



# **School Handbook**

## **2020 - 2021**

**Grewelthorpe CE Primary School**

Cross Hills, Grewelthorpe, Ripon, North Yorkshire, HG4 3BH

Phone: 01765 658287

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Website: <http://www.grewelthorpeschool.co.uk>

Welcome to Grewelthorpe CE Primary School which is Federated with Fountains C of E Primary School.

Whether you are a parent or a visitor to our school, I 'm sure you will find us a warm and welcoming community. Our school is located close to the city of Ripon in beautiful North Yorkshire countryside.

It is a place where young children can arrive at 3 years old and grow into self-confident 11-year-olds ready to go forward with their educational lives.

A lot happens in between, and we pride ourselves on giving the very best opportunities for children to learn both socially, physically and emotionally as well as intellectually.

Schools are much more than places for children to learn. They should be the focal point of the community and places where life -long learning can take place as well. We regard the partnership of parents and school as being of the highest importance.

Many parents have taken up the opportunity to learn about school life through attending special assemblies, class outings, helping regularly in classrooms and of course taking up places on courses or workshops that we run for parents. A sense of family is very important to us and we want our children, parents, teachers, helpers and members of the wider community to work together. We are proud to be a Church of England school and our Christian ethos underpins the life and work of the school.

Thank you for your interest in our school. If you require any more information, would like a free paper copy of any of the documents, would like any of the information in a different language, braille or large print or would like to visit, please do not hesitate to contact us.

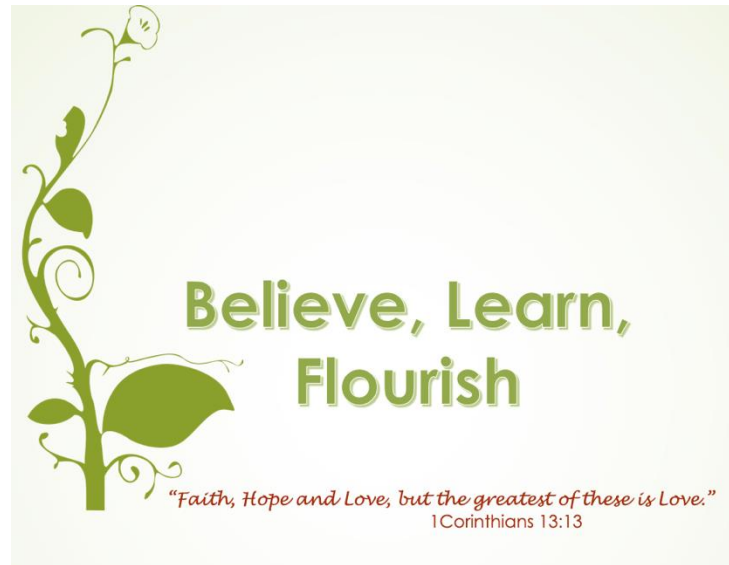
যদি আপনি এই ডকুমেন্ট অন্য ভাষায় বা ফরমেটে চান, তাহলে দয়া করে আমাদেরকে বলুন।

如欲索取以另一語文印製或另一格式製作的資料，請與我們聯絡。

اگر آپ کو معلومات کسی دیگر زبان یا دیگر شکل میں درکار ہوں تو برائے مہربانی ہم سے پوچھئے۔

Aby otrzymać te informacje w innym języku lub formacie, np. w alfabecie brajla, w wersji dużym drukiem lub audio, prosimy się z nami skontaktować.

You can reach our administrators, Janet Simpson & Lucy Mawer on 01765 658287 or by email at [admin@gfschools.co.uk](mailto:admin@gfschools.co.uk)



We want our children to develop positive learning attitudes built on self- belief, where effort, resilience and perseverance to learn and improve are rewarded.

We want our children to have a desire to succeed and not afraid to make mistakes.

We want our children to celebrate diversity and recognise each other as unique individuals; all different; all equal; striving to be the best that they can be.

*With Faith anything is possible  
Believe in yourself  
With Hope all things are brighter  
Believe in your future  
With Love we are never alone  
Believe in others*

We want our children to be **ASPIRATIONAL** by having high expectations; being resilient and ready persevere to achieve personal goals.

We want to value **EFFORT** by being engaged and motivated.

