

# Gargrave CE Primary School

## School Prospectus

### 2024-2025



Gargrave C.E. (V.C.) Primary School

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Website: [www.gargrave.n-yorks.sch.uk](http://www.gargrave.n-yorks.sch.uk)

North Yorkshire

Headteacher: Mrs Sarah Peel BSc,

BD23 3RE

PGCE, NPQH

## Welcome to Gargrave C.E. (V.C.) Primary School

The staff and I would like to welcome you to Gargrave C.E. (V.C.) Primary School. This prospectus is intended to provide you with a brief but comprehensive outline of the way in which the School is organised, our approach to the curriculum and our central ethos. We hope you will find this information of use both as an introduction to the School and for future Reference, and that it will aid your child's successful transition into school life.

We firmly believe that a strong partnership between parents and teachers is the most effective way to achieve the best possible education for your child and we are fully committed to nurturing this relationship. To keep you fully informed about school life we provide a weekly newsletter containing both details of your child's current educational topics and also forthcoming events and activities.

In addition to this, you are always welcome in school to discuss any query or concern you may have about your child's education or welfare. We ask that you also keep us informed of any changes that happen that may impact upon your child. Please be assured that we will treat any sensitive information with the strictest confidence.

We strive to meet the needs of every unique child so they will be very happy with us.

Sarah Peel  
Head Teacher  
Gargrave C.E. (V.C.) Primary School



## Gargrave Church of England Primary School

Gargrave is a Voluntary Controlled Church of England Primary School, and is one of the family of Church Schools in the Bradford Diocese. It was originally founded by the Church, but is now controlled by the Local Authority.

Recognising the School's historic foundation, the Governors and Staff aim to preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the Church at parish and diocesan level. The School aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. The School encourages an understanding of the meaning and significance of faith, and promotes Christian values through the experience it offers to all its pupils. It caters for boys and girls between the ages of four and eleven. The maximum number of children to be admitted into the Reception class in each academic year has been set at 18. The number on roll at September 2023 is 90.

The present school was built in 1976 and opened on 21<sup>st</sup> June of that year. The School is set in extensive grounds overlooked by the Leeds-Liverpool Canal. The building consists of four classrooms, hall, library, shared area, staff room, secretary's office, Headteacher's office and kitchen where school dinners are prepared daily. There is also a classroom housing the Out of School Club. The grounds include a large hard-surfaced playing area and a sports field including wooden play equipment, a wildlife garden, a willow classroom and a gardening area with greenhouse and poly-tunnel. A track runs round the perimeter of the sports field enabling the pupils to access the outside areas during bad weather. Within the school grounds there is an independent preschool, catering for children from two and a half years to school age, run by a successful voluntary management committee.

The school serves the areas of Gargrave, Coniston Cold, Bell Busk, Eshton, Bank Newton, Broughton and East and West Marton and has strong links through activities and events with this community.

## **The School Vision**

We are a community of learners aiming for all to flourish and reach their maximum potential through valuing love, peace and hope. We will nurture learning habits where each individual has equal worth, in a safe and happy environment.

### **School Values**

Love

Peace

Hope

### **We show these through**

Friendship

Respect

Compassion

Sharing

Forgiveness

### **How do our pupils flourish?**

They will reach their full potential in and out of school

They have self-belief and self-confidence

They delight in learning

They know how to stay safe

They have resilience

They are proud of our community

They have ambition and broad horizons

They show positive relationships

They have a healthy mind and body

They demonstrate good behaviour

In consultation with Staff, Governors and parents we have developed a set of core values that underpin and are an integral part of school life. To help our pupils to remember them we have devised the following format:

Respect  
Enjoy  
Safe  
Politeness  
Equality  
Confidence  
Trust  
Forgiveness  
United  
Learning



These principles form the heart of our School and they constitute the basis of our Friday celebration assemblies where children from each year group, whose behaviour has exemplified these values, are chosen and presented with a white ribbon representing our school 's ethos.

