



**Gladstone Road
Primary School**

**Information for
Parents
2018**

GLADSTONE ROAD PRIMARY SCHOOL

“Learning to Succeed “

HEAD TEACHER:

Mr K Wright

CHAIR OF GOVERNORS:

Mr R Adams

CLERK TO THE GOVERNORS:

Miss Victoria Lewis
c/o Gladstone Road Primary School
01723 372566

SCHOOL ADDRESS:

Gladstone Road Primary School
Wooler Street
Scarborough
North Yorkshire
YO12 7DD

☎ 01723 372566

Text: +44 7520 634751

EMAIL:

admin@gladstone.n-yorks.sch.uk

WEBSITE:

www.gladstoneroadschools.co.uk



Welcome to Our School

We hope that all pupils, parents /carers*, staff, governors and visitors will have a happy association with our school. We want your child to be happy and successful here.

This brochure has been written to give parents practical information about our school alongside other aspects such as the people who will work with your children; what they will be taught; how we seek to enrich their educational experience and how parents can be partners in the learning process.

Our school mission statement "Learning, caring, growing together" was developed after discussions with staff, pupils and governors and it reflects our view that Gladstone Road School is a learning community for everybody involved with the school.

Prospective parents and their families are welcome to visit the school, but to avoid disruption to the children these visits generally take place after school. However, we have an open afternoon in the Autumn when prospective families may come and have a look round. If you have any further questions, please contact the school and we will do our best to answer your queries.

If you feel vital information is missing from this brochure, please let us know.

We seek to keep our families informed of events, developments in school and policy changes in our half termly newsletter, which is published at the end of every half term and delivered via the pupils. There is a lot of information on our website, including copies of letters regarding forthcoming events and our Twitter feed. We also contact you via text messages so please make sure we have your up to date mobile phone number.

If at any time you are concerned or worried about your child, please do speak to the class teacher or head teacher. We would ask that you don't come in immediately before school starts as the teachers are very busy getting set up for the day at this time. A phone call to make an appointment in advance is always appreciated if it is a serious matter. We realise that it is not always possible to meet face to face and therefore please write a note and give it to your child to give to the teacher and we will get in touch.

We recognise that good communication between home and school is vital to promote your child's education, happiness and well being.

Keith Wright – Head teacher

* Throughout this brochure references to parents includes all adults with responsibility for children

Changes in Arrangements: The information presented in this booklet was correct at the time of publication in May 2018 but it could be necessary to change arrangements or some matter of detail before the start of or during the school year in question.

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Vision, Values and Aims*

Vision "Learning, caring, growing together"

Values

- Gladstone Road School is a fun, friendly and exciting place to play and learn.
- Gladstone Road School is a caring community where education, equality and the wellbeing of all members of the school are at the centre of all we do.

Aims Gladstone Road School aims to...

- Meet pupils' diverse needs by overcoming barriers to learning, identifying those vulnerable to underachievement and putting in place appropriate measures to enable them to access education,
- Provide the experiences and opportunities to enable pupils to become lifelong learners,
- Provide a rich curriculum which is broad and balanced and complies with all the requirements of the National Curriculum and Early Years Foundation Stage,
- Provide activities and experiences which enable children to flourish and achieve their potential academically, spiritually, morally, socially and creatively,
- Enable our pupils to gain an understanding of other peoples' lives and how their decisions and choices affect others in our community and globally,
- Develop a range of skills, attitudes and values which will prepare pupils to lead healthy, safe and fulfilling lives, to be active citizens and to make a positive contribution to the wider world,
- Work in partnership with parents and carers for the benefit of the pupils,
- Become a centre of excellence and learning for the community.

Outcomes for...

Pupils They achieve well in all areas and make good progress in relation to prior achievement; Attendance is good; Behaviour is good; and they are happy and care for one another. They learn to think globally and act locally

Parents They are satisfied with the standard of education their children receive; feel valued as partners; and are able to contribute to school life.

Staff They are valued; well trained; have a healthy work/ life balance; and enjoy their work

Governors They are able to contribute to school life; are valued; and have the necessary skills and knowledge to evaluate and monitor the effectiveness of the school and provide strategic direction.

***Please note that the school is currently reviewing the Mission Statements and Values with a plan to re-launch them from September 2018. Therefore, this section may be subject to change following this publication.**

Section 1 Organisation and Administration

What is Gladstone Road School Like?

The School opened in 1887 and has been organised in various ways during its history. The building has retained many original features but also benefitted from a large extension to its facilities in 2011. In September 2014 the Infant and Junior Schools amalgamated and we are now a Primary School with four classes in each year group.

Who Are All the Adults Who Work in The School?

We have a large staff to support children in school. You will be introduced to your child's class teacher when they start school. In addition to class teachers and senior teaching staff, we employ a range of specialist support staff including Higher Level Teaching Assistants, Sports Coaches, Librarians, Technicians, EAL staff and a Safeguarding & Welfare Officer. The Headteacher is supported by deputy heads, assistant heads/year leaders and SENCO (Special Educational Needs Coordinator). The Leadership team members are:

Head teacher	Mr K Wright
Deputy Head teacher	Mrs H Halliday
Assistant Head EYFS	Mrs S Stuart
Assistant Head KS1	Mrs V Gill
Assistant Head KS2	Mrs T Jenkinson
Year Leaders:	
Reception	Mrs S Stuart
Year 1	Mrs K Middleton
Year 2	Mrs S Boddy
Year 3	Mrs T Revell
Year 4	Miss K Ridsdale
Year 5	Miss S Glover
Year 6	Mrs M Livingstone
SENCO	Miss A Rhodes
Safeguarding & Welfare Officer	Ms J Malpas

Who are the Governors?

