

Lockington Church of England Voluntary Controlled Primary School

School Prospectus 2017-2018



"The little school that makes a big difference."

HEADTEACHER'S WELCOME

A warm welcome to our school!

On behalf of the staff and the governors, I would like to welcome you and your child/ren to Lockington Church of England Primary School.

Our team is committed to developing lively, enquiring minds in a safe and caring environment, based on Christian values, which encourages all to show respect, acceptance and understanding of others. We believe education should enable every child to develop his/her full potential academically, spiritually, socially and physically. It should be inspirational, challenging and relevant to the ever-changing world in which we live. We aim for quality in everything we do and work hard to achieve high standards through a balanced, structured curriculum that is both exciting and challenging. We also strive to ensure the individual needs of every child are met.

Our facilities and grounds are modern and spacious, offering an exceptional environment for children to learn in. Our small class sizes and 'family' environment mean we truly are, "The little school that makes a big difference." (Ofsted, 2013) and we were delighted to placed at the top of the DfE performance tables for East Riding (2014). In 2016 the school was graded 'Outstanding' in its SIAMS inspection. In 2017 we were delighted to receive the School Games Gold Award for the third year running.

We want your child's time at our school to be happy and educationally fulfilled. To achieve this we believe it is vital for home and school to work together in partnership, supporting your child as well as we possibly can during his/her school years.

We look forward to working with you to support your child in achieving the very best from his/her primary school education.

Yours sincerely

Julie Cattle

Headteacher

SCHOOL DETAILS

Address: Front Street, Lockington, East Riding of Yorkshire, YO25 9SH

Telephone: 01430 810240

Fax: 01430 810007

E-mail: lockington.primary@eastriding.gov.uk

Website: www.lockingtonprimary.co.uk

Headteacher: Mrs Julie Cattle

Chair of Governors: Mr Kevin Beaumont

School Classification: Lockington CE VC Primary School is a co-educational Voluntary Controlled Church of England Primary School, which caters for children aged 4-11 years with a Foundation Stage.

Number on Roll: 41

OUR MISSION STATEMENT

Our school is committed to developing lively, enquiring minds and promoting outstanding standards of achievement for all in a happy, safe and caring environment, based upon Christian values, which encourages all to show respect, acceptance and understanding of others. Staff, parents and governors will strive to support and encourage the distinctiveness of our church school.

OUR AIMS

To encourage every member of the school community to strive for excellence, be proud of their achievements and value the positive ethos of the school.

To provide the highest quality inclusive education based upon a rich and varied curriculum, engaging pupils to become inspired by the diverse world around them, secure in the basic skills and the use of new technologies and given opportunities for spiritual, moral, social and cultural development.

To promote self-confidence by providing a secure, supportive environment where all can achieve their full potential through motivation, support and recognition.

To value first hand experiences, promote creativity and develop the ability of pupils to approach problems effectively.

To promote, through Christian values, a culture of care and consideration for all members of the school, the wider community, other cultures and the environment.

To help each child to think and learn, independently and co-operatively, thereby developing lively, enquiring and critical minds

To support personalised learning by giving clear guidance and direction for each individual child so as improve on prior achievements.

To develop an understanding of the need for good behaviour, good manners, self-discipline and personal responsibility.

To promote worship and maintain strong links with the Christian Church, whilst respecting parental rights for withdrawal.

To manage and provide quality resources and ensure best value for money.

To recognise the importance of effective partnership between staff, pupils, parents and carers, governors, the church and the wider community including local businesses, schools and the Local Authority.

To provide extended school opportunities and thereby nurture links between school, home, Church and the community.

To prepare children for a smooth transition for the next step in their education and help lay the foundations for life-long learning.

To equip pupils with the means of becoming happy, healthy adults and valuable citizens and promote equality.

TEACHING STAFF AND RESPONSIBILITIES

Mrs Cattle: Head teacher, Curriculum, Performance Management, Assessment, SEN (Special Educational Needs), Gifted and More Able, School Visits, English, History, Geography, Science, Child Protection and Safeguarding, Health and Safety, Key Stage 2 (0.3)

Miss Peacock: Phonics, Music, Art, Design Technology, Religious Education, Early Years, Key Stage 1, Child Protection (Deputy)

Mrs Trueman: Mathematics, PE (Physical Education), Foreign Languages, Key Stage 2.

