



# HUBY CE (VC) PRIMARY SCHOOL

## SCHOOL PROSPECTUS

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**Chair of Governors:** Mrs J Abbey

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# Welcome to Huby CE (VC) Primary School

**Dear Parent,**

*It is my pleasure to welcome you and your family to Huby CE Primary School. If your child is to join us for the first time, we welcome you as parents and look forward to a happy and successful partnership over the coming years. If you already have a child here, we are pleased to continue working with you to provide the best education possible for your child.*

*We believe that our school is at the heart of the local community and that it has a very caring, supportive, family ethos with good links with the local churches. We pride ourselves on knowing and caring for our children as individuals.*

*Our children achieve well and the school works hard to maintain high standards. They enjoy coming to school and we work hard to develop their confidence and self-esteem. Our children show respect for others and are able to make a worthwhile contribution to the school community.*

*We are always developing our teaching and learning approaches because we want all our children to enjoy learning and be excited by the things they do in school. We involve children in their own learning through target-setting and setting homework, which complements their work in school.*

*We also encourage you as parents, to become involved in your child's learning through informal and formal meetings, working in the classroom or by supporting your child at home.*

*I hope that you will find this prospectus interesting and that it will give you a clear picture of life at Huby School. If you have any further questions, or would like to visit the school, please do not hesitate to contact me. We are very proud of our school and I would be pleased to show you round.*

**Yours sincerely**

*Mrs Katie Booth*

**Head teacher**

## School Mission Statement



Huby School promises to provide:

**H**igh quality, caring, inclusive education built on Christian values.

Huby School teaches the:

**U**nderstanding that we all have a responsibility to be kind and respectful to one another, and to the environment.

Huby School will offer a:

**B**road and balanced curriculum which will prepare...

**Y**oung independent people for their future roles in a global society.

Only my best will do  
Be kind to one another

## The School

- Huby CE (VC) Primary School is a small, popular school situated in the village of Huby, 10 miles north of York. It is a co-educational, community church school.
- The school was built in 1967 and consists of 3 classrooms in the main building, a mobile classroom with an additional 'resource room' and an open-air swimming pool. The school has extensive playing fields, a wildlife garden and has some fabulous outdoor play equipment.
- The school has good IT provision. Children have access to a suite of laptops, all with broadband internet access, and every classroom has additional computers and interactive whiteboards.
- There are currently 84 children on roll, organised in four mixed age classes.
- The school is proud of its close links with the community, with events like the Queens 90<sup>th</sup> Birthday and Christmas concerts open to all members of the community. The school also has close links with All Hallows Church in Sutton-on-the-Forest and the Methodist Church in Huby. We often support church events, for example, performing as part of the church Christingle service and contributing to church displays.

# People in School

## Teaching Staff

**Headteacher  
Mrs K Booth**



|                                   |  |                                 |  |  |  |
|-----------------------------------|--|---------------------------------|--|--|--|
| <b>Class 1<br/>Miss S Hibberd</b> |  | <b>Class 2<br/>Mr M Hartley</b> |  |  |  |
| <b>Class 3<br/>Miss R Hartley</b> |  | <b>Class 4<br/>Mrs Johnson</b>  |  |  |  |

## Teaching Assistants

|                     |  |                      |  |  |
|---------------------|--|----------------------|--|--|
| <b>Mrs S Baker</b>  |  | <b>Mrs S Webster</b> |  |  |
| <b>Mrs R Carter</b> |  | <b>Mrs L Wood</b>    |  |  |

## Administrative Staff

|   |  |   |  |
|---|--|---|--|
| <b>Mrs C Birkinshaw</b><br>School Administrator<br>(Monday – Wednesday) |  | <b>Mrs A Pannett</b><br>School Administrator<br>(Thursday – Friday) |  |
|---|--|---|--|









## Lunchtime Supervisors

|                   |  |                      |  |  |
|-------------------|--|----------------------|--|--|
| <b>Mrs R Ball</b> |  | <b>Mrs B Wootton</b> |  | <b>Mrs R Carter<br/>Mrs L Wood<br/>Mrs S Webster</b> |
|-------------------|--|----------------------|--|--|

## Ancillary Staff

|                                       |  |                                   |  |
|---------------------------------------|--|-----------------------------------|--|
| <b>School Cook<br/>Mrs L Northway</b> |  | <b>Caretaker<br/>Mrs L Slater</b> |  |
|                                       |  | <b>Cleaner<br/>Mrs B Wootton</b>  |  |