The governing body is made up of sixteen people. Governors may serve for a term of four years at which point they may be re-elected or re-appointed if eligible. Currently the governors are;

LA Representatives

Mr E Sulman

Co-opted Governors

Mr J Leader

Ms J Malpas

Mr S Marshall

Mrs J Pepper

Mr P Southward

Mrs S Stuart

Mr R Williamson (Vice Chair)

Staff Governors

Mr K Wright (Headteacher)

Mrs H Halliday

Parent Governors

Mr R Adams (Chair)

Mrs EJ Birley

Mrs A Cowley

Mr J Jeeves

Mrs H Kindness

Clerk

Miss Victoria Lewis, c/o Gladstone Road Primary School, tel 372566.

What is the School's Admission Policy?

Decisions on admissions to our school are made by the Local Authority; further details on how to apply for a place can be found either on our school website or www.northyorks.gov.uk

What Personal Information is required by the School?

On registering your child, you will be asked to provide information for the school record. You will also be asked to bring your child's **birth certificate** to school as the school is required to check this when admitting a child. In particular, you will be asked to give:

- Any medical information about your child which could affect his/her school life and permission to administer emergency first aid.
- Address and telephone number where parent/or carer can be contacted during school hours.
- In the event of parents not being available you are asked to supply an additional name and address for contact in the event of an emergency, perhaps a relative, friend or neighbour.
- Name and telephone number of family doctor.
- The language spoken at home and if you prefer documents in another language.
- Any disability you or your child have which you think we should know about.

Should any of the above information change you are asked to inform the school immediately.

You are also asked to let the school know of any other personal information which could affect the education, welfare or safety of your child. Such information will be treated confidentially. We always ask you to check the information we hold in the Autumn term.

Please note the following important information received from the NYCC Schools Lawyer:

“If you wish to change your child’s registered surname, school can only make the change if it is satisfied that you have the legal right to do so. This includes having obtained necessary written consents from anyone whose rights may be affected. Please consult school if you are unsure what will be needed in your particular circumstances. It is not possible to use any other name other than your child’s legal name in school.”

Freedom of Information Act

The act requires publicly funded bodies including schools to be clear about the information they publish. We have produced a publication scheme setting out all the information we publish on a regular basis and where to find it. Ask in the school office if you wish to see the scheme or have a copy.

What Happens When My Child Has Been Offered a Place in Reception?

The following arrangements are made to ensure a smooth transition from nursery, playgroup or home for each child.

Early in the summer term admission forms are sent to all parents of children who have been offered places by the Local Authority. Parents are required to bring these completed forms to school within the given period together with their child’s birth certificate. You will also be asked to indicate if you would prefer a morning or afternoon place for the period of part time attendance.

- June** The class teachers visit the local pre-school settings and nurseries.
- June** Parents are invited to a New Parents’ Evening held in school at 7.00pm to receive information about school and meet their child’s teacher.
- July** New Parents and children invited to an Open Morning in school to meet their class teacher and teaching assistant in the classroom.
- July** New Parents invited to School’s Open Evening at 3pm for parents of all children in school.
- September** Parents will be issued with their child’s Student Data Check sheet to ensure information is up to date for adults to be contacted in the event of an emergency.

Entry Arrangements

In 2018 school begins on Tuesday September 4th.

Children in reception will be admitted for half days only for the first **two weeks** of term.

Mornings	9.10 - 11.25am
Afternoons	12.40 - 2.55pm

The half time arrangement is to help your child settle in, get to know their teacher and other children in the class in a smaller group. The teachers and support staff also observe and make assessments of your child's learning needs during this time.

After the period of half time attendance, the children in YR may come in as soon as the entrance doors are opened at 8.50am. We ask you to say your "goodbyes" and then leave the playground to minimise congestion. Unfortunately, our lack of space means that we cannot invite you in as the cloakrooms become very crowded and we are encouraging children to be independent.

Open Evenings

- Open Evenings are held in October and March – parents are invited to make an appointment to meet the class teacher to talk about their child's progress.
- Parents are invited in to school to see their child at work in class.
- Parents are also invited periodically to look at the learning journey records for their child.

What are the Full Time School Sessions?

Lower School: 8.55am (8.50am for Reception) to 3.00pm (2.55pm for Reception)

Upper School: 8.55am (8.50am for Year 3) to 3.15pm (3.10pm for Year 3)

Safety at the Start of the School Day

EYFS teachers come into the playground to collect their classes. As Reception children settle into school life they are encouraged to leave their parents in the playground and come straight into school from 8.50am. A member of the school staff is on duty in the playground from 8.55am until the gates are locked to monitor arrivals and is available for parents who may need to leave a message or have any queries. The playground entrances are locked at 9.00am for safety reasons.

Parents with **prams** and **push chairs** are asked **not** to bring them into the school building for safety reasons. Space is very limited and corridors and doorways are easily congested.

