:

1. **Providing a broad and balanced curriculum.**
2. **Ensuring consistently strong teaching.**
3. **Involving parents and families in the school and their children's learning.**
4. **Encouraging a passion for the environment, the outdoors and our local area.**
5. **Developing a moral and spiritual awareness and building character.**

As a Church of England school, the school, its teaching and the experiences it offers, will be underpinned and rooted in our Christian values, and in particular **Courage, Honesty and Friendship.**

## Our Staff and Governing Body

### Staff

Head Teacher:	Mrs R Wackett (SENCO)
Oak Class (EYFS):	Mrs S Bond Mrs R Clark Mrs C White
Maple Class (Y1-3)	Mrs I Gibson Mrs R Ballam
Silver Birch Class 2(Y4-6):	Mr J Thomas Mrs Nicholson
Designated safeguarding Lead	Mrs R Wackett
Deputy safeguarding Lead	Mrs I Gibson
Secretary:	Mrs H Watson
Cook :	Miss L. Nicholson
Lunch Assistant:	Mrs H Watson
Lunch Assistant:	Mrs S Odell
Lunch Assistant:	Mrs P Schneider
Caretaker:	Mrs P Fletcher

### Governing Body

Chairman:	Mr S Mathers
Vice Chair	Mrs C Olivier
Foundation Governor:	Rev S Hill
Community Governors:	Miss J Simpson
Parent Governor:	Mr S Mathers
Teacher Governor:	Mrs S Bond
Clerk to the Governors:	Mrs L Waites

## The School Day

9.00am	Start of school
10.30-10.45am	Morning Break
12.00-1.00pm	Lunchtime
1.00pm	Afternoon Session
2.00-2.15pm	Afternoon Break
3.10-3.30pm	Worship/Assembly
3.30pm	End of school





## The Curriculum

We aim to deliver our curriculum through exciting and enjoyable themes appropriate to the age and experiences of our children.



This enables us to foster a love for learning and provide a broad and balanced education. Where we can, we link skills and knowledge to real-life experiences.

We believe in the social and emotional aspects of learning and in personalising work to benefit each

and every child. From Foundation, through Key Stage 1 and into Key Stage 2 children learn through experience, exploration, discussion and experimentation.

We have a rich curriculum and engage experts to provide the best teaching we can:

We have a partnership with the Stephen Joseph Theatre who provide regular drama workshops resulting in excellent speaking and listening skills for our pupils.

We have a singing teacher who works with our KS2 choir and are part of Wider Opportunities music so that all Year 3 and 4 pupils learn to play an instrument for a year.

We make the most of our surroundings and heritage.



We give indoor and outdoor learning the same priority and make use of much of our immediate local area.

We visit woodland for shelter building and local beaches for fossil hunting.



We have good provision for a wide variety of sports throughout the school and encourage all pupils to take part in competitions and after school clubs.

We are developing links with Namateba School in Zambia so that our pupils feel part of the wider world and understand global issues such as poverty and sustainable farming.

We have curriculum drivers chosen by parents which also inform our curriculum.



These are:

Sport and Outdoor Learning

Local and global communities

The Environment



## School Lunches

School lunches are cooked on the premises. Money is collected on a Monday for school meals and meals should be paid for in advance either weekly, termly or half-termly. This should be in a sealed envelope with the child's name clearly marked. The school office provides envelopes. School meals money is collected in the classroom. School meals are served on trays. Pupils may choose to have the healthy hot meal with free choice of vegetables and potato/pasta/rice. Pupils eat at the same time in mixed year groupings.

Supervision of children at lunchtime is under the direction of the Senior Midday Supervisor Mrs S Odell.

COST for Year 3 to Year 6 pupils  
£2.10\* per meal, (\*September 2014)

**FROM SEPTEMBER 2014 ALL PUPILS IN THE FOUNDATION YEAR AND YEARS 1 & 2 WILL RECEIVE SCHOOL MEALS FOR FREE.**

### Packed Lunches

If preferred, children may bring a packed lunch to school. Each class has a place to store their lunch boxes. It is recommended that in the summer a very cold drink or ice

pack is included to keep the food cool, as there are no low temperature storage facilities. Drinks may be brought providing they are stored within the lunch box and are in a carton or well-sealed container.

Glass bottles, vacuum flasks and canned drinks are not allowed. We will not be able to allow children to eat sweets from a packed lunch, they will be sent home instead.

Those eating a packed lunch eat with the other children.

### Water in the Classroom

Each child is issued with a free water bottle. This bottle will be washed and refilled with water. Each child has access to his/her water bottle during the day.