At Gargrave Primary School we endeavour to produce pupils who

- Enjoy themselves
- Reach their full potential
- Are safe and healthy
- Experience a stimulating curriculum
- Reach National expectations in English, Maths and Science
- Know what their talents are
- Contribute to our community
- Understand Christian values and faith
- Are happy
- Are self-confident
- Have friends
- Respect others

## Staff & Duties

Mrs S Peel	Head Teacher
Mrs C Rigby	EYFS Teacher
Mrs N Abbey	Key Stage 1 Teacher
Mrs E McLean	Key Stage 1 Teacher
Mrs R Holme	Key Stage 2 Teacher
Mrs N Dawson	Key Stage 2 Teacher
Mrs S Aldous	School Business Manager
Mrs J Deville	Advanced Teaching Assistant
Mrs C Walton-Brown	Higher Level Teaching Assistant/MSA
Mrs R Gormley	General Teaching Assistant/MSA
Miss J Heseltine	General Teaching Assistant/MSA
Miss K Johnston	Advanced Teaching Assistant/ MSA/Triangle Club Assistant
Miss R Robinson	Cook
Mrs K Fellows	Assistant Cook/MSA
Miss A Wild	Triangle Club Leader/MSA
Mrs J Metcalfe	Triangle Club Assistant/General Teaching Assistant
Mrs Z Purvis	Triangle Club Assistant
Mrs R Heggarty	North Yorkshire County Council Cleaning Services

## The Governing Body

Co-Opted Governor

Ms C Davey (Chair)

Foundation Governors

Mrs J Dallas

Rev Andrew Steer

Parent Governors

Mr C Cowgill

Mr G Smith

Teacher Governor

Mrs N Dawson

Co-Opted Governor

Mr T Finch

Co-Opted Governor

Vacancy

Head Teacher

Mrs S Peel

Clerk to Governors

Mrs S Wareham

## The School Day

### **School Times**

The school day begins at 8.45am when the morning bell is rung.

Morning 8.45am to 12.10 Afternoon 1pm to 3.15pm

The KS1 children take an additional 15 minute break in the afternoon session.

Please ensure that your children do not arrive at school before 8.35am as we cannot take responsibility for them until this time.

### **Absences**

The school asks that you ring the office before 8.45am if your child is going to be absent. This rules out any uncertainty about the safety of the children. Registers close at 9.00am. The school operates a "first day contact system". If we do not receive a reason for your child's absence, the administrator will contact home on the first day of absence. We need a telephone call, note in planner or email if home time arrangements differ from usual. A message is also required if your child is unfit for swimming or PE.

### **Appointments during school hours**

If a child is to be absent for medical reasons, e.g. hospital appointment, dental appointment, or to attend an out of school activity, e.g. music examination, please contact school by telephone or email explaining the absence. If a child is absent with no given reason, office staff will contact parents to seek further clarification.

### **Illness in school**

At any one time, at least one of the school staff will hold a current certificate in First Aid. First aid is given for cuts and bruises. A contact telephone number must be provided so that you or your representative can be contacted in case of injury or illness emergencies. In the event of a serious accident or injury the child will be taken to hospital, and you will be contacted as soon as possible.

In order to prevent the spread of infections parents are asked to ensure routine immunisation and high standards of personal hygiene and practice, particularly hand washing. School has details of illnesses and period to be off school (contact Mrs Aldous for details.) If your child has diarrhoea and/or vomiting they should be away from school for 48 hours from the last episode of diarrhoea and/or vomiting.



If your child has any medical issues the class teacher needs to know in case any special care is required.

### **Prescribed Medicine in school**

Any prescribed medicine brought to school must be in a properly labelled container with the name of the prescriber, pupil's name, name of medicine, dosage and time of administration clearly legible. Parents are required to complete a form giving their authorisation for medicines to be administered. These are available from the school office.

**Please do not send unwell children to school- always err on the side of caution as this minimises the risk of illness spreading throughout the school.**

### **School Transport**

Free transport is provided from the commencement of the school term in which the pupil becomes 5 years of age, up to the end of the academic year in which a child reaches age 11 (i.e. year 6) where the walking distance, measured by the nearest available route is two miles or more from either:

- The school designated by the LEA as the normal school serving the child's habitual place of residence; **or**
- The parents' choice of school if that school is nearer to the child's habitual place of residence than the normal school.

