

GLAISDALE PRIMARY SCHOOL

PROSPECTUS & SCHOOL HANDBOOK 2016 – 2017



Quotes from Ofsted Inspection Report June 2013:-

Pupils are exceptionally happy in school. They respect one another and are extremely polite to adults. They say that behaviour is excellent in their lessons. Indeed, outstanding behaviour was evident around the school where pupils play extremely well together and in lessons where they support and encourage one another in exciting learning activities.

The headteacher has a remarkably clear view of the school's strengths and weaknesses. She has been very skilful in turning her vision for a federation of schools into a highly successful reality. She knows that on the days when she is not in school, it will be extremely well-managed.

The curriculum is extremely exciting and contributes strongly to pupils' highly developed spiritual, moral, social and cultural awareness. While it is clearly focused on developing pupils' basic skills in reading, writing and mathematics, it also provides very many opportunities for pupils to develop their love of history, art, science and geography. This is particularly true of the school's use of the local environment to develop outdoor learning.

If you wish to see a full copy of the inspection report, ask the School Secretary to get you a photocopy, or see the Ofsted website: <http://www.ofsted.gov.uk>.

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Welcome to Glaisdale Primary School

Welcome to our School. Glaisdale Primary School is federated with Castleton Community School and is part of a busy, caring and motivated community. The school is well supported by a large number of local people, as well as parents and relatives of the children, who all show a huge amount of commitment and support towards its future development.

There will be a number of opportunities for you to be involved with the school and for us to meet. Our regular newsletters will keep you informed about day to day events. You are also most welcome to come into school and work with your children if you wish. An extra pair of hands is always a bonus and your children would be delighted to share their learning with you.

Please feel free to let us know if you have any questions or concerns. We are always seeking to provide the best for the children in our school, and your contributions and comments are very important to us. We are very much looking forward to meeting you and getting to know you and your children. Our aim is to develop this partnership and ensure your children's health, happiness and success.



Jane Douglass
Headteacher

School Details

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School profile: www.schoolsfinder.direct.gov.uk/8152041/school-profile

Ofsted website: www.ofsted.gov.uk.

Aims of the School

At Glaisdale Primary School we aim to:

- Create a warm, supportive and stimulating school environment in which children feel happy, safe and secure, and are eager to learn.
- develop positive relationships founded on mutual trust, respect and good example,
- Ensure all pupils are encouraged and supported in reaching their potential as learners,
- Provide all children with a broad, balanced curriculum relevant to their needs and abilities,
- Develop children as caring, sensitive and tolerant individuals who have a clear understanding of right and wrong,
- Introduce children to a wide range of experiences and challenges which motivate and enrich their learning now and in the future,
- Have high expectations of all children in terms of learning and behaviour,
- value all children equally, upholding their rights regardless of gender, ability, disability, colour or race,
- Promote a strong partnership with parents based on shared information and responsibility for children's learning,
- Promote links with the Esk Valley Alliance and other schools to enrich the experience we can offer our children.
- Serve the community well, encouraging and welcoming support, co-operation and interest, and inspiring confidence and pride in the work of the school,

Admissions Policy

Statutory school age, that is the age at which a child has a right to a formal education, is the term after the fifth birthday. Before that date parents may exercise their right to defer admission to school.

Our admissions policy is as follows:

Children who were born between the 1st September and the 31st August the following year are eligible to be admitted to school in September.

However, parents can request that the date their child is admitted to the school is deferred until later in the school year or until the child reaches compulsory school age (compulsory school age is the term of their child's fifth birthday) in that school year.

Parents have the right to request full or part time provision from day 1, if they wish. We aim to consider the needs of each child and would hope that the appropriate provision was made (and reviewed if necessary) following discussions with parents and previous settings.

Please note that parents are not able to defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted.

All children must be full time by compulsory school age.

To ease the transition into school life the children are invited to make morning visits to the reception class during the half term prior to admission. On two mornings the children will be invited to attend school and also to stay for lunch to further observe the larger school environment before starting school. The children will have the opportunity to observe the regular procedures of registration, chat on the mat, working routines, classroom arrangements, storage and the use of activities, the use of different areas, preparation for lunch, playtime, use of the cloakroom and toilets.

During the first half of term in school the children will be assessed according to the Foundation Stage Profile.

At the end of the first half term an interview will be arranged with the parents to re-evaluate the information gleaned during the transition process and in the light of the child's first weeks in school. Curriculum matters of a specific nature can also be addressed at this time if appropriate.

It is our intention that all children make a positive start to school life.