Safety at the End of the School Day

Parents are asked to ensure children's safety at the end of the school day by observing the following procedures:

- For children in the lower school, parents need to ensure that a responsible adult is waiting at the designated collection area at 3pm (2.55pm for YR children). This is the official end of the school day and parents become responsible for their children.
- Parents of EYFS children only should stand on the large blue area of the playground. There is a zone for each class. Once you have collected your child then please leave the playground.
- Make sure your child knows who will be collecting him/her.
- Inform the class teacher and/or the office if your child is being collected by someone other than parents or your normal arrangements have changed.
- Regularly remind your child to wait with the class teacher until he/she sees the person who is collecting him/her.
- Children in the Upper School leave at 3.10/3.15pm.

Children should be made aware that if they cannot find their parent, or person who is designated to collect them, **they should come directly to the school office** and staff will telephone home. Children should **NOT** go outside the school gate or go home with neighbour, friend's mum etc.

Safety in the playground

When children use the playground during the school day they are supervised at all times by members of staff. Outside school hours (before 8.55am and after 3pm) parents are responsible for the safety of the children in their care. Playground equipment is provided for supervised use during the school day. The school does not accept responsibility for its use at other times.

What happens at lunch times?

The school offers a choice of dinner arrangements:-

- **School meals** where the children can choose from a balanced, varied two-week menu. The government provides children in Reception, Year 1 and Year 2 with a free school meal. The cost of meals for children in the upper school is currently £2.10 per day, £2.30 per day from September 2018. ParentPay is a secure online system available for parents to use to pay dinner money and/or school visit costs and details are given out when you join the school.
- Children bringing a packed lunch eat together in either the lower or upper school hall or classroom according to which year group they are in.

Packed lunches should be sent in a named plastic lunch box. Drinks should be sent in plastic bottles only, clearly named (no fizzy drinks please). **Please do not send large bags or ruck sacks as we do not have room to store them.** The children will bring home any uneaten food so that parents can keep a check on what is being eaten. Please **do not send sweets or bars of chocolate** in packed lunch boxes as children are encouraged to eat healthily. Remember a spoon for yogurts. Children in the lower school are provided with a fruit/vegetable mid-morning snack. Children in the upper school may bring a piece of fruit for their morning break time.

Free School Meals & Pupil Premium Funding

From September 2014 all children in YR, Y1 and Y2 are eligible for a free school meal. Children whose families are receiving the following can you please complete an application form to enable school to claim for Pupil Premium Funding, these are available from the school office.

- Income Support
- Income-based Job Seeker's Allowance
- Income-Related Employment & Support Allowance
- Child Tax Credit, provided you are **not entitled to Working Tax Credit** and have an annual household income (as assessed by HM Revenue & Customs) that does not exceed £16,190.
- Support under part IV of the Immigration and Asylum Act 1999
- Guarantee element of State Pension Credit
- Universal Credit – during the initial roll out period
- A "Run-on" of Working Tax Credit – the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit

By completing this form, any qualifying family that registers their eligibility will help ensure that the school receives an additional £1300 per year for each child registered. In the upper school, those children entitled to free school meals also qualify for a lower rate for residential visits.

The cost of meals for children in Years 3-6 is currently £2.10 a day (£10.50 a week), £2.30 a day from September 2018 (£11.50 a week). We ask that payment for dinners be made in advance or a packed lunch should be provided. All dinner money should be sent in a named sealed envelope on a Monday morning or paid via ParentPay. Parents who think they may be eligible for free school meals can ask for details at the school office or enquire at the Area Education Office (tel. 01609 533405).

ParentPay is a secure online system available for parents to use to pay dinner money and/or school visit costs. Account activation details will be circulated shortly after your child starts school. Further information is available from the school office.

What is the School Uniform and what Equipment does my Child Need?

Uniform

- Boys** - Grey or black trousers, white polo shirt.
Royal blue sweater with or without school emblem, or blue sweatshirt.
Black school shoes
- Girls** - Grey skirt or grey/black trousers, white polo shirt.
Royal blue sweater or cardigan with or without school emblem, or blue sweatshirt.
Blue and white check dress for summer.
Black school shoes

Uniform items can be purchased at 'Rumours' on Victoria Road.

Please name all items in case of loss.

Lost property for the lower school is kept in a basket outside Reception Blue and is put outside from time to time to try and reunite items with their owners. **The upper school have unclaimed item areas in each year group corridor.**

PE Kit

Parents are asked to provide a pair of PE plimsolls, yellow polo shirt (with school logo) and shorts labelled with the child's name.

For younger children, it would be helpful if you could provide your child with a spare pair of pants, socks, trousers/skirt in a named PE bag. These will be used if your child needs a change of clothes.

During the Autumn and Spring terms and the first half of the Summer term children in Reception do not have a formal PE lesson, as their physical development is catered for during the outside learning activities. Parents are asked to provide a pair of PE plimsolls, polo shirt and shorts labelled with the child's name after the May half term holiday. Trainers are too heavy for indoor PE. You will be reminded in the Summer term when your child requires a PE kit.

