

Malton Community Primary School



Prospectus 2004 - 2005

Malton Community Primary School

Registered Charity No: 1060023

North Yorkshire County Council

Headteacher: Colin G Culley MA

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Children have high levels of innate creativity,
with an ability to fantasize & imagine – we must
focus on not destroying it.

Malton Community Primary School
NORTH YORKSHIRE COUNTY COUNCIL

PROSPECTUS
2004 / 2005

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Area Education Office

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.....
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NYCC: www.northyorks.gov.uk

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National Test Results

Please find the results of the National Tests for Key Stage 1 & 2 at the end of this prospectus

Malton Community Primary School

When our school was opened on 3rd October 1963, by Miss M.G. Willoughby M.A., the Headmistress of Mill Mount Grammar School York, it was as a Junior School comprising six classrooms, a hall, kitchen, staffroom and various storerooms. There was also a large playground and playing field. Today, the very attractive two and a quarter acre site is shared with St. Mary's R.C. School and the Rainbow Pre-School. Over the years there have been many significant improvements.

During 1975, the building was extended to include an Infant Department with three main teaching bases and an infant playground which has access to the playing field. On Tuesday 11th April 1989, we were particularly pleased to open a Nursery Unit using a converted infant classroom. The latter is self contained, comprising a classroom, library area, outside play area (with perimeter fence) and toilets.

Following almost five years of fund raising we were thrilled when, on 2nd May 2001, our new ICT suite was officially opened by Cynthia Welbourn, the Director of Education. Easter 2001 saw the completion of a new KS1 classroom and in January 2002 our new staffroom, office and a KS2 classroom were completed. We now have eleven classrooms, the ICT suite, the nursery unit, a Key Stage 1 library and a Key Stage 2 library. When the caretaker retired in 1992 the school house came under our jurisdiction and it now contains an office for the Pupil Support Service, a committee meeting room, a storeroom, a kitchen for use with the children and a small classroom.

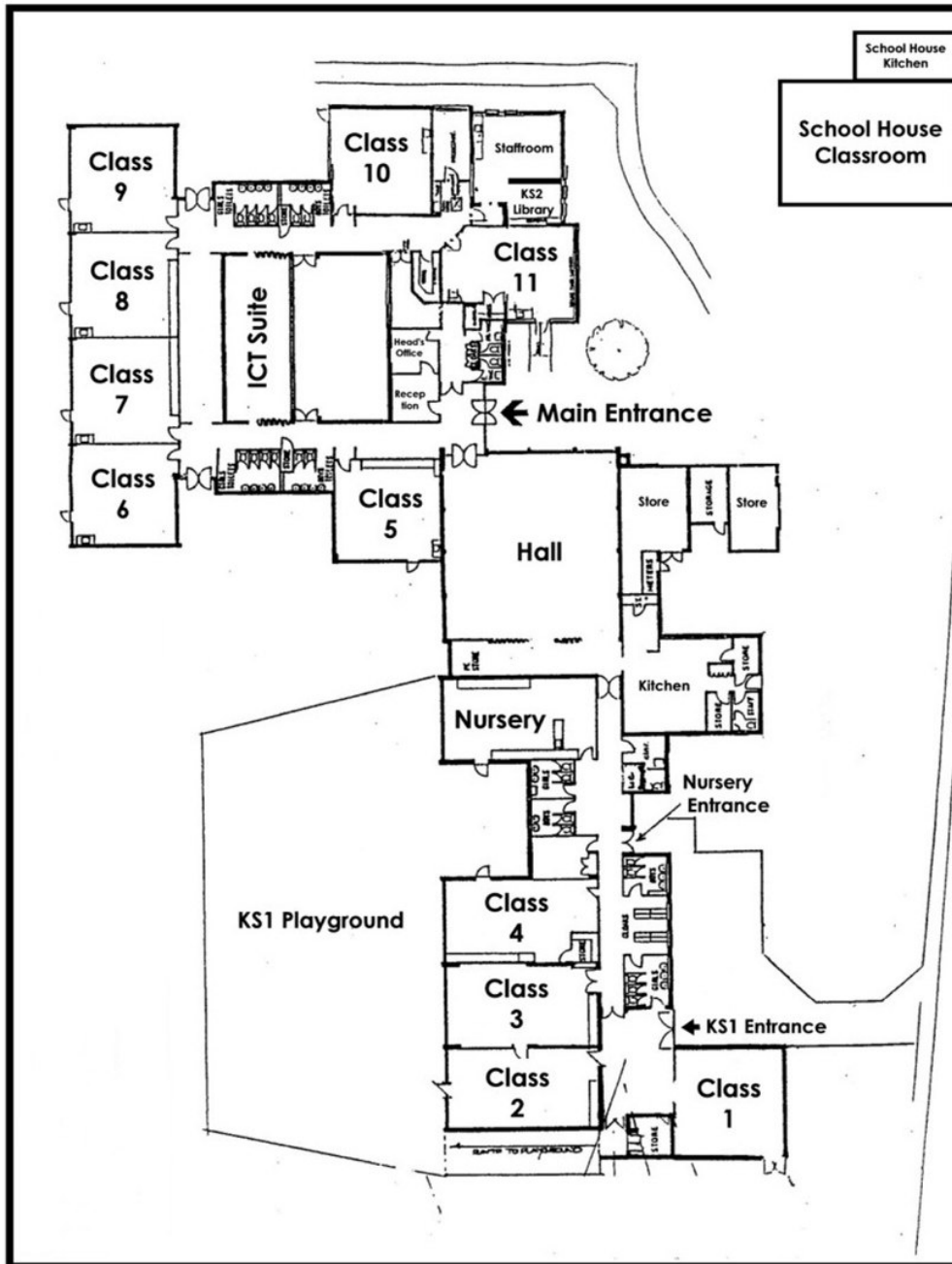
Proposals are currently being considered to build an extension to the house which will bring the classroom up to full size. In July 1999 our local playgroup received a grant of £65,937 to erect a new building on our campus and this was officially opened on Saturday 15th January 2000.

Our current staffing establishment is 12 full-time and 4 part-time teaching staff, plus the headteacher, and a part-time SENCO. Each class is currently receiving approximately 3 hours teaching assistance per day. Our number on roll is 312, with an additional 40 part-time children in the nursery and all our KS1 and KS2 classes are below 30. Our forecasts indicate a rising population over the next three years.

HEADTEACHERS

1874	-	1876	J.W. RYDER
1876	-	1880	J. R. WILKINSON
1880	-	1921	J. SADLER
1921	-	1937	H. GILLESPIE
1937	-	1953	A. J. HALL
1953	-	1977	G.W. HEATH
1977	-	1985	K.J. TABOR
1985	-	1985	P. THOMPSON (Acting Head)
1986	-		C.G. CULLEY

School Plan



Headteacher - Mr C Culley

Key Stage 1

- Class 1 - Miss R Percy
- Class 2 - Mrs L Davidson
- Class 3 - Mrs A Buckton (ST KS1)
- Class 4 - Mrs C Smith
- Class 5 - Mr R Kelly
- Nursery - Mrs K Davies

Key Stage 2

- Class 6 - Mrs M Rimmer
- Class 7 - Mr R Beadnall
- Class 8 - Mr D Shaw/Ms G Davies
- Class 9 - Mr S Taylor
- Class 10 - Miss C Brockway
- Class 11 - Mr T Hiley (ST KS2)

Achievement Coordinator - Mrs S Edmondson
 Part Time Teacher - Mrs M Shaw - French

