

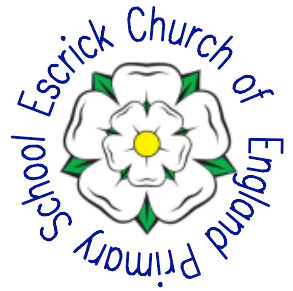
Escrick Church of England Primary School



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Commitment, Opportunity, Respect, Excellence

September 2019

Parent information leaflet

Our vision is to strive to create well-rounded individuals who are **compassionate** to all, are inspired to **achieve their full potential** and who understand that we are all valued equally as a **unique creation made in the image of God**. We promote our CORE values to achieve this vision.

Core Values - Commitment, Opportunity, Respect and Excellence; which we follow in our every day school life to help us develop strong behaviours for learning and positive attitudes.

By **commitment** we mean that everyone:
shows loyalty to friends, colleagues and the school;
is willing to support and show care for those who need help;
is willing to work to the highest level;
keeps to the school rules;
responds readily and positively to challenge;
strives to be the best we can be.

By **opportunity** we mean that everyone:
develops confidence through participation in challenges and are given fair chances to explore new things;
considers their own strengths and volunteers to try new things;
sets personal goals for improvement;
pursues individual interests in a manner which broadens horizons;
is highly engaged in tasks and activities.

By **respect** we mean that everyone:
values all members of the school community;
people are courteous and demonstrate good manners to all at all times;
displays tolerance of others with different points of view and beliefs;
shows respect for the school buildings, facilities and when moving around school.

By **excellence** we mean that everyone:
is proud of personal achievement;
produces work of the highest quality;
sets high standards and personal goals for improvement;
makes best use of talents, time and resources.

In order for school to run efficiently and effectively we have a number of rules and regulations that we would ask you to adhere to. Many of our rules are in place to help keep our children safe and we would ask for your assistance to keep not only your children but all the children in our school safe.

Entrance to school

Safety is of paramount importance in school and as a result you are **not permitted** to park in the school car park unless you are dropping off or collecting your child from before or after school club. Please see appendix 1 for recommended parking on the roads in the village. The **only** pedestrian entrance to school is via Main Street. The car park is not to be used as a pedestrian entrance.

If your child is coming to school on their bike or scooter can you, please ensure that they get off this once within school grounds and that they walk with it to place it in the bike rack. This is to ensure the safety of all our children, parents and visitors to our school.

The school day

The school day starts at 8.55am. When the bell goes children should make their way quickly & quietly into school. Please don't allow children on the grass before school. Children are not permitted on the fun trail or fitness equipment either before or after school due to insurance reasons. If you are late to school (after the bell has gone) you will need to bring your child to the main office. They will be marked as late in the register.

School finishes at 3.15pm. Children in reception, Years 1, 2, 3 and 4 will be handed over to an adult familiar to the teacher. If someone else is collecting your child then please notify either the class teacher or the office. Children in Years 5 and 6 may walk home on their own providing you have given consent. Please speak to Mrs Gibson Bone if you require a consent form.

If any child is not collected after 5 minutes they will be brought to the main entrance.

If you are running late due to unforeseen circumstances, then please ring the school office as soon as possible so that we can take care of your child until you arrive. Please then pick them up from the main entrance.

Playtime is 10.45am – 11am. **Lunch** is 11.50am – 1pm and is held in 3 sittings – reception & KS1, years 3 & 4 and years 5 & 6.

School dinners

All children in Reception and KS1 (years 1 & 2) are entitled to universal free school meals or you can send them with a packed lunch. For KS2 children school dinners are charged weekly in arrears. The daily cost for a school meal is £2.25 from September 2019. You are able, if you wish, to 'top up' your child's dinner money account via school money and pay dinners for the whole term or half term. Children are able to have either hot dinner or packed lunch but we would ask that this remains the same for the whole week. On a Friday Mrs Gibson Bone will reconcile the school dinners and an email will be sent advising how much money is owed. Please do not allow the amount you owe to exceed £50 per child. If you do exceed £50 you will receive a letter asking you to clear your account. If you do have any problems with school money or paying for school dinners then please contact Miss Miller. If you think you may be entitled to free school meals due to your economic circumstances then please contact the office for an application form. This applies to children in both KS1 and KS2. We need to be aware of this as your child may also be entitled to other financial help.

Please advise the school if your child has any dietary requirements or allergies. **We do have children on school with severe nut allergies therefore we would ask that no nuts are brought into school.**

Home/school communication

Newsletters are sent via email fortnightly. A copy of the newsletter is also placed on the school website. Please ensure you regularly check the website to keep up to date with celebration assemblies and other things happening in school. Your child also has a diary record and messages for your child's teacher can be written in here or passed to the teacher via the office. If you wish to meet with your teacher then please speak to the office so this can be arranged.

Curriculum termly newsletters are also sent home to ensure you have an overview of your child's topic for the term/ half term. Again these are loaded on the school website.

