

# Sutton in Craven C.E (V.C) Primary School

Headteacher: Mrs O Gibbons

Main Street, Sutton in Craven, Keighley, BD20 7JS

Tel: 01535 632181 Email: [admin@sutton-in-cravencofe.n-yorks.sch.uk](mailto:admin@sutton-in-cravencofe.n-yorks.sch.uk)

**'Flourishing together'**



## Parent Handbook 2020-21

# Sutton in Craven CE Primary



Sutton in Craven CE Primary is a Church of England school serving the whole community.

## Our Vision

We create a nurturing environment where children and staff can flourish and fulfil their potential. Our children are encouraged to develop a lifelong passion for learning, drawing inspiration from positive role models and the Christian faith. The school community collaboratively provides equal opportunities for everyone to develop as well-rounded individuals.

## Our Aims

- To provide a safe, secure, caring and stimulating environment which fosters the development of all through support and challenge.
- To promote a positive attitude to learning with an emphasis on self-respect and respect for others, resilience, co-operation and self-confidence.
- To provide high quality teaching and learning which is purposeful, enjoyable and accessible, enabling each individual to make good progress.
- To promote Christian Values and British Values (democracy, the rule of law, individual liberty and mutual respect and tolerance) in all areas of school life.
- To have consistently high expectations of all members of the school community.
- To work in partnership with parents, governors and the wider community to ensure the best outcomes for each individual and prepare them for life.
- To provide access to high quality continuing professional development for all members of the school community in order to maximise their potential.

*Produced by the children, parents and staff of Sutton in Craven CE Primary School, Spring Term 2020*

## Staff

<b>Mrs O Gibbons</b>	Headteacher Designated Safeguarding Lead (Child Protection) Educational Visits Co-ordinator <i>Special Educational Needs Co-ordinator (shared)</i>
<b>Mrs S Davison –</b>	<i>Class teacher, Blossom Class (part-time): Early Years &amp; Year 1</i> <i>Special Educational Needs Co-ordinator (shared)</i> <i>Early Years Foundation Stage Leader</i>
<b>Mrs L Harrison</b>	Class teacher, Oak Class: Years 5 & 6
<b>Miss P Margetson</b>	Class teacher, Willow Class: Years 2 & 3
<b>Mrs E Akroyd</b>	Class teacher, Blossom Class (part-time): <i>Early Years &amp; Year 1</i>
<b>Mrs A Campbell</b>	Class teacher, Birch Class (part-time): Years 3 & 4 Deputy Designated Safeguarding Lead (Child Protection)
<b>Mrs R Rothwell</b>	Class teacher, Birch Class (part-time): Years 3 & 4
<b>Mrs A Hayton</b>	School Business Manager (part-time)
<b>Mrs A Chacksfield</b>	School Administrator (part-time)
<b>Mrs H Longbottom</b>	Teaching Assistant
<b>Mrs D Hartley</b>	Teaching Assistant
<b>Mrs G Jenkins</b>	Teaching Assistant
<b>Mrs T Felgate</b>	Teaching Assistant
<b>Mrs C Walker</b>	Teaching Assistant
<b>Miss V McLaren</b>	Teaching Assistant
<b>Mrs C Eyton-Jones</b>	Teaching Assistant
<b>Mrs H Spence</b>	Midday Supervisor
<b>Mrs R Phelps</b>	Midday Supervisor
<b>Mrs T Curtis</b>	Midday Supervisor & Breakfast Club Playworker
<b>Miss N Lindley</b>	Midday Supervisor & After School Club Playworker
<b>Mrs L Hutchinson</b>	Breakfast & After School Club Playworker

## Introduction

Your support for your child's education is crucial to their progress. Please tell us if there are any adjustments, we need to make to help you support your child, for example: letters in large font; letters in different languages; wheelchair access; explaining things over the phone.

## The School Building

Children from Sutton have attended school here for over one hundred years. It was first opened on the 1st February 1858 at the not inconsiderable sum of £1,070-18s-6d, money raised by the efforts of the Rev. Fawcett.