Malton Community Primary School

Governing Body

Chairperson: (Elected 19.09.03)	Mr Tim Davies 23 Castle Howard Drive Malton YO17 7BA	NYCC LEA (Re-appointed September 2001)
	Ms Tracie Bylo Hitching 26 Highfield Road Malton YO17 7DB	Parent Governor (Appointed June 2004)
	Vacant	Minor Local Authority Malton Town Council
	Mr Ken Phillips 19 Furlongs Avenue Norton, Malton YO17 9PB	Staff Governor (Appointed March 2002)
	Vacant	Co-opted Governor
Vice-Chairperson: (Elected 19.09.03)	Miss Miranda Graham 1 Hamilton Green Malton YO17 7YH	Parent Governor (Elected January 2001)
	Mr. Mike Knaggs New Uplands Castle Howard Road Malton YO7 6NJ	NYCC LEA Appointed September 2001
	Mrs Natalie Jagger Wykeham Villa Peasey Hills Malton - YO17 7JU	Co-opted Governor (Appointed October 2002)
	Mrs Helen Morgan 13 Town Street Old Malton YO17 7HB	Parent Governor (Re-appointed 28 th June 2002)
	Miss Claire Brockway Malton C.P. School	Teacher Governor (Appointed September 2003)
	Mrs Ann Robinson 10 Kingston Drive Norton, Malton YO17 9DD	Co-opted Governor (Appointed September 2000)
	Mr Frank Wiggle 4 Castle Howard Drive Malton YO17 7BA	NYCC LEA (Re-appointed September 2001)
	Mrs Catherine Ingham 39 Town Street, Old Malton Malton YO17 7HB	Parent Governor (Appointed June 2004)
	Mrs Michelle Grayson 31 Pickwick Close Malton YO17 7YW	Parent Governor (Appointed June 2004)
Clerk:	Mrs Lorraine Cooke 29 Maiden Greve Malton YO17 7BE	(Appointed March 1997)

Malton CP School - Team Members 2004 / 2005

HEAD TEACHER	Mr C G Culley	MA (Teesside) B Ed Hons (Loughborough)
ASSISTANT HEAD TEACHERS	Mrs J Wells Mrs A Buckton	MA (York) B Ed Hons (Leeds) B A Hons (York)
TEACHERS		
Foundation 1 (Nursery)	Mrs K Davies	Cert Ed (Darlington)
Foundation 2 (Reception)	Miss R Percy Mrs C Smith Miss M Glass	B Sc Hons (Durham) B A Hons (Ripon&York) (Part-time) B Sc Hons (Leeds) (Part-time)
Key Stage 1	Mrs L Davidson Mr J Kelly Mrs A Buckton	M A Hons (Glasgow) B A Hons (York) B A Hons (York)
Key Stage 2	Mrs J Wells Mrs R Pollard Miss S Davison Miss C Brockway Dr R Beadnall Mrs M Rimmer Mr D Shaw	MA(York) B Ed Hons (Leeds) B A Hons (Sheffield) Part-time B A Hons (Exeter) B Sc Hons (Bradford) Ph.D (York) B Sc Hons (York) B Sc Hons (London) Part-time
SPECIAL EDUCATIONAL NEEDS		Mrs S Edmondson, Achievement Co-ordinator
PART-TIME TEACHERS	Mrs S Edmondson Mr D Shaw	B Ed Hons (Lancaster)
NURSERY NURSE	Mrs S Potter	N N E B
SECRETARIES	Mrs E Magnan	Mrs M Daniels Mrs G Wright
TEACHING ASSISTANTS	Mrs A Robinson Mrs K Grimshaw Mrs S Smith Mrs L Deighton Mrs H Martin-Lemmon	Mrs D Anderson Mrs J Wilde Mrs D Davidson Mrs R Ibbotson Mrs J Wright Mrs J Wright Mrs S Harvey Mrs E Ramsey Mrs J Adderley
CARETAKER/CLEANER	Mr A Thornton	Mrs J Sleightholme Mr P Stockdale
COOK	Mrs C Kewley	Mrs M Stainsby (Assistant)
KITCHEN STAFF	Miss A Reid	Ms A Weatherill
MID-DAY SUPERVISORY ASSISTANTS	Mrs B Machin Mrs S Smith Mr M Sleightholme	Vacant Mrs E Ramsey Mrs D Train Mrs D Davidson/Mrs H Keane Mrs D Anderson / Mrs A Robinson Mrs K Grimshaw & Mrs H Martin (Reliefs)
ROAD CROSSING PATROL		Mrs D Coe
MAINTENANCE		Mr K Phillips
EDUCATIONAL SOCIAL WORKER		Mrs A Kiddle
PERIPATETIC MUSIC STAFF	Miss Kendall (Brass) Mr M Wheeler (Guitar) Mrs Sanderson (Woodwind)	Mrs W Standish (Strings) Miss S Hydes (Keyboard)

School Organization ...

OUR school day begins at 9.00 a.m. (first bell 8.55 a.m.) and our pupils are expected to arrive at school between 8.45 a.m. and 8.55 a.m. Please note that pupils are not supervised before this time. When the weather is fine they should go straight to their playground and if the weather is inclement the staff will invite them to enter the school and go to their classrooms.

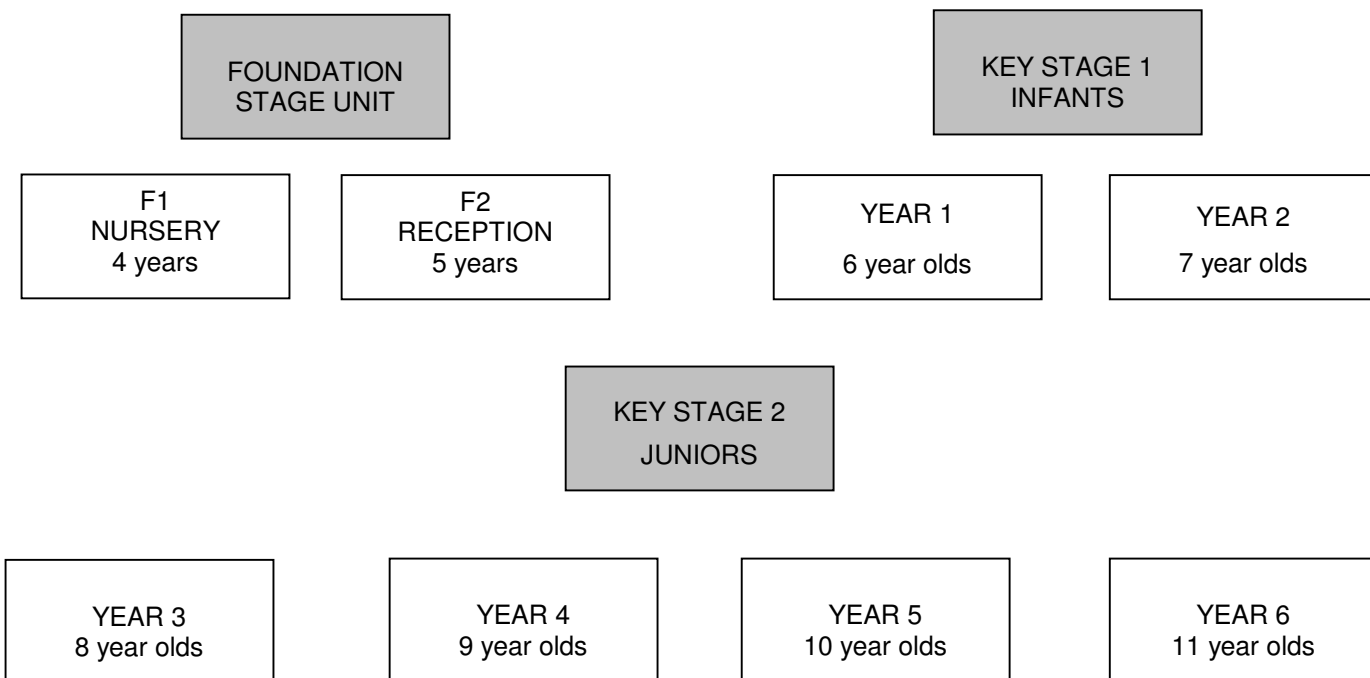
THE SCHOOL DAY

9.00 am	Morning registration
10.35 -10.50 am	Break
12.00 noon	Lunch (Nursery finish 11.45am)
1.00 pm	Afternoon registration
2.15-2.30 pm	Break
3.30 pm	School finishes

N.B. Pupils arriving late i.e. after 9 a.m. must report to the main office

YEAR GROUPS

THE classes throughout the school are grouped according to age. However, when numbers in a particular age group are high it becomes necessary to have a mixed age group within a class.



Transport ...