Children in the upper school are expected to wear a yellow polo shirt for PE: these are available from Rumours and are embroidered with the school logo. They may also wish to bring joggers/ sweatshirts/ trainers for games in the winter as some sessions are outdoors. PE bags are on sale in school for £2.00. **Please do not send sports bags as we do not have room to store them.**

It is very important that children have their P.E kit at school for games afternoons and class lessons. We suggest that they bring kit on a Monday and take it home for washing on Friday.

School Bags

All children need a school bag and these are on sale in school for £3.00 so that books can be transported safely. Please also remember to look in your child's bag for any letters, notes or homework for your child.

PLEASE DO NOT PUT PE EQUIPMENT IN PLASTIC BAGS - THEY ARE A DANGER TO THE YOUNGEST CHILDREN

Water Bottles

The children need a water bottle which should be sent to school full of water only on a Monday morning. During the week the staff will replenish the water (and during the day if necessary) and the bottle will be sent home on Friday for a thorough cleaning.

Hair styles

Parents are asked to make sure that long hair is tied back. This is particularly important for PE. Headbands are not allowed in PE lessons. Please also choose sensible hair styles for your child during term time. We ask you not to colour your child's hair or have more unusual styles.

Footwear for School

Parents are asked to ensure that children's footwear is suitable for school. Children in unsuitable footwear are at risk of hurting themselves and other people. Platform shoes, raised heels and strappy sandals are particularly dangerous. Children wearing open toed shoes should wear socks to protect their toes.

Clothing for accidents

Children occasionally come home wearing items of school clothing because of an accident in school. If this happens to your child, please wash and return the clothes as soon as possible so that our stock of clothes is available for other children. Donations of spare school uniform and underwear are always most welcome.

Jewellery

The wearing of rings, ear-rings, necklaces, bracelets, brooches or watches for school is discouraged for reasons of safety. All jewellery **MUST** be removed for PE lessons - this includes ear rings which are particularly dangerous in PE because of the risk of other children catching their hair or clothing on them. If your child is having their ears pierced, please do so at the beginning of the Summer holiday to give the wound plenty of time to heal.

Personal Possessions

Parents are asked not to allow their children to bring toys to school except where the teacher has requested items from home for classwork. Children do not need any other equipment and no responsibility can be accepted by the school for loss or damage to items of jewellery or personal property (toys etc) brought to school.

Safety and Security

Children enter and leave the building at 8.55am (8.50am YR) and 3pm (2.55pm YR) using the playground doors. There is no access to the school via these doors during the school day 9am – 2.55pm.

Children arriving late or being collected early will need to use the office entrance.

Playground doors/gates are closed at 3.10pm (lower school) & 3.25pm (upper school) when school cleaning starts.

We make every effort to ensure children's safety and ask parents to help in the following ways:-

1. Avoid visiting your child at lunch time or playtime to talk with him/her through the railings or look through the windows in the undercroft, as this creates problems of supervision for the adults in charge. Children are discouraged from talking through the railings to passers by because of security risks.
2. Keep prams and push chairs away from entrances and exits.
3. Do not bring dogs into the playground or tie them to the railings near the entrance.
4. Do not allow children to ride scooters and bikes in the playground.

Child Protection and Behaviour Policies

Gladstone Road Primary School is committed to ensuring the welfare and safety of all children in school. All North Yorkshire schools, including our 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 Children and Families Services 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 the school website or from the school office on request.

Behaviour we expect of all adults on the school site

The vast majority of adults who use our school site do so in a friendly and respectful way. However, from time to time adults can find themselves in conflict with others and this can lead to unacceptable behaviour on the site. We want our children and everyone else who comes to our school to feel safe at all times.

This is the expected, acceptable code of conduct for all adults using the school site. Anyone not abiding by this code will be asked to leave the premises:

- Any issues relating to school or another child should be brought to the attention of the Head teacher or staff. Parents must not try to resolve issues by direct contact with our children.
- The language, tone and volume used by adults must be appropriate, particularly as children are likely to be present. It is not acceptable to be verbally aggressive or use bad language in front of children.
- Adults must ensure that they allow others to move freely around the site especially in narrow spaces, and not deliberately intrude into the personal space of others.
- Actions of adults must be respectful and not aggressive.
- Personal issues not involving school must be dealt with away from the school site.
- Smoking is not allowed on the school site.
- Dogs must not be brought on to site (with the exception of guide dogs).

In addition to these points, school expects communication between parents and school in any form to be conducted in a polite and respectful manner

Thank you for your cooperation.

School Attendance

The Government Expects:

Schools and local authorities to:

- Promote good attendance and reduce absence, including persistent absence;
- Ensure every pupil has access to full-time education to which they are entitled; and,
- Act early to address patterns of absence

How does the school encourage full attendance?

It is very important that your child attends school every day. Establishing punctual attendance is a life skill. Regular attendance throughout the school year is most important for continuity and progression in children's learning. Strategies we use to encourage good attendance are;

- Award certificates for individual pupils 100% attendance on a termly basis
- Classes have bank accounts and receive weekly rewards for percentage attendance
- Weekly full class attendance certificates
- Attendance noticeboards to keep parents informed of school targets and information regarding our incentives for good attendance
- Updates on the school website

The school endeavours to provide an exciting and challenging curriculum with engaging activities because we know that young children who are unhappy will not want to come to school. If there are any issues, please see your child's class teacher in the first instance to sort things out. It is not acceptable to keep your child at home if they are not ill.

