



Bolton on Swale St Mary's CE Primary School
Scorton, Richmond, N Yorks DL10 6AQ
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Tel: 01748 818401



Bolton on Swale St Mary's Church of England Aided Primary School

Prospectus 2015/16



A message

of welcome from

the Head teacher

Welcome to Bolton-on-Swale St Mary's Church of England Aided Primary School

Welcome to our school. We hope that this prospectus will give you a flavour of the rich and varied life of our village primary school.

We are a Church School and Christian values underpin our ethos and are central to our life and community.

As a school, we are very excited about all that we offer to the children and families who become part of our community.

In January 2012 Ofsted rated our school as Good in all areas and the SIAS, Church School Inspection graded the school as Outstanding.

"The distinctiveness and effectiveness of Bolton-on-Swale as a Church of England School is outstanding." SIAS Inspection 2012.

We hold the Quality Mark for PE and competitive sport. We achieved our International Eco School Award and our fourth Eco Schools Green Flag Award in 2015. We hold the NAACE ICT Quality Mark.

More importantly our parents, carers and children tell us that we make a huge contribution to 'Developing the whole Child'.

Bolton-on-Swale St Mary's is a very popular school with a wonderfully friendly, caring and supportive staff - all dedicated and experienced, and with an enthusiastic and able Governing Body. We work together to ensure that every child in our care is happy and safe and experiences every opportunity to learn and to succeed during their time with us.

We hope that you find the information in this prospectus clear and helpful. Please do come into school to ask any questions you may have; we are always very happy to show you around. We look forward to meeting you and your child soon and to working in partnership with you.

Please do look at our website which will give you lots more information about us: www.bolton-on-swale.n-yorks.sch.uk

Nicola Dobson Head teacher

October 2015

Useful contacts:

Bradford & Ripon & Leeds
Diocesan Education Team
Windsor House, Cornwall Road
Harrogate, North Yorkshire
HG1 2PW

The Area Education Office is at
County Hall, Northallerton, DL10 8AE
Telephone: 01609 780780

We are a member of the Swaledale Teaching Schools Alliance and work closely with other schools in the Richmond area in particular, to promote excellence for all.

www.swaledalealliance.org

We are a church school, and are very proud of our links with the Diocese of West Yorkshire and the Dales

Our School Prayer - This is Our School

*This is our school
Let peace dwell here,
Let the room be full of contentment,
Let love abide here,
Love of mankind,
Love of life itself,
And love of God.*

*Let us remember
That as many hands build a house
So many hearts build a school.*

Amen.



**Bolton-on-Swale St Mary's C of E (VA) Primary School is a small school
it is located just off the A1 near to Catterick.**

Contact Details:

School address: Bolton on Swale St Mary's CE Primary School
Scorton,
Richmond
DL10 6AQ

Phone: 01748 818401 .

Email: admin@bolton-on-swale.n.yorks.sch.uk

Head Teacher: Mrs Nicola Dobson

School Administrator: Mrs Shona Newton

Chair of Governors: Mrs Clare White

Vice Chair of Governors: Mr Mark Tranmer

Parish Priest: Rev. Yvonne Callaghan



Our Mission Statement

'Developing the Whole Child'

At St Mary's Bolton-on-Swale we work to make our children feel safe, nurtured and to enjoy school. Children are encouraged to make positive contributions, show mutual respect, including a respect for a belief in God, and to strive to achieve their full potential - that in so doing they will be prepared for future life.

Vision and Aims of Bolton on Swale St Mary's CE Primary School

We are a Church of England School, serving the local community of Bolton-on-Swale, Scorton and surrounding villages. Christian values and beliefs are central to the life of the school. We value each person in the school community and want them to reach their full potential. The school is a caring community and we want everyone to show respect for each other, take on responsibilities and to flourish as they exercise their right to an excellent education.

This is an inclusive school, where safeguarding children is key to what we do. This is reflected in the policies within the school. There are equal opportunities for all and nobody within the school is discriminated against on the basis of race, colour, beliefs, sex or disability.