TRANSPORT is provided for those children living more than two miles from school, measured by the shortest route. Please contact the Educational Welfare Officer for confirmation if you feel you qualify for this facility. Please note that no extra transport can be provided under the scheme for pupils attending either part-time or full-time prior to 'rising five'. However, these children may travel on hired transport free of charge if they live more than the statutory two miles from home to school, provided that space is available on the vehicle. Leaflets on "Home to School Transport" covering *Code of Conduct & General Guidelines* and *Provision of School Transport Services During Severe Weather* are available from NYCC Passenger Transport Group, County Hall, Northallerton Tel 01609 780780.

Mission and Vision ...

“Let us not value only that which we can measure. Education is about a great deal more than that.”

Mike Tomlinson - Chief Inspector February 2001

Aims...

Equality of opportunity

Malton Community Primary School is committed to the principal of equality, and to making fair and equitable treatment an integral part of everything we do. We oppose all forms of unlawful or unfair discrimination whether on the grounds of race, colour, ethnic or national origin, sex or gender re-assignment, marital status, family status, sexual orientation, religion or belief, disability, age, or any other condition or requirement which places a person at a disadvantage and cannot be objectively justified.

Above all we want to provide our pupils with a caring and stable educational environment that gives every individual an equal opportunity to be happy and to develop to their full potential academically and socially. Although Literacy and Numeracy are our foundation stones, we resist a prescriptive approach and we all passionately value a broad and balanced curriculum. We aim to enthuse our children and encourage creativity.

Respect for each other, our environment and ourselves

We are totally committed to the concept of preparing our pupils in order that they can live a full and rewarding life irrespective of their cognitive abilities or personal circumstances. To be a good citizen and to have respect for each other, our environment, ourselves, culture and all forms of life is a realistic and achievable target for us all. We work hard to foster positive caring attitudes and we lead by example.

High self-esteem and a positive self-image

Raising levels of expectation & achievement are fundamental to the success of our school & indeed our nation. In today's fast changing & competitive world, to be able to learn rapidly & more effectively & to acquire new skills faster is not only desirable, it is essential. Our aim is to develop a positive attitude about ourselves & to work and learning. High levels of self-esteem and a good self-image are at the heart of successful learning & social integration. We subscribe to the North Yorkshire 'Healthy Schools Scheme' & actively promote & encourage their aims & objectives.

Preparing for the future

“Education, Education, Education.” Now a familiar and well used ‘soundbite’ that we hope will continue to have an impact on the resources provided for our school and not merely become empty rhetoric. As always, we are committed to making the most effective use of every resource available to us and to giving value for money.

To prepare and equip our children for the technological rigours of the 21st Century, when ‘success’ will be determined by the ability to survive rapid change, it is important that our children adopt the practice of ‘lifelong learning’. Without it they will find it increasingly more difficult to obtain meaningful employment.

The future wealth of our country will depend on the ability of its workforce to remain ‘consciously competent’ in order to acquire and apply knowledge. According to Doug Brown*, from the DfES, the pace of change in the first two decades of the 21st Century will be greater than that for the whole of the 20th Century. Education *per se*, will not be the main concern, rather the issue of people who will fall below the ‘incompetence line’. The ‘unconsciously incompetent’ will be blissfully unaware of the changes taking place, while the ‘consciously incompetent’ will be aware of the changes but will lack the motivation, skills or resources to embrace them.

* Keynote speech at the EC&T Resource Conference 16.11.00

Objectives...

- ✓ To provide a happy and secure environment where pupils, staff, parents and visitors not only feel welcome, but sense a vibrant atmosphere of activity, creativity and enthusiasm.
- ✓ To ensure that everyone involved has an equal opportunity to participate in the full life of the school and that pupils and staff have an equal opportunity to develop to their full potential.
- ✓ To achieve high standards in all areas and to encourage a commitment to the traditional values of self-discipline, punctuality, honesty, smartness, loyalty and good manners.
- ✓ To have respect for each other, ourselves, for all forms of life and for our environment.
- ✓ To encourage healthy competition, set in a context of fairness, equality and modesty.
- ✓ To ensure that the school is well resourced, carefully maintained and gives value for money.
- ✓ To provide a broad and balanced curriculum that goes beyond that which is specified in the National Curriculum and is exciting and enriching for both pupils and staff.
- ✓ To embrace the challenge of information and communication technology and use it to enhance our learning, enjoyment and efficiency in all areas.
- ✓ To enable our pupils to 'discover themselves': to have a high self-esteem, to feel loved and valued and to have the confidence to acknowledge their strengths and weaknesses. To have ambition and drive, and to learn to live and work in harmony with those around them.
- ✓ To encourage our pupils and everyone associated with our school to discover the joys and benefits of lifelong learning. To understand the vital importance of constructive 'play' (at all ages.... yes, even for adults!) and to enjoy and learn from the wonders of nature to the cutting edge of technology.
- ✓ To work hard, play hard & learn how to thoroughly enjoy life, whilst being sensitive to the needs & desires of others.

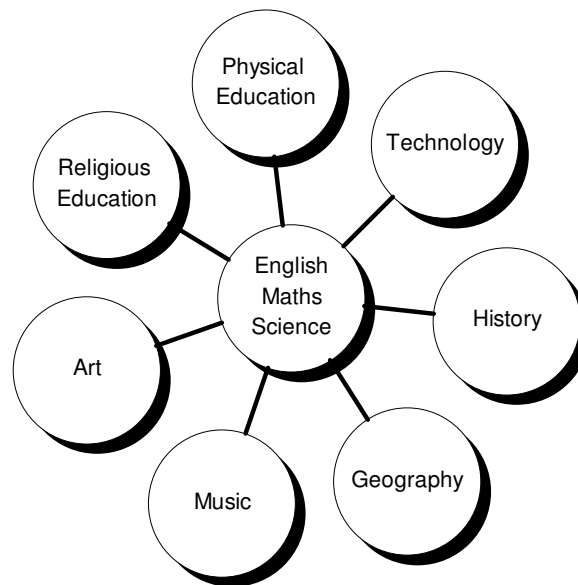
N.B. Please see our Home School Agreement

"We will only succeed if our pupils, parents, staff, governors & our community contributes towards our School Development Plan and shares our aims and objectives."

National Curriculum ...

AS the children progress through this school from reception to Year 6, they will follow the National Curriculum as laid down by the Government in the Education Reform Act of 1988 and its subsequent amendments. However, we are sensitive to the potential of too much prescription squeezing creativity out of the curriculum and although a high priority is given to the core subjects of English, Mathematics and Science, we also place a strong emphasis on the humanities, arts and physical education.

The National Curriculum consists of the following subjects :-



N.B. The National Curriculum documents published by the D.E.S. are available for inspection in school.

Religious Education ...

THE teaching of R.E. in this school is non-denominational and based on the North Yorkshire Agreed Syllabus. The latter reflects the fact that religious traditions in this Country are in the main Christian but also takes account of the teaching and practices of the other principal religions represented in Great Britain.

Parents who wish to withdraw their child from Religious Education Lessons or assemblies should write to the Head Teacher when suitable arrangements will be made.

Our main school assembly is held on a Tuesday morning and we usually invite a guest speaker from the local community. The list for the current term is available on request and from this you will notice that our most regular visitors are local members and leaders of our religious communities..

Broad and balanced curriculum ...

THE areas mentioned so far do not, however, constitute the whole curriculum followed in this school. Our curriculum is carefully balanced and broadly based and goes far beyond the formal timetable. It is designed to promote the spiritual, moral, cultural, mental and physical development of our pupils and of society. Due regard is paid to preparing pupils for the opportunities, responsibilities and experiences of adult life.

We are constantly reviewing our policies and practices to:-

- a) promote the personal, social and health development of our pupils.
- b) raise levels of self-esteem and achievement.
- c) accommodate different teaching and learning styles.
- d) develop positive attitudes and values.
- e) forge an effective partnership with parents, secondary schools and the local community.

Arrangements for Pupils with Disabilities

We aim to be a fully inclusive school. Our achievement coordinator and Headteacher will work with parents to plan appropriate arrangements for admission and access to the curriculum. We have ramped access for children in wheelchairs and disabled toilet facilities including shower. We strive through our planning to ensure all children have access to the curriculum (subject to certain conditions set out in sections 317(4) of the Education Act 1996) Details of future plans for the development of accessibility will be published in the School Development Plan, a copy of which is available in school and on our school website.

Aims and provision for sporting activities ...

