

## General information

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		Website	
		e-mail	admin@barlby-pri.n-yorks.sch.uk
		Head Teacher	Mr Rob Taylor
		e-mail	headteacher@barlby-pri.n-yorks.sch.uk

Barlby Community Primary School is a mixed Community Primary School for children aged 4 to 11. The School is non denominational and supports the local community with access to the building with many evening and weekend activities.

The number of registered pupils 2008 / 2009 is currently 335.

## Welcome from the Chair of Governors

I am Dr Paul Hallett and have been a governor at Barlby Community Primary School for a number of years. The governing body of our school is made up of people who are specifically concerned for the education of the children at our school. They have individual responsibilities in looking after the welfare of the school, its pupils and staff. Our governing body is made up of representatives of the Local Authority, parents, teachers and members of the local business community. The governors act as a "critical friend" to the school, overseeing the smooth running of the school and supporting and listening to staff and parents. The governors are responsible for the overall management of the school and for determining its aims, objectives and policies in accordance with all the relevant legislation. Our Head Teacher manages the school from day to day and is the governing body's principal adviser who assists with the formulation and implementation of its aims, objectives, policies and plans.

School governors help our school provide the best possible education for their pupils by:

- Working strategically to help raise standards.
- Monitoring and evaluating progress towards the school's priorities and targets.
- Supporting our Head Teacher and staff.
- Accounting for the school's overall performance and for the decisions they have made.

### How the Governing Body is organised at Barlby Community Primary School

As a full governing body we meet at least once each half term. We also have a number of sub committees with specific responsibilities. These committees meet additionally to the full governing body. Our current sub committees include:

- **Special Educational Needs (SEN):** responsible for ensuring that any child in our school who is identified as having SEN is provided with support based on NYCC code of practice.

- **Health & Safety:** responsible for making sure our school is safe.
- **English:** responsible for monitoring and evaluating literacy attainment
- **Mathematics:** responsible for monitoring and evaluating numeracy attainment.
- **Science:** responsible for monitoring and evaluating science attainment
- **Finance:** responsible for determining the yearly budget and expenditure.

If you need to contact me for any reason my details are:

Hawthorn House, Back Lane, Osgodby, Selby, North Yorkshire YO8 5HS.  
 Tel: 01757 707 980 E-mail: [paul.hallett@invitrogen.com](mailto:paul.hallett@invitrogen.com)

## **Barlby School ethos and aims**

An important part of the ethos of our school is that we are a ‘Community’ school. As such, we are always looking to live up to this and all that it means. Our school is regarded by parents as being open and welcoming, with teachers seen as accessible and approachable. We are always interested to hear from parents your views and experience of the school. All feedback, both positive and negative is always welcome.

We at Barlby CP School aim to prepare children to reach their full potential as responsible citizens in an increasingly complex world.

In order to achieve this we will provide our children with opportunities to...

- enjoy coming to school in an environment where they are happy, healthy, valued and secure.
- experience a dynamic, creative and rich curriculum that meets their unique needs through cross and extra-curricular activities.
- develop a desire and curiosity towards learning within a safe, orderly, happy and purposeful environment.
- be challenged and motivated to become life long learners, who are unafraid to investigate and learn from mistakes in pursuit of their goals.
- value, appreciate and celebrate everyone’s talents in order to develop high self-esteem and a genuine awareness of humanity.
- respect and take personal responsibility for their actions and environment, thinking globally and acting locally.