# The Governing Body

|                                   |   |   |
|-----------------------------------|---|---|
| <b>Chair of Governors</b>         | <b>Mrs J Abbey</b><br>(Foundation governor) |    |
| <b>Vice Chair<br/>LA Governor</b> | <b>Mrs K Wood</b>                           |    |
| <b>Parent governors</b>           | <b>Mrs K Cahill</b>                         |    |
|                                   | <b>Mr F Malone</b>                          |    |
|                                   | <b>Mrs E Jackson</b>                        |    |
| <b>Staff governors</b>            | <b>Mrs K Booth</b>                          |   |
| <b>Community Governor</b>         | <b>Mrs H Gardiner</b>                       |  |
| <b>Foundation Governor</b>        | <b>Mrs A Rowlands</b>                       |  |

## A message from the Chair of Governors:

The Governing Body is a lively, interactive group of elected volunteers representing the Church, the Community, the Local Authority, the parents and the staff.

Our duties include the financial management of the school, health and safety, curriculum matters, appointment of staff and monitoring the life of the school. We meet as a full body twice a term and the various sub-committees have regular meetings throughout the year.

Along with the Head teacher and the staff, we establish and monitor the aims and policies of the school.

The Governors are regularly in school and are readily approachable if you wish to discuss anything with them.

**Mrs J Abbey**  
**Chair of Governors**

# School Organisation

- All schools follow the **National Curriculum**.
- Pre-school age children and children in their first year of statutory full time school (**Reception**), follow the **Early Years Foundation Stage** curriculum.
- Pupils move up through school in **Year Groups**: Reception, Year 1, Year 2, Year 3, etc
- At Huby, our year groups are organised into four classes, Class 1, Class 2, Class 3 and Class 4. The organisation of these classes can vary each year, depending on pupil numbers.

The school is organised according to the key stages, Foundation/Key Stage 1 and Key Stage 2. The classes within the key stages work closely together, following the same curriculum topics, and sharing educational visits and extra-curricular activities.

Table showing class structure for Academic Year 2016-17

| Year Group          | Class                   |
|---------------------|-------------------------|
| Reception<br>Year 1 | Class 1<br>Miss Hibberd |
| Year 2<br>Year 3    | Class 2<br>Mr Hartley   |
| Year 4<br>Year 5    | Class 3<br>Miss Hartley |
| Year 5<br>Year 6    | Class 4<br>Mrs Johnson  |



## **Early Years Foundation Stage: Reception**

Class 1 provides a safe, happy and stimulating learning environment in which structured play, exploration and individual choice are at the centre of your child's education. Outdoor play is an important part of the Early Years Foundation Stage curriculum.

The Early Years Foundation Stage Curriculum is carefully planned to help your child progress towards achieving the knowledge and skills which children are expected to have by the time they begin compulsory education at the age of 5. Your child's progress is monitored by frequent observations, photographs and work samples and these will be shared with you informally and at parent consultation meetings.

They will be taught 'Letters and Sounds' using The Jolly Phonics Scheme and they are also encouraged to bring school reading books and key words home to learn.

The Class 1 teacher, works closely with the local Early Years settings and there are lots of opportunities for children to visit their new class before they begin at Huby. Reception pupils are placed with a Year 6 'buddy' to help them settle into school quickly.

## **Key Stage 1: Years 1 & 2**

Your child's learning will, as far as possible, be based on first-hand experience. They will be taught a daily literacy and numeracy lesson and, in these subjects, may work individually or in a small group with children of similar ability. Other subjects are taught through topics and we make very good use of visitors and visits to bring learning to life.

Your child's progress is carefully monitored and regular assessments are carried out by their class teacher. Your child will be given targets to work towards in literacy and numeracy and these are shared with parents at consultation meetings. At the end of Year 1 your child will sit the Phonics Screening check and you will be made aware of how your child has attained in this check. For those children who do not reach the expected standard in the Phonics Screening check they will re-sit the check again at the end of Year 2. At the end of Key Stage 1, when your child is 7, the class teacher will assess your child's achievements in English, maths and science and will share the results with you.

