

# *Useful Information*

## Welcome

Welcome to Yardley Hastings Primary School. We hope that your child has a happy time learning with us.

We have put together some information that will be useful to you. However please ask if there is anything else you would like to know at this stage.

## What we teach

We follow the National Curriculum Guidelines 2014.  
The core subjects are as follows:

### **English**

Language is central to each aspect of the curriculum. Throughout the School the children are given opportunities to extend and apply their language skills through cross-curricular topics and a literary-based approach. Good quality literature is used to generate a wide range of language activities such as basic grammar, comprehension, reading/drama exercises and writing in a variety of forms for a variety of audiences. All of which relate to the National Curriculum and the National Literacy Framework objectives.

### **Mathematics**

Mathematics is taught in line with the National Curriculum and the National Numeracy Framework. The children experience a range of mathematical concepts and have the opportunity to learn through topics and published schemes. Teachers use a variety of teaching methods, i.e. class, group and individual, which enable children to progress at their own pace. Children encounter different mathematical strategies to enhance their learning through problem solving, investigations and practical situations. Wherever possible children experience mathematics in the 'real world'; Information Communication Technology is also used as a tool to provide a broad mathematical curriculum.

### **Science**

Science is taught on a rolling programme based on the national scheme of work. All pupils are encouraged to develop their intellectual and practical skills through experimental and investigative science. These skills include observing, predicting, questioning and obtaining/considering evidence. Topics cover:

- Life Processes and Living Things,
- Materials and their Properties
- Physical Processes.

The foundation subjects are as follows:

### **Information and Communication Technology (ICT)**

ICT teaching is supported by a variety of teaching resources. The children use a wide range of software and as they become increasingly competent, they are introduced to databases, spreadsheets and controlled access to the Internet. The School has an excellent ratio of computers per pupil, and all classes have interactive smartboards.

### **History**

History is taught as part of the class topics and is firmly based on the children's own experience and surroundings. The chief skills, which the children develop, are:

- An awareness of time and the ability to sequence events
- An underlying knowledge of the history of the UK and the wider world through story and legend.
- A familiarity of handling artefacts to deduce information from them about the past.

Children learn about significant people, events and places from both the recent and more distant past. They look at history in a variety of ways and learn that the past can be represented and interpreted differently.

### **Geography**

Geography at Primary School is about stimulating pupils' interest in their immediate surroundings and fostering their sense of wonder at the beauty of the world around them. Their studies help children to develop appropriate knowledge, understand and develop skills through the study of themes such as weather, journeys, places and economic activities.

Geography is based on fieldwork and classroom activities. Enquiries focus on geographical questions, e.g. What/where is it? What is it like? How did it get like this? How and why is it changing?

### **Design Technology**

In Design Technology children develop a wide range of skills through investigating, designing and making. The children are taught how to use a range of basic tools safely, to develop their ideas and to evaluate both their own work and that of others.

### **Physical Education**

Physical Education uses movement as a medium for learning and expression, allowing the children to develop both physical skills and creativity. It contributes to the overall education of young children by promoting physical activity and a healthy lifestyle. Children in Years 3 to 6 enjoy weekly swimming lessons for one term each year. A range of extra curricular activities is also provided.

## **Music**

Music is taught to all pupils by a specialist Music Teacher. Pupils undertake activities within the areas of composition, performance and appraisal. Within these activities, they explore, experiment with and extend their understanding of musical instruments – pitch, duration, pace, timbre, texture, dynamics, structure and silence.

## **Art**

Within the art programme, there are three strands – understanding, making and investigating. Children learn about artists and they explore a range of materials and tools, working in two and three dimensions. They are encouraged to record from direct experience, memory and imagination. The School has a wide range of art and craft resources.

## **Personal Social and Health Education (PSHE)**

Although this subject is not statutory, PSHE is taught throughout the School. It helps to give pupils the knowledge, skills and understanding they need to lead confident, healthy and independent lives. A wide range of teaching methods are used such as discussion, talks, outside visitors, debates and circle time which enable children to learn to listen to others views and feelings and comment constructively.

## **Religious Education**

Religious Education is provided in accordance with the 1988 Education Act and locally agreed syllabus. It aims to help pupils develop their understanding and knowledge of different religious faiths, beliefs and practices and to help them reflect on their own values and beliefs.

The School respects the individual differences and beliefs of people in the community, whilst retaining, principally through the daily assemblies, an essentially Christian ethos.

## **Modern Foreign Languages**

Although the teaching of a modern foreign language is not statutory, we are delighted to be able to offer a language to all of our children. French is taught across all age ranges. This gives our children a great head start to language learning when they move to secondary school.