Mrs Turner: PSHE (Personal, Social & Health Education)

Mrs Goytizolo: Y5/6 teacher (temp, 0.5)

SUPPORT STAFF

Mrs Bower Administration Officer

Mrs Turner Higher Level Teaching Assistant

Mrs Robinson Teaching Assistant

Mrs Vandapeear Teaching Assistant

Mrs Hopkinson Play Worker

Mrs Goldfinkle Senior Mid-day Supervisor/Caretaker

Mrs Ling Mid-day Supervisor/Teaching Assistant

Mrs Hunter Kitchen Assistant

GOVERNING BODY

Chair of Governors	Mr Kevin Beaumont
Vice Chair of Governors	Mr Rodmell
Parent Governors	Mrs Honeysett, Mr Ling, Mrs Joy
Staff Governors	Mrs Cattle, Miss Peacock
Foundation Governors	Revd. Marshman, Mr Proctor
Co-opted Governor	Mrs Randle

ADMISSIONS POLICY

The school's current admission arrangements adhere to the published criteria contained in the EAST RIDING OF YORKSHIRE SCHOOLS': "A Guide for Parents". There are 56 places in the school. Children are admitted in the academic year in which their fifth birthday occurs. All applications for places will be granted up to the admission limit set for each year group. Should demand exceed the places the following factors will generally be taken into account in priority order when deciding which pupils will be allocated places:

- parental preference forms;
- being resident in the catchment area by the published closing date in the year prior to admission, urgent medical factors or other exceptional family circumstances. Parents taking up residence after this date will have their application carefully considered by the Area Review Panel. Urgent medical needs should be supported by a Doctor's certificate at least indicating how the urgent medical condition relates to the school preference;
- having brothers or sisters who will be already attending the school at the expected time of admission;

- those living nearest to the school via the shortest available safe route for pedestrians.
- A statement of Special Educational Need may dictate a particular school.

The arrangements and fair and correct application of the criteria for admission for all year groups is managed by the East Riding of Yorkshire Local Authority (LA). The same authority will manage the Appeals Process.

For further information telephone (01482) 887700 and request 'School Admissions'

The school's current admission arrangements adhere to the published criteria contained in the 2013 East Riding of Yorkshire Education Authority Guide. The admission limit for the school is 8.

THE SCHOOL BUILDING

The school enjoys a picturesque location at the edge of the village, extensive grounds and a bright, airy, modern building opened in 2002. The building includes three well-equipped classrooms, a library, a large school hall and a servery.

An adventure trail, outdoor theatre, brig, outdoor classroom, nature areas, play house, bike shed, willow sculpture, canopied seating areas and outdoor seating areas in the playground have been added to the grounds. There is a garden area, where children enjoy growing fruit and vegetables. Children are encouraged to respect their environment and be proactive in caring for it and we hold termly gardening days.

The school has a set of laptop computers and iPads, available for use throughout the school day. Every classroom has interactive whiteboard facilities, all of which fully support teaching and learning.

VISITING ARRANGEMENTS

When a registered child reaches school age, his/her parents will be invited to an evening meeting in the half term prior to the starting school. Parents will be given details of arrangements for school entry, school uniform, class teacher, social arrangements, curriculum and daily routines. Your child will be invited to join his/her class for three sessions prior to the start of schooling, your child's teacher will visit your child at his/her pre-school setting and also offer a home visit so as the transition to school is as seamless as possible.

If a child is to transfer from another school, arrangements can be made for that child to spend time with their peer group prior to admission.

Parents are welcome to visit the school, but if you could make an appointment it would be appreciated.

INDUCTION PROCEDURES

Children are admitted into the Foundation Stage in the September of the Academic Year in which they reach their fifth birthday. In the Summer Term prior to starting school Parents are invited to an Information evening with the Headteacher and Key Stage 1 Staff. During the course of the Summer Term a series of visits are arranged for the children to become acquainted with the school and their future class mates.

TRANSITION ARRANGEMENTS

At the end of the Summer term the Year 6 pupils transfer to Secondary school, we are a feeder school and in the catchment area for Longcroft School and Performing Arts College although we do have a few children every year who transfer to Driffield Secondary School. Arrangements are made for both the children and parents to meet the Secondary schools' staff and to visit the school, so that the transfer is as smooth as possible. There are close links between our schools for continuity in curriculum and pastoral matters. Other Secondary schools offer similar transition opportunities.

The Admission Process to Secondary School is in accordance with the LA guidelines and further information can be obtained from the East Riding of Yorkshire Council's Admissions department.