## Meet the Teaching Staff - 2009 / 2010

Name	Key Stage	Year	Role
Mr R Taylor	Headteacher		
Mr A Joy	Deputy Head Teacher Head KS2		Health and Safety Coordinator, Educational Visits Coordinator, Nominated Teacher for Looked After Children, Child Protection, Gifted and Talented Coordinator, SLT
Mrs J Proctor	Head Foundation and KS1 Reception		SENCO, SLT
Miss K Jones Miss S Owen	Foundation Foundation	Age 3 to 5 Reception	Nursery Teacher, Science Coordinator
Mrs M Carr	KS1	Year 1	RE Coordinator, History and Geography Coordinator
Mrs L Shiels Mrs R Vasey	KS1 KS1	Year 1 Year 1	PE Coordinator, MFL SEAL Co-ordinator and PSHCE
Mrs S Smith	KS1	Year 2	Literacy Coordinator, Design Technology Coordinator and Assessment Co-ordinator, SLT.
Miss L Grace	KS1	Year 2	Maths Coordinator, ARR
Mrs S Hearfield Miss A Branford Mr M Jubb	KS2 KS2 KS2	Year 3 / 4 Year 3 / 4 Year 3 / 4	Music Coordinator History and Geography Co-ordinator Modern Foreign Languages (MFL) School Council, Maths
Miss L King	KS2	Year 3/4	
Mrs C Turton	KS2	Year 5 / 6	Literacy Coordinator, Educational Visits Coordinator.
Mr D Robinson	KS2	Year 5 / 6	RE Coordinator, History and Geography Coordinator
Mrs S Porter Mr T Richardson	KS2 KS2	Year 5 / 6 Year 5/6	Art & Design Coordinator

## Meet the Support Staff

Name	Key Stage	Year	Role
Mrs G Gosnay	Foundation/KS1		HLTA
Mrs C Larkin			HLTA
Mrs E Robinson			GTA
Mrs S Smit			HLTA

Mrs A Barrett		GTA
Mrs E Barr		GTA
Mrs D Charlesworth		GTA
Miss A Scarr		ATA
Mr C Whiteley		GTA

Mrs J Ash	KS2	GTA
Mrs S Smith		ATA
Mrs L Horsley		GTA
Mrs S Ross		GTA
Mrs P Stephenson		GTA
Mrs A Bolland		GTA

Mrs R Hall	Office Manager, Clerk to Governors	
Mrs P Mimms		Clerical Assistant
Mrs M Hall		Clerical Assistant

Mr W Barrett	School Patrol / Caretaker
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## Admission policy

Our School follows the guidelines set by the North Yorkshire Local Education Authority (LEA). Any parents wishing to enrol their child/children at the school are welcome to call at any time in the school day, preferably having first made an appointment. On their visit to school they will be shown round by the Head or Deputy Head. The general organisation of the school, curriculum and teaching methods can be discussed at this time.

Application forms are available from the school office in the autumn term prior to the September your child will start school. Alternatively you can fill in an application form on line on [www.northyorks.gov.uk/education](http://www.northyorks.gov.uk/education)

Priority for admission in the following order

- 1<sup>st</sup>, children with a statement of Special Educational Needs which names the School
- 2<sup>nd</sup>, children in Public Care for whom the school has been expressed as a preference
- 3<sup>rd</sup>, children from homes disadvantaged by poor housing conditions or over crowding, or from a background which is prejudicial to the child's normal educational development
- 4<sup>th</sup>, children living within the normal catchment area of the school who have listed it as their first preference

- 5<sup>th</sup> , children living within the normal catchment area of the school who have listed it as a preferred school but whose higher preferences elsewhere have not been met and where a place elsewhere would “ prejudice the provision of efficient education or the efficient use of resource “ Applications are considered in order of preference
- 6<sup>th</sup> , children from outside the normal catchment area of the school who have a brother or sister at the school
- 7<sup>th</sup> , children from outside the normal catchment area of the school who live closest to the school using the nearest available walking route

In line with national rulings, children which have been enrolled within the school nursery and have attended continually are not guaranteed a place in reception. The nursery intake is a maximum of 26 children in the morning and 26 in the afternoon. Nursery application forms are available from the school office.

## **Entrance to school**

Children whose fifth birthday falls within September 2007 and August 2008 will normally be offered a full time place from the beginning of the school year.