Applications for bus passes should be made online on the NYCC website.

### **Collecting from school/parking**

**No** cars should stop/wait or park on the yellow zigzags outside the school at any time. This is to ensure a clear view for all pedestrians and to make sure all car drivers can see those crossing the road. At the end of the day, children should be collected from the playground unless it is felt they are old enough/mature enough to meet parents at another location. If there is no-one to meet pupils they should come to the main office where school will contact their family. **Children must not wait outside school.**

### **Dogs**

Please do not bring dogs into the school grounds. We have large numbers of children around at the beginning and end of school and even well-behaved dogs can present a hazard.

### **Holidays within term time**

Holidays can only be taken in term time in exceptional circumstances. A holiday form must be filled in (available from the school office) and completed at least 6 weeks before the first date of the period of leave being requested. The Headteacher will consider individual circumstances. Parents who take a child on leave in term time without the permission of the school risk being issued with a penalty notice fine for unauthorised absence.

**The holiday dates for the forthcoming year are to be found on our website.**

## The Curriculum

### The Curriculum Subjects

The core aims of the National Curriculum and our curriculum at Gargrave Primary School are to produce pupils who are:-

- successful learners who enjoy learning, make progress and achieve
- confident individuals who are able to lead safe, healthy and fulfilling lives
- responsible citizens who make a positive contribution to society

Our curriculum is designed to meet the individual learning needs of all pupils and develop the distinctive character and ethos rooted in the local community. We place a priority on the basic skills of literacy and numeracy, whilst maintaining a broad curriculum that develops the spiritual, moral, social and cultural awareness of every individual. We aim to prepare pupils for the opportunities, responsibilities and experiences of life.

Children follow the National Curriculum with the core subjects of English, Maths and Science, and the foundation subjects of ICT, R.E., Geography, History, Art, Music, Design Technology and P.E. being taught throughout the school. French is taught from year 3 upwards.

The School has adopted a "Creative Curriculum" approach to deliver the whole curriculum. Rather than teach each subject independently, relevant subjects are combined within a particular "theme". We believe that helping children make connections between subjects and transfer their learning from one subject to another is an essential part of successful curriculum planning. Connections make learning more coherent for children and help them to see the relevance of what they do. We also hold whole-school "theme" days, e.g. an art day, a science day, where children of different ages work together. In addition to this we offer a wide range of extra-curricular activities to further enrich the learning experience of our pupils.

### The Early Years Foundation Stage (EYFS)

All schools and early years providers have to follow a structure of learning, development and care for children from birth to five years old called the Early Years Foundation Stage (EYFS). Reception Year children are therefore considered to be in the final year of this programme. The EYFS is made up of seven broad areas of learning, each covered by early-learning goals:

- Personal, social and emotional development
- Communication and language
- Mathematics
- Understanding the world
- Physical development
- Literacy
- Expressive arts and design

The framework is characterised by a learning through play approach, and is delivered through a balance of adult-led and child-initiated activities. Your child will have already begun to focus on these areas of learning at their Preschool or Nursery setting and will be expected to have achieved these by the end of the foundation year at school, when they will make the transition to key stage 1 of the National Curriculum.

### **Gargrave Primary School is a "Healthy School"**

Gargrave Primary School is very proud to have been awarded the government's "Healthy School" Status for our attitude towards promoting a healthier lifestyle. The National Healthy Schools Scheme is a whole school approach that has four core themes that relate to both the school curriculum and the emotional and physical learning environment in school. These are Personal, Social, Health and Economic (PSHE) education, healthy eating, physical activity and emotional well being. "It's about creating happier, healthier children who do better in learning and life."

### **Personal, Social, Citizenship and Health Education and Economic Well-being**

The Healthy Schools Standard Scheme promotes health education and informs our teaching in this area. We follow the Social and Emotional Aspects of Learning (SEAL) curriculum, a whole-school framework for explicitly promoting social and emotional skills, which aims to develop a child's self-awareness, positive self-esteem and confidence and respect for others.

