

St. Andrew's C.P. School



Kirk Ella

2021-2022

PROSPECTUS



Kirk Ella St Andrew's Community Primary School
West Ella Road
Kirk Ella
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WELCOME

Dear Parents and Carers,

Welcome to Kirk Ella St Andrew's Community Primary School. Thank you for choosing our school and trusting us with your child's education.

We aim to provide a caring and supportive environment which has high expectations. Our staff team is committed to creating an environment where every child can make good progress, not just in their academic life, but in their personal and social development as well. We expect our children to grow up to be accepting of others, be active members of the community and make good moral choices. All our staff aim to foster this by encouraging an enthusiasm for learning and by providing the best education to enable all children to achieve their potential.

We are always willing to hear from you if you have any questions or concerns, please contact the school. If you want to see how we work in action, feel free to make an appointment and we will organise a visit.

I look forward to meeting you,

Mr Church
Headteacher



VISION

We strive to encourage all our pupils to aspire to the highest levels of:

academic, social, emotional, and physical achievements so that they will develop independence, confidence in themselves as individuals, fulfil their true potential, and in doing so, make a positive difference to the lives of others.

AIMS

We want the children to:

- Have a love for learning.
- Be independent in their thinking.
- Show respect and care for others and value themselves.
- Be confident and responsible members of the community.
- Develop excellent life skills.
- Develop resilience.
- Be ready to take on new challenges.
- Established a good work ethic.
- Build happy memories and a feeling of pride.
- Achieve their very best.

THE SCHOOL DAY

Gates open from 8.40am in the morning. The parents/carers come in via one entrance and leave via two others. This helps keep a steady flow of traffic through the school playground. The children walk into the school from the playground. Staff are available on the playground to supervise this and to help the younger children.

The gates will then close at 8.55pm prompt. If children are late then they are to go to the school reception and they will be allowed to their classrooms via the front door.

Lunch is from 11.45pm for younger children and is subject to change. Most children will have lunch between 12.00pm and 1.15pm. If you wish to take your child off site for lunch, please collect them at 12.00pm and do not return them until 1.15pm.

At home time the gates will opened at 3.10pm and the children will come out at 3.20pm.

If children are not picked up by 3.25pm they will be taken to the reception to be picked up from there. The gates will close at 3.30pm to ensure security for any after school activities.

Please note: Children within the Foundation Stage up to Year 3 are only allowed to be collected by any persons over the age of 16 years.

Please contact the school office on 01482 657208 if you require somebody else to pick up your child.

Children in Year 4, 5 and 6 will be allowed to leave on their own.

YEAR/CLASS ORGANISATION

At present our classes are organised into single age groups. For September 2021, Year 4 and Year 5 will have three classes and Foundation, Year 1, Year 2, Year 3 and Year 6 will consist of 2 classes each.

The average class size contains 29 pupils, although some are larger/smaller. Foundation Stage and Year 1 occupy semi-open plan teaching areas in the South Block building, and all other year groups are placed in individual classrooms in the Main Block. The teachers in each year group plan and work closely together to ensure that the same work is covered in each class. The year groups are divided into two departments: Foundation Stage/Year 1 and Years 2 - 6; At present each is led by a Departmental Head who is responsible for all pastoral and curriculum issues within those designated year groups.

As in all schools, teachers are provided with 10% Planning, Preparation and Assessment (PPA) time each week. This is taken in Year groups during the afternoon. In Early Years, the Nursery Nurses and Teaching Assistants, who are known to the children, as well as a teacher for Year 1, supervise

the children whilst they have 'Children's Choice', PE or other activities. For other Year groups, a mixture of French teachers, Music teachers, Teaching Assistants and Teachers are used.

HOME/SCHOOL AGREEMENT

Since September 1999, Home-School Agreements have been mandatory in all schools. It sets out agreed expectations of both parents and the school and must be signed by both parties. This is signed when your child enters the school.

ADMISSION ARRANGEMENTS

The school's current admission arrangements adhere to the published criteria contained within the Local Authority's (LA) Admissions Policy. We are now a two form entry school with a 60 pupil intake in Foundation. Parents requesting places for their child at 4/5 years old must fill in a form of preference on-line and return it to the LA who then allocate places, according to their Admissions criteria. All pupils who will be 5 during the Autumn, Spring or Summer term are offered either full or part time places from the start of the academic year (September) according to parental preference. Children may change from part time to full time at any point in the Autumn term. Your child's level of confidence, emotional maturity and happiness is of paramount importance in making this decision.