SCHOOL ORGANISATION

The school years are divided into 'Key Stages'. These 'Key Stages' in the primary school are:

Early Years Foundation Stage (4-5 years)

Key Stage 1 (Years 1 & 2 - 5-7 years)

Key Stage 2 (Years 3.4.5.6 - 7 - 11 years))

At Lockington, these stages are organised into two classes, the first three years are taught in Class 1. Key Stage 2 taught as a single class, split into Y3/4 and Y5/6 for the teaching of core subjects. The school currently employs three teaching assistants who support the work of teachers in the classroom.

During the normal school day, each class is taught for 4 hours and 50 minutes with a further 25 minutes spent on registration and collective worship. School commences at 8.55 a.m. and closes at 3.30 p.m. Lunch break is 12.00 - 1.10 p.m. A fifteen-minute break is taken in the morning, and ten minutes in the afternoon.

SCHOOL CURRICULUM

The school delivers a broad and balanced education at a level appropriate to each child's needs, set within a Christian context of spiritual, moral, social, cultural development for all pupils and the British Values of democracy, tolerance and respect for the rule of law.

Together with Religious Education, the National Curriculum's core and foundation subjects, plus PSHE (Personal, Social & Health Education), define most of the aspects of each child's educational.

The National Curriculum subjects are: English, Mathematics, Science, ICT, Design Technology, History, Geography, Art, Music, Foreign Languages and Physical Education. As a Church school we recognise the importance of Religious Education as a core subject area.

Our youngest children follow the Statutory Framework for the Early Years Foundation Stage. They learn through a balance of child and adult led activities. Their work builds on what they can do already and is carefully structured in a well-organised environment.

The planning of the curriculum also focuses on cross curricular links, taking as much opportunity as possible to be creative and value first-hand experience to motivate children, resulting in high quality outcomes.

Music tuition is also available from the LA Peripatetic staff. In addition to this, every child in Key Stage 2 is taught to play a musical instrument. Pupils take part in a ten week swimming course at least twice during Key Stage 2.

The school has achieved the School Games Gold Award for the last three years.

The school has good IT facilities and all pupils have access to laptops, I pads and a well-stocked library.

CURRICULUM ENRICHMENT

We provide the children with many opportunities to learn from first-hand experience. Classes have the opportunity to undertake frequent educational visits and a biannual residential visit in Key Stage 2. We follow the DFE and LA guidelines relating to health and safety, and we ask parents to give written permission for their child to take part in any activity that takes children off the school site. Education during school hours is free, although there are some circumstances when the school can charge or ask for a voluntary parental contribution for certain activities.

We welcome visiting theatre groups and arrange for pupils to visit the theatre. Book Fairs are held annually. Pupils in Key Stage 2 are able to undertake Cycle Training and Pedestrian Skills Training and all of Key Stage 2 pupils have swimming lessons at Beverley Leisure Centre. Pupils in KS2 also have the opportunity to learn to play a musical instrument from the LA's Peripatetic Music Service. A contribution is asked for the tuition. The school promotes charitable giving and this year the school has raised money for Comic Relief, Hull Rootless and Homeless Charity, Children in Need, The Royal British Legion and Marie Curie.

EXTRA-CURRICULAR ACTIVITIES

We provide a wide range of activities so that the children have the opportunity to become involved in activities of a social or recreational nature. Activities already in operation are: School Council, Bell Ringing Club, Knitting Club, Recorder Club, Sports Club, Choir, Football Club, Library Club and Gardening Club. We hold an annual Sports Day. Other sports events are held in conjunction with the School Sports Partnership including sports tournaments and competitions.

BREAKFAST CLUB + After School Club

The school provides a popular breakfast club, details of which are on our website. The Club opens at 7.50am each morning and provides a healthy breakfast and creative activities. After School Club operates from 3.30pm - 5.15pm during term time.

HOMEWORK

Homework can broaden a child's outlook, extend experiences and interest; provide encouragement and reinforcement. It will also foster independence, study skills and initiative. Younger children can find things out, look for things and bring items for display. For older children, homework can extend topic work, reinforce work set in class or extend pupils knowledge and understanding. Times tables and spellings can be revised for testing at school. Parents can become involved from the earliest years, especially with story-telling and sharing books, developing children's listening and talking skills, developing interests and hobbies, giving positive support. Details of specific homework arrangements for each class are provided by class teachers at the start of term and on an on-going basis.

