

St. Andrew's C.P. School



Kirk Ella

**2024-2025**

## **PROSPECTUS**



Kirk Ella St Andrew's Community Primary School

West Ella Road

Kirk Ella

East Yorkshire

HU10 7QL

Tel: 01482 657208

Email: [kirkella@eastriding.gov.uk](mailto:kirkella@eastriding.gov.uk)

Website: [kirkellaprimarieschool.org.uk](http://kirkellaprimarieschool.org.uk)

# VALUES

Building respect, resilience and responsibility to encourage confident and questioning children who love learning.

# THE SCHOOL DAY

Gates open from 8.35am in the morning. The parents/carers come in via one entrance on West Ella Road and leave via two others on Mill Lane. 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 8.50am 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 11.45am 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 be 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 required to be collected.

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 but are told to come back to the school if the person they are meeting is not there.

# YEAR/CLASS ORGANISATION

At present our classes are organised into single age groups. For September 2023, All Year groups have two 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 Teachers and Teaching Assistants 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 online 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 children. Please refer to the school's Relationship and Sex Education Policy for further information.

The school takes 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 three ELSAs (Emotional Literacy Support Assistants) who can support children if they have emotional needs.

# HOMEWORK

Pupils are provided with an appropriate level of weekly homework tasks in each year group. The school subscribes to Doodle and online 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, especially reading. We do find that those children who 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 Standardised Assessment Tasks (SATs) at the end of Year 6. All schools are required by law to provide parents with information about the assessments they have

at the end of Key Stage 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.

The school is highly regarded for its sports 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 playing musical instruments. We have concerts during the 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 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 but play together with the whole school

at lunchtime with a range of activities available to them. All pupils from Year 1 - 6, are able to go out onto part of the field with the other year groups during the summer term.

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). 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 caps 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 £2.50 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.

## 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 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 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 your child has completely recovered. Please take guidance from our admin staff when this happens for the length of time your child needs to be 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 part of our safeguarding procedures. 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 your child will miss out on important curriculum input. Please note that the 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 school and be discussed with the Education Welfare Officer.



## PARENTAL INVOLVEMENT

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 in Autumn and Spring. 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.

## TRANSITION TO SECONDARY

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

# SCHOOL UNIFORM

At Kirk Ella St Andrews Community Primary School, we believe that what people wear affects the way they behave. The following school uniform policy is intended to foster positive working attitudes and pride in the school. It also aids social equality.

We believe that children should be dressed appropriately for their age.

## School Uniform

Daily Wear		
Trousers	Plain black or dark grey	Must be a tailored style and NOT bootleg combat, tracksuit bottoms, leggings or other 'fashion' type
Tailored shorts, culottes	Plain black or dark grey	
Pinafore or skirt	Green or grey	Of decent length, on or just above the knee. Must be tailored style, not tight-fitting
Checked summer dress	Green or yellow	Of decent length, on or just above the knee
White/yellow polo shirt or white shirt	Plain white	Long enough to tuck in
Jumper, Cardigan or Sweatshirt	Bottle Green	Preferably with the school logo
Socks	Plain black, dark grey or white	
Tights	Plain black or dark grey	Opaque
Shoes/boots	Black	Black flat sensible school shoes/boots style (they are to be plain with no coloured logos or coloured detailing. Plain black trainers are acceptable)

		No fashion shoes
Wellies/ boots		For extremes of wet weather/ snow - with change of shoes when indoors
<b>P.E Kit</b>		
T-shirt	Yellow	Preferably with a school logo, no brand logos or initials (names can be added to the label)
Shorts/Leggings	Green/ Black leggings	No brand logos or coloured detailing
Trainers		Suitable for outdoor P.E
Tracksuit bottoms	Black	
Black Tracksuit top/ or hooded school sweatshirt with school logo		No Brand logos or coloured detailing
<b>Swimming</b>		
Trunks/jammers for boys		no loose-fitting shorts
One piece swimsuit for girls		no bikinis
Goggles (advised but not compulsory)		

## **Optional items**

- Reversible waterproof jackets
- Hat/cap
- Plain headbands

## **Watches (including 'smart' watches)**

We encourage children to wear watches in school. Please do not allow your child to wear a 'smart' watch, or any watch that has the same functionality as a mobile phone or PC, on the school site. This is for child protection reasons and your compliance is requested for the safety and well-being of the school community.

## **Jewellery**

On health and safety grounds, we do not allow children to wear jewellery to school (except for small studs, watches or devices that are used as a watch).

Children **are required to remove jewellery during PE lessons** to prevent them from causing injury and to look after them. The school accepts no responsibility for any items lost or stolen. If a child is unable to remove their earrings, they will be asked to remove their earrings on P.E day before they come to school otherwise they will miss the P.E session. Please use the 6-week holidays for piercing ears to allow time to heal.

**Teachers are not permitted to remove earrings.**

## **Make up and Nail Varnish**

Make up and nail varnish should not be worn to school unless for an out-of-school hours function, for example a school disco.

## **Hair and Accessories**

Extreme hairstyles are not appropriate for school. This includes hair extensions or attachments. The use of styling products should be kept to a minimum and hair should not be coloured or dyed. Headbands and other hair fastenings should be plain green or plain coloured.

## **When should the Uniform be worn?**

Uniform should be worn every day apart from P.E days. P.E kits are to be worn all day on P.E days as this saves time for the lessons. P.E days will be communicated to you by your child's class teacher.

## **Where to buy Uniform?**

School uniform is available at Steady School Wear online using the link from the website. Some of these items have the school logo on. Items can be purchased from other outlets if they are school colours.

## Labelling Uniform

All clothing should be clearly labelled with your child's name. This is especially important, as uniform items look similar and can easily be confused for another child's. The school cannot accept responsibility for any lost items.

# 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.

If you have a complaint, please contact your child's class teacher in the first instance. This will be asked of you if you choose to use another route for a complaint.

The Departmental Heads and the Headteacher are always happy to see parents by appointment to discuss any problems if things cannot be resolved after talking to the class teacher.

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.



## Kirk Ella St Andrew's Community Primary School SATs Data

Summer 2023

EYFS	School	LA	National
Good Level of Development	83		65

Year 1	School	LA	National
Phonics	95	75	65

Year 6	School	LA	National
Grammar, Punctuation and Spelling	72	70	85
Reading	73	73	75
Writing	67	67	61
Maths	73	68	79