We want this school to be a place where learning is fun! We want the children to be motivated in their learning. In order to achieve such a culture we focus on:

High standards

Quality of teaching

Valuing children

Recognising success

Staff development

The environment

Parental involvement and, ...most importantly,

Learning

This is a small family school where the needs of the whole child are met. Being healthy, staying safe, enjoying education, playing an active part in the community and preparing for economic well-being are all integral to children's development within our school. We also teach children about Rights, Respect and Responsibility.

As part of our efforts to achieve this, all staff in school are clear about their goals, and plan with them in mind. Expectations of behaviour are consistent in all classes. There is also consistency in the quality of preparation for Acts of Collective Worship, where children often plan and take part in presentations which reflect high levels of achievement.

Pupils here understand that teachers have high expectations of their behaviour, their presentation, their use of equipment, their productivity, their perseverance, their application, the way in which they answer questions and how skilfully they ask questions. Teachers expect pupils to stay 'on task' in order to sustain their learning and achieve success. They expect them to be independent, to work well with others, to respect other pupils by listening, and to focus on understanding the target they are working towards.

At Bolton-on-Swale, a lot of effort goes into showing children that they and their work are valued. We aim to ensure that displays throughout the school are of a high quality, relevant to children's work and where possible, interactive. Children know that good work will be recognised beyond their own classroom. A Special Mentions Assembly is held each week, to which parents and carers are invited. They share in a short Act of Collective Worship and achievements both in school and outside school are celebrated. Rewards are given for achieving targets, good behaviour, or improvements in work.

Parents are invited to be partners in their children's school life here at Bolton-on-Swale. Support for the school is strong from parents and the local church and community. This includes working as governors, helping on visits and organising school events and fund raising.

This school is all about relationships, whether it be children caring for children, adults caring for each other, or parents caring for the staff here. We aim here to develop strong home-school partnerships. We are interested in you! We listen to you!

This is a Church of England school where Christian teaching and values are very much in evidence. The importance of caring is established as soon as the children enter the school. Tolerance and understanding are promoted within the school. The links with the church and the local community are developed - we serve the community.

At this school, we aim for high standards, children achieving their potential, pupils being prepared for lifelong learning and being creative. We want our curriculum to be exciting, with the emphasis on quality not quantity so that children *learn first hand*. We want the curriculum to widen the children's perspectives.

Above all we want children to have fun learning!

October 2015

People who work here and their areas of responsibility

Teaching staff:

Mrs Nicola Dobson

Head teacher;
Collective Worship; Music;
Geography; History

Mrs Paula Reynolds

Deputy Head teacher
Class 1 Teacher
(Reception/Year 1)
Early Years Foundation Stage;
SENCO
Early Years Lead Teacher for
North Yorkshire; Specialist
Leader in Education for
Swaledale Alliance

Miss Rebecca Jenkins

Class 2 Teacher (Year 1/2)
Science; Computing

Mr Andrew Ramsbottom

Class 3 (Y3/4)
PE; Maths

Mrs Deborah Jones

Class 4 (Y5/6)
English; RE; French; Personal,
Social, Health Education; Art
and Design; Technology

Mrs Valerie Wright

Supply cover all classes

Mrs Vanessa Jameson
Mr Tim Waters

Music/Violin/Cello/Piano
Music/Woodwind

A variety of PE staff and Sports Coaches who are part of the Richmond School sports partnership also work regularly with our school.

Teaching Assistants: Mrs Ingrid Flower (ATA/HLTA) Class 3 and 4
Mrs Susan Rutland (GTA/ATA) Class 3 and 4
Mrs Wendy Parr (GTA/ATA/HLTA) Class 1
Mrs Tamsin Ridley (GTA/ATA) Class 1 and 2

School Administrator: Mrs Shona Newton

Caretaker: Mr Mike Hurworth

Catering Manager: Mrs Paula Sutterby
Kitchen Assistant Ms Julie Hillary

Head Teacher: Mrs. Nicola Dobson

Chair of Governors: Mrs Clare White

Vice Chair of Governors: Mr Mark Tranmer

Friends of Bolton-on-Swale Chairperson: Mrs Beth Wheldon

Accommodation

Bolton-on-Swale St Mary's School is situated within its own extensive grounds on the edge of the village of Scorton. The accommodation consists of four classrooms, a library, an ICT/Group room and a hall, which is used for morning worship, as a dining room at lunchtime, a gymnasium and a general function room. The school has its own kitchen which is used for the preparation and service of meals. There are four sets of toilets with separate facilities for the disabled, and two separate cloakroom areas. Classes 1 and 2 have their own fenced outdoor learning environment.