INCLUSION

We are committed to giving all of our children every opportunity to achieve the highest standards. We do this by taking account of pupils' varied needs. We are an inclusive school, offering a broad and balanced curriculum and we have high expectations for all children. The achievements, attitudes and well-being of all our children matter, irrespective of ethnicity, attainment, age, disability, gender or background. We actively seek to remove the barriers to learning and participation that can hinder or exclude individual pupils, or groups of pupils, including access to extended school activities. This means equality of opportunity must be a reality for our children. We make this a reality through the attention we pay to the different groups of children/vulnerable groups within our school.

SPECIAL EDUCATIONAL NEEDS

Some children at times have special needs which may require short term support appropriate to that individual. It may relate to the child's studies or matters affecting a child's performance. Parents play an important part in these circumstances and are relied upon to work with the school in partnership to benefit the child.

Sometimes a child's needs are not short term and require a greater degree of support. In such cases, with consent from parents, the child's needs can be further assessed. It may be necessary to ask for help from support agencies outside the school, such as the Educational Psychologist or from the Special Educational Needs Support Service. Any child who requires help beyond that normally expected for his/her peer group will be placed on the school's Register of Special Needs and their parents informed and advised as to

how they can help. Children may move off the register if their need has been short term or may remain on the register for extended periods.

In exceptional circumstances, a child's need may require a Statement of Special Needs/Education, Health and Care Plan to be prepared where specific provision can be described and then provided by external support agencies. Parents are kept regularly informed about the specific programmes of work, of their child's progress and how they might help. The school's Special Educational Needs Policy and Local Offer is available on our website.

An annual programme of testing and assessment is designed to track pupils of all abilities to ensure that all needs are met and that targets can be set for pupils of all abilities. Parents/Carers are kept fully informed of any identification of Special Educational Needs and are invited to regular reviews of their child's IEP (Individual Education Plan).

The governor designated to have oversight of this aspect of the school's work is Mrs Joy. The Special Education Needs Coordinator is Mrs Cattle.

PUPILS WITH DISABILITIES

In accordance with the Equality Act (2010), schools, LAs and Department for Education (DfE) need to collect information so that they understand the nature of the disabled pupil population for whom they are responsible and to help in planning and monitoring provision and improving outcomes. We ask parents when they register their child to inform us of information regarding any disabilities, which may be related to physical, medical or learning disabilities. Information relating to disabilities will help us to make any reasonable adjustments, in order for the pupil to be able access the curriculum. This can range, for example, to giving extra time to complete a task or provision of a laptop to assist with writing skills.

We have worked hard to ensure movement within the school is free for everyone. We have no stairs but many exits, so we can vacate the whole school quickly in the unlikely event of an emergency. All areas of the school are wheelchair accessible; and all entrances to the school have a level access with no steps. Classrooms are carpeted for pupils with hearing difficulties. We also have disabled toilet facilities.

STANDARDS OF ATTAINMENT AND ACHIEVEMENT

We are very proud of the attainment and progress of our children. The OFSTED inspections in May 2013 found our school to be a securely 'good' school. The full report can be accessed on the OFSTED and school website.

Each year the school achieves high standards of performance in SATs and recently received a commendation from the Local Authority in recognition of our hard work.

The School was judged as 'Outstanding' in 2016 in its 'SIAMS' inspection (Statutory inspection of Anglican Methodist Schools).

SAFEGUARDING/CHILD PROTECTION

We want to work in partnership with you and discuss with you any concerns about your child. The first priority is your child's welfare so there may be rare occasions when our concern about your child means we consult other agencies before we contact you.

In the event of a member of staff suspecting a pupil may have been harmed or neglected by his/her parents or carers, the Headteacher has a duty to inform the local Social Services Early Help and Support Team. The East Riding Safeguarding Children Board has laid down the procedures we follow and the school has adopted a Child Protection and Safeguarding Policy in line with this, for the safety of all. We feel sure you will realise that these safeguards are necessary to ensure the welfare of all children, and that referrals have to be made in all cases where harm to a child is suspected.

PASTORAL CARE

This is initially the class teacher's responsibility, though there is close liaison with teaching assistants and lunchtime staff. The Headteacher can be called upon for advice and assistance whenever necessary. Close links with home are established and parents are welcome to come into school to discuss their child's welfare.