## **Sex Education**

We are aware that this is an intensely personal area and must be handled with sensitivity. The subject is dealt with as set out in the National Science Curriculum in a manner appropriate to the child's age and stage of development. There is more specific input during years 5 and 6 before transfer to secondary school.

Parents have the right to withdraw their child from Religious Education and collective worship. Alternative provision will be provided for those pupils withdrawn. Parents can withdraw their child from all or part of Sex Education except those elements taught as part of the National Curriculum. If parents wish to take this course of action, please discuss this with the Headteacher.

## *Our School Organisation*

Our School intake is 15 per year group, and we have four classes, currently arranged as Nursery and Reception, Years 1 and 2, Years 3 and 4, Years 5 and 6.

We have a separate Reception Year area for the teaching of the Foundation Stage, the first stage of schooling for your child, which continues on from the playgroup/nursery environment.

Years 1 and 2 follow the Key Stage 1 teaching programme leading to the national SATS (Standard Assessment Tasks) at 7 years old (Year 2) (these are teacher assessed).

Years 3 and 4 are Lower Key Stage 2.

Years 5 and 6 are Upper Key Stage 2 ending in the national SATS tests taken in the summer term of your child's final year at Primary School.

## *Normal school hours*

8.55am School whistle - please ensure your child is in the playground by 8.55am for the whistle.

10.30am 15 minute break for the whole school.

12.00am Lunch break

1.10pm Afternoon session begins. If your child has been at home for lunch please ensure they are back in the playground between 1.00pm and 1.05pm.

3.30pm School closes.

Visitors are welcome but are requested to report to the School Office as security locks are in operation.

## *Emergency Closure*

In the event of the School having to close suddenly as a result of unforeseen circumstances such as the failure of School's heating or electrical system, flooding or adverse weather conditions, the Headteacher will consult with the Area Education Officer and the Chair of Governors and parents will be informed by text or telephone.

Under no circumstances will children be left unattended at school.

## *Playtime*

The teaching staff supervise morning breaks. We have two lunchtime supervisors in the playground once the children have finished eating. Various equipment is provided in the playground such as skipping ropes, stilts and ride-on toys. We employ a Pastoral Care Manager to oversee this provision.

## *Snack*

Please feel free to provide your child with a healthy snack for playtime, named if possible. All Foundation stage and Key Stage 1 children are provided with a piece of fruit daily, through the DCSF scheme. A Healthy Fruit Club is available daily for Key Stage 2 children, at a cost of 20p per piece of fruit.

## *Lunch arrangements*

Children staying for lunch either have the choice of school meals (currently £2.25 per day), or a packed lunch. This would need to be sent in a suitable lunch box and a cup or straw provided for their drink, so that it is not drunk straight from a bottle. In the interest of promoting a healthy diet please do not provide your child with sweets or fizzy drinks for consumption at any time of the day.

The children have lunch in the School Hall with our lunchtime supervisors.

## *Free universal infant school meals for Reception to Year 2 (Sept 14)*

In line with the introduction of the government universal infant free school meals initiative, all children from Reception, up to and including Year 2 children, are entitled to a free hot school meal.

## *Additional funding for your child (formerly called Free School Meals)*

If you or your partner are on a low budget, additional financial help (Pupil Premium) may be available for your child, in the form of one to one tuition or assistance towards school trips / activities. For advice on this and eligibility criteria, please speak to Mrs Alison Cunningham, the Bursar, in the School Office.

## School Uniform

The School has a simple and inexpensive uniform which we expect all children to wear whenever they are at School, or representing the School elsewhere. We believe that this helps generate pride in personal appearance, a sense of group identity and cohesion and pride in the School.

**Girls:** White blouses or polo shirts, grey skirts, pinafores, trousers or shorts with red sweatshirt or cardigan. Red and white gingham dresses may be worn in the summer.

**Boys:** White shirts or polo shirts, grey trousers or shorts with red sweatshirt.

**P.E:** Navy blue shorts and red T-shirts for indoor lessons, with trainers for outdoor lessons. This should be kept in School at all times in an appropriate bag.

**Swimming:** As well as swimming trunks or costume, hats must be worn.

Please ensure that all uniform is clearly named.

### **Jewellery**

Jewellery, including rings and bracelets, is not permitted at school as nasty accidents can occur. If a child has pierced ears, only small studs should be worn, in the interests of safety, but these must be removed during games and PE. Wristwatches may be worn to school but we cannot accept responsibility for their safekeeping.

## *Drop off and Collection*

### **Parking**

At both ends of the School day the area around the School gets very congested and parking is not always easy. The owners of the Rose and Crown pub have very kindly offered the use of the pub car park. Please make use of this offer.

The Parish Council frequently requests that cars do not park around the centre kerb of The Square.

### **Collection**

Class 1, 2 and 3 children will not be allowed out of class until a parent or carer arrives to collect them.