Prior to the start of the school year, parents will be invited to an evening meeting at the school, during the meeting there will be an opportunity to meet the Head Teacher and your child’s teacher. You will be able to look around the school and your child’s classroom. At this meeting you will be provided with a pack with all the relevant data you will require including this prospectus, contact and health declaration forms. Your child will also be invited into school for part of one school day to meet their teacher and see their classroom.

## **Continued support**

Once children are enrolled in the school contact between home and school remains vital. If problems arise parents are encouraged to come into school and discuss them. Just as you have high expectations of our school and it’s staff we too have high expectations of you the parent/carer, and in choosing to send your child to our school we expect to work in partnership with you in providing an all round education for your child. Such a partnership would require you, as a parent/carer to:

- support the school’s ethos and values
- support the schools aim’s and objectives
- encourage self discipline in your child by supporting the school’s code of conduct
- ensure your child attends school regularly and punctually and notify us as soon as possible of any reason of absence
- keep us informed of any changes in circumstance including those that may affect behaviour ( illness in family, bereavement, separation, sibling rivalry )
- support the schools homework policy

- support the schools dress policy
- support extra curricula activities
- support the home / school agreement

You will be invited formally into school 2 times per year to discuss your child's work, behaviour and progress with your child's teacher. Written reports are issued in the second half of the summer term.

## **The Curriculum**

The work that your child will be doing is designed to meet the needs of the current National Curriculum, within agreed school policies for each subject the class teacher has the responsibility to teach all of the following subjects:

- English
- Mathematics
- Science
- Design and Technology
- Information and Communication Technology ( ICT )
- Geography
- History
- Music
- Art and Design
- Physical Education
- Religious Education
- French ( YR 5 / 6 from Sep 08 then phasing out to YR 3 / 4 ) KS1 by 2009

Children are split into smaller groups during some lessons. The work each group has to complete is appropriately differentiated to meet the needs of all levels of ability.

## **OFSTED**

Our school was last inspected by a team from the Office for Standards in Education (OFSTED) between April 22nd and 23rd 2008. Full copies of the OFSTED report are available from the school office, at the local library and at the OFSTED website ([www.ofsted.gov.uk](http://www.ofsted.gov.uk)).

## **Health and Safety**

## **Fruit / Vegetable scheme**

Our school is involved in a fruit and vegetable scheme for all children in the Foundation and KS1, children are provided with a portion of one fruit or vegetable at their morning break. The aim is to encourage healthy eating.

## **Water**

Water is a proven factor on helping children to concentrate by ensuring they are appropriately hydrated throughout the day. At our school, children bring in a labelled sports bottle of water daily which is available to them in the classroom, additionally water fountains are also spread around the school.

## **Healthy School Status**

Our school is working towards the “Healthy School Status”. This scheme promotes health and well being of the pupils and staff through a well planned curriculum in physical education and an emotional environment that promotes learning healthy life choices.

## **Health Declarations and Health Examinations**

As you enrol your child at our school you will be asked to complete a health declaration form it is paramount that these details are kept up to date. In your child’s first year at School your child will have a vision and hearing test. You will only be contacted if there are any areas of concern. Vision and hearing checks will be undertaken one to two times further during their primary education.

## **Head Lice**

Head Lice can be a real problem in all schools. Cases of head lice should be reported to the class teacher. Please note that the school is not responsible for treatment. The Health Authority clearly places responsibility with parents and carers.

## **Accidents**

Although every reasonable precaution is taken to ensure the safety of your child at school, accidents do sometimes occur. County Council only allows for plasters, sterile dressings and bandages to be kept in School first aid boxes. It is essential that parents/carers supply and keep up to date emergency numbers in case of illness/accident. If contact cannot be established in an emergency appropriate action will be taken in the interest of the child. A record of accidents is kept within school where injuries have occurred. Parents/carers are informed if a child has had a bump to their head.