Induction of New Starters

At Glaisdale School, we make it high priority to develop early links with pre-school care. We work closely with Glaisdale playgroup to promote continuity and effective communication and to ensure all children have similar, positive experiences during this transition stage.

We work with the children before they visit our school so that they get to know the staff and other children in school. We visit playgroup and arrange activity sessions where our new admissions are able to get to know other children who will be in their class.

All children and parents are able to visit us and spend time with us before their child's first day in school. We offer termly play and stay sessions which children of any age may attend accompanied by an adult. As part of our transition policy, we offer the children the opportunity to spend two half-day sessions in school before the end of the Summer Term. This gives them the opportunity to experience the routine of school life before they start. We also arrange meetings for parents before, and after children start school. This provides opportunities for asking questions and sharing experiences.

You will be sent written guidance via playgroup, as well as from the school. This guidance has been carefully planned and agreed on by all parties involved. Your child will be assessed before they leave playgroup/nursery and details of the assessment will be forwarded to school. This is vital information and helps us to plan a personalised learning programme to suit your child.

As always, we hope you feel able to ask questions whenever the need arises. We hope to maintain a regular dialogue with parents so that we can provide the best care and education for all children. We will supply you with a book of strategies for parents to help with reading and to support their child's learning.

Please note: New starter Reception children can attend school in the mornings only, or full time, for the first two full weeks. We encourage all children to stay for dinner, so for the first two weeks part time children will need to be collected at 1pm. If there are any problems with these arrangements, please let us know. Parents are welcome to stay for dinner as well if they wish – please ask the class teacher to arrange this. We prefer all new starter, Reception children to attend school full time. However, arrangements can be made to accommodate children's individual needs if necessary.

The School Day

All children:

Arrive from:	8.50am
School begins:	9.00am
Break:	10.30am – 10.45am
Lunch:	12.00noon – 1.00pm
Break:	2.00pm – 2.15pm [Reception and Key Stage 1 children only]
School ends:	3.15pm

Registration

The register is called at 9.00am. The register is an important legal document which must be marked accurately and on time. Please make sure your child is in class by 9.00am so s/he is present when the register is called. Punctuality is important both at school and later in life.

Notifying school of a child's absence

If your child is absent from school for any reason, **it is extremely important** that you let the school know, as the reason for absence must be recorded in the register. A phone call to school at around 8.50am should be made to inform the school of absence (this should be done on every day the child is absent). When your child returns to school you must provide a letter explaining the reason for their absence.

Improving school attendance is a government priority because children need to be in school to benefit from the teaching and learning opportunities.

All schools have attendance targets which are monitored by the local education authority and nationally. Children who miss school for holidays can result in them and the school not meeting their attendance and academic targets. Holidays taken during term time are no longer authorised unless the circumstances are exceptional.

Pupil Leave of Absence in Exceptional Circumstances during Term Time

Acting under new Government guidance, the Governors of schools in the Whitby Area Schools Partnership will not grant leave of absence during term time from 1 September 2013, unless there are **extreme extenuating circumstances**.

We appreciate the difficulty some parents/carers may have in taking holidays in the summer break due to the seasonal nature of work in the area and the impact this may have on families. However, holidays are not considered to be an **extreme extenuating circumstance** and, therefore, I hope you will accept that requests for holidays during term time will not be authorised and will appear on a student's attendance record as an 'unauthorised absence.' Any period of unauthorised absence of 5 days (10 sessions) or more may lead to you being issued with a Penalty Notice from the Local Authority.

It is still essential that parents complete a Leave of Absence Form so that school is fully aware of your child's whereabouts during term time. A Form should be obtained from the school office and completed by the parent/carer and returned to the school as far in advance as possible and at least **6 weeks** before the first date of the period of leave being requested. Parents/carers must obtain the schools permission **before making any arrangements for leave in exceptional circumstances; otherwise the absence will be recorded as unauthorised.**

No parent/carer can demand leave of absence as of right. The Education regulations state that applications for leave must be made in advance by a parent with whom the child lives and can only be authorised by the school in exceptional circumstances. Each application is considered individually by the school.

The following are examples of the criteria for leave of absence, which may be considered as 'exceptional':

- Service personnel returning from active deployment
- Where leave is recommended as part of a parents' or child's rehabilitation from medical or emotional problems. Evidence must be provided.
- When a family needs to spend time together to support each other during or after a crisis

Please note: Headteachers would not be expected to class any term time holiday as exceptional.

All schools in the Whitby area have agreed with the exceptional circumstances criteria above.

