



“Together We Achieve”

## School Information Pack

Barlby Community Primary School  
Hill Top  
Barlby  
Selby  
North Yorkshire  
YO8 5JQ

Phone: 01757 703317

Fax: 01757 706812

Email: [admin@barlby-pri.n-yorks.sch.uk](mailto:admin@barlby-pri.n-yorks.sch.uk)

Web: [www.barlbycommunityprimaryschool.co.uk](http://www.barlbycommunityprimaryschool.co.uk)

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## **Head Teacher Welcome Note**

Hello and welcome to our school information pack. It is my pleasure to introduce you to Barlby Community Primary School. I hope you find the information in this pack interesting and helpful for you and your child.

Barlby Community Primary School is an exciting, innovative and successful place for children to learn, grow and achieve in preparation for living in the twenty first century. We are committed to providing the highest standard of education for every pupil. It is a place where children really matter and every individual's ability is recognised, nurtured, developed and celebrated.

We are a large primary school with a family atmosphere, older children look out for the younger children and all the staff go out of their way to get to know all the children.

Our open door policy is based upon welcoming parents and promoting a partnership with parents, carers and the local community. It means that parents can pop into school at any appropriate time and speak to the class teacher or to myself about any concerns they may have or simply to find out some information. During your child's time here we hope you will come to regard the school as your school and that your family's involvement with the school will be positive.

Should you wish to visit and get a taste for our school, please do not hesitate to contact the office, or pop in to make an appointment. We will be happy to see you.

Mrs Jillian Baker

Head Teacher

## **Welcome from the Chair of the Governors**

I was elected as a Parent Governor in November 2007 and as Chair of Governors in September 2013. It is an honour and privilege to be able to lead the Governing Body of the school in this way. The Vice Chair is Mr Phil Boyes. The Governing Body is made up of individuals from various groups: parents, school staff, the County Council and members of the local community, who work together to ensure the school is successful and pupils and staff reach their full potential.

If you wish to contact me you can write to me at the school address or email me on [cofg@barlby-pri.n-yorks.sch.uk](mailto:cofg@barlby-pri.n-yorks.sch.uk).

Matthew Walker

## **Barlby School Ethos**

Our strong ethos is based on respect for ourselves and others, equality and a sense of wonder at the world we live in. We are committed to developing the whole child. Our children will have the opportunity to be creative, to be physically active and to be academically challenged.

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.

## **Barlby Community Primary School - Our Aims**

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

Our aims to achieve this are to provide our children with opportunities to...

- Enjoy coming to school in an environment where they are safeguarded, happy, healthy, valued and secure.
- Experience a dynamic, creative and rich curriculum that meets their unique needs.
- Develop a desire and curiosity towards learning.
- Be challenged and motivated to become lifelong learners.
- Value, appreciate and celebrate everyone's talents.
- Respect and take personal responsibility for their actions and environment.
- Develop an awareness of spiritual, moral, social and cultural issues.
- Work in partnership with the whole school community.

## Meet the Teaching Staff – 2018/2019

Name	Key Stage	Year
Mrs J Baker	Head Teacher	
Mrs Coulson	Foundation	Nursery
Mrs R Vasey	Foundation	Nursery
Mrs E Clifton	Foundation & Assistant Head	Reception
Mrs K Jones	Foundation	Reception
Miss S Owen	KS1	Year 1
Mrs C Morgan	KS1	Year 1
Mrs S J Smith	KS1 & Assistant Head	Year 2
Mrs C Harford	KS1	Year 2
Mrs K Adams and Mrs L Tennent	KS2 and SENDCo KS2	Year 3/4
Mrs T Richardson	KS2	Year 3/4
Mr N Dawson	KS2	Year 3/4
Mrs L Cropper	KS2	Year 5
Mr N Walton	KS2	Year 5
Mr D Robinson	KS2	Year 6
Mr T Richardson	KS2 & Assistant Head	Year 6