## **Insurance**

The County Council does not carry personal accident insurance in respect of pupils but only insures against injury caused to children as a result of negligence of the Authority, its servants or agents and does not insure to pay compensation following any injury suffered by a pupil. Bearing this in mind there are insurance companies who specialise in an “all school activities“ personal accident policies, which you may wish to consider.

## **Sickness**

[Please refer to the Parental Information Sheet which can be found at the back of the prospectus.](#)

Could parents/carers notify the school of any contagious diseases.....thank you!

## **Security**

Our school has CCTV on site. Gates are kept closed between 09.05 and 15.00, main gates are only opened for deliveries and side gates for access to the nursery midday session changeover. Please remember to shut gates behind you. Access through the reception area is under staff control. Visitors are asked to sign in and out when visiting the school. All relevant checks are made on staff / assistants as applicable.

## **Parking / School crossing patrol**

All parents/carers arriving in cars must park on the A63, Hull Road. Access to the school is via either of the two pedestrian gates one on Hull Road and the other on the old A19, York Road. Parents/carers **MUST NOT** park on the marked zig zag areas or hinder visibility around entrance gates. Parents/carers are not expected to use the school car park for dropping off or picking up children from school. A school crossing patrol is in operation on the York Road pedestrian gate at the start and end of the school day.

## **Child protection / safe guarding procedures.**

Our first priority is your child's welfare and, therefore, there may be occasions when our concern about your child means that we have to consult other agencies even before we contact you. The procedures the School follows have been laid down by the North Yorkshire Safeguarding Board. If you wish to know more about them, please contact the Head Teacher.

## **Off site visits**

As parents/carers you will be made aware if your child is to be taken out of school for an educational visit. The plans for all visits are agreed by the school's Educational Visits Co-ordinator who scrutinises all risk assessments and records these visits on the North Yorkshire school visits website. All visits will be led by a teacher with Group leader training, or the EVC. Appropriate statutory adult/pupil ratios are adhered to.

## **Charges for off site visits**

The governing body recognises the valuable contribution that a wide range of activities, including educational visits, residential experiences and clubs can make towards pupil personal and social education. The governing body and teachers aim to promote such activities as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

The governing body reserves the right to make a voluntary charge for the activities which take place during the schools normal hours. If insufficient voluntary contributions are received, then regrettably many of these activities will not go ahead. We feel that the activities are exciting opportunities that will benefit all of the children both educationally and socially. We are confident that you will want to support these activities.

Any parent/carer in receipt of income support or family credit where the cost will cause hardship can apply in confidence to the Head Teacher for full or part remission of charges. Help may also be sought from Barlby United Charities for residents of Barlby, forms being available in the School Office.

Under the 1988 Education Reform Act the school is entitled to charge for any activity that takes place outside normal school sessions, but again there are financial exemptions for particular groups of children.

## Attendance, Absence and Holiday requests

### Please refer to the Parent Information letter at the end of the prospectus

Local authority rules apply to any pupil absence. Pupils can have up to 20 authorised sessions (10 days) per school year off during term time at the discretion of the Head teacher. These sessions still have to be notified to the school in advance, holiday request forms must be completed and brought into school for authorisation. Going to the dentist, hospital, missing registration (which is taken by 9am) and being sick (even if the correct sickness procedure followed) etc. count towards these 20 sessions.

Once the 20 sessions have been utilised any sessions missed become unauthorised. If there are extenuating circumstances for additional sessions off the reasons can be put in writing to the Head teacher and will be kept on file for the Education Social Worker to read. It is therefore paramount the parents/carers communicate closely with school reference any absence so it can be logged appropriately. Being punctual at the start of the school day is key to this policy.

Rates of pupils authorised leave 4<sup>th</sup> September 2007 to 25<sup>th</sup> May 2008 was 3.84 %  
Rates of pupil's un-authorised leave 4<sup>th</sup> September 2007 to 25<sup>th</sup> May 2008 was 0.59%

## Session times

All children should wait in the playground on arrival at the start of the day until the bell has rang and then line up on their allocated class spot to be taken by their teacher into school. Due to confined space parents/carers are asked not to enter the school building.