The front entrance to school is easily accessible. There is a small entrance hall, adult cloakrooms, an Administrator's office and Headteacher's office. The staffroom is upstairs looking out onto the playground and field. Outside there are large grassed playing fields which comprise football pitches, and during the summer term, cricket pitch, running track and rounders' pitches. The large tarmac playground is marked with netball and basketball courts and other games. There is a trim trail and tyre park and sand pit for use at playtimes. An environmental area has been developed to enhance our study of local habitats and wildlife and children grow fruit and vegetables in our greenhouse and kitchen garden. There is a securely fenced pond. The school car park has a disabled parking bay close to the main office entrance.

Admissions Policy

Please refer to our Admissions Policy and guidance on the relevant section of our website. A paper copy of our Policy is available on request. Please do not hesitate to contact us with any questions you may have.

Organisation of Teaching

Pupils are divided into four classes according to age but with regard to class size and the child's development. They are taught individually, in groups and in a class situation using a range of resources.

The current class organisation is:

Class 1 Reception and younger Year 1

Class 2	Older Year 1 and Year 2
Class 3	Year 3 and 4
Class 4	Year 5 and 6

We aim to address the individual needs of all children. This is accomplished through a range of teaching methods and classroom organisation. Children may work in ability groups or be taught by other teachers who have specialist expertise. Some team teaching is practised so that the talents of individual teachers can be utilised to the best advantage.

The needs of Gifted and Talented pupils are identified and they are encouraged to develop their skills. Cluster activities with other schools may be organised to provide different and extended learning opportunities.

The development of each child's basic skills and progress through the Early Years Foundation Stage and National Curriculum is carefully monitored and recorded and two parent consultation evenings and a full Annual Report give detailed information about your child's achievement.

We greatly welcome parental support in many areas of school life. Please volunteer if you have some time to offer.

Should a child have a special educational need that requires additional and different educational provision, in consultation with parents, our school provides differentiated work and an Individual Education Plan (IEP) for that child. If further help is required to support a child's learning, our school and parents may request the involvement of the L.A.'s Support and Advisory Service who will advise on the most appropriate course of action. This may include provision of specialist equipment for disabled pupils, speech therapy, assessment by the Educational Psychologist etc. There is a designated member of staff for S.E.N. and a link Governor.

Our Special Educational Needs Policy and SEND local offer can be found in the Key Information sections of our website. Paper copies are available on request.

Pastoral Care is the responsibility of the class teacher in consultation with the Headteacher. It is important that teachers are kept fully informed by

parents, of all matters which may affect the well-being and progress of the children in their care. As a Church of England School, we benefit from a close working relationship with our local vicar and members of the parish.

Homework

Children are encouraged to bring resources and information from home to enrich their school lessons. We place great importance upon children reading at home and expect children to have their reading book and reading record in school each day and taken home each night. As the children move through the school they will be given supplementary work and are expected to learn tables and spellings. Age appropriate homework will be set on a regular basis and may be written, oral, learning or observational in nature. A policy is available on this together with a schedule of when Homework is issued.

The School Curriculum

The school curriculum has been designed and developed in accordance with the requirements of the National Curriculum 2014. Bolton on Swale St Mary's CE VA Primary School follows the National Curriculum for KS1 and KS2 and the Foundation Stage Curriculum for Early Years Foundation Stage 2 (Reception). School has recently adopted a new creative curriculum with whole school topics allowing for an exciting approach to the delivery of Foundation Stage and National Curriculum programmes of study. In addition to the Core and Foundation subjects, the following cross-curriculum dimensions are integrated into the school curriculum:

- Equal Opportunities
- Tolerance and understanding between pupils, including those with disabilities
- Environmental Education
- Health Education
- Personal and Social Education
- Citizenship
- Economic Understanding
- Global Awareness