WE have a firm commitment to sports and outdoor activities and see great benefits for everyone who participates. The children are introduced to a variety of sports including, football, netball, rugby, cross-country running, athletics, volleyball and many more.

The staff willingly give up their own time to provide the children in Years 4, 5 and 6 with the opportunity of a residential educational experience. Trips of this nature are subject to the financial support of parents and take the form of a full week for Year 6, an extended weekend for Year 5 and two days & one night for year 4. The school has its own supply of rucksacks and waterproofs to ensure that all the children can take full advantage of the activities planned.

The local environment also provides us with a rich and varied resource and we endeavour to capitalize on this whenever we can. We also have access to the Ryedale Youth Transport mini bus and this can be used to take small parties of children on educational visits.

Swimming ...

Children in years three and four have the opportunity to take part in swimming lessons during the Spring Term. These lessons take place on a Friday morning with Classes 6, 7 and 8 travelling to Derwent Pool by coach for their 30-minute swimming lesson. The children will be assessed during the first session and depending on that assessment will be placed in one of three groups. This allows us to differentiate and develop the skills that are appropriate for the children. It is our target that all children will be able to swim a minimum of 25m. The first class of children leaves school at 9.30am in order to be ready to swim by 10.00am. The coach then returns to pick up the next class. We ask that on Friday mornings the children bring their swimming costume and towel in a suitable bag and that all items are marked clearly with your child's name. In order to fund our swimming programme we ask that parents make a voluntary contribution of £1.20 per session. This can be paid in a lump sum or spread out during the course of the swimming programme.

Music ...

MUSIC has become an important element of the daily life of this school. The children are encouraged to participate in a wide range of musical activities such as concerts, choir, instrumental groups and orchestra. The latter has flourished to such an extent that we now have a combined orchestra comprised of children and staff from both St. Mary' s R. C. School and our own school. Practices are held during our lunch hours and we periodically give performances for both schools.

Drama ...

DRAMA is also an important aspect of our curriculum and through our cross curricular approach drama becomes a powerful medium for developing articulate children who are confident and imaginative. Role play can stimulate confidence and creativity and make an excellent starting point for written work. Every year we arrange for visits from professional theatre companies to perform for the children

French

AFTER consulting the governors and staff, we introduced French onto the curriculum for Years 5 and 6 in 1994, using a variety of materials designed for non-specialist teachers, containing video, print and computer software materials. Our starting point was a 'twilight' session led by the Senior Adviser for Modern Languages and our plans were discussed with the local secondary school. We concentrate our efforts on Years 5 & 6 who receive one lesson per week, but in addition, every class throughout the school has a small input of French tuition per week.

We are heavily involved with the Ryedale French Support Group, of which Mr Hiley, Mrs Shaw and Mr Culley are members and we help to organise the local Annual French Day for Year 6 pupils. This event, now in its seventh year, has proved to be an outstanding success (thanks to generous sponsorship from Nestlé, with contributions and donations from Tate-Smith & Safeway) and involves all the primary schools and both the secondary schools in the Malton & Norton area.

Our French Programme is further supported by an annual input from visiting French teachers via our now well-established link with the University of Nice.

Audio-visual aids ...

FULL advantage is taken of the wide range of visual aids and equipment available in our school. The latter includes power point projectors, a slide projector, colour televisions, video recorders, stereo cassette recorders, a video camera and a digital cameras. Although our video recorder enables us to be selective and capitalize on the excellent educational programmes available on television, we still use a selection of BBC radio programmes.

Information and Communication Technology ...

ON Wednesday 2nd May 2001 Miss Cynthia Welbourn, the Director of Education for North Yorkshire, officially opened our ICT suite. The funds for this project were raised by Mr Culley, the headteacher, over a five-year period and as a result, our school has an outstanding selection of facilities and an NT network that links every room in the school to the internet. All our sponsors, parents and friends in the community were invited to the opening. Approximately 100 people attended and our pupils gave an excellent powerpoint presentation outlining the history of the project. After the opening our guests had the opportunity to partake of some light refreshment and visit the ICT suite where they met children and staff who were demonstrating a selection of activities. Our suite currently has 17 PCs and an interactive white board. The system has been greatly enhanced with the recent introduction (November 2003) of a wireless network suite of laptop computers. This enables computers to be used anywhere within school and without wires, remain connected to the school network and the internet. This actively allows teachers to plan the use of ICT Technology to support the children's learning in a wide variety of curriculum areas.

Please note that all of our equipment is security coded and the school has an alarm system.

Open door policy ...

MR Culley has been operating an 'open-door' policy for parents for many years and it has proved to be very effective. Parents can contact him at any time throughout the day and no appointment is required. However, parents must bear in mind that he may be teaching or already engaged and on these occasions cannot be interrupted. All contacts and the actions taken are logged. Regular contact with parents is an essential element of our behaviour policy and demonstrates the importance of the partnership of school and home. At the end of each day Class teachers are usually available to see parents, but please note that appointments may be necessary. Open Evenings for parents are held in the Autumn, Spring and Summer Terms.

'Please note that we cannot help if are unaware of the problem.'

Consideration of complaints ...

PARENTS who have any concerns about their child's education should discuss it with their child's teacher or the Head Teacher as soon as possible. Most issues can be resolved in this way. Please do not leave a problem and hope that it will go away. We can only help if we are made aware of your concerns..... please make use of our Open Door Policy.

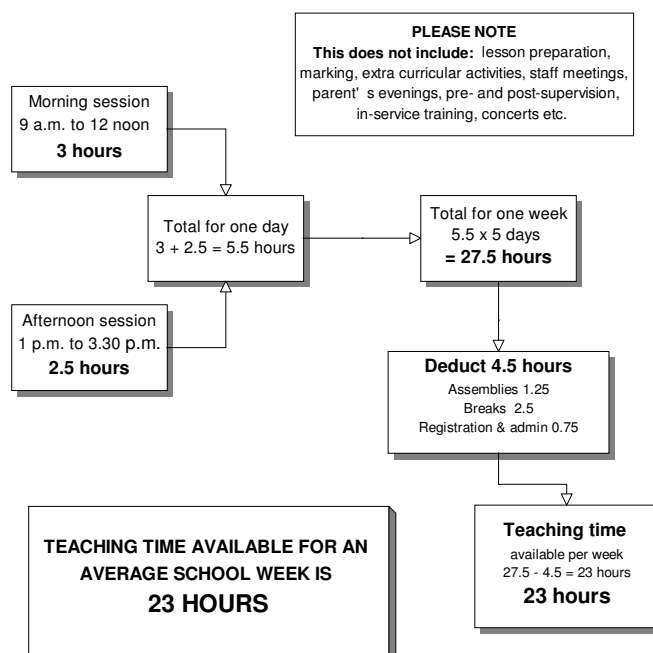
However, if parents are still dissatisfied they can make use of formal arrangements for making complaints and should contact the Local Education Authority for further information.

Teaching time ...

THE Education Reform Act - 1988 requires schools to provide parents with annual information concerning the time spent on teaching.

The information below does not include time spent on lesson preparation, marking, extra curricular activities e.g. clubs, choir, sports competitions etc., in-service training, staff meetings, open evenings, pre- and post- supervision & participation in fund raising activities.

For the children the school year consists of 190 days (38 school weeks).



First admissions ...

THE school catchment area comprises Malton (up to the River Derwent) and the villages of Old Malton, Huttons Ambo, Great Habton, Little Habton and Ryton. The children living in Broughton have the option of attending this school or Amotherby Community Primary School. Parents should write to the Area Education Office to request a place at the school of their choice. Copies of the relevant forms are available from the school office. All applications for admission will be considered individually.

Admission to the Foundation Stage Unit (Nursery) ...

CHILDREN are eligible to enter our Foundation Unit during the term in which their fourth birthday falls, subject to the availability of a place. We have 25 morning and 25 afternoon places to offer and children are admitted in chronological order. Before a child attends the Foundation Stage Unit, parents are most welcome to visit us with their child in order to have a look around and to familiarize their son or daughter with the nursery surroundings.

Transfer to Foundation Stage Unit (Reception) ...

CHILDREN will be eligible to enter the reception year at Malton Community Primary School at the beginning of the academic year in which they become five. All parents will be offered the opportunity to meet the Head Teacher and the Assistant Head Teacher responsible for Key Stage 1 a few weeks prior to the transfer. During this meeting there will be an opportunity for questions and answers and the Head and see the Foundation Stage Unit in action.