This is not an exhaustive list and Headteachers must consider the individual circumstances of each case when making a decision on this matter. Where a Headteacher feels that there may be exceptional circumstances which do not fit the criteria, they may refer to the local authority for advice. The decision of the Headteacher is final and, again, parents who take a child on leave in term time without the permission of the school risk being issued with a penalty notice fine for unauthorised absences, as detailed above.

Taking a pupil on leave during term time interrupts teaching and learning and can disrupt educational progress.

School Meals

The school is committed to promoting healthy eating as part of our Personal, Social and Health education programme. Our school meals are an important way of presenting children with a range of healthy but appealing food choices, including a vegetarian option. Parents are welcome to join us for dinner as well if they wish – please ask the class teacher to arrange this.

Dinner money is collected on Mondays; any cheques should be made payable to ‘Castleton and Glaisdale Federation’. If you wish to pay for a half term’s or a full term’s meals in advance, please contact the office to find out the correct amount.

School meals are prepared on site and the children all sit together, including those who bring a packed lunch. If you wish to change from packed lunch to school dinners or vice versa it would be helpful if you could give us two weeks’ notice.

All KS1 children benefit from universal free school meals which, at the moment, gives free school meals to all children in reception, year one and year two. Free school meals are also provided to some children by reason of the parents’ income level in accordance with scales laid down by the local education authority. If you think your child may be entitled to free meals, please contact the school or the Education office. Children who receive free school meals are not distinguished in any way from those who pay.

If you wish your child to have a packed lunch, please support our healthy education programme by encouraging your child to eat healthily, e.g. include fresh fruit and vegetables, avoid high fat and high salt content food. Please do not bring sweets, chocolate bars or fizzy drinks in lunch boxes. Packed lunches must be in a named lunch box.

Water is provided for all children at lunchtime whether they take a school meal or bring a packed lunch.

The children are supervised at lunchtime by Midday Supervisory Assistants under the direction of the headteacher.

Bringing money into school

Parents are asked to send any money into school in a **sealed envelope** clearly marked with the child’s name, the amount of money and what it is for. If possible, it is preferable for dinner money and any substantial amounts to be paid in by cheque. Dinner money cheques should be made payable to ‘Castleton and Glaisdale Federation’ and should be sent in weekly each Monday morning in a separate envelope from other monies.

Water in school

There has been much research promoting the importance of drinking plenty of water throughout the school day, therefore every child has supervised access to drinking water throughout the school day. In addition to the many health benefits, the evidence also indicates that there is a strong link between drinking water and increased concentration in children. Obviously, this could have a very beneficial effect on children's learning and progress. Research shows that plain water is best for rehydration and dental health.

The children each have their own water bottle in their classroom to refill when needed.

Extended Schools Provision (Childcare and out of Hours Activities)

Childcare

The Breakfast Club runs from 8 to 9am at a cost of £2.50 (breakfast included)

Glaisdale Playgroup is now located in the prefab classroom within the school grounds, 07854840516, and provides pre-school care two days a week (Monday & Friday) in term time.

After School Activities

There are a number of activities and clubs after school. These vary from term to term but include: netball, football, SumDog and Year 6 booster classes.

We are always looking for opportunities to work with other providers. For example, we actively promote and seek to develop links with members of the community seeking a venue for events or after school/evening classes. Our premises are offered as additional/alternative accommodation.

Uniform and Lost Property

The school has a dress code which is detailed below. All styles of top can be ordered with the school logo on from the school secretary. Orders usually take about two weeks. All children's clothing should be clearly marked with their names. Occasionally, children's clothes get lost at school or mixed up at break or PE changing times, and if this happens, you should ask the child's teacher or a teaching assistant for help in locating your child's property.

The emphasis on uniform, with the appropriate school colours, is to ensure that all our pupils feel part of our school team, look smart, and do not place too much emphasis on clothing styles and values.

Some aspects, such as footwear styles, are for health and safety reasons as well as the above.

Everyday wear

- **Burgundy** sweatshirt, jumper (round or V-neck), fleece or cardigan **all with school logo**. School fleeces may be worn for outdoor use only except in winter when they may be worn indoors.
- Black or grey trousers (or skirt/pinafore dress for girls, optional red checked dress for summer).
- White polo shirt (with or without school logo)/shirt or blouse
- Dark coloured shoes without heels (not trainers or trainer look-alikes)

PE

Boys and girls require plimsolls, a pair of navy/black shorts; white T-shirt or "Glaisdale" sports burgundy T-shirt, and optional burgundy "Glaisdale" sports hoody. These should be clearly marked with the child's name, and are to be kept at school in a labeled drawstring bag and taken home regularly for washing. Tracksuit bottoms may also be worn in the winter months.