Today the fine tradition and high standard of education continues in a building adapted to modern needs, in beautiful surroundings. In addition to the four classrooms, there is a library, a hall where Collective Worship, P.E. lessons and school meals take place. There is also a school office, staff room, library, storeroom and kitchen. Situated in its own grounds, the school is fortunate that Sutton Park is directly opposite and is able to be used for organised games and environmental studies. Within the school grounds we also have play equipment.

## Admissions

The present admission number for Reception agreed between NYCC and the school is a maximum of 15 children.

The school serves the village and surrounding rural area from which parents seeking admission for their child(ren) will have priority. Surplus places can be offered to children from outside the recognised area the school serves. All admissions are dealt with by the NYCC Education Admissions Office (<https://www.northyorks.gov.uk/school-admissions>).

Entry into full time education takes place once a year in September. New entrants are invited to spend time in school at special sessions towards the end of term prior to that in which they will be admitted. There is, however, no *legal* obligation on parents for their child (ren) to attend school before their fifth birthday.

Individual arrangements are made for older pupils who transfer from another school. Please speak to us about this.

## Composition of classes

The number within each class for 2020-21 ranges from 24 to 32. As we only have four classes and due to the size of some of our year groups, we sometimes split year groups between two classes. This approach works well for children and is a decision taken with parents and class teachers. The range of abilities in each class is varied, as it would be in any non-mixed-age classes. What matters is the ability of any teacher to tailor their teaching to meet children's needs. In mixed-age classes, this is no different.

## School Times

Morning 8.55am – 12 noon  
Afternoon Key Stage 1: 1.00pm - 3.15pm Key Stage 2: 1.00pm – 3.20pm

Actual teaching time, including RE but not Assemblies and breaks is 23 hours 30 minutes per week for Key Stage 1 and 23 hours 55 minutes for Key Stage 2. Registration takes place at 8.55am and again at the start of the afternoon session.

Children arriving before 8.55 a.m. should be supervised by an adult and should not arrive before 8.45am. A bell will ring at 8.50am for the start of the school day.

**Children should enter school via the back playground entrance.**

## Before and After-School Care

Our before and after-school club is called 'Bobbins'. As a school we provide a non-profit making clubs and which offers affordable, secure and enjoyable before and after-school care. We aim to provide the children with a range of play activities and give the children a chance to relax and be with friends outside school hours. All clubs are run by our own staff, ensuring consistency and peace of mind. This service is available for children before school from 7.45am in the morning and after school until 5.30pm in the evening.

## The Curriculum

At Sutton in Craven CE Primary, we follow the revised National Curriculum for England and Wales and in our school, as in most other primary schools, many subjects are integrated or combined to form topics or projects.

Our curriculum is based on the three core subjects – English, Mathematics and Science. The teaching of RE is based on the North Yorkshire Agreed Syllabus for Religious Education. Other subjects taught in school are: Design Technology, Computing, History, Geography, Art, Music, Physical Education and Personal, Social, Health and Citizenship Education. In addition, children in Key Stage 2 (Years 3-6) learn French.

All work is carefully planned to ensure that children have access to the relevant areas of the National Curriculum according to their age and ability and that the skills of reading, writing and mathematics are practised daily throughout the school.

'Class Newsletters' are uploaded to the class pages on the website each term, detailing the learning which your child will be undertaking. If you would like to know more specifically about what the children learn in school, please ask to meet with your child's class teacher, who will be happy to give some more detail.

## Sex and Relationships Education

The current Department of Education (DfE) relationships and sex guidance is non - statutory, however from September 2020 this will now be statutory and schools are expected to plan, implement/deliver and evaluate relationships education, relationships and sex education (RSE) and health education to the children. We are currently in the process of consulting parents and carers on our policy at Sutton CE and you will receive more information about this process in the near future. As a school we are committed to supporting all children to grow up happy, healthy and safe and to provide them with the knowledge they need to manage the opportunities and challenges of modern Britain.