## **Key Stage 2: Years 3 - 6**

Your child's learning will build on work from Key Stage 1 and they will be encouraged to work more independently. Homework is an important part of Key Stage 2 work as it often extends and reinforces what has been taught in lessons. We expect all children to do homework and return it to school at the agreed time. As a parent, you can play an important part in your child's education by discussing homework and making sure that your child completes it as requested.

As your child moves through Key Stage 2, their progress is carefully monitored and assessed by the class teachers. They will also take tests in English and mathematics each summer term. These measure progress and help us set appropriate but challenging targets for your child. These targets are shared with parents and children at the parent consultation meetings.

At the end of Key Stage 2, when your child is 11, they will take national tests (SATs) in maths and Reading and also Grammar, Punctuation and spelling GPS. Writing attainment is assessed by the class teacher. You will be informed that your child is working below, at or above the expected standard for 11 year olds as well as the teacher assessment of their attainment, based on a wider range of work.

Huby School has close links with the other primary schools in the Easingwold cluster, including our catchment secondary school, Easingwold Comprehensive. Throughout their last year at Huby, the Year 6 pupils have many opportunities to visit Easingwold School for a variety of transition events. Also, a senior member of staff from Easingwold School visits us in the summer term to talk to Year 6 pupils.

## The Curriculum

### Early Years Foundation Stage

Children in Reception follow the Early Years Foundation Stage Curriculum. The areas of learning and development consist of three prime areas; communication and language, physical and personal, social and emotional development, and four specific areas; literacy, mathematics, understanding the world and expressive arts and designs. Your child's progress will be measured against 17 early learning goals and at the end of the Foundation Stage the class teacher will share with you your child's attainment and progress.

### National Curriculum: Core Subjects

These are: English, Mathematics, Science, Information Technology and Religious Education. Huby School follows the Renewed Frameworks for Literacy and Numeracy, which ensures curriculum progression and enables your child to cover a wide range of concepts. IT provision at Huby is good and children use IT to support their learning in all areas of the curriculum. They will use a range of software and hardware to support their learning in IT, including using the internet. The internet may be used in any class in school and school has implemented tight procedures to ensure children are safe when working online.

### National Curriculum: Foundation Subjects

These are: Art, Design Technology, Geography, History, Music, and Physical Education. We have schemes of work for these subjects, based on national guidelines, and work is linked, when appropriate, with other subjects into themes or topics.

There are other subjects, which are not part of the National Curriculum, which we also cover. These are: Modern Foreign Languages; Personal, Social, Health and Citizenship Education (PSHCE) and Sex and Relationships Education (SRE). Parents may request for their child to be withdrawn from sex education, but not those elements which are part of the National Curriculum Science programme of study.

## Standards at Huby Primary School

- Children are assessed at the end of every term to ensure all children are on track to meet their targets. All children are individuals and it is important that teachers and parents do not just consider academic attainment but also progress made.

### STATUTORY TESTS

#### Year 1 Phonics Check

Children in Year 1 take part in the National Screening Check each June to assess their phonic understanding. Parents are informed of their child's result in the annual summer school report.

#### Key Stage 1

At the end of Year 2 children undertake teacher led Statutory Assessment Test (SATs) in Maths, English and Science. These results are included in your child's annual report.

#### Key Stage 2

At the end of Year 6 children undertake SATs in Spelling, Punctuation and Grammar (SPAG), Reading and Maths. These usually take place during the 2<sup>nd</sup> week of May. In addition there are teacher assessments in science and writing. The results of these tests are included in your child's annual report.

All statutory test results are available to view at [www.education.gov.uk/schools/performance](http://www.education.gov.uk/schools/performance)

## Collective Worship and Religious Education

Huby is a Voluntary Controlled Church of England Primary School. Although it was originally founded by the church it is now voluntarily controlled through the North Yorkshire County Council. We are proud of our links with All Hallows Church in Sutton-on-the-Forest and the Methodist Church in Huby.

All children take part in a daily act of Collective Worship, which is wholly or mainly of a Christian character and can draw upon fables, stories, legends and current affairs. We also explore other faiths in a similar way. We believe that Collective Worship gives children the opportunity to worship together and to consider spiritual and moral issues or to explore individual beliefs.

Religious Education is taught in all classes and we follow the North Yorkshire Agreed Syllabus for Religious Education. In their time at school, your child will learn about Christianity as well as other faiths and cultures. This encourages understanding, respect and tolerance of other beliefs and cultures and prepares your child for later life.