## Meet the Support Staff – 2018/2019

Name	Role
Mrs N Atkinson	Teaching Assistant
Mrs J Ayres	Teaching Assistant
Mrs E Barr	Teaching Assistant (Higher)
Mrs A Barratt	Teaching Assistant
Miss J Bones	Teaching Assistant
Mrs A Burton	Teaching Assistant
Mrs D Charlesworth	Teaching Assistant (Higher)
Miss V Daniel	Teaching Assistant
Miss V Davies	Teaching Assistant
Mrs R Edgar	Teaching Assistant
Mrs V Overall	Teaching Assistant
Mrs G Gosnay	Nursery Nurse/ Teaching Assistant (Higher)
Mrs L Hodge	Teaching Assistant (Higher)
Mrs L Horsley	Teaching Assistant
Mrs S Kershaw	Teaching Assistant
Mrs C Larkin	Teaching Assistant (Higher)
Miss K Pickard	Teaching Assistant
Mrs W Prentice	Teaching Assistant
Mrs R Richards	Teaching Assistant
Mrs S Richmond	Teaching Assistant
Mrs E Robinson	Teaching Assistant
Mrs S Ross	Teaching Assistant (Higher)
Mrs S Salt	Teaching Assistant
Mrs K Scott	Teaching Assistant
Mrs S Smit	Teaching Assistant (Higher)
Mrs S Smith	Teaching Assistant
Mr C Whiteley	Teaching Assistant

Mrs L Whiteley	Teaching Assistant
Mrs M Hall	School Business Manager
Mrs T Martin	Clerical Assistant
Mrs M Franey	Clerical Assistant
Mrs C Cooper	Senior Midday Supervisor
Mr K Buchanan	Caretaker



## 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 member of the Senior Leadership Team. The general organisation of the school, curriculum and teaching methods can be discussed at this time.

Application forms are available on line on [www.northyorks.gov.uk/education](http://www.northyorks.gov.uk/education) or contact the school admissions team on 0845 0349420.

Priority for admission in the following order

- 1<sup>st</sup> - children and young people in public care for whom the school has been expressed as a preference.
- 2<sup>nd</sup> - children the authority believes to have special social or medical reasons for admission.
- 3<sup>rd</sup> - children living within the normal area of the school.
- 4<sup>th</sup> children living outside the normal area of the school

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 who are aged four before 31st August (of the current school year) will be eligible to apply for a place in school. At Barlby CP we offer one intake per year in September.

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 and your child's teacher. You will be able to look around the school and your child's new classroom. At this meeting you will be provided with an information pack with all the relevant information you will require.

Your child will also be invited into school for a series of workshops 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 its 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
- support the schools aim's
- 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 uniform requirements
- support extra curricula activities

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, followed by an open evening to celebrate your child's achievements.

## 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 the class teacher has the responsibility to teach all of the following subjects:

- English
- Mathematics
- Science
- Design and Technology
- Computing
- Geography
- History
- Music
- Art and Design

- Physical Education
- Religious Education
- A modern foreign language (MFL)
- PSHCEE

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 the Office for Standards in Education (OFSTED) on 23<sup>rd</sup> May 2018 and was judged as GOOD. Full copies of the OFSTED report are available from the school office and from the OFSTED website ([www.ofsted.gov.uk](http://www.ofsted.gov.uk)).

## **Health and Safety**

Barlby Community Primary School are committed to achieving compliance with and beyond, the minimum requirements of the Health and Safety At Work etc Act 1974 (HASWA) and associated Regulations. Health and safety is an important consideration for our school. We will take all reasonable steps to provide a safe and caring environment for children, staff and our visitors. The establishment of a healthy and safe environment is an essential prerequisite for the work of the school. It is also a statutory requirement. It depends upon sound management, vigilant supervision and the co-operation of all personnel (children and adults). We have a documented Health and Safety Policy which describes the Schools responsibilities and is available for review from the School Office.

## **Fruit / Vegetable Scheme**

Our school is involved in a fruit and vegetable scheme for all children in Early Years 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 clear labelled sports bottle of water daily which is available to them in the classroom, additionally water fountains are also located around the school.

## **Health Declarations and Health Examinations**

As you enrol your child at our school you will be asked to complete a medical form, it is paramount that these details are kept up to date. During the first year at school your child

will have a vision and hearing test carried out by the school nurses. You will only be contacted if there are any areas of concern.

## **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.

## **Sickness**

Could parents/carers notify the school office on the first day of absence from school due to illness. If any child has a contagious disease please inform school ASAP on 01757 703317.

## **Security**

Our school has CCTV on site. Gates are kept closed between 09:20 and 15:00. Main gates are only opened for deliveries and side gates for access to the nursery changeover. Please remember to close the 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 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 / Safeguarding Procedures**

Our first priority is your child's welfare and, therefore, Barlby Community Primary School is committed to ensuring the welfare and safety of all children in school. All North Yorkshire schools, including Barlby Community 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.

If you have any concerns regarding child protection please ask to speak to the Child Protection Lead- Mrs Jillian Baker or the Deputy Child Protection Lead Sarah Smith.