Term dates ...

AUTUMN TERM 1st September up to and inclusive of the last day of the Christmas holiday.

SPRING TERM From the first day of term up to and inclusive of 1st May.

SUMMER TERM 2nd May up to and inclusive of 31st August.

Infants starting school ...

ARRANGEMENTS are made for the infant children joining the reception year, (usually from the nursery) to spend some sessions with their future class towards the end of the term prior to entry.

Most children start school with a good measure of self-confidence and have few problems. The pre-school preparation by parents plays a major role in this transition from home to school. Your child should be encouraged to be tidy and put toys away when they have finished playing. They should also be encouraged to use the toilet independently, dress themselves, use a handkerchief and eat with a knife, fork and spoon. To be able to play and share with other children and to have experienced playing with a variety of materials and objects is also an advantage.

Where parents have taken the time to read regularly to their children, discuss interesting things and recite poems and nursery rhymes, the children respond more readily to the early work in school.

What to bring to school ...

P.E. BAG - we recommend that children have a drawstring bag (not too small, about 40 cm square). A small selection of bags are for sale in the secretary's office **AN OLD SHIRT OR APRON FOR ART & CRAFT**. Some paints and glues can leave stains. A large old shirt worn back to front is ideal for protecting clothes. Toys should not be brought from home - they frequently get broken or lost causing much distress and time wasting.

N.B. PLEASE MARK EVERYTHING CLEARLY WITH YOUR CHILD'S NAME (especially wellingtons, sweaters, cardigans and plimsolls !).

School Dress Code ...

The Governors expect all the children to conform to a standard dress code.

GIRLS

Plain white blouse/white T-shirt with school logo
Plain grey skirt/tunic/trousers
School tie (red and green stripes)
Bottle green cardigan or v-necked pullover or
Green sweat shirt with school logo (on sale in school)
Green and white checked dress
Plain grey/white socks (no bright colours)
Sensible flat heeled school shoes (no trainers)
Tights may be worn by the girls in winter, but these have to be removed for P.E. and Games.
Under garments must therefore be worn as well.

BOYS

Plain grey or white shirt
White T-shirt with school logo
Grey/black trousers
Grey Dress shorts can be worn in summer
School tie (red and green stripes)
Bottle green pullover/green sweat shirt with school logo (on sale in school)
Plain grey/white socks (no bright colours)
Sensible flat heeled school shoes (no trainers)

P.E./GAMES KIT for both boys and girls :

P.E. - White T-shirt (plain or with school logo – on sale in school), standard length black shorts & black plimsolls.
GAMES – The children have a free choice for games. A plastic bag is very useful every week for muddy football boots and trainers. Please note we attempt to go outside in all weathers and it is important that your children bring a complete change of kit.

Please note that track suits and shell suits can only be worn for games lessons.

‘Esprit de corps’ ...

THE Governors do not consider shoes, clothing or hairstyles which are: “highly fashionable” , impracticable and ornate, brightly coloured, and displaying unsuitable logos, to be conducive to an industrious learning environment or to encouraging a corporate team spirit. The Governors have instructed the Head Teacher to contact parents if they send their children to school in shoes, clothing or hairstyles which are deemed to be inappropriate or detrimental to the ethos of the school.

For your convenience, we do our best to maintain a reasonable stock of sweat shirts, cardigans and polo shirts embroidered with the school logo. An order form giving full details of sizes and cost may be obtained from the School Office.

Where stock permits your order will be fulfilled immediately otherwise we will endeavour to obtain your requirements within four weeks of our placing a new order with our supplier.

School ties are available from Wisers of Saville Street, Malton.

Ear-rings and jewellery ...

WE actively discourage children in this school from wearing ear-rings, body piercings, rings and jewellery. Our priority is the safety of other children and then the safety of the wearer. There is a real risk of catching ear-rings or body piercings on clothing or scratching other children. To avoid this type of unnecessary accident we need your co-operation. If it is absolutely necessary for your child to wear ear-rings or any other form of body piercing please limit them to studs which will not catch on clothing or ensure that they are covered by a protective layer such as an adhesive plaster.

Please plan ahead

If you are planning to have your child's ears pierced, please make arrangements to do this during the first week of the summer holiday. This will allow plenty of time for the ears to heal and when your child returns to school they will be able to remove their ear-rings for P.E. and games lessons.

N.B. ALL JEWELLERY MUST BE REMOVED OR TAPED FOR P.E. AND GAMES

School meals ...

SCHOOL meals are cooked on the premises by experienced canteen staff. We operate a cafeteria system which provides the children with a choice from at least two main courses or a salad and a choice from two desserts and fruit.

The quality and quantity of the food is of a high standard and the meals are good value for money. (£1.42 per meal, £7.10 a week, September 2004). Parents are encouraged to support this valuable service and are welcome to visit the school and see it in operation.

We collect dinner money on a Monday morning and it would help us a great deal if you could send the correct amount. If your child is absent, any dinner money owed to you will be carried forward as credit for the following week. Please make cheques payable to "NYCC – Malton CP School".

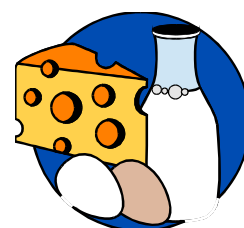
FREE SCHOOL MEALS - If you are in receipt of INCOME SUPPORT you may be entitled to receive free school meals for your children. Please contact the school secretary for further information.

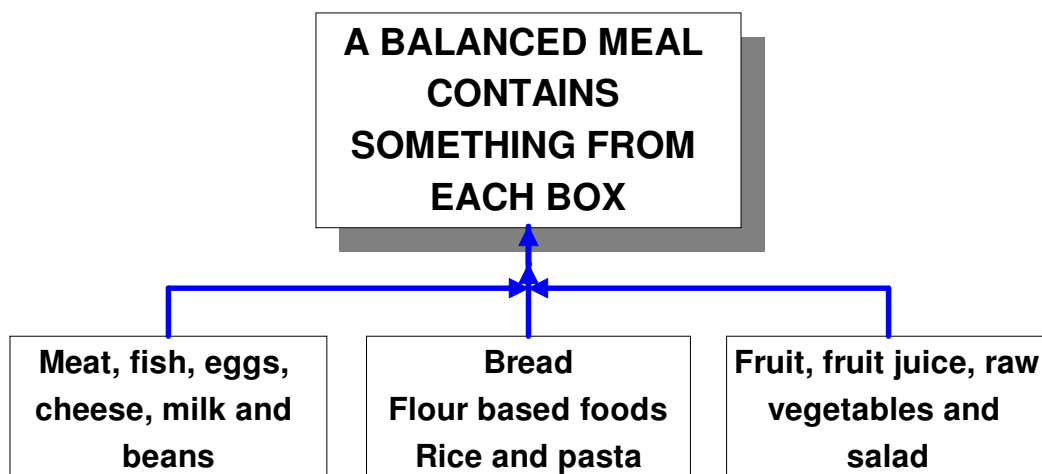
DINNER MONEY should be paid at the beginning of the week. For security and safety, please send a cheque made payable to NYCC – Malton CP School. If you do have to send cash please ensure that it is in a strong sealed envelope with your child's name and class written on it. To avoid cash being lost, please send the correct amount so that no change will be required.

Packed lunches ...

CHILDREN are allowed to bring packed lunches to eat in the hall at the same time as the school meals are being served. The importance of what goes into your child's lunch box cannot be over emphasized. School meals are balanced by experienced nutritionists to ensure that they provide a regular supply of carbohydrates, proteins, vitamins and minerals essential to keep growing children healthy, attentive in class, energetic on the sports field and yet leave them plenty of spark for playground fun. A packed lunch should also be a balanced meal and this can be easily achieved by making sure that it contains something from each of the categories shown in the diagram on the next page.

*Carbohydrates, proteins, vitamins
and minerals are essential to keep
growing children healthy*





LUNCH BOXES

IF you decide to provide a packed lunch for your child then please help us again by using a box type container (plastic or tin) with your child' s name clearly marked in large letters on the top or along the side. These containers are stored in special racks in the corridors until dinner time and so a secure lid is essential. The Catering Contractor will not provide crockery or cutlery for children bringing packed lunches and so any drinks that you provide should be in a very secure plastic bottle or flask that incorporates a cup.