As a parent, you have the right to request that your child withdraws from Collective Worship or Religious Education on the grounds of religious belief or conscience. Please contact the Head teacher to discuss your request and the alternative provision for your child.

## Extra-Curricular Activities

The school offers a range of extra-curricular activities during the year. Clubs that have been offered include Football, Tag-Rugby, Dance, Rounders, Netball, Swimming, Art, Ocarina, Recorders, Ukulele, Cooking, Choir and Homework Club. We regularly take part in Cluster sports events and enter a number of tournaments for example, Tag-Rugby, Football, Rounders, Kwick Cricket and Netball.

Extra-curricular activities are run by teaching staff and other adults. We are always looking to provide new activities and we would welcome any parents who would like to start a new club or help run an existing club.

| CLUB              | YEAR GROUP       | DAY       | TIME          |
|-------------------|------------------|-----------|---------------|
| School Choir      | KS 2             | Monday    | Lunchtime     |
| Maths Games       | KS 2             | Monday    | Lunchtime     |
| Ukulele           | Existing members | Tuesday   | Lunchtime     |
| Sewing            | KS 2             | Tuesday   | Lunchtime     |
| Ocarina           | Year 2           | Wednesday | Lunchtime     |
| Netball/Rounders  | KS 2             | Wednesday | 3.30- 4.30pm  |
| Football/Rounders | KS 2             | Wednesday | 3.30 – 4.30pm |
| Cooking Club      | KS 1             | Wednesday | 3.30 – 4.30pm |
| Computer Coding   | KS 2             | Wednesday | 3.30 – 4.30pm |
| Recorders*        | KS 2             | Thursday  | Lunchtime     |
| Craft             | Years 1 and 2    | Thursday  | Lunchtime     |
| Creative Club**   | Years 5 and 6    | Thursday  | 3.30 -4.30pm  |
| Cricket           | KS2              | Tuesday   | 3.30 – 4.30pm |

NB: KS2 refers to children in Years 3 - 6

\*School will loan recorders whilst your child is participating in recorder club. We anticipate that the loan recorder will be returned in good condition.

\*\* There will be a nominal charge of £1 per week for Creative Club and Sewing Club to cover some of the cost of resources.

## Pupil Premium

Pupil Premium is funding that we receive from the Government. It is additional to our main school funding and paid with the intention that it is used to address the underlying inequalities between children and thereby to raise standards of attainment. It is to be used for the children who need it most and need is to be determined by the school. The payment, which the school receives is based on the number of children receiving free school meals (or who have previously received free school meals) but there is no requirement to spend it on those children alone provided the objectives are met.

Pupil Premium funding changes each year. We use the funding in a variety of ways to improve pupil attainment and to help overcome any barriers to learning.

### Provision

- 1-to-1 Teaching Assistant support for vulnerable learners within class.
- Teacher and Advanced Teaching Assistant-led intervention programmes for vulnerable learners focussed on overcoming gaps in learning.
- Acquiring additional resources aimed at raising standards.
- Funded extra-curricular clubs and educational trips for vulnerable learners.

### Measuring Impact

The feedback from parents and pupils has been positive. There has been a positive impact on behaviour in school and progress across curriculum areas has improved.

## Behaviour and Discipline

At Huby School, we take a positive approach to discipline and have very high expectations of behaviour and manners. Our School Mission Statement is displayed around school and class rules are established with the children each September, for the coming year. We encourage all children to behave in a sensible and responsible way and we reward good behaviour with praise, stickers, certificates, rewards or through our Friday Achievements Assembly.

From time-to-time, problems do occur and we aim to resolve the actual problem rather than to simply punish the action. If your child's behaviour becomes a matter of concern, you will be quickly informed and asked to come into school to help resolve the matter. Similarly, if you have any concerns about behaviour, we would encourage you to come into school to discuss them sooner rather than later.

We have a Behaviour Policy which explains in more detail our approach to encouraging good behaviour. A copy of this is available from the school office on request or is available on the school website: [www.huby.n-yorks.sch.uk](http://www.huby.n-yorks.sch.uk)

## Special Educational Needs

At Huby CE (VC) Primary School, we respect children as individuals and recognise that all children may have different needs.

We understand that children sometimes have specific educational needs which may be short-term or could cover their whole time at school. All children with special educational needs will be included, where possible, in all aspects of school life. Further information is available in our Special Educational Needs Policy, a copy of which is available on the school website or through the school office.