Pupils in Class 4 are allowed into the playground but should return to their class if their parent or carer is not there. Parents of pupils can sign a letter of permission if they would like their child to leave school unaccompanied.

Please inform the School if you are delayed or if someone else will be collecting your child.

## *Health and Safety*

The health of every child is important to us and we work closely with you to ensure we have a full knowledge of any health problems a child may have. It is essential that the School is provided with up to date details of an available contact who the School can reach in an emergency.

## Illness

If a child is ill we require that you contact us as early as possible on the first morning of the day of absence but certainly no later than 10.00am. We request that children who are ill are not sent to School as their learning ability is invariably impaired and other children could become infected.

## Infectious and contagious diseases

Where a child contracts an infectious or contagious disease there are minimum times that the child should be kept away from School. Please let the School know as soon as possible so that others may be warned and precautions taken.

|                |  |
|----------------|--|
| Chicken Pox    | 6 days from onset of rash  |
| German Measles | 5 days from appearance of rash   |
| Measles        | 7 days from appearance of rash   |
| Mumps          | 7 days <u>and</u> swelling has subsided  |
| Whooping cough | 21 days from onset of characteristic cough   |
| Impetigo       | Until skin is healed   |
| Head lice      | Until treatment is received. Please note that infestations are common amongst children. Please carry out regular checks. |

The local Health Authority provides a comprehensive list. Please ask the School for details.

## Injuries in School

Simple first aid is provided at School but, if appropriate for a more serious incident, the emergency services or a doctor may be called or the child sent to hospital. You will always be informed if staff are concerned by an incident or there is any injury to the child's head.

## Medicines

**Short-term illnesses** - Children recovering from a short-term illness/infection who are clearly unwell should not be in school, if they are well enough to attend but need antibiotics to be given, this will be allowed. All medicines brought into school must be supplied in their original container and given to a member of staff to store safely, they must not be decanted into drinks etc or given to a child in their lunch box (for example, cough sweets/throat pastilles which have active medical ingredients) for their child to administer themselves during lunch. No medicines that contain aspirin can be administered in school.

**Medicines in school** – If medicines need to be administered in school parents must complete a form (available in the office), which will include stating when the last dose of the medicine was given at home. Staff will administer the medicine as required during the day and update the form as appropriate. When collecting at the end of the day it will be the parents' responsibility to ask for the medicine to take home and, should the medicine be required for more than one day, to re-sign the original form when dropping off on subsequent days, listing the up-to-date doses given.

**Specific on-going illnesses/conditions** – In the case of a child with, for example, asthma or diabetes, where pupils may need to take prescribed drugs on a regular basis, individual arrangements will be put in place, agreed between the parent and class teacher/first aider. We would however ask parents to ensure that their medicine, for example epipen or inhaler, is kept in date. The school has an emergency salbutamol inhaler for use on occasions when a child is displaying symptoms of asthma and their own inhaler is either not available or is unusable.

### Medicals

During Reception year we can arrange for a medical to be undertaken at the request of either you or the School. Sight and hearing tests can be arranged on the same basis. The School Nurse holds regular drop-in sessions which parents are welcome to attend if they have any concerns regarding their child.

### Pastoral Care

The class teacher knows each child well and is responsible for his/her general care and welfare whilst in School. We would ask, therefore, that you inform the teacher should any problems arise which are likely to affect a child's behaviour or state of mind. We will, of course, do our best to let you know about any incidents in School that may affect your child.

### Transfer to Secondary School

Children leave Yardley Hastings Primary School at the end of Year 6 and usually transfer to Wollaston Secondary School. Meetings for children and parents are held at the beginning of Year 6, and during their last term children spend time at the School. There also opportunities for parents to visit.

### Insurance

The School maintains all third party and public liability insurance cover required by law. However, the School does not have pupil personal accident insurance and you may wish to provide your own cover.

### Charging and Remissions

In accordance with the Educational Reform Act 1988 we have a Charging and Remissions Policy. Education provided by any state school is free of charge if it takes place during school hours. Lunchtime is not within school hours.

So that extra educational activities can take place for the benefit of the children we ask for voluntary contributions for these activities, school trips and residential visits. On occasion, part of the cost may come from School funds or from funds raised by FOYS (Friends of Yardley Hastings School). If any payment causes a financial problem for a family, please speak to the Headteacher in confidence.

### *Friends of Yardley Hastings School (FOYS)*

FOYS is a committee of parents elected annually and set up to organise social events to raise money for equipment and activities for the School. All parents are welcome to come along to the FOYS meetings without having to join the committee.

### *Statutory Information*

The following information is available upon request in accordance with the Freedom of Information Act from the school office:

Copies of the school's policies, including Admissions, Special Educational Needs, information regarding the number of pupils on roll, pupils' authorised and unauthorised absences, National Curriculum KS2 assessment results where appropriate if a Year 6 cohort is greater than 10 pupils.