HOWEVER ONLY THIS BOTTLE IS ALLOWED IN THE CLASSROOM.

Bottles for use with packed lunches are stored separately.



## Meeting Everyone's Special Needs

Children with Special Educational Needs will have additional and different provision to support their learning. Individual Educational Programmes (IEP) are written with input from teachers, parents and children.

Teachers use the IEP to set work at a different level and to provide support and resources. The school SEN-Co meets with parents to review children's progress.

### Special Educational Education Act 1981 - Special Educational Needs

The name of the governor designated to have oversight of this aspect of the school's work is Stuart Mathers who also has an overview of Vulnerable Groups.

The name of the member of staff having responsibility for the school's arrangements for identifying and meeting the special needs of pupils is Mrs Wackett. An LA SEN Consultant Teacher and an LA Educational Psychologist are also available to support the school.

### Pupils With Disabilities - Admission Arrangements

If appropriate agencies recommend that a child with disabilities be admitted to Snainton CE Primary School the child will be admitted and given every opportunity to follow the normal curriculum (as far as is possible) within the classroom area

and given support as necessary to achieve this. Examples of special arrangements include adapted targets in the PE programme, enlargement of text and visual images, adult support and special provision during Residential Visits to enable participation. Liaison would be maintained with other agencies.

### Steps taken to prevent pupils with disabilities being treated less favourably than other pupils

The Behaviour and Anti-Bullying Policies of the school provide a clear benchmark and approach to ensure that no pupil with a disability is treated less favourably by others. All parents/carers and pupils have a guide to this policy. In addition the school has the Inclusion Quality Mark.

### Current access for pupils with disabilities

Special features, which increase or assist access to the school for pupils with disabilities include:

- ◇ wheelchair access to all parts of the school;
- ◇ an indoor disabled toilet,

Parents/carers should note however that there are some steps within the interior of the building leading to the main office and meeting rooms.

## School Dress

There is a full school uniform. The colours are navy sweatshirt or cardigan over a red polo shirt. Children are expected to dress appropriately for a day's school work. Sportswear, track suits, jeans, etc. are not suitable.

There is also an indoor and athletics P.E. uniform, which consists of black shorts and white tee shirt. Indoor dance and gymnastics are done barefoot.

School sweatshirts, cardigans and polo shirts are embroidered with the school logo and are available to order from the school office. Extra embroidered badges can be purchased to sew on uniform.

Children are asked to use a drawstring bag or a small duffel bag or back pack. Children from Y1 upwards will need a warm outdoor P.E. kit with a change of footwear with a good grip (usually October half-term to Easter).

Jewellery should not be worn, as there is a danger that it may be caught on equipment.





## Charges & Remissions Policy

### Charging for Pupil Activities

In conformity with the requirements of the Education Reform Act 1988, it is the policy of the Governing Body:

- To make a broad programme of activities and visits accessible to as many pupils as possible.
- To establish and maintain a fair and coherent system of charges within the constraints of the school budget, seeking to ensure that no child should have access to the curriculum limited by charges.

The Governing body also recognise that there is a clear distinction in charging between Curriculum and Non Curriculum activities.

### Curriculum Activities

No charges will be made for music lessons relating to the National Curriculum entitlement given by the school. This includes recorder lessons and Wider Opportunities.

The school facilitates the provision of Brass, Woodwind, Stringed and Percussion tuition through the Schools' Music Service. A charge is made for these lessons.

No charge will be made for practical subjects such as Art, Craft, Design or Technology, though in exceptional circumstances a voluntary contribution may be requested .

Occasionally voluntary contributions will be requested for the cost of Non-Residential Visits. No child will be excluded because of inability to pay but the school is entitled to cancel the visit if the level of contributions does not meet its budgetary requirements.

Charges **will** be made for the cost of a residential visit.

### Residential Visit.

Any insurance costs will be included in charges for all visits and activities. Families in receipt of Income Support will be entitled to full remissions in respect of all the categories above. (Except extra Music lessons & board and lodging on Residential visits)

### Extended School Activities

Activities organised voluntarily by staff are generally free.

The school does not currently run a Breakfast Club.

Please speak to the Headteacher if you would like the school to consider providing before and after school care for your child.

### School property

Parents/carers will be charged for damages to or loss of school property. A charge will be made for lost reading books.

## Freedom of Information

Information published on our website is freely available at:

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

Single copies of information covered by this publication are provided free. If a request for information

requires a lot of printing, or a post charge is incurred, the costs will be levied. The charge will be communicated before fulfilling the request.