## The School Day

### School hours:

- The school day starts at 8.55am when a whistle will be blown on the playground.
- We are unable to accept responsibility for supervising children who arrive at school before this time. For this reason, children are not permitted to play on the adventure equipment before and after school starts.
- On wet mornings, children are allowed to come into school from 8.45am.
- School finishes at 3.30pm for all pupils.
- At the end of the day, children in Reception or Key Stage 1 are allowed out once parents/ carers can be seen by the teacher. In Key Stage 2, pupils are allowed out independently, but must come back into school if there is no-one to collect them.
- Morning break is from 10.45 -11.00am and afternoon break is from 2.15 - 2.25pm.
- Collective Worship takes place at 10.30am each day.

Hours spent on teaching during a normal school week (excluding the statutory daily act of collective worship, breaks and registration):

Key Stage 1: 23 hours and 30 minutes

Key Stage 2: 23 hours and 30 minutes

The DfE guidelines for minimum working times are 21 hours for infants and 23 hours 30 minutes for juniors

# Uniform

## School Uniform

Our uniform is:

- A navy blue jumper, cardigan or sweatshirt
- Navy-blue/grey/black trousers, shorts, skirt, or dress
- White, light blue or navy polo shirt, shirt or blouse
- Sensible low-heeled school shoes or sandals – **No trainers**
- Summer school uniform:- blue dresses or blouses

**Sweatshirts displaying the school logo are available through the PTA by contacting Mrs Popely on 01347 810649**

## P.E. Kit

Children are required to change for PE.

Our PE uniform is:-

- Plain navy or white T shirt
- Shorts in black, navy, or white
- Jogging top and bottoms for some outdoor activities
- Pumps or trainers for outdoor activities

In line with health and safety guidelines, indoor gymnastics work is carried out in bare feet.

## Swimming Kit

- One piece swimming costume/swimming trunks, but preferably not swimming shorts
- Towel
- Flip-flops/crocs or similar footwear for walking around pool area.
- Swimming goggles- **not snorkels.**

In line with health and safety guidelines, indoor gymnastics work is carried out in bare feet.

If your child has a verruca they must wear a verruca sock for swimming (talcum powder helps with the putting on and taking off!).

**Please ensure all uniform is clearly labelled with your child's name.**

## Jewellery

In the interests of health and safety, the governors have adopted the policy that, with the exception of watches and stud earrings, children do not wear jewellery to school.

The following advice is given by the British Association of Lecturers in Physical Education:

“Jewellery should not be worn in Physical Education lessons, because of the potential dangers inherent in such items when engaged in physical activity”.

Children are required to remove all jewellery, including stud earrings, before taking part in PE or swimming lessons.

# Meal Arrangements

## School Meals

School meals are provided by North Yorkshire County Caterers and are cooked on site. There is a different menu each term which has been carefully produced to ensure that children have a balanced and varied meal each day.

Pupils in Reception, Year 1 and Year 2 are able to receive a free school meal through the Government funded Universal Infant Free School Meals Scheme. For children in KS2 meals must be paid for on a weekly or termly basis in advance. Money should be brought on Mondays. Money sent into school is collected in the classroom and sent to the office so it is very important any money is brought in an envelope or bank bag, clearly marked with your child's name, class and amount. Cheques for school meals should be made payable to Huby Primary School. We also allow pupils to choose odd days from the menu, providing these are selected and paid for at the start of each half term.

In addition to the Government funded scheme for KS1, any child is entitled to free school meals whose parents are in receipt of one or more of the following benefits:

- income support
- income-based job seeker's allowance
- income-related employment and support allowance
- support under Part VI of the immigration and asylum Act 1999
- child tax credit, providing you are not entitled to Working Tax Credit
- guaranteed 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.

If you think you may be eligible for free school meals we encourage you to apply for them. Forms and information are available from the office or online at [www.northyorks.gov.uk](http://www.northyorks.gov.uk)

## Packed Lunches

Your child may bring a packed lunch which should be in a suitable named plastic container. As we have Healthy Schools status and promote health living, we request that no sweets, chocolates or fizzy drinks are included in packed lunches. However, a small chocolate covered biscuit such as Kit-Kat is acceptable. Please also note, as we have a child with a severe peanut allergy, it is important that no child brings nuts or nut based products into school.