THE CURRICULUM

Our curriculum adheres to Government requirements. At present, the full range of primary National Curriculum subjects are taught. These include the core subjects of English, Maths and Science. The foundation subjects are History, Geography, Music, Design Technology, PE, Art, Computing, RE and Personal, Social, Citizenship and Health Education. Key Stage 2 pupils also have an introduction to Modern Foreign Languages – currently French is taught. The foundation subjects are often incorporated into year group themes.

The curricular aims of the Governing Body are commensurate with those outlined by the East Riding Local Authority.

The Governing Body, in line with the requirements of the National Curriculum, wishes all pupils to develop their knowledge and understanding of all living things and of the processes of life which characterise their survival and reproduction. 'Sex Education' forms part of our Personal, Social,

Citizenship and Health Education (PSCHE) programme for the children. Please refer to the schools Relationship and Sex Education Policy for further information.

The school take the mental health of the children very seriously and we have a comprehensive programme called Jigsaw that tackles issues and anything the children might be concerned about. We also have two ELSA's (Emotional Literacy Support Assistants) who can support children if they have particular emotional needs.

HOMEWORK

Pupils are provided with an appropriate level of weekly homework tasks in each year group. The school subscribes to Doodle and on-line support programmes which pupils regularly use in class and are encouraged to access at home. Other topic tasks may also be set by the class teacher.

We do rely on the support of parents with homework. We do find that those children that are supported at home do achieve better results.

ASSESSMENT

Assessment is built into the planning of the curriculum at every stage. We have an Assessment Co-ordinator, who co-ordinates all assessment issues throughout the school. The Foundation Stage have an online assessment tool that tracks the children and is in line with the Early Years curriculum. This tool also enables parents to track their child's progress online at home by using a username and password. A baseline is made in September and further assessments are carried out throughout the rest of the year. All pupils undergo Standard Assessment Tasks (SATs) at the end of each Key Stage (Year 2 and Year 6). All schools are required by law to provide parents with information about the assessments they have at the end of both Key Stage 1 and 2, in conjunction with the published national results. Along with teacher assessments, termly we carry out NFER Tests which inform teachers in their planning and ensure setting of appropriate learning targets for each child. Please note that Statutory End of Key Stage 2 SATs for Year 6 pupils always takes place in May. Permission for Year 6 term time holiday is in accordance with the LEA policy attendance policy. Holidays are never granted during the SATs week.

SPECIAL EDUCATION NEEDS

Our Special Educational Needs and Disabilities Policy and Procedures are written in accordance with the DfEs Code of Practice for Special Educational Needs and Disabilities 0-25 years. Our Special Educational Needs Coordinator (SENCo) is Mrs. Stevens.

All children are assessed regularly, and progression is tracked throughout the year. Where staff have concerns that a child is not making the expected progress despite 'quality first teaching' and suitable differentiation, a 'cause for concern' will be raised with the parents. We will then seek parents' permission to do further assessments with their child. Results from the assessment and proposed 'catch up' interventions will be discussed. This is the start of the school's graduated response. All interventions are monitored and assessed each half term to ensure that they are effective. If children are not making the expected progress despite the individual interventions programme, alternative interventions may be tried or outside agencies involved for further support. Where a child has very complex needs and a number of outside agencies have been involved, it may be necessary to request a statutory assessment by the local authority, who will look at all the evidence from the school's graduated response and ascertain whether an Education and Health Care Plan (EHCP) is necessary to meet the child's individual needs.

The progress of all children with SEND is monitored in the same way as the rest of the school. Although their starting point may be below that of the majority of children, they will still be expected to make 'good' progress.

R.E and COLLECTIVE WORSHIP

The LA Agreed Syllabus is used for class lessons, and assemblies are non-denominational. The school will make arrangements for parents to exercise their statutory rights of withdrawal of their child from RE. There is a daily act of collective worship which is broadly Christian in character, and which varies in timing and format. Parents of pupils of other faiths are welcome to provide alternative worship / religious lessons for their children at school during these times if they so wish.

Pupils from all year groups and sometimes, the whole school, take part in special services each term at St Andrew's Church, Kirk Ella. The staff from St. Andrew's church also regularly contribute to our assemblies. However, respect for all major faiths is a high priority and local ministers and faith members from other denominations are invited to take part in various lessons. Visits are arranged to the Synagogue, Sikh Gurdwara, and Mosque for example.

EXTRA CURRICULAR ACTIVITIES

The school aims to encourage pupils to take part in a wide range of extra-curricular activities. Although each child is primarily encouraged to perfect his/her personal best with regards to the development of physical skills, we feel that it is also important that pupils learn how to cope with, and enjoy, a moderate level of competitive activities. During weekly PPA time release for teachers (10% Planning, Preparation and Assessment time), a French teacher and the School Music service are employed (in addition to Teachers and Teaching Assistants) to work in Years 3 – 6.