Parents' visits into school

Parents may visit school at any time during school hours or by appointment outside school hours. If you wish to talk to your child's class teacher, please try to visit before school begins or at the end of the day so that lessons are not disrupted.

In the autumn term, you will be given information about various aspects of your child's education, including how you can support your child's learning at home. It is also planned to hold evenings for parents concentrating on specific areas of the curriculum.

Formal parental consultations are held in each of the Autumn, Spring and Summer terms for parents to view their child's work and discuss their child's progress and targets for development with the class teacher. Please do come to these evenings- they are important opportunities to share information about your child's education and find out what you can do to support your child in taking the next steps in their learning. You will receive a written report on your child's progress towards the end of the summer term. There will also be a chance to discuss the report with your child's teacher.

There are many other opportunities for parents to visit school throughout the year, such as performances, fundraising events, sports days etc. We hope you will be able to attend as many of these as possible.

Volunteer helpers

We are very grateful to the parents who are able to spend some time in school working alongside the classroom teachers and teaching assistants. Parents may be involved in a number of activities such as reading, music, craft work and maths. If you have any spare time which you could share with us, please contact your child's class teacher. You would be most welcome.

PTFA

The PTFA is a group of mainly parents, but also other drawn from the school community who get together to organise and run special social and fundraising events for the school. The PTFA's support is a strength of the school, and we are extremely grateful for their help in providing a wider and richer experience for the children. The PTFA are always pleased to receive offers of practical support and ideas for new events. **All parents are welcomed** to all meetings and we are happy to accept whatever help you can give. The meetings are informal and the dates and details are given in the school newsletter. Forthcoming events are detailed in the school newsletter; we hope you and your family will join us at these events. Regular PTFA information is sent out with details of events and meetings. Please contact the school secretary if you need more information.

Supporting your Child

As a parent, you will want your child to do well at school and there are many ways you can help your child achieve success:

- There is nothing more important than building your child's self esteem and confidence, so that they have a positive outlook and are willing to have a go.
- Take a real interest in their learning and achievements. This way you can show them that you think learning is important.
- Praise your child whenever you can, particularly when they are finding something difficult.
- Have high but realistic expectations which are appropriate for your child at that stage in their development. Remember, every child is different.
- If you want to help but are not sure how something is taught, please check with your child's teacher, who will be happy to help you. It is very hard to 'unlearn' an incorrect method or bad habit.

Partnership with Parents

Glaisdale School is committed to ensuring the welfare and safety of all children in school. All North Yorkshire schools, including Glaisdale School, follow the North Yorkshire Safeguarding Children Board procedures. The school will, in most circumstances, endeavour to discuss all concerns with parents about their children. 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 or on the school website www.glaisdale.n-yorks.sch.uk.

Behaviour Management

We have very high expectations of behaviour for all our children. During our recent Ofsted inspection, [June 2013], the inspector commented that “Pupil’s behavior is excellent; they say they feel extremely safe. The school offers excellent care and support, which contributes to pupils’ well-being.

The school has a clear policy for behaviour management which is based on praising positive attitudes and behavior. We have several reward systems which operate throughout the school and children have many opportunities to earn extra rewards and privileges through good standards of work and behaviour.

Our high expectations of behaviour must also be maintained at break and over the lunchtime period when the children are in the care of the midday supervisory assistants.

Although our approach is based on being positive, there are occasionally times when sanctions have to be applied. Our ‘Get it Right’ posters inform children and adults of our structured and fair approach to promoting positive behavior. Parents are always kept informed of any significant problems and we really value parents’ support in dealing with such problems.

If you have any concerns about your child’s well-being or behaviour at school, please do not hesitate to contact us.

Our behaviour policy is based on respect for oneself, for others and for property. We expect children to obey the Golden Rules:

- Do be gentle
- Do be kind and helpful
- Do work hard
- Do look after property
- Do listen to people
- Do be honest

Bullying

Bullying is the deliberate attempt to hurt, threaten or frighten someone. It may take the form of physical, verbal or mental abuse and/or intimidation. It may take the form of excluding an individual from a group, which can be very hurtful.

All incidents of bullying are taken seriously at Glaisdale School.

Staff are always vigilant for signs of bullying but it can be very difficult to detect. Children and parents are actively encouraged to report any bullying behaviour to the child's class teacher or the headteacher. We can only deal with what we know about.