It has the following aims:-

1. To help pupils develop lively, reflective, enquiring and creative minds; the confidence to question and the ability to debate rationally.
2. To help pupils acquire knowledge, skills and training relevant to adult life and employment in a rapidly changing world.
3. To help pupils to receive challenging, stimulating, worthwhile and enjoyable experiences in the belief that living fully at every stage of development is a sound preparation for adult life.
4. To help pupils develop an appreciation of education as a life-long and enjoyable process.
5. To help pupils to develop logical thought and appropriate communication and information skills in a world of rapidly changing technologies.
6. To help pupils gain understanding of and respect for religious and moral and spiritual values; tolerance of other groups, races, religions and ways of life and points of view.
7. To help pupils develop a concern for the quality of their immediate environment and to understand the world in which they live and work, and the interdependence of individuals, groups and nations.
8. To help pupils to develop an awareness and appreciation of human achievements and aspirations.
9. To help pupils, through hard work, commitment and self discipline, to achieve the highest standards of which they are capable.
10. To help pupils in the development of their own individuality and independence, enabling them to discover and recognise their own strengths and limitations and set their goals realistically.

Early Years Education

We acknowledge the importance and value of a broad, balanced early years curriculum. Our main aim is to provide a safe, yet stimulating environment in which early years children in Foundation Stage 2 (Reception), can further develop their social and learning skills based on the Early Years Foundation Stage Curriculum (EYFS).

Areas we develop:

- Spiritual, moral, social and cultural awareness

- Language and literacy, including speaking and listening, reading and writing
- Mathematics, including number and algebra, space, shape and measure, data handling
- Knowledge and understanding of the world: scientific and technological; human and social
- Physical development including Physical Education, fine manipulative skills and health
- Creative development including Music, Art, Drama and Dance

We aim to cover the above areas through active learning experiences, with play forming a vital part.

We recognise when children come to school they have varied experiences and are at different stages in their development. We liaise closely with our Foundation Stage 1 feeder nurseries to ensure information about each child is accurately passed on.

Assessment

Early Years Foundation Stage Profile

In order to establish the child's stage of development, Foundation stage profiling collects evidence of attainment across all Early Learning Goals throughout the year. At the end of Foundation Stage 2 (Reception) this is used to establish targets for future learning.

The National Curriculum

The National Curriculum 2014 consists of three core subjects: English, Maths and Science. These are supplemented by the non-core foundation subjects of R.E., Computing, Art and design, Geography, History, Music, Physical Education, Design and Technology. These subjects are taught to all children from Year 1 upwards. There is a requirement to teach a Foreign Language at KS2 and in our school this is French.

The National Curriculum subjects are taught both separately and in cross curricular topics/projects over a two year cycle. Long Term Plans are available on the school website.

English

We follow all elements of the National Curriculum for English. A high standard of both verbal and written communication is the aim following the three main aspects of literacy:-

1. Writing; including spelling, grammar, punctuation and handwriting.
2. Spoken Language; speaking, listening and drama
3. Reading

Children will be involved in a range of activities (some cross-curricular) which develop speaking and listening skills and their ability to communicate. They will be encouraged to read fluently with enjoyment and understanding. A variety of methods are used to develop reading and writing skills. Writing for different audiences, the learning of key words and spellings and phonic work are some of the activities that take place.

The school uses a range of phonics and reading schemes to teach children to read. The phonics schemes are Jolly Phonics and Letters and Sounds. A variety of Reading Schemes are colour coded across levels and give children the opportunity to practise at their own level. Children read individually and in Guided Group Reading sessions in school. A strong emphasis is placed on hearing your child read at home also.

Mathematics

The underlying aim of all our mathematics work is to equip children with the skills and knowledge which will enable them to cope confidently throughout life. We believe in a practical approach which promotes enjoyment and understanding. Links are made wherever possible to other areas of the curriculum.

We follow the National Curriculum for Maths using a variety of resources to provide both formal and investigative experiences. A great emphasis is placed on the development of mental maths agility and strategies.

Science

Science should relate to the children's experiences and give them opportunity to explore and seek explanations for their immediate environment. We use a wide range of apparatus and equipment to stimulate learning and children benefit from using their local environment to explore further.