Absences; What should I do if my child is ill?

If your child is unable to come to school, please inform the school by telephone **01723 372566** (option 1) or text **07520634751** on the first day of absence before 9.30am giving reasons for their absence. Please state how long you expect your child to be absent for, if you are unsure how long your child will be absent please update school every day by voicemail or text.

Children who have been sick (or had diarrhoea) should be kept away from school for 48 hours from the time of the last bout of vomiting/diarrhoea. Therefore, if your child is sick before school they will need to be off for two full days and can return on the third day. Hopefully this will reduce the spread of sickness and diarrhoea and fewer children will be ill. Advice regarding how long a child should be kept off school for other conditions can be obtained from school or your family doctor.

If no reason is provided for the absence, then this will be recorded as unauthorised and will stay on your child's educational record. Details of authorised (by the permission of the Head teacher) and unauthorised absences are as follows: -

Authorised absence

- 1) **Illness** – School should be informed on 1st day of absence and of expected length of absence)
- 2) **Medical and dental appointments** – If your child is going to be late due to an appointment then please inform the school office. This could mean the difference between your child being recorded as late rather than an unauthorised absence. It is also helpful if you can inform the office if your child will need a school meal ordering. The school office will also need to see your appointment card or letter.
- 3) **Death of a Family Member**
- 4) **Leave of Absence** – only to be authorised in exceptional circumstances (see below).
- 5) **Days of Religious Observance** – may be taken if parents belong to a religious body observing specific days.
- 6) **Special Occasions** – e.g. significant family events such as graduation of older sibling.

Unauthorised absence

- 1) **Shopping during school hours.**
- 2) **Birthdays.**
- 3) **Any leave of absence not agreed by school.**
- 4) **Looking after younger siblings.**
- 5) **Absent because parent is ill.**

If you need to take your child out of school during the day for a medical or other approved reason we must have prior notice and the name of the person permitted to collect them and where possible sight of any medical appointment letter/card. They will not be allowed to leave the premises until we have fully checked the arrangements.

Leave of Absence

Government guidelines state that any leave of absence during term time should only be authorised at the Head teacher's discretion in **exceptional circumstances** and is **not a parental right**. You **must** specify a reason why this is an exceptional circumstance when completing a leave of absence form.

Following changes to "The Education (Pupil Registration) (England) (Amendment) Regulations 2006; no leave of absence will be granted unless there are **exceptional** circumstances. **No parent or carer can demand leave as of right.**

Each request for leave of absence must be made in advance, (at least 6 weeks before the leave is to take place) by the parent with whom the child lives.

- a) Each request is considered individually, taking account the special circumstances and exceptional need to take leave presented by the family.
- b) If the Head teacher considers that leave of absence is to be granted it will be recorded as authorised. However, if a parent keeps a child away for longer than was agreed, any extra time is regarded as unauthorised.
- c) Where a child is taken out of school for the purpose of leave of absence in term time without permission of the school then a penalty notice may be issued.
- d) Each parent may be fined per child. From September 1st, 2013 parents will pay £60 if paid within 21 days of the notice or £120 if they pay within 28 days.

The school may delete from the roll a pupil who fails to return within 20 school days of the agreed return date, unless there is good reason for continued absence, and only with the permission of the LA. School will make every effort to ascertain the whereabouts of a pupil before deletion from the school roll.

Governors at this school have agreed that any leave of absence will not be authorised during September as this is such a crucial time for children to settle into their new school and classes, or during SAT's week.

What the law says about school attendance

The Government Expects:

- Parents to perform their legal duty by ensuring their children attend school regularly.
- All pupils to be punctual to their lessons.

If your child fails to attend school regularly we have strict policies and procedures outlined by the Local Authority regarding absence and punctuality to adhere to. These include letters, warning notices, panel meetings and parenting contracts. Alternatively, the Local Authority can issue a Penalty Notice, (currently £60 if paid within 21 days, rising to £120 if paid after the 21 days but within 28 days.)

Attendance figures are reported annually to the DfE using figures for children of compulsory school age (that is, children in Y1 and Y2 for the lower school). However, we also track attendance for pupils in YR as we know that good habits established from the outset are beneficial for children.

	The number of pupils of compulsory school age on roll on 31 st May 2016	The number of possible pupil sessions Sept 2016 to May 2017	Attendance	Authorised absence	Unauthorised absence
Lower School	234	86,706	94.8%	4.42%	0.77%
Upper School	475	174,276	95.4%	4.02%	0.57%

Punctuality

It is very important that your child arrives in school every day in time to join their class in the playground. A child who is late misses a vital part of the school day when teachers are explaining the tasks and learning objectives for the activities. Latecomers also disturb the start of the day for the whole class and it can be embarrassing for the child to walk in when everyone else has arrived. However, we would rather your child arrived late than not at all. We understand that sometimes things go wrong in the morning and you are delayed. It is helpful if you can ring or text to let us know that you are running late.

The playground entrances are locked at 9.00am for safety reasons and therefore children arriving late should be brought to the office entrance.

Children are marked late if they arrive after the beginning of the morning or afternoon session. The names of children arriving late are recorded in a book maintained in the office which records the time of arrival for that session and reason for lateness.