## Early Years Education

The Foundation Stage (sometimes known as EYFS, Early Years Foundation Stage) is the statutory curriculum for children between the ages of three and five years. Its aim is to prepare children for the learning that takes place in Key Stage 1 (years 1-2) and is consistent with the National Curriculum.

In our Early Years' class children have the chance to deepen their understanding by playing, talking, observing, questioning, experimenting, reflecting and responding to adults and to each other.

The Foundation Stage curriculum is organised into six areas of learning:

- Personal, Social and Emotional Development
- Communication and Language
- Mathematics
- Literacy
- Understanding of the World
- Physical Development
- Expressive art and design

Well planned play activities provide children with an opportunity to develop several competencies, skills and concepts across several of these areas. We take every opportunity to extend this learning into the local environment, visiting the park, the shops and local areas of interest.

## Special Educational Needs

Any child may have a special educational need at some time during their school career, be it long or short term. If this is found to be the case, for whatever reason, extra support is available. Initially the need is addressed in school after an informal talk with the parent. If specialist services, such as Speech Therapy, are sought for the benefit of the child, this is after consultation with parents and with their full consent.

The North Yorkshire County Council regulations take account of children with special medical needs (e.g. diabetes, asthma, epilepsy). If your child suffers from any condition which requires regular medication, then please do not hesitate to contact school so that satisfactory arrangements can be made. Similarly, if your child has a condition, which will affect attendance, please make us aware of this.

A child in a wheelchair can gain access to the main building through the school office; there is also a disabled toilet in the boys and girls cloakroom areas.

## Collective Worship

Collective Worship is held daily. We have a range of visitors to lead Collective Worship including our local Vicar and Foundation Governor, Reverend Helen Collings, and our local Curate and Foundation Governor, Reverend Brian Greenfield, as well as other visitors who lead Christian worship. At other times, we may have visitors from other religions come in and share their own festival celebrations with the children. Collective Worship has a religious, moral or curriculum focus. Parents have the right to withdraw their child from the act of worship if they do not wish them to take part. Children also visit our local mosque, Synagogue and other places of worship.

During the year there are opportunities for parents to attend 'class assemblies'. This is an opportunity for children to show what they have been learning. Parents of children in these classes are warmly welcomed to come and see the children. Look out on school newsletters for dates of up and coming assemblies.

## **Pastoral Care**

The general wellbeing of each child is the responsibility of the class teacher, who will consult with the Headteacher, if there is concern. Parents will be notified of any serious worries concerning their child and an appointment made to discuss the matter as soon as possible. The Early Help team, School Nurse team and Educational Psychologist provide support services should the need arise.

## **Residential Visits**

Children have the opportunity to take part in two residential visits: one in year 5 and another in year 6. We plan our residential visits to ensure that children have a wide range of experiences with valid educational objectives; for example, to Langdale YHA Boggle Hole YHA or Whitby YHA. At all times, safety is our main concern.

## **Charging for School visits**

In accordance with statutory requirements, the school operates a policy which requires that children participate in National Curriculum activities which are offered by the School e.g. swimming, class trips etc.

Under the terms of the Education Reform Act (1988) the School is not allowed to make a charge for these activities, but we are permitted to ask for voluntary contributions.

Whilst we believe that these activities are an essential part of education, we would not be able to include them without financial contributions from parents. No child will be excluded if his/her parents do not make a voluntary contribution. However, if insufficient contributions are received then regrettably an activity will not go ahead.

## **Consultations**

In order that parents have a chance to examine their children's work and discuss their progress we hold parents' consultation evenings twice a year, once in October and once in March/April. Parents are usually given a choice of dates on which they can attend, and we try to be as accommodating as possible. An annual report is sent home in the summer, which parents may wish to discuss further.

Naturally, queries about a child's development can arise at any time and parents are welcome to make an appointment with the Headteacher or call in after school to see the Class Teacher should the need arise. We make ourselves very available for parents; Class teachers are present on the playground twice a day for you to speak to, should you feel the need.

Letters are sent to inform parents of school events, news or any changes in procedure.