## Absences

Parents/carers are required to inform the school office of the reason for absence as soon as possible. This may be in person or by telephone. Failure to do so will result in an unauthorised absence being recorded. In the interest of pupil security, absence should be reported to the school office (by telephone or in person) before school commences each day.

### Holidays in term time

Head Teachers can no longer sanction holidays in term time. Taking holiday absence will lead to an unauthorised absence.

Fines are imposed by the Local Authority for unauthorised absence. Fines are issued per child, per parent, per accumulated week of absence. The school does not receive any money.

Families **must not** take holidays in May when KS2 SATs take place.

## Medicines

For short term illnesses requiring a course of antibiotics we request that parents make arrangements for the administration of medicines. It is normally possible for a dose to be given three times a day avoiding the need for a dose during normal school hours. If necessary, we request a parent, or a person designated by the parent, attends the school at the appropriate times to administer the medicine.

When there is a long-term requirement for medical support during school time, every effort will be made to support the child/family. Where necessary in these circumstances medicines will be administered. This will be agreed in advance to ensure that needs are properly met.

Where pupils are admitted to school with a medical condition, the issue of administration of medicine will be resolved prior to admission through a case conference.

# The work of Governors

## Governors roles and responsibilities

The Governing Body has a general overall responsibility for the effective management of the school, acting within the framework set by national legislation and with due consideration to the policies of the Local Education Authority. The governors must meet regularly, at least the mandatory once a term. In effect, they meet more often in order to carry out their duties effectively. Our Governing Body does not have separate committees but prefers that all governors are well informed and have first-hand knowledge of Finance and personnel, Curriculum and Progress and Health and Safety.

### **Finance and Personnel**

This Governing Body is responsible for overseeing the school's budget and deciding where expenditure would be most effective. In addition the committee is concerned with any aspect of management that involves people – be they pupils, staff or volunteer helpers, including appointments and disciplinary matters.

### **Curriculum and progress**

This Governing Body meets to discuss curriculum developments in the school. Some governors are linked with Curriculum Coordinators who visit the school regularly. Link Governors write their own reports on visits to classroom and meetings with Subject Leaders. Every term, the governors join together to evaluate the progress made (over the previous twelve months) in meeting the targets agreed in the School Improvement Plan. Following this discussion, the new Improvement Plan for the year is created.

### **Health and Safety & Premises**

The Governing Body is responsible for the premises and the maintenance requirements, including ensuring that all Health and Safety and Safeguarding regulations are observed. This involves careful monitoring and regular site visits.

## Homework

We believe Homework is an important link between home and school. Homework should enable parents and carers to become involved in their child(ren)'s work and to share achievement and progress. Homework should not take more than 15 minutes in KS1 and 30 minutes in KS2, to enable children to play and enjoy other interests.

Our aims are:

- ◇ to enhance and reinforce work and learning at school;
- ◇ to foster good home working patterns;
- ◇ to develop independence and responsibility for one's own work;
- ◇ to enable parents and carers to be involved, to develop high expectations for their child's learning;
- ◇ to particularly support reading development and through this to promote the development
- ◇ of the pupils' writing skills;
- ◇ only if necessary to send work home for completion if children have not completed it in school in a time which is reasonable and appropriate to an individual's ability.

### The Role Of Parents And Carers

The Government advises that Parents and Carers should be encouraged to:

- ◇ provide a reasonably peaceful, suitable place in which pupils can do their homework - alone or, more often for younger children, together with an adult.
- ◇ make it clear to pupils that they value homework, and support the school in explaining how it can help their learning;
- ◇ encourage pupils and praise them when they have completed homework to a high standard.

Useful links to websites which will help support your child's learning can be found on our website.

Each child in Y1-6 has a planner in which to organise homework.



## If things go wrong

We try very hard to meet our targets and to uphold the policies, aims and procedures described in this Prospectus.

However we recognise that on some occasions things do not go to plan and that Parents/ Carers may feel the need to question actions and possibly complain.

Initial contact should first be made with the school. Any general complaint that cannot initially be resolved by the class teacher will be passed to the Head Teacher.

Only if the Head Teacher is unable to resolve the complaint or the complainant is unwilling to contact the Head Teacher should the complainant invoke more formal procedures by contacting the Chair of Governors.

The Chair of governors will investigate the matter and respond to the complainant. If the Chair of Governors cannot resolve the matter, the matter will be referred to the Governing Body Complaints Committee. The committee will try to complete the investigation within two weeks.

The school Complaints procedure can be found on our website.