## Drinks

School provides water at lunchtimes. This is available for all children, regardless of whether they are having a packed lunch or a school dinner.

## Water in School

Each child is given a water bottle when they start school so that they have access to water at all times during the school day. Research shows that water can have a positive effect on concentration levels and a beneficial effect on learning.

## Fruit in Schools

We are part of the national 'Fruit in Schools' scheme which provides, free of charge, daily fresh fruit for all Reception and Key Stage 1 children. The PTA purchase fruit for the children in Key Stage 2.

Children are not allowed to bring sweets to school, including at the start and end of the school day.

## Home – School Links

At Huby CE Primary School, we take pride in the quality of our home-school links. As a parent, we encourage you to join in with a range of activities and to play an active role in your child's education. When your child starts at Huby, you and your child will be asked to sign a home-school agreement with the school.

We welcome your support both in and out of the classroom. If you are able to help in any way, please let your child's class teacher know.

We also encourage you to help your child at home and the most valuable resource that you can give them is your time. Spending time together talking, playing, reading and writing shows your child that you value these activities and reinforces the work we do in school. This applies to children of all ages and as your child moves through school you are expected to help with homework. Our definition of "Homework" is any work to be undertaken at home which supports a child's learning. From entering our school, your child will bring a variety of 'work' home with them. Please encourage your child to take responsibility for completing homework and returning it on time.

We encourage you to contact us regarding any matter relating to your child's welfare or education. In so far as is possible, we operate an open-door policy, trying our best to answer queries, offer advice and resolve any difficulties as soon as possible. If longer appointments are required, it is always best to contact school beforehand so that we can ensure that staff can be made available to see you.

We inform you about your child's progress in the following ways:

- Informal chats with their class teacher
- Parent consultation meetings in Autumn and Spring term
- End of term progress report
- Annual written report in July

### **PTA**

All parents are automatically members of the school's 'Parent Teacher Association' which includes all parents, friends and staff of the school. The Association raises funds for school through a variety of activities and also organises family and social occasions. We invite all parents to become actively involved in helping with, and supporting, the PTA events.

The PTA has so far provided funding for class resources, development of the wildlife area, planting of the willow arch a new outdoor wooden stage area and much more.

## Health and Welfare Issues

### **Pastoral Care**

Huby School places great importance on carefully looking after all of its children.

We try hard to be helpful and sympathetic to any problems which may occur during the school day and staff has a duty to act in "loco parentis". This means that we will always try to care for and comfort children when problems arise. We may also involve other professionals such as the Education Welfare Officer or School Nurse if we feel it is appropriate. If your child becomes ill or has an accident, we will try to contact you immediately. If they show signs of emotional upset or distress, we may ask you to come into school to discuss this.

### **You can help us by:**

- Making sure that you give us up-to-date contact details.
- Not sending your child to school if they are obviously ill; for example sickness, diarrhoea.
- Informing us of any medical conditions including allergies, or medication your child takes.



- Checking and treating all family members if your child has head lice.
- Telling us if your child is upset or emotional about particular events or times.
- Informing school of any medical or dental appointments and of the arrangements for collecting and delivering your child.
- Informing us if there are any family changes which we need to be aware of.

### **Child Protection**

Huby CE School is committed to ensuring the welfare and safety of all children in school. All North Yorkshire schools, including Huby 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 the school website and on request from the school office.

### **Data Protection**

Huby School holds personal data about its pupils, which is used to support teaching and learning, monitor and report progress and provide appropriate pastoral care. There will be times when school is required to pass on this data, e.g. to Ofsted or the Department for Health. An information leaflet about data-processing is handed out to each new entrant, and is also available from the school office.

### **Attendance**

As parents, you are responsible for ensuring your child attends school regularly. If your child is unwell and cannot attend school please notify school on the first day of the absence. As we are concerned to make sure children are safe, we will ring you if your child is absent and we have had no message by 10.30am.

As a school, we are required to record reasons for absence and whether these are authorised. We are only able to authorise certain types of absence.

Absence is only authorised for:

- Illness
- Dental or medical appointments (Please try to make these outside school time)
- Unavoidable family circumstances such as a family funeral
- Attendance at a religious festival

Absence during term time for holidays will not be authorised unless for exceptional circumstances as outlined on the school website. No holidays will be authorised for Year 6 children during SATs week, as these are national tests which cannot be taken at any other time.