## Uniform

The School has adopted a uniform that consists of a royal blue jumper/cardigan and white t-shirt, grey trousers and black shoes. The school has also introduced blue, checked, pleated skirts/pinafores. These are available from Skip2School or MC Sports in Skipton and are a smart alternative to grey skirts or summer dresses. If you have any queries, please see Mrs Hayton or Mrs Chacksfield in the office. All items of clothing must be marked clearly with your child's name.

PE kit consists of black shorts and a white tee shirt with pumps (indoors) and trainers (outdoors). School sweatshirts and black jogging bottoms may be used at other times of the year.

Book bags and PE kit bags with the School logo on must be used. We politely request that you do not send your child into school with a rucksack, due to limited space in school.

## Jewellery

We must insist that children do not wear any form of jewellery, including watches, as the wearing of it has been known to cause injury, both to the wearer and to others. Children with pierced ears should wear only small studs to minimise the risk of injury and children must remove their own or cover up before they can participate in P.E. activities, including swimming. Staff will not remove or replace earrings.

We would also point out that the loss of jewellery can cause distress, especially when it is of sentimental value, and that school insurance does not cover the personal belongings of the pupils or anyone else working in school. Consequently, the school or staff cannot take responsibility for such items.

## School Meals

School meals are prepared on-site and offer a healthy, balanced diet. Dinner money is collected via ParentPay. Parents are welcome to pay for a full half term in advance if this is more convenient. Children in Early Years, Year 1 and Year 2 are entitled to Universal Infant Free School Meals; therefore, no payment would be required.

Children may bring a packed lunch as an alternative to school dinners. We ask that these be brought in a suitable small container, as storage space for them is limited. Bottles and breakable flasks of hot drinks cannot be allowed for safety reasons.

**Water** – Children are asked to bring water to school in a small non-spill plastic bottle. This is as a separate item to packed lunches so that children have easy access to water throughout the day. The bottle may be re-filled at school if empty. We recommend that children take their water bottle home each week so that parents can ensure that it is kept clean.

**Milk** – Children are provided with free milk until their 5<sup>th</sup> birthday, this is funded by the Department for Education. After this date, if you would like your child to continue to review milk at your own cost, you would need to complete applications forms found at [www.coolmilk.com](http://www.coolmilk.com) alternatively please speak to Mrs Hayton or Mrs Chacksfield in the office who will advise you.

**Snacks** – The children in Key Stage 1 are provided with a piece of fruit each morning. If parents wish, older children may bring a healthy snack to eat at break. We encourage children to bring a piece of fruit. We do not allow children to bring sweets.



## Lunchtime

We have four Midday Supervisors, who are present in the Dining Hall and/or playground at lunchtime. Midday Supervisors provide structured play outside and co-ordinate the toys, books and games which are also made available to children. Sometimes extra-curricular activities may take place at lunchtimes.

## Pupil Premium

Do you think your child could be entitled to free school meals because you are in receipt of benefits? If this is the case, the school is awarded additional funding for your child called the Pupil Premium. This can be spent by the school on a wide range of strategies to support your child's learning. Children of parents who are in the armed forces are eligible for a Service Premium.

Even if your child is in Reception, Year 1 or Year 2, and *already* gets free school meals, please see Mrs Hayton or Mrs Chacksfield in the school office to see if your child is eligible for the Pupil Premium. We can provide you with an application form so you can find out.

## Bobbins Breakfast and After-school Club

The club is managed by the Governors and is run within the school building. All staff already work in school. This ensures relationships with children are well established and you are secure knowing the adults supervising your children. Breakfast club runs from 7.45am until 8.55am and after school club from 3.15pm until 5.30pm.

## The Governing Body

Sutton in Craven C.E (V.C.) Primary School provides an education for children between the ages of four to eleven. It is a Voluntary Controlled School and as such is maintained by North Yorkshire County Council Education Authority. The Vicar is an ex officio member of the Governing Body and the Diocese appoints one Governor. In addition, there are two Governors elected by parents, one by the County Council, three from the community and one staff Governor. The Headteacher is also a Governor.