Key stage	Start	Break	Lunch	Break	Finish
Foundation - nursery ( am )	09.00	-	-	-	11.30
Foundation – nursery _ pm )	12.35	-	-	-	3.05
Foundation - Reception	08.55	10.30	12.00		3.05
KS1	08.55	10.30	12.00		3.05
KS2	08.55	11.00	12.15	-	3.10

## School Policy statements

All Policies written by the school are held at the school office...parents are welcome to request copies of any school policy

The following policies are included with this prospectus:

[Behaviour Policy](#), [Teaching and Learning Policy](#), [Home/School contract](#), [Anti Bullying Policy](#), [Internet Use Policy](#), [Inclusive Schooling Policy](#).

## **Medication**

If a child is sick the best place for them is at home until they are fully recovered. Any medication required cannot be administered by any member of staff. Should a child have medication that needs to be taken 3 times per day it is best administered at home around the school day.

However, our school does support any child who has medical needs and permanently requires ongoing medication during the school day. The Head Teacher will liaise with parents and complete a written consent form and ensure appropriate communication is made with the child's teacher and other relevant staff. Children with longer term health issues will have a Healthcare plan. It is the responsibility of the parent/carer that all medicines are clearly marked with dosage and times to be taken, child's name and address, prescribing person and are in date. Medicines are stored in areas relevant to a child's need. Health forms **MUST BE** completed as your child starts school and **MUST BE** kept up to date thereafter.

Some medications, asthma inhalers, Epipens and insulin are kept as near to the child as possible. Children in Key Stage Two are expected to manage asthma inhalers themselves.

## **Religious education**

Our school is non denominational, The North Yorkshire agreed syllabus and guidelines for collective worship are followed within the school, during four assemblies per week an act of collective worship is undertaken and the fifth during class time. The Religious Education syllabus is incorporated into the school day and we have a programme of visitors of many faiths coming to school.

All parents/carer have a right to withdraw their child from RE and collective worship should they wish. These requests will be respected, but school must be notified in writing. The child must stay in school and other subjects will be taught to the child when the rest of the class are completing any religious study.

PLEASE NOTE THAT RELIGIOUS EDUCATION IS **THE ONLY** SUBJECT IN THE NATIONAL CURRICULUM THAT A CHILD MAY BE WITHDRAWN FROM.

### **Homework**

Throughout their time at our school, pupils will be encouraged to spend some time at home following up work or completing tasks set by the teacher. Most of the time pupils will be able to complete the work on their own, but there will be times when they will need your help. The work set may be reading, learning spellings and tables, discussing, researching, investigating and reinforcing. The school has a Homework Policy which was formulated by staff and governors and falls in line with Government recommendations.

Each term your child will bring home a mathematics book mark with work that your child can work on at home.

Regularly during the week children will bring home reading books for you to enjoy together, these are part of the Oxford Reading Tree. For the first 9 stages these books include a card of ideas on how to stimulate comprehension. Please log [any](#) reading you child does in their reading record book.

### **Pastoral care**

Each class teacher is directly responsible for the welfare of the children in the class group. A caring and sympathetic attitude is nurtured in the school and parents/carers with any problems concerning their child are encouraged to discuss issues with the class teacher or the Head teacher immediately. Similarly parents/carers will be informed when problems arise in school.

### **Sex Education**

Sex Education is the Health Education module in the Science curriculum. Year 6 study sex and relationships within moral and family orientated framework. Parents/carers with any concerns can discuss concerns with their child's teacher or the Head Teacher, prior to this unit of work being taught.

### **School uniform**

**Please refer to the Parental Information sheet at the end of the prospectus**

### **Jewellery / lost property**

Jewellery must be kept to a minimum, only stud earrings (one per ear) or watches are permitted, no rings, necklaces or bracelets. Jewellery must be removed for swimming and PE activities as per National and Local Health and Safety Guidelines. [Children are](#)

responsible for the removal, storage and “refitting “ of each item. The school is not responsible for any loss of such items.