N.B. GLASS BOTTLES AND GLASS LINED THERMOS FLASKS SHOULD NOT BE BROUGHT INTO SCHOOL

The Educational Social Worker (ESW) ...

AS well as the traditional responsibility for attendance, the Educational Social Worker also provides a link between home and school. She has direct contact with the School Health Authorities and the Social Services Department. She will help and advise parents on any matters of welfare which may be causing anxiety e.g. free meals, transport, clothing allowance, grant aid etc. Mrs. A. Kiddle, our Educational Social Worker can be contacted by leaving a message at the school, which she visits, regularly or directly by telephone at her office in the school house - 01653 696443.

Absence

IF your child is absent from school you should either telephone the school (before 9.30 a.m.), call in person or write a letter to explain the reason for absence. Please note that all unauthorised absences will be recorded on your child' s annual report.

Please contact us as soon as possible

You will appreciate that if a child is absent we have no way of knowing whether he/she was sent to school and somewhere between home and school they disappeared. We therefore request that parents inform school of any absence as soon as possible so that we may worry no further for their child' s safety.

Please note that if you wish to collect your child from school during school hours (perhaps for a dental appointment, doctors visit etc.) you must put your request in writing, giving as much notice as possible and on the day: **YOU MUST INFORM THE SECRETARY THAT YOU ARE ON THE PREMISES.**

Security - authorized visitors pass

PLEASE NOTE THAT ALL VISITORS COMING INTO SCHOOL FOR WHATEVER REASON - MUST REPORT TO THE SECRETARY' S OFFICE IMMEDIATELY TO SIGN THE VISITORS BOOK AND COLLECT A VISITOR' S PASS

IF your child uses school transport and for one reason or another he or she will NOT be returning home by the same means, please inform the school. This will prevent the member of staff on bus duty vainly searching for a supposedly missing child.

Unauthorised absences

THERE were 33 half-day sessions of unauthorised absences during the previous academic year.

Holidays (To help your child, do not book your holiday in May or early June)

WE strongly discourage parents from taking holidays during term-time as the period of absence can adversely affect a pupil' s progress. A pupil may normally be granted leave of absence from school for an annual holiday for not more than two weeks in any year (Education Regulations 1981 – Regulation 12). Parents must collect a Leave of Absence form from the secretary (SA22) and return the completed form at least 7 days before the first date of the proposed absence.

Please note that long breaks from school can be detrimental to your child's education and can adversely affect their National Curriculum Test results.

Key Stage 1 Tests (Infants) Please avoid taking holidays during May and early June.

Optional KS2 Tests To allow progress of Year 3 – 5 to be assessed these tests are taken in May

Key Stage 2 Tests (Juniors) No holidays should be taken during the KS2 Test week in May.

Lost property (Please mark all your child's property clearly with their name)

Lost property is initially placed in the lost property bins. These are located in the Key Stage 1 entrance and by each Key Stage 2 entrance. We endeavour to reunite various articles with their owners and this only becomes a problem when parents have not marked their child' s property clearly with their child' s name.

We recommend sewn in name labels or initials carefully embroidered on the front of tops.

Children with Special Educational Needs

FROM the time that children enrol until the time they transfer to the secondary school their progress and development is constantly monitored. Those who experience learning difficulties will have their problems diagnosed and where appropriate, specialist help will be provided. It is school policy to inform parents at all stages and consult them before any action is taken.

Homework

WE encourage all of our children to read at home and recommend that they join the local library. During the early stages of reading development your child will be given school reading books to take home and it would be of enormous benefit if you could hear them read for a short period each evening. You can expect your child to regularly bring home spellings and tables to be learnt and on occasions some elementary research may be required. In Key Stage 2 homework increases with a number of pieces of homework being set each week. This is detailed in our Homework Policy, which is available upon request

Every child is given sufficient time during lessons to complete whatever task is set. Allowances are always made for special educational needs or mitigating circumstances. Children who do not complete set tasks in school time will be required to finish them at home. Unacceptable pieces of work will

also need to be done again. Parents will always be informed when this situation arises and we would appreciate your co-operation and support.

School Bank

OUR School Bank Scheme, which operated very successfully for many years was withdrawn on the 31st December 2001. This decision was made by Yorkshire Bank and was beyond the control of the school. Unfortunately, we have been unable to organise a cost effective alternative and so the onus to encourage pupils to get into the saving habit now rests entirely with parents.

Change of address or telephone number

All parents are requested to complete an admission form and present their child' s birth certificate when their child first enrolls. If your personal circumstances subsequently change, please inform the secretary as soon as possible. It is vital that we are informed immediately if emergency telephone numbers or addresses are changed.

Extra curricular activities

WE firmly believe in the value of extra curricular activities providing they are constructive and well organised. All members of staff freely give up their own time to work with children during their lunch hours and after school. Depending on the season and the interest of the children, the following activities are organised:- football, netball, volleyball, pottery, drama, craft, ICT, choir, orchestra, gardening, cricket and rounders. There is also a reading club where Y6 children support the reading of children in Y1.

The Friends of Malton C. P. School Association

THE Friends of Malton Community Primary School Association has recently reformed and is actively raising funds for school by organising a range of events through the year. The Friends have also been very supportive in their help with school activities and have arranged help in establishing our wildlife area. If you are interested in supporting the activities of the Friends please look out for their regular letters or contact them through the school office.

School doctor and school nurse

ALL children during their first year at school will have their vision and hearing checked after which he/she will normally have a routine medical examination carried out by the School Doctor. This will be the only routine full school medical offered during your child' s school life.

It would be helpful if parents could prepare their children for the medical by explaining what will be involved, i.e. looking at their eyes, ears, listening to their heart, playing a few games and being measured. We do try to make it a pleasant experience for the children and prefer a parent to attend. Follow up medicals are arranged for your child should you, the Doctor, School Nurse, or teacher show concern about any aspect of his/her health and development.

All children are tested for vision and hearing around 6/7 years and 10/11 years.

If you have any worries with regard to your child' s health, the School Nurse is in school regularly and can be contacted via the secretary or at the address below.

Head Lice

During school life your child may come into contact with Head Lice. It is advisable to check your child' s hair at least once a week and encourage him/her to comb and brush regularly especially at night. Dust combs are available from the school secretary at 50p each.

If you suspect that your child has head lice DO NOT PANIC as this can be dealt with quickly and efficiently (if it is any consolation head lice do in fact prefer clean hair). Contact your Health Visitor or School Nurse for advice. It is also very helpful if you can inform school. At the meeting of the Governors held on

16th January 1998, it was agreed that children should not return to school until they have been treated. Also parents who have difficulty in obtaining the relevant lotion are advised to contact the Head Teacher.

Please see next page for contact telephone numbers.

Pickering Clinic, Train Lane, Pickering, YO18 8DX

SCHOOL NURSE:	Mrs Tessa Vass	Tel: 01751 472652 or 473728
SCHOOL DOCTOR:	Dr Mary Jones	Tel: 01751 472652 or 473728
Derwent Surgery, Malton		
HEALTH VISITOR:		Tel: 01653 600069

First aid and medicines

WE have provision within the school to cope with minor first aid, but any serious accidents are referred to the local hospital. Parents are informed as soon as possible of any bumped head, significant accident or illness at school and they may be asked to take their child home if he/she is unfit to attend lessons.

Please note that teaching staff cannot be responsible for the administration of drugs prescribed for your children by a doctor or any other kind of medication.

If for example, your child has to finish a course of anti-biotic, but is in fact well enough to attend school, then it is "your" responsibility to come into school and administer whatever dosage is required. If you are unable to do so then your child will not be able to attend school until the course of drugs is complete. If there are exceptional circumstances pertaining to your child's situation you can discuss the details with the school nurse and the Head Teacher. Special arrangements are made for children who need constant access to drugs for **asthma** etc.

We have an emergency ventolin (Salbutamol BP) inhaler in school for those children whose **asthma** medication is not available. We need parental permission to use this inhaler.

N.B. Under no circumstances should children bring glass bottles of medicine or tablets to school. All medication must have the child's name clearly printed on the outside.