The role of governors is two-fold. Firstly, in supporting the school in its strategic decision making and the creation of school policy. Secondly, to hold the Headteacher and staff to account for the school's performance and their implementation of school policy. Governors are drawn from as wide a circle as possible to give balanced views from the community.

## Pupil – Parent Council

Our 'Pupil-Parent Council' works together to raise money for school and provide extra events through the year, such as sponsored events and our Christmas Fair. This council has been very successful in its fund raising efforts and has given parents and anyone else with an interest in the school an opportunity to meet together socially in a different environment.

It is a reflection of the hard work and time given freely by the 'Pupil-Parent Council', that in the time since it was started, items provided with the money raised by various efforts, include the complete refurbishment of the school library, toys and games for wet playtimes, computers, sports equipment, books for the Library, subsidised school trips and theatre visits. .

The Annual General Meeting is held in September; when a Chairperson, Secretary and Treasurer are elected to form a nucleus from which the organisation can flourish. All parents of children in school are most welcome to attend any or all of the meetings and functions held throughout the year, in the past these have included a Summer Fair, Valentines Disco and PJ & DVD Evening.

## School Council

The school has an active School Council. The council members aim to meet twice a term to discuss pertinent issues which have been raised by children within school and/or to generate ideas for school events. The aim of the school council is to ensure that children can express their thoughts, ideas and feelings about the development of the school.

## Volunteering in School

As a staff, we greatly appreciate offers of help from adults with an interest in the well-being of the school. It may be that you can spare one or two hours a week on a regular basis by helping us to be sure that every child has had an adult listening to them read daily. Or perhaps you would prefer to be of help generally, carrying out such tasks as displaying work, backing new books or one of the other many tasks to be done throughout the school.

If you have any special talent or skill to offer in music, art, games and swimming, baking, sewing etc., on a regular basis, do not be shy of offering your services. We shall only know that you are willing to help if you tell us. We will ask any adult working in school to be willing to undergo an enhanced DBS check to be able to work in the school.

## Safety and Welfare

### **Transport for School Outings:**

When a coach is hired by the school, we ensure they are fitted with seat belts.

### **Dogs:**

In order to ensure the health and safety of all, dogs must not be brought onto the premises.

### **Bikes and scooters:**

We also ask that bikes and scooters are not ridden on the playground. These may be locked to the railings outside the main office, should your child wish to ride them to school.

### **Smoking:**

We are a smoke free school. This means that adults are not allowed to smoke in school or in the school grounds.

### **Child supervision:**

Parents are reminded that they are responsible for their child's behaviour and wellbeing before school starts and after school finishes, including when on the school playground.

### **Road Safety:**

The responsibility of seeing children safely to and from the school entrance rests with parents. As most children live locally, we encourage walking to school. If you come by car, please do not park where you will obstruct the view of the road for children arriving or leaving on foot. The zigzag lines outside school are not to be parked on at any time.

### **Absences through illness:**

It is most helpful if the school is informed by telephone or a note at the beginning of a child's absence, in order to ensure that a child's whereabouts are known, and their safety ensured. In the case of contagious illness, notification would alert us to signs of infection in other children. It is a requirement that the reason for absence is always provided.

**Other absences:**

If a child needs to be absent for reasons other than illness, permission must be sought in advance by completing the application form (available through the office or via our website).

We would request that in line with guidance received from the Department for Education, parents do not take children on holiday in school time except in **very** exceptional circumstances. If parents do, they may be liable for a fixed penalty, (currently £60 per child, per parent). The Department for Education classes exceptional circumstances as:

- Service personnel returning from active deployment
- Where inflexibility of the parents' leave or working arrangement is part of the organisational or company policy. This would need to be evidenced by the production or confirmation from the organisation/company
- 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

Even under the above criteria, requests may need to be reviewed by a NYCC representative, who will provide advice to the school.