Any lost property found in school will be kept in the lost property store, please contact school for access. Please ensure that all your child’s uniform / PE kit is marked with their name.

## **School dinners**

School dinners are managed by Operon and cost £1.80 / day. Children wanting a hot school meal must bring payment (preferably cheques made payable to ‘Operon ‘ ) to school on the Monday of each week in an envelope marked with their name, class and days which they want school dinners, this enables best catering management. Those parents/carers who believe they are entitled to free school meals should contact North Yorkshire Area Education office, County Hall, Northallerton on 01609 780780. Menus are available on request. On a daily basis they include fresh vegetables, bread, fruit and a variety of main courses and puddings.

Alternatively children can bring along a packed lunch, these are stored in the cloakrooms until lunchtime. At present some KS2 children eat their packed lunches in their class rooms, from September all packed lunches will be eaten in designated areas.

There are no meal facilities for children in the nursery, but this will be reconsidered should government legislation make this a legal requirement.

## **Physical education**

Each class will have a minimum of one session per week of physical education, this will take place in either the school hall, which is equipped with a climbing frames and indoor play equipment, on the playground or on the school field.

Older children may play rounders, netball, football, kwik cricket, tag rugby and golf.

Most competitive games involving local schools take place outside the school day. Children must bring a letter from their parents/carer if they are to be excused PE due to medical reasons.

The school has access to Barlby High School swimming pool and usually Year 1 through to Year 6 use the pool once per week during the first part of the autumn term and the last part of the summer term.

## **School Council**

Our school recognises the importance of the pupils opinions and making them part of the decision making process. So, we have an elected School Council. All of the pupils at our school are given a chance to vote for a boy and girl from their year group. The Council represents the pupils and puts forward new ideas, suggestions and ways to improve our school. The Council is elected by the pupils at the start of each school year and meets every three weeks. All classes in KS1 and KS2 have two representatives. The school council is allocated £100 per annum.

## **Parent Teacher Association ( PTA )**

Our school has a highly successful PTA called the Friends of Barlby Community Primary School, the group is a charity ( registered charity number 1110055 ) and raises funds through fairs, fashion shows, car boot sales etc. The funds raised go back directly into the school, funding discos, books, play equipment, CD players etc.

Anyone is welcome to join or help out on the day! If you are interested in supporting, please contact Donna Charlesworth (Chair person) on 01757 290133 or via the school office.

## **Complaints procedure**

Our school is an “open school “ in that parents have access to all Teachers at any reasonable time. This open policy usually results in problems and/or misunderstandings being rapidly dealt with in a satisfactory way. However, we are required to advise parents of the formal complaint procedure that operates at this school.

1. Speak to your child’s Teacher prior to or after the school day.
2. If it is a matter that you feel would be more appropriately dealt with by the Head Teacher arrange an appointment for a meeting through the school office.
3. If the unlikely event of your not having been satisfied by the result of the meetings at 1 and 2 you have the right to bring the matter to the attention of the Governors who have a sub committee to deal with complaints related to the curriculum and management of the school.

Having gone through stages 1, 2 and 3 and still not being satisfied with the outcome, parents have the opportunity to involve to Local Authority ( LA ). The Head Teacher will advise parents of the procedure to be followed, together with the names and addresses of the appropriate Officer of the North Yorkshire Children and Young People’s Service.

## **Transfer to Secondary School**

Preference forms are issued by the Local Authority Office and need to be returned promptly. Allocations are completed in the spring term prior to your child moving to high school in the September. Parents will be invited to visit the school on an evening with their child prior to the Easter holidays

Your child will be offered a day visit to their chosen High School in the July of year 6 to meet their allocated teacher and spend some time acclimatising themselves to the school.

Teachers in year 6 will spend time with their classes preparing them emotionally for the transfer to high school.