Peripatetic music tuition

WE are very fortunate to have the services of a number of peripatetic music teachers. Between them they can provide tuition for violin, viola, cello, bass, woodwind, keyboard and guitars. The number of children involved is limited by the availability of instruments and the teaching time allocation.

Parents who would like their children to learn how to play an instrument should contact the Head Teacher who will provide more details of the costs involved and arrange for them to meet the relevant teacher.

Personal accident insurance

PLEASE note that Yorkshire County Council does not insure pupils against personal accident, or loss of or damage to personal property. Parents are advised to take out the necessary insurance on behalf of their children. Details of the Pupil's Personal Accident Scheme recommended by the National Confederation of Parent-Teacher Associations can be obtained by writing to:- National Confederation of Parent-Teacher Associations : 43 Stonebridge Road, Northfleet, Gravesend, Kent , DA11 9DS.

Charging for school activities

THE Governors of this school have adopted the Education Committee policies in response to Sections 106-111 and 116-118 of the Education Reform Act. (Copy available from the Head Teacher).

The Head Teacher may seek voluntary contributions from parents. These might be in connection with any activity, in or out of school hours, provided the contributions are genuinely voluntary and that a parent's inability or unwillingness to pay does not prevent a child taking part in the activity.

Pastoral care and Home School Agreements

THE staff are collectively responsible for the welfare of all the children and any areas of concern are brought immediately to the attention of the Head Teacher who will take the appropriate action required.

When children first enrol at our school we ask parents to join with us in the signing our Home School Agreement. The philosophy of the school has parental involvement as one of its foundation stones. The close liaison between the school and parents, built upon a sensitive, professional and confidential approach, is essential for the welfare and development of all our children. We have an Open Door Policy & parents are actively encouraged to visit school (appointments are helpful & preferred, but not essential) to discuss any concerns they may have regarding their children.

Personal, Social and Health Education

QUESTIONS related to growing up are answered naturally and simply when they arise and the children are encouraged to have due regard to moral considerations and the value of family life. As part of our PSHE programme, we show a video to the pupils in Y6 concerning growing up. A letter is always sent to the parents informing them of the proposed date and they are given the opportunity to view the video before giving consent for their child to attend. Once a year the School Nurse invites the senior girls and their parents to an evening talk entitled 'Growing Up' and this broaches the subject of menstruation.

Behaviour Policy

THE introduction of our policy on behaviour during the academic year 1993/1994 has proved to be very successful and this is largely down to the support we receive from the parents. Over the years this policy has been refined and developed and there is a very strong emphasis on praise & reward. The partnership between school and home is the keystone to ensuring that your child has a happy and productive time at this school. We strongly encourage all parents to work closely with the teaching staff and we are confident that through open discussion, an amicable solution can be found to the problems that inevitably occur when children are living and growing up together.

Good choice / Green card system

WE are very keen to encourage and reward children when they do well or work hard. If a member of staff is particularly pleased with a piece of work completed by a child in their class, they can ask the child to take their work & show it to Mr. Culley. He supports the teacher and adds his encouragement and congratulations to the child. This is recorded on a **GREEN CARD** & acknowledges the achievement of the child.

Sharing assemblies

OUR 'Sharing Assemblies' are held every Friday afternoon at 2.45 p.m. These occasions have proved to be very constructive and we will continue to reward and encourage positive actions such as good behaviour, acts of kindness, courtesy, effort, achievement and all things desirable. Staff nominate children and record their nominations in an official book.

During the assembly, Mr. Culley reads out the nominations for that week and comments on them. Each nominee then comes out to the front of the assembly to receive a certificate and the applause of the school. Mr. Culley then chooses one of the nominees to receive the ultimate accolade for their class, the 'Dutch Plate'. This is a brass plate with a red ribbon that is hung up in the classroom of the

winner for the following week. Ask one of the children why we chose this particular brass plate as a symbol of caring and sharing.

House point system

WHEN the children reach Year 3 (Key Stage 2), they are allocated to one of four Houses; Rosedale (red), Farndale (yellow), Newtondale (blue) and Kirkdale (green). Through their own endeavours they can then earn house points for their team. House points are awarded for good work, effort, achievement and exemplary behaviour. During our main sharing assembly every Friday, the captains from the House with the highest total of points for that week are presented with the House Cup. They then have the privilege of adorning the cup with their house ribbon and this is displayed in the main entrance. All the members of the winning house are applauded by the rest of the school.

The Shaw Family Trophy

IN September 1994, Mr. & Mrs. Shaw from Abbots Farm, very kindly donated a trophy that is now an integral part of our behaviour policy. This trophy is awarded every term to the 'MOST PROMISING YOUNG CITIZEN'. The following seven categories form the basis for the criteria that are considered before making the award:

GOOD HEALTH / FAMILY / CARING / SERVICE / COMMUNITY / EARTH, SEA AND SKY / NATURE. We feel certain that you will agree that this is an excellent idea and reinforces the very positive messages that our school is providing for all the children.

The Jackie England Shield

IN December 1995 Mrs. Cook very kindly donated a shield in memory of her daughter, Jackie England, who died in October 1994. For many years Jackie was one of our Lolly-pop Persons and we will treasure our fond memories of her robust, lively and very caring character. The shield is presented every term to a child who has made outstanding progress throughout the term.

Woolhouse Music Cup

MR & Mrs Burns very kindly presented the school with the Woolhouse Music Cup, to be presented termly, to a pupil making outstanding progress in music. This cup is named after Sally Woolhouse, who was the music teacher at that time. It is the privilege of the resident music teacher to choose the winner of this prestigious award.

Court Class Effort Awards

IN September 1999, Mr and Mrs R Court from Ryton, very kindly presented the school with 22 salvers to be awarded termly to a boy and girl from each class for making outstanding effort.

Gwynneth Firth Sports Cups

WHEN Mrs Firth retired in July 2000 she very kindly presented the school with two cups (KS1 & KS2) to be presented termly for achievement in sport/outdoor activities.

The Makins Art trophy

This trophy was presented to the school in the late 1980's by a former Governor, Mr. G. Makins. It is carved from the lid of an old school desk and is awarded annually to a child who has made outstanding progress in art.

Additional Incentives

IN addition to the rewards already mentioned, we also present Baz's Reading Award (made by a parent); book marks and we have a comprehensive ICT Award Scheme.

Unacceptable behaviour

OUR experiences over recent years have indicated that parents prefer to be informed as early as possible when their child's behaviour is becoming 'unacceptable' or when their child is not working to their full potential, so that they can help the school monitor their own child's performance. We agree that this is an excellent idea and so we have introduced a system whereby, if your child continuously hands in pieces of work which the teacher considers to be unfinished or unacceptable (after taking into consideration the time allowed and your child's capabilities) we will contact you and ask for your support to rectify the situation.

Code of practice for discipline

Unacceptable Behaviour

THE procedure therefore for any child whose behaviour is becoming 'unacceptable' and who is not responding to counselling by their class teacher and routine classroom sanctions, is for the child to be put into DETENTION.

A clinical definition of what constitutes 'unacceptable behaviour' is not entirely appropriate when dealing with young children. All too often it is a question of 'attitude' and the individual circumstances of each situation must be taken into account. However, in broad terms we consider 'unacceptable behaviour' to include aggression e.g. bullying, disobedience, rudeness to staff, stealing, vandalism and any form of unco-operative or disruptive behaviour that deprives others of the right to participate in a happy learning environment.

Parents informed early

Our experiences throughout last year have indicated that parents would prefer to be informed as early as possible when their child's behaviour is becoming 'unacceptable'. We have also found that in the vast majority of cases, individual problems have been resolved when parents and teachers support each other and work together.

Detention

When a child is put into detention his or her name will be recorded in the official detention book, along with the reason for the detention. A detention can vary according to circumstances and may result in the loss of one or both break-times and may possibly include the loss of free time during the lunch hour. We view a detention as a serious punishment and if a child receives two detentions in any one half-term the parents will be informed by letter. We expect parents to support the school at this stage and have 'words' with their child.

If parents wish to discuss the situation with the class teacher they are most welcome. All we ask is that they make an appointment.