Religious Education

As a Church of England Aided Primary School we follow the Diocesan syllabus for RE. Christianity is the primary religion and is taught throughout the year to all children. Children also explore the seasons of the churches year and what it is to be distinctively Anglican. There are close links with Acts of Collective worship and our local parish. Children in both key stages also study Judaism. In addition in Key Stage 2, children learn about the principal features of Hinduism. Children are also taught to have an awareness and concern for the world around them and for their fellow human beings. Our work in RE is supported by a cycle of visits to places of worship. Parents have the right to withdraw their children from RE: however, by choosing to send their children to a Church of England school they should acknowledge that the distinctive ethos of the school is underpinned throughout by Christian values.

Computing and ICT

We have 32 wireless laptops with Broadband Internet access. We also have a number of tablets, digital cameras and Flip cameras. In addition we use Easi Speak microphones and digital voice recorders. All classrooms are equipped with interactive whiteboards. We use the Internet to research and support all areas of our curriculum. We have our own website www.bolton-on-swale.n-yorks.sch.uk

We use a wide range of software to complement our learning and to supplement and extend pupils' knowledge in a range of subjects. All pupils are taught how to access, retrieve and store information, Word Processing, Data Handling, Simulations, Control and Monitoring, programming and to use other technology, e.g. Photocopiers, Video and DVD Players, Voice Recorders, Keyboards and Programmable Floor Robots, confidently. In a rapidly changing

field both Hardware and Software are regularly renewed and updated and the Friends of the School play an important and supportive role here. We place great emphasis on staying safe when using technology and all pupils regularly access E safety units as part of their lessons in Computing and ICT.

All our pupils are being taught Coding to meet the requirements of the National Curriculum 2014.

History

Through the study of history we hope our pupils will understand their present world in the light of the past and find stimulation and interest from the variety of learning experiences. It is recognised that a knowledge of Britain's past and our place in the world will help us to understand the challenges of our lives today. History includes visits to places such as Durham Cathedral, Beamish Museum, Bolton Castle, Danelaw Viking village, Whitby Abbey and Lifeboat Museum in addition to the local history of our village and Richmond Town.

Geography

Through a variety of approaches children are provided with opportunities to acquire a sense of place, recognise physical and human features, and gain an understanding of the relationship between people and their environment. Children are taught how to make and use maps and interpretation of aerial and oblique photographs and local studies provide an opportunity to compare and contrast different locations of a similar size in the U.K. By studying and promoting links with European and Non-European countries we help pupils develop positive attitudes towards environments, people and cultures.

Art and Design

Children learn to appreciate the work of other artists and designers. They learn about colour and form and are taught a wide range of skills and techniques in various media utilising many different materials. They explore and express their own ideas and evaluate their own work and the work of

others. Childrens' learning is enhanced and reinforced in other subjects by good display and illustrations.

Design and Technology

D.T. involves children exploring a problem and finding a practical solution. They draw plans, gather materials and resources and prepare equipment and projects include food preparation, use of plastics, fabrics and materials, building using construction apparatus or natural materials such as wood, the drawing of maps and plans, constructing games and making 'junk' models.

Music

Music, playing and singing have a high profile in our school and all children have opportunities to perform in concerts, performances, class assemblies and as part of our worship.

We regard it as important that children who show musical ability have the opportunity to learn how to play a musical instrument during school hours. At present, we have specialist teachers who visit the school once a week to teach violin, piano, guitar and woodwind. Instrumental lessons provided by N.Y.C.C. Peripatetic Music Teachers are charged for by the N.Y.C.C. Music Service. Further details are available from the school office.

We have a School Choir and children can learn to play the recorder.

All our Year 3/4 children receive specialist class teacher music lessons and have the opportunity to learn an instrument which they may have on loan for the year.

French

French is taught in KS2 following the North Yorkshire Scheme of work. Children enjoy conversation, role play and drama. They run a French café and enjoy playing games to reinforce vocabulary. They learn basic grammar and are able to record key phrases and sentences as they progress through KS2.

Physical Education

Through a minimum of 2 hours of activity a week in the curriculum, children experience six aspects of P.E.: Gymnastics, Movement/Dance, Athletics,

Swimming, Games and Outdoor Activities. We aim to develop sporting attitudes, teach skills and knowledge, create confidence, have fun and encourage an awareness of safety, health and fitness. Additional funding for PE and sport is provided from central government through the Sports Premium and details of how this further enhances our delivery are outlined in the Key Information section of our website.