We teach sex and relationship education in the context of the school's aims and values through different aspects of the curriculum. While we carry out the main sex education teaching as part of our personal, social and health education (PSHE) curriculum, we also teach some sex education through other relevant subject areas, e.g. science. In Year 6 we place a particular emphasis on health education, as many children experience puberty at this age. We liaise with the Local Health Authority about suitable teaching material to use and are visited by the School Health Nurse. Parents have the right to withdraw their child from all or part of the school's sex and relationship education programme.

## Physical Education

The Healthy Schools Standard Scheme requires us to make sure our children

- are provided with a range of opportunities to be physically active
- understand how physical activity can help them to be healthier, and how physical activity can improve and be a part of their everyday life

We have a wide range of facilities at Gargrave Primary School including an extensive sports field and hard-surfaced play area, and a large hall containing a range of gymnastic equipment. Children are given the opportunity to access up to two hours of high quality sporting activities each week. We aim to introduce children to a wide-range of sporting activities which include football, cricket, rounders, netball, cross-county running and athletics. Most children attend swimming lessons at Craven Swimming Pool in Skipton at some point during the school year. We are also visited by a range of specialist instructors, for example this year children have taken part in tennis coaching with the instructors from Skipton Tennis Centre. The School holds an annual Sports day, which families and the local community are invited to attend. The school also participates in inter-school events and offers several sports-based after-school clubs run by staff, such as netball and running, as well as clubs run by outside agencies, for example football coaching run by "Kanga Sports".

## Religious Education and Collective Worship

The School is a Church of England School and as such R.E. plays an integral role in our school ethos. The religious education provided in the school is carried out in accordance with North Yorkshire's Agreed Syllabus. This syllabus is designed to cover the teaching of Christianity alongside the study of other religions and their practices.

There is a daily whole-school act of collective worship which follows a structured programme. We have many visits from lay members of our local community. We maintain strong links with St. Andrews, our local church, and the children attend the Church throughout the year for educational purposes and to take part in Services, e.g. Harvest Festival, the Nativity and Carol Service, and a Mother's day Celebration. Every term, each class is responsible for one of our assemblies where we celebrate our children's achievements. These assemblies play an important role in promoting the ethos of the school, "*every child counts; every child contributes.*"

Parents wishing to withdraw their children from collective worship should contact the Head Teacher.

## **Special Educational Needs**

At Gargrave Primary School we offer an inclusive curriculum to ensure the best possible progress for all our pupils, whatever their needs or abilities. The school is committed to the early identification of special educational needs and adopts a graduated response to meeting pupil need, in line with the Code of Practice 2002. If evidence suggests that a child is not making expected progress, the class teacher will adapt the materials being used in the lessons to enable the pupil to access the desired learning outcomes.

If there are particular needs that cannot be met within the usual differentiation, the teacher will liaise with the School's Special Educational Needs Coordinator (SENCo) in order to decide whether additional and/or different provision is necessary. Should further intervention be needed then the SENCo, after consultation with parents, will contact the relevant Local Authority support agency.

Our SENCo is Mrs N Dawson. A full copy of our Special Education Needs policy is available on our website and from the School Office.

## **Equality**

The school's attitude towards equality is in line with North Yorkshire County Council's Equality policy: "We oppose all forms of unlawful or unfair discrimination, whether because of race, colour, ethnic or national origin, sex or gender reassignment, marital status, family status, sexuality, religion or beliefs, disability, age or any other condition or requirement which places a person at a disadvantage and cannot be justified." A copy of our comprehensive Equality Scheme is available on-line and from the School Office.

## **Discipline/School Rules**

We aim to provide a positive, caring and safe learning environment for all our pupils, in which each child may fulfil his/her potential. Our approach is based on being RESPECTFUL to others, ourselves and of our own and others' property (see our School Values for more details). To achieve this, all pupils of Gargrave Primary School are expected to be thoughtful and responsible, demonstrating courtesy for others at all times.