We want to our children to take **RESPONSIBILITY** by being autonomous learners who ask questions and are critical thinkers.

We want our children to have **RESPECT** by being able to collaborate and communicate effectively with others.

## Staff and Governors 2020-2021

### Teaching Staff

<b>Headteacher</b>	Mrs Pamela Acheson	
<b>Assistant Head/Teacher</b>	Mrs Hickingbotham	Year 1 & 2 Music & Maths Subject Leader
<b>Teacher</b>	Mrs Nicola Todd	Foundation Stage Teacher EYFS Lead
<b>Teacher</b>	Mrs Rachel Hebblewhite	Foundation Stage Teacher
<b>Teacher</b>	Mr Mark Gamble	Year 3 & 4 PE and PSHE Subject Leader
<b>Teacher</b>	Mr Andrew Breckon	Year 5 & 6 Geography and History Subject Leader
<b>Support Staff</b>	Miss Helen Blake	
	Mrs Deborah Spowart	
	Mrs Gillian Wicks	
<b>Administrator's</b>	Mrs Janet Simpson Mrs Lucy Mawer	
<b>Midday Supervisors</b>	Mrs Joanne Rudland Mrs Alison Hirst Mrs Dawn Lewis	
	Mrs Deborah Spowart	
	Miss H Blake	
<b>Forest School</b>	Mrs Rachel Goss	
<b>Sports Instructor</b>	Mr Will Whitford – Sporting Influence	
<b>Music Teachers</b>	Mr M Rudland- Simpson - Guitar Mrs Helen Johnson – Piano & Singing	

<b>Governors</b>	P Acheson	Head Teacher
	R Bain	Chair of Governors /La Governor
	Joanne Martin	Vice Chair of Governor
	K Hickingbotham	Co-Opted Governor
	P Barker	Parent Governor
	Katie Barker	Teacher Governor
	Ian Kitchen	Foundation Governor

## NURSERY FOUNDATION UNIT

Grewelthorpe CE Primary School has opened a Foundation Stage Unit enabling children to start from 3 years old. If you are interested in a place for your child please contact the school for further details, to book an appointment to look round or to request an admission pack

### Aims & Values

- To create a happy, stimulating environment where children will be encouraged and motivated to explore, discover and learn.
- To give children a wide range of experiences using practical learning opportunities appropriate to their ages and stages of development.
- To make every child feel valued and to value others nurturing children within the Christian ethos of the school.
- To promote close co-operation and positive attitudes between home and school so that we can foster the emotional, physical and social development of children together.

Our school has been awarded the Inclusion Quality Mark and we are committed to promoting equality of opportunity in all aspects of school life.

### Nursery Sessions

There are 10 places for children in the morning session and 10 in the afternoon. Children receive 15 hours of funded provision the term after their third birthday, any hours that you wish to take over these will be charged at a rate of £4.50 per hour. Children may start nursery as soon as they are three but these sessions will have to be paid for by yourself until their funding becomes available the term after. In addition, we also offer a lunch club, children can bring a packed lunch or purchase a cooked meal for £1.80.

## The Nursery Curriculum

Learning through play is the vital part of the foundation stage. We plan for a wide range of different types of challenging and stimulating activities and experiences to build on your child's existing knowledge and expand it through new learning experiences. We take into account a child's individual needs, their interests and choices and there is a balance between adult led and child-initiated activities.

There are six areas of learning which make up the curriculum for the Early Years:

- Personal, Social and Emotional Development
- Communication, Language and Literacy
- Problem Solving, Reasoning and Numeracy
- Knowledge and Understanding of the World
- Physical Development
- Creative Development.

We will keep records to show the progress your child is making these will become a profile which will build up over time. We welcome your contribution towards this profile so please share progress and developments you have noticed at home with our 'notes from home' (these can be found on the noticeboard or come and talk to us).

## Sequence of the session

After your child has put their coat on their peg, they can choose an activity for themselves. Lots of activities will be on offer including role-play, construction, creative area, computer, sand and water. After a little while we will gather together on the carpet for the register. At this time, we will talk about our theme, about some of the special planned activities, for an adult led activity or we will get ready for some children to go outside. Often, we will have times for outside activity, outdoors offers the chance to experience play activities on a larger scale and provides opportunities for exploration e.g., Construction with large bricks, painting with water on the ground, or physical play on ride on toys. The children will have playtimes but these will be separate from the rest of the school.