The school is highly regarded for its sport provision and has a range of teams that win cluster, regional and national competitions.

We hold the School Sports Platinum Mark and have received a national award for our work with swimming and have been nominated in the Youth Sport trust awards for the last two years.

A range of athletic activities are also organised which culminate in our school sports day and sports week. The junior pupils also take part in the annual Haltemprice Sports competition and opportunities are also provided for Year 6 pupils to take part in cluster sports activities at Wolfreton School.

We also have over 100 children who take part in singing and play musical instruments. We have a concert twice a year to celebrate this and the school choir visit various places in the area to entertain.

Further extracurricular activities are organised for pupils and take place either during lunchtime or after school. These vary from term to term and include:

Choir (KS2), Gardening Club, Football, Gymnastics, Cricket, Singing, Netball, Biathlon, Athletics, Tag Rugby, Judo, Choir, Cooking.

PLAYTIMES

All the children have a playtime during the morning and at lunchtime.

The Upper school have no afternoon playtime. Younger children, Years 1 and 2 have a 10-minute afternoon playtime.

Foundation Stage pupils have a separate play area which is surrounded by a fence. Year 1 pupils also have a small, fenced playground for use during lessons. Both Year 1 and Year 2 pupils have separate playtimes from the older children in the morning and play in a separate playground and part of the field as appropriate from the juniors at lunchtime. All pupils from Year 1 - 6, are able to go out on to part of the field with the other year groups during the summer term as appropriate.

Pupils may bring a snack for playtime, but for obvious health and dental reasons, this must consist only of fruit or raw vegetables (no biscuits, sweets, crisps, or peanuts allowed). We have a Healthy Tuck Shop that sells, flavoured milk, fruit juice and water to all pupils during morning playtime. The school is also involved in the Free Fruit scheme which is offered to all KS1 children daily. Children are encouraged to bring water bottles (sports cap only) to drink during lessons. Please note that the bottles must be filled with plain water only (no juice etc). A water cooler is available in both the South Block and Main Block for pupils to refill these under supervision.

LUNCHTIMES

Due to the offer of Free school meals for children from Reception to Year 2, all children will take school dinners in these years unless a parent has indicated otherwise to the school office. There will be a hot and cold option available.

For all other year groups, lunchtimes are organised so that cooked meals and packed lunches are taken in parallel halls in the main block. All the children eat in the school hall.

Pupils may alternate between cooked and packed lunches and going home in any one week.

From Year 3 upwards, cooked lunches should be paid for in advance. The method of payment is Parent Pay which is a secure on-line payment system. You will receive log in details and user instructions once your child has started school. School meals are currently £2.30 per day. Parents are asked to pay particular attention to the content of any packed lunches they provide. Please do not include sweets or highly sugared fizzy drinks. Please also avoid nuts / peanut butter, as several children with nut allergies can be affected by airborne nut contamination. Playground Buddies supervise the bags of playground toys provided for each year group (Years 1 - 6).

MEDICINES

If it is necessary for your child to have a course of antibiotics, then these must be given to the administrative staff located at the front office. Medicines must be in suitable containers and clearly named. The dosage must also be clearly stated. If dosages are for three or less a day, we ask parents to do this away from school as they can be given appropriately. If a dose is four times or over, parents MUST complete and sign a medication form for each new course. If a child is ill at school, we are not allowed to administer ANY medication which has not been provided by parents. If in doubt, we will always ring you for advice, or to suggest you collect him/her.

SUNSCREEN

Throughout the summer months, when outside, we encourage all the children to wear a hat and drink plenty of plain water. The children can bring sunscreen into school, but it must be in a named bottle and kept in school. Staff are not allowed to apply the cream but may guide the children when applying, where necessary. Staff do remind the children to protect themselves before going outside, but it is the child's responsibility. We have shelters which act as shaded areas (3 in the main playground and 1 in the Foundation Stage play area) and have an outdoor classroom. The trees around the school also provide some shade.

ILLNESS AND ACCIDENTS

Injured children are taken care of by our qualified First Aiders. If your child is ill/hurt at school, we will obviously contact you as appropriate. Please ensure that we always have an up-to-date record of all contact numbers. If your child experiences a very minor accident (e.g., a bump, we will send a text for your information. There are certain medical conditions which, although apparently minor, are extremely contagious. We therefore must insist that the infected pupil remains off school until he/she has completely recovered. Please take guidance from our admin staff when this happens for the length of time your child needs to away from school.