## **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 (EVC) 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 specific benefits can apply to the Head Teacher in confidence 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 or Barlby Library.

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

The law says that parents/carers do not have the right to take their child out of school for a holiday during term time. Under the Education (Pupil Registration) Regulations 2006, head teachers have a **discretionary power** to authorise leave in exceptional circumstances during term time.

Requests for leave in term time must be made 6 weeks prior to the date and in writing on the leave request form which is available from the school. It is strongly advised that you do not book your leave until approval has been given.

If there are extenuating circumstances for additional sessions off, 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.

## Session times

The school doors open at 8:45am for all children. Registration does not take place until the start times in the table below. Due to confined space parents/carers are asked not to enter the school building except for reception and nursery parents.

Key Stage	Start	Break	Lunch	Finish
Foundation – nursery (am)	09:00			12:00
Foundation – nursery (pm)	12:00			15:00
Foundation – reception	08:50		12:00	15:05
KS1	08:55	10:30	12:00	15:10
KS2	08:55	10:30	12:15	15:10

## 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. Various policies are also held on our school website ([www.barlbycommunityprimaryschool.co.uk](http://www.barlbycommunityprimaryschool.co.uk))

## Medication

If a child is sick the best place for them is at home until they are fully recovered. 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 on-going medication during the school day. The school office staff 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 from their doctors. It is the responsibility of the parent/carer to ensure 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. Medical 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.

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.

Regularly during the week children will bring home reading books for you to enjoy together. Some of these books include a card with ideas on how to stimulate comprehension. Please log any reading your child does in their reading record book or planner.

## 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

Barlby C P School has a school uniform policy which parents / carers are asked to support. All items of clothing must be clearly marked with the child's name. Please note: NO DENIM or HOODS allowed. The school office stock a selection of clothing which contain the school emblem.

## Whole School

### BOYS

Dark grey, navy or black school trousers/shorts

Blue or white shirt or polo shirt

Blue, black, white or dark grey socks

Plain or school emblem navy blue Jumpers / sweatshirts

Sensible shoes (no boots or trainers)

### GIRLS

Navy, dark grey or black skirt/trousers Pinafore dress

Blue or white blouse or polo shirt

Blue, black, dark grey or white socks/tights

Plain or school emblem navy cardigan or jumper

Blue and white gingham dress  
Sensible shoes (no boots, high heels or trainers)

Hair accessories must be small and dark in colour



## Physical Education – whole school uniform

### BOYS & GIRLS

Navy blue or black plain shorts (not Bermuda or beach shorts)

Round neck white T-Shirt (plain or with school logo)

Black pumps (indoor)

Trainers (outdoor) – These trainers must not be worn as school shoes

Leotards / tracksuits optional

## Jewellery / Lost property

Jewellery must be kept to a minimum, only stud earring (one per ear) and a watch 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 Grosvenor FM and cost £2.25 / day. Children wanting a hot school meal must bring payment (preferably cheques made payable to ‘Grosvenor FM or online via Parentpay) 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 the school office for an application form. Menus are available on request and on the school website. 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.

There are meal facilities for children in the nursery, these are charged at £1.80 per meal. Please enquire at the school office for charges.

## Nuts

Please help us to keep nuts out of our school as we have an increasing number of children who have nut allergies. Please do not include food containing nut products in your child’s packed lunch.

## **Physical Education**

Each class will have a minimum of two sessions 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 hockey.

Children must bring a letter from their parents/carer if they are to be excused PE due to medical reasons.

The school also has access to Selby Leisure Centre swimming pool for swimming lessons.

## **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 two representatives from each class. 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 regularly. All classes in KS1 and KS2 have two representatives.

## **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 valuable extra resources to enhance your child's learning.

Anyone is welcome to join or help out on the day! If you are interested in supporting, please contact 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 subcommittee 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**

Applications for high school must be made online at [www.northyorks.gov.uk/admissions](http://www.northyorks.gov.uk/admissions).

Allocations are confirmed in the spring term prior to your child moving to high school in the September. Parents will be invited to visit the high school on an evening with their child after the Easter holidays.

Your child will be offered a day visit to their chosen high school in the July. Year 6 children will 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.

## **GDPR**

Barlby C P School are committed in securing any data it holds. When you child starts at our school you will be issued with a consent form and a privacy notice. This is your opportunity to tell the school how you would like to receive communication and if you consent to your child's images being included in various means of publications. This consent can be changed by the parent / carer at any time.