As part of our routine's children will be encouraged to be independent, this can be making choices about activities and in finding equipment they need. Lots of resources will be accessible for the children. Part way through the session the children will have snack time.

## Preparing your child for Nursery

We want to do all we can to make your child feel welcomed and settled and part of our school. You as parents play a vital role in your child's education and we look forward to working in partnership with you. Before your child starts, we will offer you the opportunity to meet with the staff and for your child to have a 'taster visit' to see the provision in action.

If you have any worries or questions please don't hesitate to ask.

### What to wear

We do request that your child comes dressed in school sweatshirt and sensible, comfortable clothes such as jogging trousers or clothes without tricky fastenings. Coats are important to bring each day along with hats and gloves for cold weather and sunhats for the warmer weather. It would be useful for children to have wellies in order to play outside in wet weather and either indoor shoes, pumps or slippers.

We would really appreciate it if you could name your child's clothes.

Please could children have a spare set of clothes in school?

### Keeping Safe: Bringing and collecting children

Please could you bring and collect your child from the back of the school directly from the classroom, this will ensure that we can safely hand over the children. If your child is to be collected by another adult please provide us with written permission.

## **SCHOOL TIMES**

Morning: 8.50a.m. - 12.00 noon

Lunch: 12.00 noon – 1.00p.m.

Afternoon: 1.00p.m. – 3.30p.m.

### **Start of the Day**

- Upon arrival at school the children should wait on the playground.
- Prior to the doors opening children remain the responsibility of the parent.
- On arrival children hang up their coats and change into indoor shoes.
- Children enter school at 8.40a.m., the register is taken at 8.50.a.m. ready to begin lessons at 9.00a.m.

### **Morning Snack**

Snacks for playtimes are definitely encouraged, however we would prefer that you encourage your child to bring either fruit or cheese rather than a bag of crisps. Sweets are not allowed. Nursery and KS1 children have their snack provided.

## **COOL MILK**

If you would like your child to have milk, please register your interest with 'Cool Milk'.  
(registration form included in the admissions pack)  
Milk is free of charge for children under 5 years of age.

## LUNCHTIME

Our cooked school meals are provided from North Yorkshire County Caters, and are cooked fresh on the premises every day, there is a three-week rolling menu which changes every term. You can choose either the main meal or the jacket potato/sandwich option. A choice form is sent home at the beginning of each term. Please inform the office if your child has either an intolerance or an allergy. Also please make us aware if your child is a vegetarian. School meals are free for reception up until year 2.

### Packed Lunches

Packed lunches are taken to your child's classroom. Please make sure that your child's lunch box is clearly named and drinks are brought in an unbreakable container or carton and that a spoon is provided for yoghurts etc.

The current cost of a school meal is £2.60 and £1.90 for nursery children.

For information on Free School Meals please access the following link:

If you are attending a hospital/doctors or dentist appointment and expect to be back by lunchtime please let us know.

### Free School Meals

To qualify for free school meals, you must fulfil one of the following criteria:

- Universal Credit, provided you have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of your most recent assessment periods (£616.67 per month);
- Income Support;
- Income-based Jobseeker's Allowance;
- Income-related Employment and Support Allowance;
- Support under part six of the Immigration and Asylum Act 1999;
- The guarantee element of Pension Credit;
- Child Tax Credit, provided you are also not entitled to Working Tax Credit and have an annual household gross income that does not exceed £16,190 (as assessed by HMRC); or
- Working Tax Credit run-on, paid for four weeks after you stop qualifying for Working Tax Credit.

Please note that contributions-based benefits, including contribution-related Jobseekers' Allowance do not entitle you to claim free school meals.

If you meet the criteria, apply by using the [application form \(pdf / 263 KB\)](#).

### Drinking Water

We have drinking water available in each class. If your child wishes they can bring a labelled plastic drinks bottle which they can keep in class so that they can drink throughout the day.



## **Punctuality**

We, like you, want to make sure that your children are in school and safe, so I would ask that you make sure that your child/children arrive promptly. A late start is unsettling for your child and other children. We are trying to instil life skills into all our children to prepare them for future life and it is important that they arrive at school on time.