If you are experiencing any difficulty with regard to your child's attendance or punctuality please get in touch with our Safeguarding, Welfare and Attendance Team. By working together, we can help ensure your child attends school happily and gets the maximum benefit from their education.

Pupil Safeguarding & Welfare Officer

The role of Pupil Safeguarding & Welfare Officer, Jane Malpas, is to support the safeguarding and welfare of pupils and families. She is supported by a Learning Mentor, Mrs Dolina Day.

Their role is to assist both pupils and parents in relation to concerns or worries regarding home or school life. They can provide information and support for families on a range of issues including illness, relationship breakdown, bereavement, housing and children's behaviour, as well as practical issues at the time of starting school and settling in.

They are available throughout the school week and during holiday periods as well. Contact is through school on 372566, or Ms Malpas has a mobile 07967 310971. NB messages left after approximately 5.30pm or weekends will be responded to the next working day.

What happens if my child is ill or has an accident at school?

If a child has a minor bump or graze at school we will apply first aid and take care of the child until home time. If a child becomes unwell or is sick we try to contact the parent/carer as soon as possible so that the child can be taken home.

In case of more serious illnesses or accidents we seek immediate medical attention by calling an ambulance to take the child to hospital. A member of staff will remain with the child until the parent/carer arrives. We ask you to give permission for the administration of emergency medical treatment on the admission form.

IT IS ESSENTIAL THAT PARENTS PROVIDE THE SCHOOL WITH UP-TO-DATE TELEPHONE CONTACT NUMBERS AND ADDRESSES TO BE USED IN THE EVENT OF AN EMERGENCY.

Does the school have any personal accident insurance?

The school arranges insurance for personal accident on site via North Yorkshire County Council, as well as insurance for off site visits. Parents are informed of such visits in advance and are asked to sign a consent form – “permission slip”. Parents are also asked to sign a continuing consent form for visits within the immediate locality of the school.

What Medical Information does the school need and what happens if my child needs medication?

In September each year parents will be asked to provide details of any particular health problems affecting their child. It would be helpful if parents could inform the class teacher of any additional health problems that arise during the year. Children who have “on-going” conditions such as epilepsy or asthma will have a care plan drawn up by the school doctor or nurse in consultation with parents detailing the child’s health care needs.

Medication

Parents are responsible for the administration of medication. The school does not have staff available to take responsibility for administering medicines in school except when it is **absolutely** essential because of an ongoing condition which requires regular daily medication. There must be agreement between the Headteacher and the parent on the giving of such medication. Parents will be asked to complete an “Instruction and Authorisation” form.

Children suffering from infections and taking antibiotics, in the majority of cases, should not be in school until the course is completed. Most doctors are happy to prescribe drugs which can be administered three times a day: before school, after school and at night. However, if the medication is prescribed for four times a day, school is able to administer one dose at lunchtime. Parents will be asked to complete an Instruction and Authorisation form.

Inhalers for asthma are kept in the classroom. Parents are asked to fill in an Asthma Card if their child has asthma. Records are kept of doses of medicine given. Parents are asked to label inhalers with child’s name and dosage and to ensure that they are kept “in date”. We also need permission to administer the emergency inhaler if necessary.

Head Lice

Routine hair inspections are no longer carried out in schools as they are not found to be effective. To combat the problem of head lice parents are advised by the Area Health Authority to check their child's hair regularly at least twice a week by thorough combing with a fine tooth comb. When head lice are seen on a child's head by school staff, parents are informed. Parents who experience a problem with headlice should inform their class teacher. Children with head lice should **not** be kept off school, they should be treated and sent straight back into school. Any absence for this reason will be recorded as unauthorised.

School Medicals

Harrogate & District Foundation Trust 5-19 Healthy Child Programme Service (previously known as School Health Service) offer health screening to all school aged children.

Reception Year

- Health Questionnaire for parent/guardian to complete
- Height & Weight for the National Child Measurement Programme
- Vision Test

Year 1

- Hearing Test

Year 6

- Health Questionnaire for parent/guardian to complete
- Health Questionnaire for Year 6 pupil to complete
- Height & Weight for the National Child Measurement Programme

The Healthy Child Programme team will provide you with a Health Questionnaire to complete for your child. They can be contacted on 01423 557711 or email hhc-tr.5-19admin@nhs.net should you have any queries.

What happens if the school is closed in an emergency?

In the event of an emergency closure of the school, for example, during extreme weather conditions or if we have no heating or lighting then you will be informed by text message. A message will also be broadcast on BBC Radio York and Yorkshire Coast Radio. If this occurs during the school day we will make every effort to contact you. Children will never be allowed home unless they are collected by yourself or a person you have informed us has your permission to take your child. Again it is vital that we have up to date contact names and numbers.

What should I do if I have a complaint?

Most difficulties which arise between parents and the school are best resolved by discussion between the parents and the class teacher in the first instance and in order of the Year Lead, Phase Lead and then with the head teacher on an informal basis.

However, when complaints arise which cannot be resolved by informal discussion, then the Governors have agreed to follow the North Yorkshire County Council Complaints Procedure. If

having discussed the complaint with the head teacher a parent is not satisfied, then the complaint should be directed in writing to the Chair of Governors.

What is the governors' policy for Charging?