SCHOOL COUNCIL

Two pupils from Year 1 to Year 6 act as Representatives for the School Council and are nominated by their peers each year. They meet with staff representatives regularly, weekly or fortnightly and organise fundraising activities for the pupils in aid of charities as well as seeking the opinions of pupils on a variety of topics.

RELIGIOUS EDUCATION

The school's Religious Education follows the guidelines of the LA's Agreed Syllabus. The school will make arrangements for parents to exercise their right of withdrawal from Religious Education upon receipt of a written request.

COLLECTIVE WORSHIP

In accordance with the 1998 Education Act, there is a collective act of worship in school each day. Acts of worship are in accordance with the traditions of the Church of England. Each year, classes have the opportunity to lead worship in school to which parents are invited. Topics for worship are varied, but will aim to develop children spiritually, morally, socially and culturally. Visiting speakers are welcomed to talk to the children. The Headteacher or other members of the teaching staff conduct worship, with the local clergy conducting worship on a regular basis. In addition to our daily act of worship, we hold special services of thanksgiving e.g. Harvest, Christmas and Easter as well as for our Leavers in July, and these services are usually held in Lockington Church.

In **England and Wales** Parents have the statutory right under [Section 71 of the School Standards and Framework Act 1998](#) to withdraw their children from RE lessons and acts of Collective Worship at all maintained schools, including faith schools. Parents are not obliged to give a reason for requesting withdrawal.

The parental right to withdraw a child should be freely exercisable and the school must give effect to any such request.

ACHIEVEMENT ASSEMBLY

Our Achievement Assemblies are held once a term, when we acknowledge and reward children for their achievements both in and out of school. This plays an important part in promoting the ethos of the school, valuing children and recognising achievements.

BEHAVIOUR

We aim to provide an ordered system of conduct and work, so that children may grow towards self-discipline. School rules developed in consultation with pupils and are mainly for the safety of the children and care of property. Punctuality, good manners, safe conduct and movement, respect for others in person and property are all important. Pupils are regularly reminded of the rules and positive behaviour is continually reinforced and praised. Sanctions for inappropriate behaviour range from a verbal reminder to loss of free time at playtime and other loss of privilege.

If a child does not respond to the school rules, parents will be contacted and invited to the school for discussions. Details of the Behaviour/Bullying Policy are available on the school website.

SEX AND RELATIONSHIPS EDUCATION

Sex Education forms part of Personal, Social and Health Education and is not taught as a separate subject. Necessary and relevant information is also given to children in their studies of related subjects e.g. Science. The level of treatment of sex education will depend upon the maturity of the children concerned which often necessitates individual or small group discussion. The treatment of this subject is always within the context of the teacher's relationship with and knowledge of individual children. Under Section 241 of the 1993 education Act parents can exercise their right to withdraw their child from sex education although there is no right to withdraw from any aspects which are covered by the National Curriculum in Science. The school's Sex Education Policy is available on our website.

SCHOOL TERM AND HOLIDAY DATES

Please see the school's website for up to date information on the school's term and holiday dates www.lockingtonprimary.co.uk

THE SCHOOL DAY

Children arrive at school between 8.45 a.m. and 8.55 a.m. There is no member of staff on duty before this time.

Session Times

8.55am	Bell
9.00 - 9.05am	Registration
9.05 - 10.30am	Lessons
10.30 - 10.45am	Collective Worship
10.45 - 11.00am	Break
11.00 - 12.10 noon	Lessons (12.00 for Class 1 pupils)
12.00 - 1.10pm	Lunchtime
1.10 - 2.15pm	Lessons
2.15 - 2.25pm	Break
2.25 - 3.30pm	Lessons

Lunchtime clubs run from 12.40-1.10pm.

A breakfast club is available from 7.50am daily (to be booked and payable in advance).

After School club is available from 3.30pm until 5.15pm (to be booked and payable in advance).

SCHOOL UNIFORM

All pupils are expected to wear uniform. It is important that the standard of uniform reflects a sense of pride and belonging and presents our pupils in the best possible light to visitors and the wider community. As part of the school's commitment to inclusion, pupils may be exempt from certain aspects of the school uniform due to their religion or culture. Requests should be made in writing to the Headteacher and will be considered on an individual basis.

All clothing must be labelled clearly with the pupil's name. Uniform can be bought from the school office and online (please see details on our website).