- If parents know their child is going to be late for any reason, they should let the school office know.
- If children arrive late i.e., after 8.50a.m. They should be accompanied by their adult to the school office to be signed into school. Mrs Simpson will then ensure they are given an attendance mark and book their lunch.
- Children arriving after 8.50a.m but before 9.05a.m. will be recorded as 'late before the registers have closed'. Children arriving after 9.05a.m. Will be recorded as 'late after registers have closed'.
- Parents of children who persistently arrive late will be approached and reminded of these times and their obligation to comply. It will be explained that the lateness not only interrupts their child's education but also that of others in class.
- If a regular pattern of lateness is observed, a letter will be sent home asking the parent to explain the lateness or to ensure punctuality is maintained.
- Repeated unexplained lateness or persistent lateness without an acceptable reason will be referred to the Education Social Worker and/ or Social Care where relevant.

Regular punctual attendance will enable your child to make the most of their time at school and so achieve their potential to the full. This is the aim of both parents and school in partnership together, thank you for your support.

## **End of the Day**

At 3.30p.m. The children will be dismissed from their classes and staff will see them out. If a parent wishes their child to walk home unaccompanied, then we request a form to be completed with three contact telephones numbers available to us. No responsibility can be taken for the child by the school once they have left the school premises.

Any child being collected by taxi should wait in the main reception and the taxi should be instructed to collect the child from the main reception.

We request that children are collected promptly at the end of the school day.

Very often staff have meetings or other work commitments and are not always available to supervise children beyond 3.40p.m.

**If for any reason a parent is late collecting a child (after 3.40p.m.) then the child is kept in the main reception of the school. We remind children of these procedures and request that parents reinforce these procedures as well.**

## Playground Safety

Our school playground is a very busy place at the beginning and end of the school day. Parents should supervise children who accompany them.

We cannot accept any responsibility for accidents that occur before or after school.

Dogs are not allowed on the school premises. If you need to come into school and have a dog with you, please ensure that it is secured safely to the railings outside school, well away from the gate area and main pedestrian thoroughfares.

## Traffic and Parking

Please can parents use the parking bays provided and refrain from parking in the turning bays or on the pavement? If all the bays are full, alternative parking is available in the village.

We ask when collecting children, parents should collect their child from the school and escort them to their car. **Please do not drop off, or collect children in the turning bay in our car park**, this adds to congestion and is dangerous for the children.

## SCHOOL UNIFORM

We like to foster a feeling of community and identity within our school. For this reason, we ask you to send your child to school wearing the correct uniform, which is as follows:

Please can we also ask that your child has a pair of shoes that can be left in school that they can change into to wear in school during the day.

- Plain grey/black trousers/shorts/knee length skirt/pinafore (no jeans/leggings)
- School sweatshirt/cardigan with school logo (no hooded sweatshirts)
- Navy polo shirt with school logo
- Summer dresses should be green and white checks
- Socks, boys, grey or black. Girls, white or grey/black tights

## P.E. Kit

- White T-shirt with the school logo (no football shirts)
- Navy/black shorts (no leotards)
- Navy/black jogging bottoms and navy/black zip up top for outdoor PE in colder weather (children will not be allowed to wear their school sweatshirt for PE)
- A pair of plimsolls or trainers for outdoor PE. Children are encouraged to work indoors with bare feet.

Boys or girls with longer hair or fringes across their eyes, will be required to tie or clip their hair back for all PE activities.

Sweatshirts, cardigans, PE shirts and polo shirts bearing the school logo are to be ordered from [www.schooltrends.co.uk](http://www.schooltrends.co.uk) other items can be obtained from local chain stores or at any other educational outfitters.

School book bags and coats bearing the logo are also available to order from school trends.

Please ensure that your child's belongings are clearly marked with their name.

For safety reasons no jewellery should be worn in school. If children have pierced ears, they should only wear a simple stud. These must always be removed for PE/swimming. Children must be able to remove these themselves for PE and swimming.

Children must not wear nail varnish for school.