**A copy of our 'Attendance & Holidays in Term Time' policy is available on our website.**

**Illness or Accident at School:**

A. Parents are requested to supply an address and telephone number of both their place of work and of a person to contact in an emergency should they themselves be unobtainable.

B. Should a child be taken ill at school they will be looked after until contact is made as stated in point A.

C. Should urgent treatment be considered necessary, as in the case of an accident, a child will be taken to hospital and notification as point A.

**If your personal contact details or the medical needs of your child change, it is vital that you inform us immediately.**

**Medicines:**

Parents are required to complete a consent form giving their authorisation for medicines to be administered to their child and should include detailed instructions regarding the quantity and frequency of administration.

The medicine must be in a properly labelled container with the name of the prescribing person on the label as well as the name and address of the pupil, the name of the medicine and the dosage and time of administration.

We do not administer non-prescribed medicines to children in our care apart from in exceptional circumstances. Parents may come into school to administer medicines if preferred. If a child 'self-administers' their own medicine e.g. by using an asthma inhaler, this also requires the parent's written consent. All medicines must be handed to an adult immediately on arrival to school to ensure safety for all.

# Child Protection

In school, we adhere strictly to statutory guidance as set out by a variety of Bodies, including the Department for Education and the North Yorkshire Safeguarding Children's Board. In school, we are responsible for all children's welfare and will always work to ensure their wellbeing. The named person in school for Child Protection (designated safeguarding lead) is Mrs Gibbons. Should you ever have any concerns or complaints, please make an appointment to speak to her. If Mrs Gibbons is not available, please make an appointment to speak to Mrs Campbell who is the deputy designated safeguarding lead.

Sutton in Craven C.E. (VC) Primary School is committed to ensuring the welfare and safety of all children in school. All North Yorkshire schools, including Sutton in Craven C.E.(VC) Primary School, follow the North Yorkshire Safeguarding Children Board procedures. The school will, in most circumstances, endeavour to discuss all concerns with parents about their child/ren. However, there may be exceptional circumstances when the school will discuss concerns with 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 publicly, either in written form or on our website under the 'policies' tab.

## 1989 Children's Act

Since it may be possible for several people to have parental responsibility for a child at the same time, it is important that schools keep a note of which they are and maintain an up to date record for each pupil. If there were any such changes to be made, during the years in which children are pupils at the school, would you please inform us. It should be noted that all persons with parental responsibility are entitled to attend parents' meetings and open evenings. They are also entitled to vote in any elections such as those to elect parent governors or those called to vote on a change of status for the school.

## Concerns and Complaints

### **If you have a suggestion or a concern:**

We aim to be approachable and helpful. We would therefore like you to tell us about any concerns or problems and we also welcome suggestions for improving our school. Be assured that no matter what you wish to tell us, our support and respect for you and your child in the school will not be affected in any way. If you have a concern, please let us know as soon as possible.

### **What to do first:**

Most concerns can be quickly remedied by speaking with your child's class teacher. If you feel you have a concern that you think should be considered by the Headteacher in the first instance, you can contact them straightaway. It is usually best to discuss the problem face to face. You may need an appointment to do this, and you can make one by ringing or calling into the school office. If you wish you can bring a friend or relation to the appointment with you.

### **If you are still concerned:**

We will do all that we can to resolve matters straight away but if you are not entirely satisfied with the teacher's response (or with the Head teacher's initial reaction if he/she has already been involved) you can make a formal, written complaint to the Headteacher.

You may find it helpful at this stage to have a copy of the full statement of the Complaints Procedure, as this explains in detail how complaints are dealt with. This is available on our school website or on request, from the school office.

## Disclaimer

The information in this brochure is updated annually. It must not be assumed that there will be no further changes affecting relevant arrangements for certain matters during subsequent school years. For example, changes might arise in respect of variations in Government or Local Authority policy for education.

## Our school prayer

Oh Lord,  
Bless our school, that by  
working together  
and playing together  
we may learn to serve you  
and serve one another.  
For Jesus' sake,  
Amen

If you would like this information in another language or format such as Braille, large print or audio, please ask 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.**