Girls' Dress Code	Boys' Dress Code
Turquoise sweatshirt/cardigan with school logo* White polo shirt, preferably with logo* Navy blue tailored trousers / navy blue skirt or pinafore (knee length) Navy blue and white gingham dress (optional during summer months) Plain white or navy socks or tights Black pumps for indoor wear, to remain in school during the week Black shoes for outdoor wear (Wellington boots may be used in bad weather)	Turquoise sweatshirt with school logo* White polo shirt, preferably with logo* Dark grey trousers Dark grey shorts (optional during warmer weather) Plain grey or black socks Black pumps for indoor wear, to remain in school during the week Black shoes for outdoor wear (Wellington boots may be used in bad weather)

Items marked with * are available through school.

P.E. / Games Kit (All pupils)

Turquoise T shirt with school logo*

Navy blue shorts

Navy blue tracksuit bottoms or similar for outdoor PE during colder months

Navy blue hooded top with school logo for outdoor PE during colder days*

Trainers

P. E. bag with school logo*

When pupils start school at Lockington they are provided with a reading book bag, courtesy of the Friends of Lockington School. This is navy and bears the school logo. When pupils start Key Stage 2 they are provided with a navy blue school bag with the school logo.

Make up and nail polish: These items are inappropriate for school wear and we ask that parents encourage their child to remove them. Nail polish remover is kept in school for the children to use if they wish.

No jewellery should be worn for school, a watch being the exception, although one small stud in each ear is permitted and special talismans for medical conditions are also acceptable. One charity wrist band is also permitted. Other forms of jewellery are inappropriate. For health and safety reasons, all jewellery needs to be removed for P.E. and Games. Stud earrings need to be taped over by the child for PE lessons. If children have other jewellery on their person, they will be asked to remove it and it will be sent home.

DANGEROUS/UNWANTED OBJECTS IN SCHOOL

No child will bring to school: matches, knives or any object which could be a danger to others. Parents will be contacted and asked to come into school to discuss the matter and collect the offensive item/s. Please note that mobile phones/tablets are also not permitted in school. If a phone is brought into school by accident, the school will not be held responsible for it.

REGISTRATION AND DINNERS

Attendance and absence from school is carefully monitored. Registers are marked electronically at the beginning of both morning and afternoon sessions. If your child is absent, please inform the school either by a telephone call (01430 810240) or a note explaining the reason prior to registration. If we do not receive a telephone call of explanation for absence, the school will make direct contact with the home within the first half an hour of the school day. If we do not receive an explanation then the child must be marked as having an unauthorised absence. Percentages of unauthorised absences are recorded on data about the school which is published nationally. Continued unauthorised absence may result in a visit from the Educational Welfare Officer or a fine. We are very fortunate that we record very little unauthorised absence and good levels of attendance and children receive certificates for good attendance.

Head teachers in the East Riding of Yorkshire no longer have the discretion to authorise holidays within term time, unless there are exceptional circumstances. Reasons for classifying an absence authorised might be a visit to another school or attending an external examination. Parents need to consider carefully and read the LA criteria and school policy before taking pupils out of school for family holidays during term time. Term time holidays are discouraged.

In exceptional circumstances parents must fill in an 'Absence from school for Exceptional Circumstances Request Form' which is held in the school office.

At lunchtime the children may have a packed lunch from home or a cooked meal, which is brought from Hutton Cranswick School at a cost of £2.30 per day. Children in Class 1 are all entitled to a universal free school meal.

If your child brings a packed lunch a drink of water is provided but a still drink may be packed for your child - fizzy drinks are not appropriate. Pupils are expected to use a cup and not drink from the bottle. Plates are provided from which packed children eat their lunch. We hope parents will support our Health Promoting School by ensuring children enjoy a healthy packed lunch with no sweets and including fruit/vegetables.

Menus are provided for you to make a decision as to which days your child would like to stay for dinners. We ask that money is brought in on a Monday morning in a sealed envelope bearing the child's name and indicating the days for which payment is enclosed. We keep a supply of envelopes printed for this purpose at a cost of £2.50 for 40 - a year's supply. Dinner money cheques should be made payable to the East Riding of Yorkshire Council. In exceptional circumstances we do take dinner money during the week but prefer to bank on one day only.