Parents' evenings are held twice a year in October and March. A welcome meeting for all parents is held in September. School reports are issued at the end of the school year.

School Money

School money is the online payment system that is used for the majority of payments to school including school dinners, trips, swimming and uniform. If you have a payment to make you will receive an email to notify you. This email will

contain your password. You will also need your email address and phone number (the one that receives texts) and your child's name. You can also use school money to order uniform. The 'shop' is on the right hand side of the screen and you are able to add items to your basket. You can also 'top up' your dinner payments and therefore are able to 'pay in advance' for school dinners.

Illness

If your child is unable to attend school through illness then please inform us either by telephone or by an email to admin. This needs to happen by 9am on the first day of absence. You should then continue to inform us, in the same way, of your child's absence on each subsequent day. If you have only informed us verbally, then upon your child's return a written note or email needs to be received to confirm their absence.

If your child is off school due to vomiting or diarrhoea then please ensure your child remains at home for 48 hours following the last episode. Please do not bring children who are off school due to illness to celebration assembly and where possible keep them away from other children if you have to bring them to school when you are dropping off or collecting siblings.

Medication

If your child requires medication whilst at school please complete a medication form at the office. We are only able to give prescribed medicine that has a pharmacy label on & that is required to be given 4 times a day. If your child has been prescribed a medicine that they have not taken before then please ensure your child is kept at home for a period of 24 hours to ensure there are no adverse side effects to the medication.

If your child suffers from asthma and requires an inhaler then please bring the inhaler to the office where relevant forms can be completed.

Holidays in term times

Requests for holidays in term time must be made 21 days prior to the holiday and in writing on the 'Absence during term time' request form. This form is then taken to the governors for a decision to be made. It is strongly advised that you do not book a holiday until approval has been given.

Uniform

Please ensure your child has the correct uniform for school each day: Grey trousers, skirt or dress, red or white polo t shirt (either with or without the school logo) and a red cardigan or sweatshirt. Tights should either be grey or red. Children should come to school in sensible black shoes. These are worn in school also so please ensure your child does not go on the grass before school. If the weather is

particularly wet or snowy then your child may come to school in wellies but please make sure they have their school shoes to wear inside. On warmer days red & white check summer dresses or shorts may be worn.

For PE your child will need black shorts, a white round neck t-shirt & trainers for outdoor PE. For PE outside in colder weather, they can wear dark coloured tracksuit bottoms and a dark sweatshirt. All children need indoor PE trainers or plimsolls as well.

Uniform with the school logo can be ordered via school money by adding the items you require to your basket. We also have a second hand clothing store. Please see the website for an up to date stock sheet.

Please ensure all clothing is clearly named. There is a lost property box in the main entrance so if your child does lose something then please check the box. The box is emptied into the clothing recycling bank at the end of every term.

Jewellery – jewellery other than watches & earrings should not be worn in school. If your child has recently had their ears pierced then please supply plasters to cover their ears during PE.

Nail varnish & tattoo transfers should not be worn in school by children.

Team points/houses

All children are allocated a team - Nidd, Ouse, Wharfe and Foss. Points are allocated for a number of outstanding things – manners, kindness and not just academic achievements. Team challenge days are held throughout the year which allow children to work under the guidance of their captain and vice-captain in various fun activities. Team points are counted each week and rewards given at the end of each half term and school year.

Celebration assemblies

Every week we hold a celebration assembly. All parents'/ family members are welcome and we use this opportunity to share children's work with you and celebrate achievements. Celebration assembly dates can be found on the website.

Christian Values Assembly

Once a half term we hold this special assembly to reflect on the Christian values that we have been studying, it is lovely to share times when the children have demonstrated this value in school and we celebrate its importance as a Church of England Primary School.

Swimming

All children will swim at some point during the school year, at the pool at Queen Margaret's school. Lessons are on a Friday morning and you will be notified in advance of the dates your child will swim. Swimming hats must be worn and if your child has a verruca then please ensure they wear a verruca sock. We do ask for a voluntary donation of £5 to cover costs.

Wider opportunities

All children in year 3 take part in the NYCC wider opportunities programme to learn an instrument. Please ensure your child brings their instrument to school on the correct day.

Music lessons

North Yorkshire County Music service provides tuition for a wide variety of instruments. Further details can be found via www.northyorkshiremusicclub.co.uk Lessons are arranged with them but can be held within the school day.

School residential

All children in year 5 & 6 are given the opportunity to go on a school residential. Further information is given at the time and payment plans are available to help spread the cost of these.

Wraparound care

Before & after school club

A breakfast club and after school club is run by an external provider – Zac's club. Please contact the office or them directly for more information. When you drop your child/ children off in the morning please ring the bell by the main entrance. The children are taken to the hall where they put their school belongings in a labelled box. When you pick them up again please come to the main entrance to sign them out.

School run after school clubs

Each term we run a selection of after school clubs. These are delivered by staff and you will be notified of the options. Places are limited and children are chosen via names in a hat.

School policies

All our school policies are available on the school website.