Headteacher involved

If there is no improvement or if the situation worsens the child will be sent to the Head Teacher and his or her name will be recorded on a 'RED CARD'. At this stage we consider the situation to be deteriorating rapidly and becoming a cause for serious concern. Further counselling will take place along with more detentions and very close monitoring.

Parents invited in

If the child still refuses to make good choices and modify his or her behaviour and is sent to the head teacher twice in any one half term, the parents will be invited to attend a meeting at school to participate in the formulation of an action plan to help the child. Clearly, if a child does not respond to its parents' discipline or sanctions then outside agencies will have to be involved.

Exclusion

In extreme cases discussions would involve the school Governors and could lead to an exclusion.

Safety of your children

PLEASE note that once the school is in session all visitors must notify the school secretary when they enter and leave the premises.

A good example is when a parent or relative comes to collect a child for a medical appointment. Firstly, it is vital that we know who is in school in case of a fire and we have to evacuate the buildings and secondly, all 'strangers' on the premises will be challenged and asked to explain why they are walking around the school without permission. We must all work together to ensure the safety of the children and it is far better to be over cautious rather than sorry.

Please do not walk across the car park

It is very important that parents do not walk across the car park. Children copy the actions of adults and there is a very real risk of an accident when cars are reversing.

School house classroom and kitchen

IN September 1994, the largest room on the ground floor of the School House was commissioned for use as a classroom. During the Autumn term of 2003 a major building project to make the downstairs classroom area suitable for a whole class. This work was completed in February 2004 and our aim is to make this classroom a dedicated music classroom with further provision for the teaching of smaller groups and booster classes. Approved volunteers, e.g. parents, work with small groups of children teaching them elementary cookery. The first floor contains an office for use by the Pupil Support Service, a store and a small conference room.

School libraries

OUR Key Stage 1 (infants) and Key Stage 2 (Juniors) libraries are now well established and in constant use throughout the day. Pupils from year 6 assist the school librarian, helping to keep the shelves tidy and replace returned books (infants). We recently introduced an electronic library lending system, which allows close monitoring of children's reading habits. Our librarians are using this information to tailor the stock to the children's needs and teaching staff can effectively monitor children's lending habits.

Your ideas and suggestions welcomed

WE constantly review our policies and practice and make changes if we feel they will be of benefit to the school as a whole. Parents are an important element of this review and as such we value your comments and suggestions throughout the year. In addition, a questionnaire is sent to all parents in the summer term of each academic year, inviting them to contribute towards the Corporate School Development Plan.

Children learn what they live – If children live with acceptance & friendship, they learn to find love in the world.

Is your car safe to carry children?

THERE are many occasions when we need assistance from parents to transport children to and from events like sports fixtures. Please note that you should only offer to use your car to transport other people's children if:-

- a) Your car is road worthy and has a valid MOT certificate.
- b) Your insurance policy specifically states that you are insured to carry children.
- c) That you agree not to smoke in your car.
- d) That you will not have consumed any alcohol or medication at any time that day.

Number on roll

2003/2004

N.B. These numbers are subject to fluctuations throughout the year

Nursery		35	Part-time
Class	1	19	Y1
Class	2	23	Y1/Y2
Class	3	24	Y1/Y2
Class	4	14	Reception
Class	5	24	Y1/Y2
Class	6	27	Y3/Y4
Class	7	26	Y3/Y4
Class	8	29	Y3/Y4
Class	9	34	Y5/Y6
Class	10	33	Y5/Y6
Class	11	30	Y5/Y6

School Closure

IN the event of severe weather conditions or an emergency, as in the floods of 1999, we may be forced to close the school. It is not possible to inform parents individually and so we have a standard emergency procedure using local radio as the focal point for all communications.

Parents are reminded of the procedure via our school newspaper the Malton Messenger. Please see the extract below:

NOTICE TO PARENTS

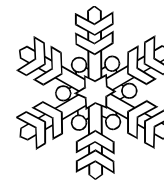
What arrangements have you made for severe weather conditions or an emergency?

In the event of severe weather conditions or an emergency please would you tune into Radio York to find out if the school is closed and when it will re-open. **All messages are authenticated by a password.**

FM 103.7 MHz or AM 666 kHz

Where would your child go if the school was closed?

This would only be necessary if the staff, the majority of whom travel to work by car, were unable to get into school or if, for some reason the school building was out of action. As a precaution, it would be prudent if you had an emergency plan worked out in order that your children did not return to an empty house because you expected the school to be open and you went off to work yourself.



If it is possible we will get a member of staff into school to man the telephones and the caretaker will place a notice on the school gates informing the public the school is closed until further notice.

Data Protection Act – Fair Processing Notice

Schools, local education authorities and the Department for Education and Skills (the government department which deals with education) all hold information on pupils in order to run the education system, and in doing so have to follow the Data Protection Act 1998. This means, among other things, that the data held about pupils must only be used for specific purposes allowed by law. We are therefore writing to tell you about the types of data held, why that data is held, and to whom it may be passed on.

The **school** holds information on pupils in order to support their teaching and learning, to monitor and report on their progress, to provide appropriate pastoral care, and to assess how well the school as whole is doing. This information includes contact details, National Curriculum assessment results, attendance information, characteristics such as ethnic group, special educational needs, and any relevant medical information.

From time to time we are required to pass on some of this data to the Local Education Authority (LEA), to another school to which the pupil is transferring, to the Department for Education and Skills (DfES), and to Qualifications and Curriculum Authority (QCA) which is responsible for the National Curriculum and associated assessment arrangements.

The **Local Education Authority** (North Yorkshire County Council) uses information about pupils to carry out specific functions for which it is responsible, such as the assessment of any special educational needs the pupil may have, the provision of free school meals or home to school transport. It also uses the information to derive statistics to inform decisions on (for example) the funding of schools, and to assess the performance of schools and set targets for them. The statistics are used in such a way that individual pupils cannot be identified from them.

The **Qualifications and Curriculum Authority** uses information about pupils to administer the National Curriculum tests and assessments for Key Stages 1 to 3. The results of these are passed on to DfES in order for it to compile statistics on trends and patterns in levels of achievement. The QCA uses the information to evaluate the effectiveness of the National Curriculum and the associated assessment arrangements, and to ensure that these are continually improved.

The **Department for Education and Skills** uses information about pupils for statistical purposes, to evaluate and develop education policy and to monitor the performance of the education service as a whole. The statistics (including those based on information provided by the QCA) are used in such a way that individual pupils cannot be identified from them. The DfES will feed back to LEAs and

schools information about their pupils where they are lacking this information because it was not passed on by a former school. On occasion information may be shared with other Government departments or agencies strictly for statistical or research purposes only.

Pupils, as data subjects, have certain rights under the Data Protection Act, including a general right of access to personal data held on them, with parents exercising this right on their behalf if they are too young to do so themselves. If you wish to access the personal data held about your child, then please contact the relevant organisation in writing:

the school at our address shown on the front cover;
the LEA's Data Management Officer at Financial Services, County Hall, NORTHALLERTON, North Yorkshire, DL7 8AL;
the QCA's Data Protection Officer at QCA, 83 Piccadilly, LONDON, W1J 8QA;
the DfES's Data Protection Officer at DfES, Caxton House, Tothill Street, LONDON, SW1H 9NA.

CONSENT TO USE AN IMAGE OR PHOTOGRAPH:

We take the issue of child safety very seriously and we will not use an image of your child without your prior consent. Images will NOT be used for anything that may cause offense, embarrassment or distress for the child or their parent or guardian.

When you complete the Home School Agreement you are given the opportunity to either give your permission for the headteacher to use his discretion in the use of photographs that may identify your child by name e.g. for school documentation, school website and newspaper articles or to say that you do not want the school to use any photographs of your child.



Results of National Statutory Assessments

Each year the school publishes the results from its previous SATs achievements. This is in line with the Government requirements to give information to prospective parents. In reading these results it is important for parents to consider that:

- Percentages given for small numbers of children can fluctuate wildly and widely!
- The results shown are simply final stages – they don't indicate the starting positions of the children involved;
- These results are simply indicative of one area of the school, not an approach that seeks to develop the whole child in academic and non-academic areas;
- Published test results do not include any child who has missed any paper or part of a test (so, for example, if one pupil is ill on the day of the mathematics test, their score is still included within the percentages.)

End of Key Stage 1 Statutory Assessment Results 2004