Dealing with bullying behaviour is addressed on a regular basis with children of all ages through Personal, Social and Health Education, through Circle Time and through assemblies.

The bully relies on the victim being too frightened to tell anyone about the bullying. "Do not suffer in silence" is the message that must be constantly reinforced in class work and on an individual level.

The school has a Bullying Policy, and procedures for dealing with incidents of bullying. Please ask the School Secretary if you wish to see the Policy or alternatively you can find this policy on the school website www.glaisdale.n-yorks.sch.uk

Teaching and Learning

The curriculum is what is taught in school. Teachers plan what they are going to teach each term using the Early years foundation Stage Framework and the National Curriculum, together with their own interests and expertise to make sure that all children receive a broad and balanced curriculum which is appropriate to their needs and stage of development.

You will receive information about the curriculum in your child's class at the beginning of each term. This is to help you support your child's learning outside school. Our aim is to provide every child with a structured curriculum which leads to the development of the skills and knowledge in each subject. We place great emphasis on the basic skills of literacy [reading and writing] and numeracy [number work], particularly in the early years of primary education. Even when children are older, much of their work still focuses on these skills although it may be linked to other subjects.

A child's education in primary school is split into three stages: the Foundation Stage, Key Stage 1 and Key Stage 2.

The Foundation Stage

The Foundation Stage is the first stage in children's primary education. Teaching and learning in the Foundation Stage follows the Characteristics of Effective Learning (playing and exploring, active learning and creating and thinking critically) in each area of learning and development.

The areas of learning and development are divided into Prime Areas and Specific Areas. The Characteristics of Effective Learning and the prime and specific areas of Learning and Development are all interconnected.

The three Prime Areas of Learning development are:

- Personal, Social and Emotional Development
- Communication and Language
- Physical Development.



These areas split into 8 distinct aspects and continue to be fundamental throughout the Foundation Stage.

The four Specific Areas of Learning and Development are:

- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design

The areas split into 9 distinct aspects which include essential skills and knowledge. They grow out of the prime areas, and provide important contexts for learning.

At the end of the Foundation Stage (end of Reception) children are assessed using the Foundation Stage Profile. Children are assessed in all 17 distinct aspects within the areas listed above. This is an individual assessment carried out by the teacher during normal lesson time. The children themselves are not aware of the assessment. The results of the assessment are fully discussed with parents.

Key Stage 1

From Year 1 to the end of Year 2 the children are taught according to the National Curriculum at Key Stage 1.

The National Curriculum is made up of 4 statutory core subjects

- English
- Mathematics
- Science
- ICT

These subjects take up the largest part of the curriculum.

In addition there are 7 statutory foundation subjects

- Design and Technology
- History
- Geography
- Art
- Music
- Physical Education
- PSHE and Citizenship

We also teach basic French in KS1.

At the end of Year 2 children's progress in reading, writing, mathematics and science is assessed by the teacher. Statutory Assessment Tasks and Tests known as SATs are used to help the teacher make this assessment. These results are reported to parents together with comparative information.



Key Stage 2

From Year 3 to Year 6 children follow the National Curriculum at Key Stage 2. Children continue to study the statutory National Curriculum subjects set out above. In addition, children are taught French. Towards the end of Year 6 all pupils are formally tested on reading, writing (including handwriting, spelling and grammar) and mathematics. These are the Key Stage 2 SATs and mostly follow a national timetable, with Year 6 pupils all over the country doing the same tests on the same day. It is very important that all pupils are present for the SATs as they cannot be taken at any other time. Each school's results are published and absentees can cause a significant reduction in the school's results.

Religious Education is also taught to all children. Our teaching is of a broadly Christian nature but includes other main faiths. Great emphasis is placed on children's personal, moral and spiritual development and understanding. Children also take part in a daily act of worship. Any parent wishing to withdraw their child from Religious Education should contact the Headteacher.

Sex and Relationships Education is taught as part of our policy for Personal, Social and Health Education. Information is given in an honest and simple manner appropriate to the age and maturity of the children with a particular focus on moral considerations and the value of family life.

Physical Education is an important part of the curriculum we offer all children. The P.E. curriculum includes gymnastics, dance, outdoor activities, swimming, athletics and games. All children will learn the skills of football, netball, hockey, rounders, tennis and cricket. The school uses the playground for PE and the Quarry for football, athletics and other games.

The school takes part in a range of competitive sporting events in the local area, often making a joint team with children from Castleton School. We play friendly football and netball matches against local schools and take part in tournaments. Some of our sporting activities have been actively run and supported by parents. We are very grateful for their involvement.