Parents are asked to make voluntary contributions to cover any costs associated with school visits. No child is excluded from a visit for non contribution, but visits only go ahead when financial support is adequate. The FroGS have agreed to subsidise the cost of visits particularly when both admission prices and transport costs make some visits very costly. We have agreed not to make a charge when visitors such as touring theatre companies and artists work with the children.

Costs of hiring out the facilities will be considered on a case by case basis taking into account the charges for heating, lighting and cleaning.

The school has facilities for high speed colour copying and printing at 2p per copy. We can also laminate pages up to A4 in size for 20p per sheet. (Please contact the office if you require these services).

How is the school organised?

Children are organised into 4 classes in each year group. Each class is organised to have as near equal numbers of boys and girls as possible and is mixed ability. Classes are reviewed at the end of the school year and may be re-arranged. The teachers within each year group work closely together on planning and assessment to ensure consistency and the year leaders co-ordinate this process through the school. Each class is staffed by a qualified teacher and a teaching assistant.

How is my child's progress assessed?

The assessment of all children's learning, understanding, progress and attainment takes place on a day to day basis within lessons by teaching and support staff as well as through a range of weekly, half termly, termly or annual tasks/tests.

Children's time at school is divided into phases known as "Key Stages".

Children in Reception are completing the Early Years Foundation Stage and progress is continuously assessed by teachers and other staff. You will also be asked to contribute to your child's "learning journey". By observing and gathering evidence throughout the year the teacher will complete the Foundation Stage Profile in June. Progress is reported to parents in their child's end of year report.

From Summer 2016, children at the end of Key Stage 1 and 2 were assessed against a New National Curriculum for Pupils in Years 1 – 6 and the former "Levels" were abolished.

Children in Years 1 and 2 are in Key Stage 1. During both years teachers assess pupils' progress in all areas of learning and then make more formal assessments of children's performance in Reading, Writing, Mathematics and Science at the end of Year 2. The results are reported to parents in their child's end of year report. The school end of key stage 1 results are published on

the school website. Since 2012 Y1 children are tested on their phonic knowledge. They have to read 20 real words and 20 nonsense words – 32 is the current pass mark. They are retested in Y2 if they achieve less than 32 marks.

At the end of Key Stage 1, children will be assessed as to whether they are working at 'The Expected Level' for their age or not. Children working below would have further detail of by how much.

Children in Year 3-6 are in Key Stage 2. Teachers assess pupils' progress in all areas of learning with the formal assessments taking place at the end of Year 6. In addition, in May/June, each pupil in Year 3, 4 and 5 undertakes nationally recognised tests in reading, writing, spelling and mathematics. This enables the school to measure the progress of individuals and groups relative to their previous levels, school targets and also national figures. The results are reported to parents in their child's end of year report. The school end of key stage 2 results are published in the brochure on page 42. Additionally, further details of the school results are published annually on the DFE's website www.education.gov.uk/schools/performance

At the end of Key Stage 2, children will be judged to have achieved 'The Expected Level' or not. There is also the possibility of your child achieving a Greater Depth of understanding of that subject. They will also be given a standardised score against other pupils nationally where '100' means that have reached a standard in line with the National Average.

Arrangements for Reporting to Parents

In addition to the written report you will receive in July the school makes two formal opportunities for you to discuss your child.

We arrange 10-minute appointment slots for parents to talk to the teacher. For parents who are separated we would prefer that both parents come to one appointment together. In that way both parents will receive the same information from the teacher and is beneficial for the children if they can see that their parents co-operate together as far as their education is concerned. If that is impossible we will try to make other arrangements but this cannot be guaranteed. For any children with Special Educational Needs and / or Disabilities, separate appointments outside of the general consultation may be more appropriate as they can take longer.

Autumn Term

Mid October/Early November

Appointment Evenings for all parents - an opportunity to talk with the class teacher about how your child has settled in his/her new class.

Spring Term

Mid March

Appointment Evenings for all parents - an opportunity to look at your child's work and discuss his/her progress.

Summer Term

Written Reports for all children in school are sent home in July. You are asked to return a form to acknowledge that you have received the report and to record any comment you wish to make. Parents are invited to make an appointment with the class teacher to discuss the report if necessary.

What if my child has special needs or a disability?

As the adults who work with your child measure progress, they may feel that your child needs some extra help to prevent them from falling behind age related expectations. It may be a difficulty with speech and language, it might be that they find it difficult to manage their emotions or interact with friends; all areas of learning are assessed. At Gladstone Road we believe in acting straight away so that strategies can be put in place before a child develops Special Educational Needs. If we are doing something which is different for your child than we would need to do for the rest of the class, then the class teacher will contact you to make you aware of what we are doing and why.

Sometimes, even with the additional support, school might discover that there are underlying difficulties which are preventing the child from making good progress. The class teacher will work closely with the SENCo to plan a way forwards, and this might involve seeking advice from external professionals. In addition to this you will be invited to a termly meeting to ensure that the child and parents are at the centre of the planning process. At Gladstone Road we have high expectations for all children including those with additional needs and believe that children with difficulties in an area of learning will make good progress when the correct provision is in place.