WATER AND FOOD AT BREAKTIME

We believe that it is important that children have regular access to water and the school provides all children with a water bottle. All children are encouraged to have a drink of water after break times and after exercise. Key Stage 1 pupils have access to fruit or vegetables at their morning break as the school takes part in the National Fruit and Vegetable scheme. Children in KS2 are encouraged to bring a piece of fruit or a healthy snack for morning break. Chewing/bubble gum should not be brought to school. Sweets are inappropriate for health and dental hygiene reasons and can be the cause of disputes. **Sweets should not be included in packed lunches.**

SCHOOL BOUNDARIES

On arrival at school children must stay within the school boundaries at all times. This especially applies at lunchtime for all children who stay at school for their meals. Children who go home at lunchtime should return at 1pm for the start of the afternoon session.

CHILDREN IN CLASSROOMS AT BREAKTIME

If children are in classrooms out of lesson time, it should only be when directed by the teacher, who will then be responsible for supervision or on wet playtimes, when supervisory staff will be responsible. During the lunchtime (12 noon to 1.10 pm) the Senior Midday Supervisor will be responsible for the children on the school premises. Any child who persistently breaks the Code of Conduct will not be allowed on the premises at lunchtime. Prior written notice of this will always be given to parents in order to allow time for alternative arrangements to be made. The length of any ban will depend on the nature of the offence.

Parents are responsible for arranging to collect children at the end of the school session. There can be very good reasons for delay which means that your child is not met as expected. Please stress the importance to your child of returning into school and staying with the teacher until you are able to arrive. If you ask another person to collect your child please let us know in writing or by phone, as we cannot take the child's word, we need an adult's authority. Also, it avoids potential confusion.

MEDICAL

The policy for the issuing of medicines in school is summarised below. This policy conforms to the Local Authority recommendations and has your child's welfare at heart.

Recommendations:

- Only medicines issued by the doctor will be given in school.
- A request form filled in by you must also accompany the medicine.
- The medicine must be delivered to the school office.
- The medicine must be in a single dose container. This should be clearly labelled with the child's name and class (this saves forgetting the medicine at the end of the school day).

The issuing of medicine is a voluntary act for the school and the decision to do so is at the Headteacher's discretion. It is usually possible for parents to administer medication at home if three or fewer doses are needed per day. If your child needs more than 3 doses then the child will be responsible for administration under supervision. Alternatively, parents can come into school to administer the medication personally.

We will continue to work with parents over the administration of medication, but we need to conform to the Authority's policy.

If a child is taken ill or has an accident and is unfit to remain in school, parent/s will be contacted to collect the child and take him/her home or for treatment as the case may be. Please ensure we have an up-to-date telephone number (home, work, mobile, relative) so that we are able to contact you, especially in an emergency. If your child requires any treatment for the conditions of asthma, please ensure that your child is included on our asthma register; with details of the type of inhaler and the dosage that is required should an attack occur. It would be helpful to have two inhalers; one for use at home, the other to be kept at school should an emergency arise.

The school nurse usually visits once a term to examine children in the Foundation Stage and follow up individual cases. Parents are invited to be present at the medical examination.

The school undertakes to inform parents of all head injuries sustained by a child, and of course parents will be informed about most serious accidents or incidents.

Children are allowed to attend medical or dental appointments upon production of an appointment card or a written request signed by a parent, although it is best to make appointments out of school hours if possible. Children should be collected from the entrance and signed out. They should be returned via the Office and signed back in.

It is particularly important for the school to know about any problems, physical, medical etc. Any information passed on to the school by a parent is treated in confidence. All absences need to be reported to the school office. Parents are requested to inform us as early as possible on the first day of absence by phone or email before 9.30 am. If no message is forthcoming the school may need to telephone home to find out the reason for absence.

SECURITY AND SAFETY

Aspects of Road Safety are spoken about regularly in school assembly and Health Education (PSHCE). Children are reminded of the need for caution when journeying to and from school and during play hours after school. Cycle safety is discussed and Year 5/6 pupils undertake a cycling proficiency course, in conjunction with the LA. Year 4 and Key Stage 1 pupils undertake a pedestrian road safety course.

Entry into the building is controlled by a security system. The school site is totally secure and therefore no unauthorised persons can gain entry. In the case of any threatening or abusive behaviour the police will be called immediately to ensure the safety of everyone in the school.

All visitors and staff are required to wear an identity badge. Alarm systems are fitted in the building.

ROAD SAFETY/PARKING

Please avoid parking directly opposite the school as this causes the road to narrow considerably, especially when the school bus is parked in the bay next to school at the start and end of the school day. We also request that parents respect local residents by taking care not to block the driveways of local residents or damage grass verges.