Members of staff will make clear and reinforce what constitutes appropriate behaviour, and encourage this behaviour both in and out of school. Class rules are clearly displayed in each classroom. However, where necessary, sanctions will be imposed to deter unacceptable behaviour and in instances of more serious or persistent misbehaviour parental involvement and support may be sought.

## **Bullying**

We define bullying and harassment as;

"persistently and deliberately hurting a child or an adult, the emphasis being on the persistent intention to harm. This persistence may be by an individual, group or different pupils; but it is the persistent intention to harm which is the key issue."

The whole school community is clear that bullying will not be tolerated and we aim to promote, through our SEAL curriculum, a school climate where bullying and racial harassment cannot flourish. We also have a peer support system (Y6 monitors). All staff are fully aware about their roles and responsibilities in preventing and responding to bullying and are aware of the importance of modelling positive relationships.

Any concerns about such behaviour should be addressed initially to the class teacher, who will deal firmly with the situation. We have a comprehensive Anti-Bullying policy, which is available on our website and also on request from the School Office.

## **School Council**

The School Council is the main voice of the children within the school. Each school year is represented on the Council, which meets weekly. All children within school are encouraged to inform their school council representatives of ideas or concerns they may have.

## **Curriculum Enrichment - After School Activities**

We offer a wide range of after-school activities to enrich our pupil's learning experience, including sports such as netball and table tennis, computers, cookery, cross-stitch and a gardening club. Specialist instructors also run after-school programmes at school, e.g. this year there have been courses in dance and cheer-leading, football, tag rugby led by Kanga Sports. We are always open to suggestion and do our best to meet the requests of our pupils.

## **Educational Visits**

We believe safely managed educational visits with a clear purpose are an indispensable part of a broad and balanced curriculum. They are an opportunity to extend pupils' learning and enrich their appreciation and understanding of themselves, others and the world around them.

During the year children will make visits to other localities and events that link to and support their study areas. We aim to ensure that every pupil has the opportunity to benefit from education visits and that all visits are safe, purposeful and meet the educational needs of the pupils taking part. Every year the children in Y6 will visit an



Outdoor Education Centre on a residential basis, staying Monday to Friday. We welcome and are grateful for the support given by our parents on these visits.

The School has a comprehensive Health and Safety policy covering the procedures for educational visits and clearly detailing the responsibilities of all involved in these visits. We follow the Local Authority's 'Code of Practice and Guidelines for Educational Off-Site Visits and Activities'. Our policy is available on our website and also from the school office.

### **Charging Policy**

The Education Reform Act allows us to ask for **voluntary** contributions towards the costs of an educational visit. In theory a visit would have to be cancelled should insufficient contributions be forthcoming. If contribution may cause financial difficulties, please contact the Headteacher who will assist if possible. Charges may be made for education that takes place outside school hours, e.g. at the weekend or during holiday periods. All payments should be made online through the School Gateway.

### **School Uniform**

These are available from Skip to School in Skipton.

The uniform is:

- Navy sweatshirt or cardigan with school logo (NO hoodies during the school day)
- Navy cardigan with school logo (again - no hoodies please)
- Trousers, shorts, skirts, pinafore - dark grey, navy or black
- White polo shirt (with or without logo)
- Dark coloured school shoes with sensible heels (**no trainers**)
- Blue gingham dress
- Tartan skirt or pinafore
- Simple headband
- Long hair should be tied back

PE kit on PE days: -

- White T Shirt
- Navy blue or black shorts
- Trainers
- Navy blue or black jumper (this may be a hoodie)
- Dark coloured jogging bottoms

\*Earrings - small studs may be worn but these must be removed/not worn on PE days.

Please also provide a book bag (not a rucksack) for children in reception, year 1 and year 2 in order to keep the books straight and undamaged.



Please note that hoodies are not to be worn every day, but they may be used as a much needed extra layer in PE lessons.

**Please assist us by clearly labelling items of clothing with your child's name to make it easy for us to identify and return lost items of clothing.** Please make sure coats are also named and have a loop so they can be easily hung up in the cloakroom.