All teachers in the school are qualified to teach P.E., and some teaching assistants have received P.E. training. Specialist outside coaching organizations are also used.

Outdoor learning and forest schools is an important part of our curriculum. GOAL opportunities (Get Outdoors and Learn) are integrated into our Long Term Plan (see school website).

Special Educational Needs

Throughout the school there is a well established system of support for children with special educational needs. Mrs. Douglass is the school's Special Educational Needs Coordinator (SENCO). To meet pupils' special educational needs we can use the specialist expertise of staff within the school. In addition we can call on specialist advice and services from the Learning Support Service, the Behaviour Support Service, the Educational Psychology Service and the Educational Social Work Service of the Local Authority.

Parents are always kept fully informed of any concerns we may have about their children's progress. If you have any anxieties about your child's educational development please contact your child's teacher or the Headteacher at any time.

Gifted and Talented

The school has a systematic approach to supporting those children who are achieving at levels significantly above the average in one or more areas of learning. The learning needs and progress of these children is carefully planned and closely monitored by both the class teacher and the Headteacher.

Homework

We have a homework policy which covers pupils of all ages. A copy of the policy is given to all parents. If you have any questions or concerns regarding homework please see your child's teacher.

Music

All children learn music as part of the National Curriculum. Some children may also have the chance to learn to play a musical instrument. At present children could receive from the Local Authority peripatetic service in flute, oboe, drums, tenor horn, trumpet and strings, though other instruments may be available. Every year our instrumentalists take part in community concerts and festivals, most noticeably the Eskdale Festival at Whitby. All children enjoy visits by professional musicians throughout the year.



Residential Visits

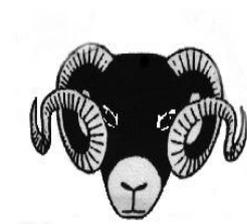
It is our policy to give children at the school experience of at least one residential visit at an outdoor centre, accompanied by staff from school. Once there, they are also supervised by staff at the centre who are experienced in outdoor pursuits.



OUR PARTNERSHIPS

The Federation

The Federation of Castleton and Glaisdale is a new federation, with one governing body, since April 2013, although the schools have worked in partnership with one Headteacher since March 2012. It is a highly effective collaboration. Both schools are National Support Schools and the Headteacher is a National Leader of Education – accreditations awarded by the National College of Teaching and Learning (NCTL) in recognition of the support we give to other schools. The schools, and federation, have recently been judged as outstanding in the new Ofsted framework (June 2013).



The Esk Valley Alliance (EVA)

Glaisdale School is part of the wider Esk Valley Alliance through which eight small rural schools in the Esk Valley plan together, share the subject expertise of staff, train together and identify opportunities for children to work together. Staff in the schools meet regularly to plan and train together, sharing expertise and skills. This cooperative approach extends to the children and we enthusiastically encourage them to meet up, work with and compete with children from other schools in the area. Through this approach we hope to extend children's social and educational horizons, and prepare them for the larger communities they will part of when leaving for secondary school. Whilst we would always seek to retain the identity of our own school, we recognise the importance of working with other small schools, particularly those closest in distance. It is our aim to share expertise and resources as often as possible to ensure our children have experiences of the highest quality. We hope to develop 'healthy' competition between schools and see the Esk Valley Alliance as a logical, supportive progression from the days when small schools worked in isolation. Glaisdale School has already made numerous links and been involved in many activities organised by this network.

EVA is now sharing a common approach in the following ways:-

- Joint planning;
- Joint School Development Plan;

- Shared subject leaders working across the partnership with assessment in all subjects which is collated, moderated and analysed to create a self-improving system.

2



Trust4Learning

Glaisdale and Castleton, and other EVA Schools, are associate members of a Trust of Schools and organisations working together to improve outcomes and opportunities for children and young people (see website link below). Our work together focuses on the same priorities as the EVA.

Schools: Laurence Jackson, Bydales, Kirkleatham Hall, Rye Hills, Redcar Academy, Sacred Heart RC, Zetland Primary, Castleton, Glaisdale, Sleights, Goathland, Egton, St Hedda's RC, Lealholm, and Danby.

Community Partners: Darlington Building Society, Teesside University, Coast & Country, Prior Pursglove College, Redcar & Cleveland College, Forewind, High Tide.