SCHOOL BUS

There is a school bus available for pupils attending Lockington school from outlying areas - please contact County Hall on 01430 887700 and ask for 'school transport' for details.

PARENT HELPERS

Parents and grandparents are encouraged to come into school and help in a many ways - please let us know if you are able to. Help is needed, for example, with reading, technology (baking, sewing, model making, etc.) and computer work. There are also jobs outside the classroom with which we would be glad of help, e.g. gardening days when the whole school takes part to keep our grounds looking nice. If you are able to help, please see your child's class teacher, who will arrange with the administration officer for you to complete a DBS form and receive a volunteer pack in order to work in school as a volunteer.

PARENT CONSULTATION EVENINGS AND SCHOOL REPORTS

Parents are invited to come and discuss their children's work at Consultation Evenings, which are held every term. During the Summer Term, all parents also receive a detailed written report on their child's progress and achievement in National Curriculum subjects, and contribution to other areas of school life. If parents would like to talk with either the class teacher or headteacher we operate an open door system.

FRIENDS OF LOCKINGTON SCHOOL

When your child starts school, you are automatically considered to be a 'Friend of Lockington School'. Our Association is a registered charity, has a constitution, a committee and three main aims:

- * To foster close and happy relationships between home and school;
- * To support and encourage school activities, and
- * To help raise funds to provide facilities for the children.

We have built up a strong tradition now for holding Car Boot Sales twice a year along with other fund raising events. Please watch out for information when the Friends' meet and come and join us.

COMPLAINTS PROCEDURE

Our school enjoys an excellent relationship with parents and the community. We work together in partnership for the success of all. However, it is important to inform you of the recognised complaints procedure if you have any concerns:

1. Speak to the pupil's class teacher and/or the head teacher.
2. If you feel it necessary to discuss the issue with the teacher/head teacher in greater detail, arrange an appointment in person or by telephone.
3. If you are still dissatisfied by the outcome, you have the right to bring the matter to the attention of the Chair of the Governors.
4. Having consulted with the Chair of Governors, if you are still dissatisfied, you have the opportunity to involve the Governor Appeals Panel. The Head teacher will be able to provide details of procedures, names and addresses of the relevant officers.

DATA PROTECTION

Lockington C.E. Primary School processes personal data about its pupils and is a "data controller" in respect of this for the purposes of the Data Protection Act 1998. It processes this data to:

- support its pupils' teaching and learning;
- monitor and report on their progress;
- provide appropriate pastoral care, and
- assess how well the school as a whole is doing.

This data includes contact details, national curriculum assessment results, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information.

This data may only be used or passed on for specific purposes allowed by law. From time to time the school is required to pass on some of this data to local authorities, the Department for Education (DfE), and to agencies that are prescribed by law, such as Ofsted, the Department of Health (DH), and Primary Care Trusts (PCT). All these are data controllers in respect of the data they receive, and are subject to the same legal constraints in how they deal with the data.

Pupils, as data subjects, have certain rights under the Data Protection Act, including a general right to be given access to personal data held about them by any data controller. The presumption is that by the age of 12 a child has sufficient maturity to understand their rights and to make an access request themselves if they wish. A parent would normally be expected to make a request on a child's behalf if the child is younger.

If you wish to access your personal data, or that of your child, then please contact the relevant organisation in writing. Details of these organisations can be found on the following website www.eastriding.gov.uk or for those pupils/parents where this is not practical; a hard copy can be obtained from Lockington C.E. Primary School 01430 810240.

For further information please contact Lockington C.E. Primary School on the above number.

INSURANCE

At school, unnecessary cash, valuable or breakable articles can cause great difficulties. The LA is unable to offer any financial compensation when private property of a pupil is lost, stolen or damaged on school premises, though of course, every reasonable care is taken to look after pupils' property brought to school. You are advised to make your own private insurance arrangements to cover particularly valuable items.

FREEDOM OF INFORMATION

The Freedom of Information Act requires publicly funded bodies, including schools, to be clear about the information they publish. We have produced a publication scheme setting out all the information we publish on a regular basis and where to find it. This scheme is available from the school office if you wish to see the scheme. A copy can also be provided free of charge.

DISCLAIMER

The information given in this folder relates to the current school year and was valid when published. It should not be assumed that there will be no changes affecting either the arrangements generally described in this folder, or in any particular part of it, before the start of the next school year, or in subsequent years.