ABSENCES

If your child is absent from school due to illness, please phone to inform us that morning. This is of course, a matter of good manners, but without this, a child will be marked as having an unauthorised absence. If we are not immediately informed regarding a child's absence, the office staff will ring the home to enquire as a matter of safety. Term time holiday absence will only be authorised according to very strict criteria - please refer to the LA Term Time Holiday Absence Policy. If you need to take your child away on holiday during term time, please obtain a holiday form from the office. Taking a child out of school during the term will mean that he/she will obviously miss out on important curriculum input. Please note that the Governing Body insist that teachers do NOT provide homework for this type of holiday absence. We monitor our attendance registers carefully and any child who has a large percentage of absences will be contacted by the Head Teacher.

PARENTAL INVOLVEMENT

In order to enhance our relationship, parents are encouraged to come in and assist in the classrooms in a variety of activities. These include hearing readers, computer studies, design/technology, cooking and art as well as maths/language games. By doing so, you can help every child in the class, and learn much more about what your child does at school and why.

All voluntary helpers must first have a Disclosure & Barring Service (DBS) check.

Parents are also invited to a consultation evening once a term, and to attend class assemblies for your child's year group. If parents should have any concern regarding their child, they are encouraged to contact the class teacher immediately. Furthermore, we have a thriving Parent Teacher Association which works extremely hard to raise funds for extra resources for the school.

CHARGING FOR ACTIVITIES

The school does not charge for most activities taking place wholly, or mainly within school hours. However, parents are usually requested to make a voluntary contribution towards any expenses incurred, e.g. visits or workshops with artists. Pupils from Year 3 onwards are given the opportunity to learn how to play a variety of string and woodwind instruments through the teaching of three peripatetic music teachers which can be booked. This will be placed on a pro rata basis depending on the number of pupils taking the tuition. This is payable in advance as we are required to give a terms notice if tuition is to be cancelled.

CHARGING FOR ACTIVITIES

These main routes the children take are Wolfreton Secondary School, Hessle High School, South Hunsley School and some to the independent sector.

SCHOOL UNIFORM

School uniform is not compulsory but is expected to be worn by all pupils. It helps them feel part of our school family. It also helps maintain high standards of appearance - and avoids arguments at home! The uniform is as follows:

BOYS

- Green jumper/school sweatshirt
- Grey/black shorts/trousers (N.B. these MUST be a tailored style and NOT bootleg combat, leggings, or other 'fashion' type)
- White/yellow polo shirt or white shirt

GIRLS

- Green cardigan/school sweatshirt
- White/yellow polo shirt or white blouse
- Green / grey pinafore/skirt
- Green/yellow checked/striped summer dress.
- Grey/black trousers or shorts (N.B. these MUST be a tailored style and NOT bootleg combat, leggings or other 'fashion' type)

Shoes must be of a dark colour, preferably black. (No trainers, except for PE)

P.E.

- Yellow t-shirt
- Green shorts/skirt
- Tracksuits and trainers for outdoor P.E. (Black)
- Optional school hoodie (with logo)

The following items are on sale online.

Sweatshirts, Sweat cardigans, Polo shirts, Pinafores, PE T-shirts, PE shorts, Green fleeces, Reversible jackets, Pinafores and Book bags.

If you would like to order uniform on-line you can follow the instructions below:

- Go to <https://steadyschoolwear.co.uk/> or find the link on our website.
- Click on 'Schools' on the top of the page.
- Look for our logo and click.
- Select the items you need.

In the basket you do get the option to have it delivered to home or to school. If you get it delivered to school, it will be free of delivery charge.

All other items can be obtained from local suppliers of school uniform.

All uniform must be clearly named. We cannot be held responsible for lost items. A lost property cupboard is located near the front Reception. There are also areas for lost property in the Foundation Stage, Year 1 and Year 2. As names are put on all the cloakroom coat pegs, any named clothes which are found can be quickly returned to the correct peg.

COMPLAINTS PROCEDURE

Parents wishing to make a complaint about the school are invited to inspect the schools' complaints procedure on the website. However, it should be stressed that the school hopes that all informal means of resolving issues will be exhausted before the complaint's procedure need be invoked. Please contact your child's class teacher in the first instance. The Departmental Heads and the Head teacher are always happy to see parents by appointment to discuss any problems if things cannot be resolved. However, if a parent wishes to make a formal complaint about the school, it should be put in writing and addressed to the Chair of Governors who will arrange for the matter to be considered by the Governing Body.

Please note that due to COVID-19 there are currently changes to many aspects of school life.

Please ask a member of school staff if you would like any further information.