<http://www.trust4learning.org.uk/>

Charging and Remissions Policy

Educational visits and within school events are arranged from time to time to provide valuable first-hand experience and promote children's learning. These visits and events are often subsidised by school, but we sometimes ask for a voluntary contribution towards the costs. No child will be excluded from an educational visit or experience because of an inability to pay. However, we are very grateful for any contributions made as the school could not afford to pay the whole cost. The school reserves the right to cancel any visit or event if there is a shortfall in funding from voluntary contributions.

Remissions

Section 200 of the Education Act 2002 requires that children whose parents are in receipt of the following payments are entitled to free school lunch entitlement and the remission of charges for board and lodging on residential school trips:

- Income Support
- Income-Based Jobseekers' Allowance
- Income-Related Employment and 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 the figure set by them.
- Support under Part VI of the Immigration and Asylum Act 1999
- Guarantee element of State Pension Credit

- 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

Please contact the school if you have any queries. Any discussions with the Headteacher, your child’s teacher or any member of staff will be treated with respect and in total confidence. The school will do all that it can to ensure that all children are able to be included in all activities, and that none should be disadvantaged by lack of parental means or for any other reason. Please contact the school for further information.

Complaints Procedure

The school has an established procedure for considering complaints from parents relating to the school curriculum, the charging and remission policy, religious education and acts of worship. Details of the procedure are available from the Headteacher or the LEA. It is hoped that parents would raise any concern that they might have with the Headteacher in the first instance.

Health and Safety

Security

All outside doors are locked to prevent access by anyone from the outside. This is to ensure your children's safety whilst in the school building. If you need to enter either building at any time, please ring the entry phone buzzer at the front door, and then the school secretary will let you in. As you leave please make sure doors are secure behind you. In case of emergency, all staff can open these doors from the inside.

School Gates

All gates should remain closed and bolted during the school day, with access to the school being via the steps. Access is also available through the side door for children attending breakfast club and the double gates for those needing to store their bicycles.

Parking

Parents are requested to not drive up to the school unless bringing children to breakfast club. This is to ensure the safety of the children entering and leaving the school at busy times.

Cycling

Children are welcome to cycle to school, but for safety reasons must walk their bicycles along the school drive. The grassy path is for pedestrian access only. Appropriate safety measure should be taken, including bright/ reflective clothing and a helmet.

Collecting Children from School

Your child's safety and well being are our main concern, so we follow the Local Authority recommendation that primary age pupils may only be collected by responsible people aged 16 years and over. Please keep the class teacher informed of any changes in your collection arrangements.

Unaccompanied Children

As children get older you may wish them to be responsible for walking or cycling to and from school on their own. Please inform the school by letter if you wish your child/children to do this so that we are aware of these arrangements.

Illness and Injury

In the event of a child being ill or injured at school, parents will be contacted as soon as possible so the child can be collected from school. For this system to work effectively it is essential that the school has an up to date record of contact names, addresses and telephone numbers. Please let us know straight away if there are any changes to these details.

Health

All children are seen by the school nurse soon after they start school. The school nurse carries out health checks on groups of children at various stages in their school career. If parents have any health concerns about their child they arrange to speak to the school nurse. Please contact the school office if you wish to meet with or speak to the school nurse.

Medicines

Class teachers and staff cannot be responsible for administering medication to children. If it is essential that your child receives prescribed medication during the school day, please bring it in the original container to the main office. It must be clearly marked with the child's name and the dosage. The parents/carers must complete and sign the appropriate form, available in the school office, before the request to administer medication can be considered. **Please note that reception parents must also sign at the end of each day if we administer any medication to their children.** If your child administers their own medication (this includes inhalers) the parents/carers must complete a Self Administration of Medication Form, available in the office. Children who use asthma inhalers must keep these in the classroom so they are accessible when needed. A spare inhaler may be kept in the main office, again clearly labelled. It is the responsibility of parents/carers to decide if their child needs an inhaler in school and to make sure the child has one. Some children do not need to do this, and we will assume that it is not necessary if an inhaler is not brought to school and the required forms completed. Please note that no medication can be administered to the nose or eyes by staff.

Smoking

Glaisdale Primary School is a no smoking site. Smoking is not allowed anywhere on the school premises by staff, parents, visitors or community users. The School has a No-Smoking Policy. Please ask if you wish to see the Policy or, alternatively, it can be accessed from the School Website.

National Support School

Glaisdale is a National Support School which means that the school and staff have been recognised by NCTL (National College of Teaching and Learning) for providing support to other schools.



PSQM (Primary Science Quality Mark)

The School achieved the Gold Standard for its work in science in September 2013 in recognition of its high standards and profile within the school and the support provided for other schools throughout North Yorkshire.