### **Jewellery and Money**

**The wearing of jewellery is strictly not allowed at school.** A watch may be worn but if it is a smart watch, it must not have the messaging/email/internet/camera function on it, as per our safeguarding policy. These can also be expensive items that may get damaged or lost, for which we hold no responsibility. Rings, earrings, and necklaces can be the cause of serious injuries if caught accidentally on equipment or by other children. If your child attends school wearing an item of jewellery they will be requested to remove it and responsibility for its safekeeping will rest with your child. Please only allow your child to bring money into school if they have been asked to do so for a specific purpose.

### **Mobile Phones**

These are not allowed in school. If your child walks to and from school alone and you feel a phone is a necessity, this must be handed into the school office on arrival at school and collected at the end of the school day. It is parents' responsibility that the phone is used sensibly out of school hours and must not be used in any way at the detriment to other pupils.

### **Swimming**

Children in Y4 attend swimming lessons at Craven Swimming Pool in Skipton. They require a swimming costume or trunks, a towel and a suitable bag to keep them in. Parents are asked for a voluntary contribution for the outstanding balance.

### **Lost Property**

A large lost property box is kept near the school office. If your child loses anything please look in the lost property box.

### **Healthy Eating**

The school's food policy is informed by the national "Healthy Schools" Scheme.

### **Playtime snacks**

A free piece of fruit is available to all Foundation and Key Stage One children at playtime as part of the Government's Fruit and Vegetable scheme. **Fizzy drinks,**

**chocolate, sweets and chewing gum are not allowed.** Older children are permitted to bring a piece of fruit for playtime if they wish. Children are asked to bring water bottles daily. These are stored in playtime if they wish. their classroom and children have free access to them.

### **School Meals**

All children eat their meals together in the school hall, whether school dinners or packed lunch. Lunches are prepared on the premises and menus sent home each half term. Lunch consists of a main meal followed by a choice of healthy pudding or fresh fruit. A jacket potato option is also available.

Payment for school meals is via the online payment system and should be made in advance of meals taken. Any child wishing to change their lunch option should give half a term's notice to assist the caterers. Children have the option of having a packed lunch Monday—Thursday and a school dinner on a Friday if they prefer—please advise the office.

### **Free School Meals**

Parents receiving benefits or credits may be entitled to free school meals for their children. For further information, please contact the School Office.

### **Packed Lunches**

If your child prefers to bring a packed lunch, please be aware of the following guidelines:

- Food containers should be clearly marked with the child's name and class
- Containers should be sealed and unbreakable (i.e. no glass bottles, flasks or cans)
- As part of our Healthy School policy sweets and fizzy drinks are not allowed

Packed lunches should be brought into school at the start of the day and stored just outside the child's classroom.

No child who stays at school for dinner will be permitted to leave the school premises during the lunchtime break. Children are cared for by midday supervisors, both in the dining hall and at playtime until afternoon school commences.

### **Before and After School Club**

The Triangle Club offers before and after school care for up to 16 children aged 4 to 11 years. The sessions are:

**before school**            7.30 to 8.45 am (including a light breakfast)

**after school**            3.15 to 6 pm (including a snack)

The Club offers a wide range of practical activities. There is as much flexibility for session booking for children as possible. The Club is thriving and is a marvellous facility for the school to be able to offer. It has the full support of the *Governors* and the Head teacher at the school.

For more information, please see our website.

## **Parental Involvement**

The staff at Gargrave Primary School are fully committed to establishing and maintaining an effective and supportive relationship between home and school. We fully appreciate the importance of a strong partnership between parents and teachers, and its influence on and significance for a child's educational development and welfare.

## **Visiting the School**

Gargrave C.E. (V.C.) Primary School is an open school; we are always available for consultation or discussion. Where possible, it is best to ring for an appointment, but staff are always willing to see parents before or after school. Parents' Evenings are held twice yearly, normally in the Autumn and Spring Terms, and an end of the year report on progress is also issued.

Class assemblies take place each term and parents and other family members are invited to come and help us celebrate their children's work and achievements. Other special assemblies are also organised throughout the school year. We aim to keep parents fully informed of what goes on in school and what is planned for the future, and to achieve this we send home a newsletter every alternate Thursday.