## Statement of Aims

**Aim - To develop every child to their maximum potential.**

**This means we will:**

- Educate each child according to their individual capabilities through a broadly based curriculum.
- Promote self-esteem and develop positive relationships with others where everyone is valued and respected.
- Encourage care of the local and global environments and responsibility towards them.
- Encourage awareness of diverse social and cultural beliefs and values.
- Develop and express an appreciation of beauty, art and nature.

**We will do this by:**

**1. Putting the children at the centre of everything we do:**

- Encouraging children to express views, experiences, interests and abilities for the benefit of themselves and others.
- Recognising and celebrating the achievement of all children.
- Providing a caring environment where children and adults show each other respect and work within mutually agreed boundaries.
- Being approachable, open and honest.
- Encouraging two way community involvement and participation.

**2. Providing a positive learning environment where we:**

- Follow National Curriculum.
- Use a variety of teaching methods.
- Raise standards by setting children challenging and stimulating targets, encouraging high expectations of achievement and developing independent learning skills.
- Have a Home Learning partnership between the school, children and parents.
- Provide a range of appropriate extra-curricular activities.
- Give the children a wider perspective of the world by use of appropriate assemblies, charity work etc.

**3. Providing an effective management framework where:**

- A School Development Plan is drawn up by consultation between staff, governors and parents.
- An appropriate range of policies is drawn up and implemented.
- Active, positive and honest communication takes place between all stakeholders in the school.
- Governors fulfil their legal responsibilities, set a strategic direction for the school, monitor and evaluate the implementation and success of school policies, development and action plans and undertake personal role development.
- All staff are provided with opportunities for professional and personal development.

## Staff

| <b>Post</b>                      | <b>Staff Member</b>          | <b>Location</b>           |
|----------------------------------|------------------------------|---------------------------|
| Executive Headteacher            | Mrs Jill Gardner             |                           |
| Teachers                         | Mrs Shannon Rutter (p/t)     | Class 4                   |
|                                  | Mrs Bernadette Nevison (p/t) | Class 4                   |
|                                  | Mr Richard Watt              | Class 3                   |
|                                  | Miss Victoria Burrows        | Class 2                   |
|                                  | Miss Amber Hayfield          | Class 1                   |
| Executive Deputy Headteacher     | Mrs Louise Brown             | Class 1                   |
|                                  | Mrs Sharon Moran (p/t)       | Class 1/ Reading Recovery |
| Music                            | Mrs Pam Dyson (p/t)          | Classes 1-4               |
| Higher Level Teaching Assistants | Mrs Caroline McCulloch       | Class 1                   |
|                                  | Mrs Sarah Wilkinson (p/t)    | Class 1                   |
|                                  | Mrs Elaine Murphy            | Class 2                   |
|                                  | Mrs Felicia Westwood         | Class 3                   |
| Learning Support Assistants      | Mrs Sandra Costello          | All Classes               |
|                                  | Mrs Claire Thompson          | Class 4                   |
|                                  | Mrs Katie Evans              | Class 3                   |
|                                  | Mrs Ciara Madden             | Class 2                   |
|                                  | Mrs Charlotte Hobbs (p/t)    | Class 1                   |
|                                  | Mrs Lisa Kolodziejczyk (p/t) | Class 1                   |
|                                  | Miss Teresa Buck (p/t)       | Class 1                   |
| Bursar                           | Mrs Alison Cunningham        |                           |
| Administrative Assistant         | Mrs Bryony Busby (p/t)       |                           |
| Pastoral Care Manager            | Mrs Caroline McCulloch       |                           |
| Lunchtime Assistants             | Miss Kerry Chown             |                           |
|                                  | Miss Charlotte Newton        |                           |
|                                  | Mrs Karen Minney             |                           |
| Morning Supervision Assistant    | Miss Kerry Chown             |                           |
| After-School Club Assistant      | Miss Kerry Chown             |                           |
| Cleaner in Charge                | Miss Julie Lack              |                           |

## Governing Body

### Appointment

### Governor

### Term

Co-opted Governor

Mrs Jane Cooke  
Mr Anthony Williamson (Chair)  
Mrs Kate Coleman

Sep 2019  
Sep 2019  
Mar 2020

Elected Parent Governors

Mr Chris Johnson  
Mrs Jackie Burney-Childs  
(V Chair)  
Mr Mark Henderson

Nov 2017  
Nov 2017  
Aug 2020

LEA Rep

Rev. Derek Hopkins

Oct 2017

Headteacher  
Teacher Governor  
Clerk

Mrs Jill Gardner  
Louise Brown  
Mrs Alison Cunningham

N/A  
Sep 2019  
N/A