### **Safety**

Visitors are asked to come into school through the main entrance and report to the office.

### **Car Parking**

Access to the school premises is limited as is parking. We ask parents to park considerately. Please note that School Close is a private road and that no parking should take place there.

### **Dogs**

Apart from dogs that are trained to assist visually impaired persons and police or other working dogs who have been brought to school for a specific purpose, dogs are not allowed on the school site for reasons of hygiene and safety.

Parents are also reminded of the penalties if they allow their dog to foul public areas. We appreciate your co-operation in this matter.

### **Smoking**

Huby School is a no-smoking site. This includes all areas of the grounds.

### **Administration of Medicines**

Children with asthma should have a named and in date inhaler in school at all times. Parents must complete an authorisation form informing school how often the inhaler needs to be taken.

If children are ill and taking medication such as antibiotics or Calpol, they should stay at home. However, there may be occasions when you feel your child is well enough to attend school but needs to complete a course of medication as prescribed by your GP. In this instance please bring the prescribed medication to the main office and complete an authorisation form. Forms can also be downloaded from the school website.

If a child has a medical condition which needs regular medication, the school nurse will consult with parents and staff to draw up an individual health plan.

Our school nurse can be contacted through the Harrogate and District Healthy Child Programme for 5 – 19 Year Olds on 01423 557711.

## **Charging Policy**

### **School Visits**

At Huby School, we believe that visits and experiences outside school are an important part of your child's education and bring their learning experiences to life. Our out-of-school visits or visitors to school are carefully planned to support teaching and learning and we organise a residential visit for Year 6 pupils to East Barnby Outdoor Education Centre.

We cannot charge for visits which are part of the curriculum and which take part mainly in school time. We therefore have to rely on your voluntary contributions to fund such visits and no child will be discriminated against or excluded from such activities because a parent is unable or unwilling to pay. However, if we receive insufficient voluntary contributions to cover the cost of a visit, we have no option but to cancel the visit. For children in receipt of Free School Meals no payment is required.

We are very careful not to be always requesting money and often subsidise the cost of visits from school funds and through donations from the PTA. We actively seek ways of reducing costs, such as using public transport to visit local places. We also run a weekly payment scheme for residential visits so that the cost can be spread out.

If you have any particular queries or concerns about visits, please contact the head teacher.

## Term Dates

Term dates can be found on the school website.

## Admissions to School

### Primary School:

All Foundation Stage pupils are admitted to school in the September of the academic year they become 5. All Foundation Stage pupils attend mornings only for the first week.

- Applications should be made in the autumn prior to your child first starting school. Applications can be submitted online at [www.northyorks.gov.uk/admissions](http://www.northyorks.gov.uk/admissions), however if you do not have internet access then please contact the admissions team on 01609 533679 for a paper application form.

### Secondary School:

- In the summer before your child moves into Year 6 letters are handed out to the children giving information on how to apply for a place at secondary school. Applications can be made online at [www.northyorks.gov.uk/secondaryadmissions](http://www.northyorks.gov.uk/secondaryadmissions), however if you do not have internet access then please contact the admissions team on 01609 533679.

## Complaints Procedure

Any complaints will be dealt with using the principles identified by the DFE. These will:

- Encourage resolution of problems by informal means wherever possible
- Be easily accessible and publicised e.g. in this prospectus or behaviour policy
- Be simple to understand and use
- Be impartial
- Be dealt with swiftly, keeping people informed of the progress
- Ensure a full and fair investigation by an independent person where necessary
- Respect people's confidentiality
- Address all the points at issue and provide an effective response and appropriate redress when necessary
- Provide information to the school management team and governors so that services can be improved

At Huby, we expect all concerns to be resolved in a calm and reasonable manner and within a reasonable timescale. We believe that any concerns or queries raised by parents are best dealt with quickly, effectively and professionally. Most difficulties can be resolved by a word with the class teacher or head teacher.

If you have any concerns about your child's education you should discuss them with your child's teacher or the head teacher, whichever is appropriate. In the event of a concern not being dealt with to your satisfaction, you are asked to contact the Chair of Governors, Mrs Jean Abbey, in writing, c/o the school. The governors' complaints committee will investigate the issue and respond to you as appropriate. If, as a parent, you are dissatisfied with the school's complaints procedure, you should contact the Local Authority.