### Forest School

#### Essential kit each week:

Old clothes- tracksuit bottoms and thick jumper such as a fleece



Waterproof all in one suit or trousers and a waterproof coat



Extra pair of socks



Wellies



A plastic bag or two to take home muddy clothes

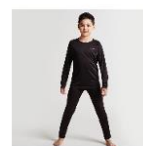


#### In very cold weather:

Hat, gloves, snood



A warm base layer under clothing- leggings and long sleeve top (or some children may already have football skins or thermal base layers)



A thick winter coat



## **PE – SPORTING INFLUENCE**

For PE lessons we ask you to help your children to be prepared for outdoor (where possible) PE lessons by bringing the appropriate clothing. Please help your child to have the kit on the correct day when they have PE, otherwise they may have to miss that session.

1. Warm outdoor jacket – this can be the same jacket they come to school in. (Essential)
2. Gloves and a warm hat – (Desirable)
3. Spare pair of socks – (Desirable)
4. Both Trainers for PE lessons and school shoes - so that they can be taken off if damp. (Desirable)
5. School PE kit

## **SWIMMING**

The children have swimming lessons at Ripon Spa Baths. The KS1 & KS2 children swim alternative terms. You will be notified when your child will be swimming. A cost is incurred for swimming to cover transport and lessons. This is payable through ParentPay.

## **PARENTPAY**

ParentPay offers you the freedom to make payments whenever and wherever you like, 24 hours a day, 7 days a week – safe in the knowledge that the technology used is one of the highest internet security available.

You will have a secure online account, activated using a unique username and password; you will be prompted to change these, and keep them safe and secure. If you have more than one child at our school, you can merge their accounts to make one login for all your children.

Making a payment is straight forward and ParentPay holds a payment history for you to view at a later date; no card details are stored on any part of the system.

## **MEDICAL MATTERS**

### **Accident or Illness in School**

Please inform us if your child is unwell, in case of sickness or diarrhoea please keep your child at home for 48 hours after the last 'episode'.

Should your child become ill during the school day you (or the person named on the emergency number) will be contacted and asked to collect your child. It is important that, if a child is ill, there is somewhere he or she can go. We do not have the facilities or staff to take care of a sick child in school.

If a child is injured whilst in school the injury is reported to the designated first aider. It will be recorded in the Accident Book if it is considered to be of a serious nature (e.g., a bump on the head). Normally the injury will be dealt with in school and you will be informed by a 'bumped head letter' sent home with your child. An email will also be sent.

If we decide that a visit to the hospital or doctors is necessary you will be contacted. If you are unavailable, then the emergency number given on the Pupil Details Form will be tried. It is important that the person named to be contacted in an emergency understands that they may be called upon to take full responsibility for that child in case of accident or injury. If we can't contact you or the emergency number, the Headteacher will accompany the child to the hospital BUT the Headteacher cannot give consent for any treatment (e.g., stitches). The Headteacher, will however stay with the child until the parent arrives.

### **Medicines in School**

The school does not administer non-prescription medicines. Prescription medicines should only be brought to school if it would be detrimental to your child's health if the medicine were not administered during the school day. The school will not give your child prescription medicine unless the parent has completed the appropriate medication administration form. If your child is taking medicine at school the parent must bring it to and collect it from the school office. Medicines must be provided in the original container as dispensed by the pharmacist and include the prescriber's instructions for administration. Any children requiring medication MUST report to the school office at the appropriate time. Do not send any medication to school in your child's bag.

N.B. Medicines that are prescribed to be taken three times a day could be taken in the morning, after school hours and at bedtime rather than be sent into school.

The parent of any child requiring long term medication (e.g., those suffering from asthma) should see the School Office Staff or the Headteacher. A form recording details of the required medication and procedures to follow will be completed.

Parents of children with allergies or intolerances of any sort must inform school giving exact details and information about medication.

### **If your child is ill at home**

**If a child is ill then the best place to be is at home and parents should:**

- Telephone the school when your child is unable to attend, with a reason, **as soon as possible on the first day of absence.**

- Notify the school after the first day of absence to advise the school if the absence is continuing. We advise that a child should remain at home for **at least a 48-hour period after the last incident**-especially in cases of vomiting and diarrhoea.
- In cases of lengthy absence, keep the school well informed so that work can be sent home in certain cases and in order for the school to be prepared for your child's return.
- When your child returns to school after an absence **please provide a note explaining the reason for your child's absence**. This should be sent on the first day your child returns to school.
- For doctor, dentist, hospital, optician appointments please send a note to school giving the date & time **before** the arranged appointment unless an emergency situation has arisen.
- If a child is absent from school and we do not receive notification school will telephone parents/carers.