## **Volunteers**

We always welcome and are highly appreciative of volunteers. Help is needed with specific activities like listening to children read, or assisting with craft or baking activities, and also with practical tasks, for example, mounting work, backing books and sorting equipment.

Any parent willing to help in school will have to undergo a safe-guarding check before they are allowed to do so. There is no cost involved. Please ask the class-teacher or at the school office for more information.

## **Child Protection and Safeguarding**

Gargrave Primary School is committed to ensuring the welfare and safety of all children in school. All North Yorkshire schools, including Gargrave 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 on request from the School Office and online.

## **Access to Information**

Parents of children currently attending the school have the right of access to the following documents:

- Any published OFSTED/HMI reports about the school
- North Yorkshire's Agreed Syllabus for RE
- North Yorkshire Council Curriculum policy statements
- Full details of the Local Education Authority's Complaints procedure, including the procedure for the exclusion of pupils
- Current guidelines and schemes of work at use in school
- National Curriculum policy documents

Should you wish to see any of the above documents please contact the Head Teacher.

## **Complaints and Grievances Procedures**

The following is a guide to the hierarchy of appropriate procedures available to parents who have concerns about their children, their education, or the School staff.

- Issues relating to a child's welfare, progress and behaviour should initially be addressed to the class teacher.
- Any issues still unresolved as a result of this consultation should then be taken up with the Headteacher.
- Other matters such as curriculum concerns or school organisation should also be addressed to the Headteacher.
- If issues still remain unresolved after discussions with Staff and the Head then the Chair of the Governors (Jane Ellis) should be contacted.
- If this does not bring resolution, then parents will need to apply to the County's Complaints Procedure, available on request from School.

## **Internet Acceptable Use Policy**

The school believes that the safe use of the internet and other digital technologies will support, extend and enhance our pupils' learning experience, and our curriculum is designed to allow all our pupils access to these technologies. All pupils are taught about the importance of e-safety as part of their ICT curriculum, and both you and your child will be asked to read and sign our Internet Acceptable Use Policy when your child starts school. The ICT Co-ordinator will keep parents informed about any e-safety updates through the school newsletter, website and Learning Platform. The E-safety policy can be found on the School website.

## **School Website**

The school website can be found at [www.gargrave.n-yorks.sch.uk](http://www.gargrave.n-yorks.sch.uk). A copy of this prospectus and the School's policies are available on-line. Hard-copies of all our policies are also available on request from the School Office.

# Appendix 1

## Admission Arrangements

We have one intake of pupils per year. All children start in the September of the year in which they are 5 years old.

If the number of applications exceeds the maximum admission limit, after the admission of children where the school is named in the statement of special educational needs (SEN), the following oversubscription criteria will apply:

### ORDER OF PRIORITY

#### Priority Group 1:

Children and young people in public care for whom the school has been expressed as a preference.

#### Priority Group 2:

Children the authority believes have special social or medical reasons for admission or where it is deemed by the authority that the enhanced special educational needs provision available at that school is the most appropriate provision to meet the child's needs.

#### Priority Group 3:

Children living within the normal area of the school.

#### Priority Group 4:

Children living outside the normal area of the school.

### Induction Procedure

Once admissions have been finalised parents and children are invited to a series of induction meetings during the preceding Summer term. Children are invited to attend school for mornings and afternoons (staying for lunch one day) towards the end of the Summer Term so that they can learn the layout of the building, meet their classmates and teachers, and build their confidence about starting school.

## **Transfer at 11**

Children usually transfer at 11 from Gargrave Primary School to one of the six secondary school in the area. Please refer to the *Guide to Schools in the Craven Area*, published by North Yorkshire Children and Young People's Services for further details of the options open to your child. This is available from online from Craven District Council.

## **Pupil Destinations**

The following secondary schools are within a 10-mile radius of the school, two of which are grammar schools.

- Skipton Girls' High School
- Ermysted's Grammar School
- The Skipton Academy
- Upper Wharfedale
- Settle Middle School
- Private Education