APPENDICES

Staffing and Organisation

Headteacher	Mrs J. Douglass
Teacher in Charge	Mr R. Hutt
Key Stage 1 Teachers	Mrs H. Webster
Key Stage 2 Teachers	Mr R. Hutt
Advanced Teaching Assistant	Mrs Jean Hutt (junior class)
Higher Level Teaching Assistants	Mrs C. Peacock (junior class)
General Teaching Assistant	Ms B. Webster Miss A Hogarth (infant class)
School Secretary	Mrs H. Ford
Cook	Mrs N. Freeman
Midday Supervisory Assistants	Ms E Hirst Ms S. Walker Miss A Hogarth
Caretaker & Cleaner	Ms S. Walker

Photographs of the staff are on display in the entrance hall.

Term Dates 2016 - 2017

First day of Autumn Term	Tuesday 6 th September 2016
Half Term	Monday 24 th October to Friday 28 th October
Last day of Autumn Term	Friday 16 th December
First day of Spring Term	Wednesday 4 th January 2017
Half Term	Monday 20 th February to Friday 24 th February
Last day of Spring Term	Friday 7 th April
First day of Summer Term	Tuesday 25 th April 2017
Half Term	Monday 29 th May to Friday 2 nd June
Last day of Summer Term	Friday 21 st July

Training days for staff when the children will not be in school are as follows:

Monday 5th September 2016
Tuesday 3rd January 2017
Monday 24th April 2017
Monday 24th July 2017
Tuesday 25th July 2017

Key Stage 1 and Key Stage 2 National Curriculum Assessment Results

Results at the end of KS2 can be found by using the link below, unless the number of pupils is below 5. This is to ensure that the results of individual pupils remain confidential.

Please do bear in mind that in small schools individual pupils count for a large percentage of the results and one pupil who may have been unable to access the tests due to Special Needs or being absent on the day of testing makes a big difference to the overall outcomes for the school.

Results can be discussed with the headteacher or with your child's class teacher.

http://www.bbc.co.uk/news/special/education/school_tables/primary/11/html/815.stm

School Policies

Many School Policies are on the School Website or, alternatively, you can obtain copies of all policies from the School Office.

Governors

(Castleton and Glaisdale Federation Joint Governing Body)

Our Governors play a vital role in our school life. Not only do they regularly meet as part of their role in the Leadership and Management of the school but they are also involved in many different aspects in the lives of the children whilst they are at school.

The Governing Body has twelve members, proposed or elected by various interests. There are no current vacancies. There is a Parent Governors from each school. The Chair and Vice-chair[s] are elected annually at the first meeting of the year in September. The minutes of Governing Body meetings, with the exception of matters deemed confidential, are available for inspection in the school office. Please contact the clerk if you wish to see them. Photographs of governors are on display in the school entrance hall.

Local Authority Governor:

Mrs Delia Liddle [Chair]

01287 660497

Staff Governors:

Mrs Jane Douglass [Headteacher]

Mrs Rachael Grace [Teacher]

Parent Governors:

Mrs Polly Findlay [Castleton]

Mr Richard Prust [Glaisdale]

Co-opted Governors:

Mr Rob Hutt

Mrs Denise Davidson [Vice-Chair]

Mrs Louise Margetts

Mrs Sue Barlow

Clerk to the Governors

Mrs Louise Davis

01723 503928

Local Education Authority Contact Details

CHILDRENS AND YOUNG PEOPLES SERVICES

[CORPORATE DIRECTOR, PETER DWYER]

North Yorkshire County Council

County Hall

Northallerton

North Yorkshire

DL7 8AE

Tel: 01609 780780

Fax: 01609 778611

E-mail: education@northyorks.gov.uk

The Education Office

North Yorkshire County Council

CYPS

Jesmond House

31-33 Victoria Avenue

HARROGATE

HG1 5QE

General Office: 0845 034 9467

Admissions Team: 0845 034 9420

Transport Team: 0845 034 9421

Welfare Team: 0845 034 9422

E-mail: schooladmissions@northyorks.gov.u

Other sources of information

School website: <http://www.castleton.n-yorks.sch.uk/school.htm>

<http://www.direct.gov.uk/en/Parents/Schoolslearninganddevelopment/index.htm>

<http://www.dfes.gov.uk/> - information for parents and carers. [the Department for children, Schools and Families]

<http://www.teachernet.gov.uk/> [the education site for teachers and school managers]

<http://www.northyorks.gov.uk> [North Yorkshire County Council website]

<http://www.parentscentre.gov.uk>