Further details can be found in the school's policy and also on the county council website www.northyorks.gov.uk > education & learning > SEND- local offer

Arrangements for disabled pupils and visitors

The school has access and facilities for disabled pupils and visitors who use a wheel chair. Entrance can be gained through the main reception area. An accessible toilet is available. Some doors remain awkward but wherever a problem arises, a strategy will be found to deal with it. Disabled pupils in the catchment area are admitted provided the placement is considered appropriate to their needs. The school's Accessibility Plan sets out plans for increasing access to the school for those with disabilities. Recent improvements include additional handrails on stairs and viewing panels in classroom doors. The school recognises that disability covers all kinds of impairments and always looks at what a child can do and all the reasonable steps we can take to include pupils whatever their needs.

Children with English as an Additional Language (EAL)

We welcome children from a range of backgrounds and cultures and will make arrangements to help and support them to learn English and access all aspects of school life. This includes translating key documents into the home language and finding people within our community who can act as translators. Within our staff we have teaching assistants who are employed specifically to work with children who have EAL. The County also gives advice and guidance

through the specialist teaching service. Staff have received training and make every effort to help children and their families settle into our school and make good progress.

How does the school promote equal opportunities?

The school has a duty to promote the inclusion of all pupils and to treat them fairly. In our policies for equality we promote race equality by teaching children to respect differences between people, to value cultural diversity and to avoid prejudice and discrimination in the treatment of others. Activities are planned to develop awareness of religious and cultural differences and ethnic diversity. Differences are treated sensitively and staff encourage a positive approach to diversity in order to promote racial equality and challenge racist attitudes. Racist comments are unacceptable and are challenged. We also have duties in regard to disability and this includes ensuring that all pupils and visitors are given access to the school and for pupils access to the curriculum. We do not discriminate on the grounds of gender and efforts are made to ensure boys and girls have their needs met. We seek in all equalities issues not to perpetuate stereotypes but to offer positive images in regard to gender, disability, race and culture. The school has a duty to promote cohesion. We recognise this can be done through valuing diversity, removing barriers to inclusion and building links with our community.

Will my child get any homework?

The amount of homework varies depending on the year group and will include reading, maths and cross curricular work. Parents can play a vital role in their children's education by supporting the work of the school and helping with homework. We know that when parents take an interest in their child's learning the children are more successful. Parents seeking further guidance on how best to help their child with school work should ask the class teacher.

How can I get involved in my child's education?

We encourage parents (including carers) to take an active interest in the school. Any circumstances which are likely to affect your child's behaviour, progress or attitude can be discussed, in confidence, with the class teacher or the Head Teacher. An appointment will ensure the availability of staff at a mutually convenient time. Please avoid the time immediately before school as staff are busy preparing for their classes. Alternatively, a message for the teacher can be left with the office staff. **Parents should NOT ask to talk with teachers while the class is in session or about to begin.**

We will keep you informed of any incidents or problems noted in school. Your child's progress, happiness and well-being are of paramount importance and as parents and teachers we share responsibility for these. You can help your child in lots of ways but mainly take an interest in what they are doing and talk to them.

Personal Skills

It will help your child settle in school quickly if he/she has the following skills

1. Put on and fasten coat and shoes.
2. Dress and undress quickly for PE.
3. Able to find own name in clothes.

4. Use a knife and fork if staying for a school meal.
5. Can go to the toilet independently and wash hands.
6. Bring a handkerchief to school and be able to blow his/her own nose.

Adult Volunteers

We welcome parents and friends of the school as helpers in the classroom or on educational visits and outings. There are many occasions when an extra pair of hands is very useful and when the involvement of another adult enhances educational opportunities for the children.

Volunteers can help with a variety of tasks:

- tasks to do with the running of the classroom: making apparatus, mounting children's work, preparing resources, repairing resources
- supervising children at a given task: art work, sewing, science investigations, math and reading games
- helping children to practise their reading
- using the computer to "publish" children's stories
- accompanying the class on a school visit.

If you have a particular talent that you would be willing to use in school or ideas to help in improving our school environment, then please let us know. As a matter of school policy, we generally avoid placing parents in the same class as their own children.

Volunteers who work regularly with children are requested to complete an application form, supply references and the school is also required to arrange a Disclosure and Barring Service background check. Further information can be found on the school website.



GLADSTONE ROAD PRIMARY SCHOOL

TERM DATES 2017/18 & 2018/19

AUTUMN TERM	Half Term			AUTUMN TERM
	Return	Monday	4 th June 2018	
	Break Up	Friday	20 th July 2018	
	SUMMER HOLIDAYS			
	Return	Tuesday	4 th September 2018	
	Break Up	Friday	26 th October 2018	
SPRING TERM	Half Term			SPRING TERM
	Return	Monday	5 th November 2018	
	Break Up	Friday	21 st December 2018	
	CHRISTMAS BREAK			
	Return	Tuesday	8 th January 2019	
	Break Up	Friday	22 nd February 2019	
SUMMER TERM	Half Term			SUMMER TERM
	Return	Monday	4 th March 2019	
	Break Up	Friday	12 th April 2019	
	EASTER BREAK			
	Return	Tuesday	30 th April 2019	
	MAY DAY SCHOOL CLOSED	Monday	6 th May 2019	
Break Up	Friday	24 th May 2019		
Half Term				
Return	Tuesday	4 th June 2019		
Break Up	Friday	19 th July 2019		
SUMMER HOLIDAYS				