## KEEP IN TOUCH

### Letting the School Know

If your child is ill, please let the school know as soon as possible on the first day of absence. We will attempt to contact you if your child is not in school and we have not had a reason for absence, it is therefore essential that we have a current number on which to contact you.

**Emergency Contact Numbers – It is important that you keep us informed about:**

- Changes of address or telephone numbers
- Your child's medical details
- Changes to an emergency contact number

**Please let us know immediately so that we can keep our records up to date.**

## Security in School

Your child's safety is of greatest priority to the staff at Grewelthorpe. We regularly review our safety procedures and welcome you to see our **safeguarding policy and security policy**.

All staff and visitors must enter through the main entrance near the school office.

- ✦ All visitors, including volunteers, must report to the school office on entering the school to sign in and be given a visitors' badge. All visitors' must sign out at the end of their visit.

- ✦ All visitors to the school are required to produce PHOTO ID at the reception desk, and to wear a visitor's badge.
- ✦ Please do not open doors leading onto secure school premises.
- ✦ If your visit involves working independently with the children you will be asked to produce a current enhanced DBS certificate along with your photo ID.
- ✦ Your safety and wellbeing during the visit are important to us. As a visitor you have a legal duty to care for the Health & Safety of yourself and others.
- ✦ If the fire alarm should sound please leave the building by the nearest exit and proceed to the nearest assembly point on the front playground. DO NOT RE-ENTER THE BUILDING until you are told it is safe to do so.
- ✦ Grewelthorpe C E Primary operates a NO SMOKING POLICY which we ask you to respect.
- ✦ Staff have the right and are encouraged, to question anyone on the school premises who they do not recognise.
- ✦ Please could you leave all mobile/other devices in the office, a locker can be provided on request.
- ✦ Mrs Acheson is the named lead for all safeguarding and child protection concerns please speak to her or in her absence Mrs Hickingbotham if you have any concerns during your visit. Mrs Bain is the nominated governor for safeguarding.

### **Mobile Telephones**

Children must not bring mobile phones to school. If there is a particular occasion or exceptional reason then parents should request permission from the school in writing and the mobile phone should be left at the school office. School cannot accept responsibility for the loss of expensive personal belongings and we recommend that parents add such items to their home insurance.

### **Emergency Closure Procedure**

Grewelthorpe School recognises that parents and carers need to have information as soon as possible and we will endeavour to provide this using the following procedure.

In the event of extreme weather conditions that may restrict staff and pupils travelling to and from school or in an emergency that may necessitate the closure of the school the following procedure will occur.

A decision will be made by the Headteacher as early as possible as to the need to close the school. We will also use the website and emails to notify parents.

Children that arrive at school unaccompanied will be brought in to school and their parent/carers will be notified using the emergency contact details you have supplied.

## **EDUCATIONAL VISITS**

During the course of their school life your child will have the opportunities to go out of school to extend their knowledge and experience. Educational visits provide a direct first-hand experience to make learning more meaningful as well as providing a stimulus for work in the classroom. As children are admitted into school, we ask for parental consent to allow the children to leave the premises.

### **Rolling consent Forms**

This consent form is completed on an academic year basis. This will cover your child for local visits, e.g., Hackfall Woods, The Himalayan Gardens, the Hutts and of course the village.

### **Consent Form for a Particular Visit**

A particular visit consent form will cover trips further afield. Recent trips have included Crucial Crew, carol concerts, Allerton Park and the Ryedale Museum.

### **Charging Policy**

Visits and other activities are paid by voluntary contribution by parents, but the inability or unwillingness of a parent to pay will not prevent a child taking part in the activity. If educational visits take place, mainly during the school day, and involve transport and admission costs, we need to ask for a voluntary contribution from parents to make them possible. If we receive insufficient voluntary contributions, we may be unable to go ahead since funds are limited.

### **Extra-Curricular Activities**

The provision of extra-curricular activities is very important and we try to offer a wide range of clubs which you will be informed about at the start of each term. Outside providers, teachers and teaching assistants run these clubs after school, 3.30 – 4.30 p.m.

The school playing field is available for the children to play after school, weekends and school holidays.