In addition to their P.E. curriculum, a range of extra-curricular sports activities take place. At different times of year these include: Gymnastics, Football, Hockey, Tennis, Golf, Netball, Badminton, Rounders, Tag Rugby, Cricket, Multi skills.

We regularly take part in local competitions and sporting events with other schools. Success in local competitions have resulted in our children participating at the North Yorkshire Youth Games for the past 5 years when they have represented the north of the County for Netball, Tag Rugby and Girls Football.

In the Summer Term we hold our annual Sports Day when parents are invited to watch their children participate.

Assessment

Statutory assessment takes place at the end of Years 1 (Phonics) Year 2 and Year 6. In Years 1, 3, 4, and 5, children are assessed by their teacher against nationally standardised levels. During 2014/15 the government is introducing a new assessment framework for primary schools. Early Years Foundation Stage profiles are built up over the Foundation Stage years and reported at the end of the Foundation Stage .DFE School Performance tables can be accessed from the following website:

www.education.gov.uk/schools/performance

Sex Education

The school governors have a written policy on the provision of Sex Education within the school, a copy of which is available to parents upon request.

As part of the wider personal, social and health education within the school the governors' Sex Education Policy aims:-

- to raise children's awareness of themselves and their relationships

- to develop a sense of self worth, self confidence and the skills and practices to help maintain personal safety and well being
- to provide them with correct information and appropriate vocabulary, to give them a sense of security about asking questions
- to develop respect for others and an understanding that people differ
- to prepare them for the physical, emotional and social changes likely to be experienced at puberty

In the term before moving to Secondary school, the School Nurse visits to give more specific advice to the Y6 pupils. Parents have the right to withdraw their children from these lessons but it is hoped they would discuss this first with the Headteacher before making any decision.

Extra-Curricular Activities

There is a wide range of out of school activities organised for children. These operate during lunchtime or after school, finishing at 4.15 or 4.30pm.

During the school year these may include:-

- Worship Club
- Recorder
- Football
- Netball
- Rounders
- Cricket
- Gymnastics
- Computer Club
- Art
- Multiskills
- Eco/Gardening Club
- Choir
- Tennis
- Golf
- Cookery
- Tag Rugby
- Hockey

ALL ADULTS supervising any of these clubs will be CRB checked as part of our commitment to safeguarding children.

School Uniform and P.E. Kit

We have two suppliers of embroidered sweatshirts and cardigans and these may be ordered on line through our school website.

A school book bag for carrying reading books and homework are also available to order online.

Drawstring bags should be used for PE kit. You may order these online.

Naming clothing

Please ensure that all property and items of clothing and footwear are clearly marked with your child's name.

Please see the uniform list below:

School Uniform - Quick reference

Boys

White/pale blue shirt or polo shirt

Grey/Black trousers

School sweatshirt or royal blue jumper

In the summer, black or grey shorts may be worn.

Grey/black socks

Girls

White/pale blue blouse or polo shirt

Navy/Black/Grey skirt or pinafore dress or Black/Navy/Grey trousers

School cardigan/sweatshirt or royal blue jumper

In the summer, blue and white school dresses may be worn

White socks or black, grey, navy tights

Footwear

Our school is in a rural setting, surrounded by fields and our classrooms are carpeted. They need clean footwear for indoors. Many children have black plimsolls for indoor wear and black school shoes for outdoor wear. When it is muddy they need wellingtons or trainers (separate from those they use for PE).

Playtime tracksuit trousers

To keep their uniform clean, children may play on the field at certain times of year when they are wearing tracksuit trousers over their normal clothes (these tracksuit trousers should be separate from those they use for PE).

P.E. Kit

Indoor PE:

White T-shirt (short-sleeved and round necked) or white polo shirt

Navy blue or black PE shorts

Plimsolls or trainers (not muddy!)

Outdoor PE:

White T-shirt (short-sleeved and round necked) or white polo shirt

Navy blue or black PE shorts

Tracksuit or jogging suit - blue or black

Trainers

Swimming Kit

When children go swimming, currently each summer term from Year 1 upwards, they will need to take a swimming costume, trunks, and a towel. These are best kept in a named plastic carrier bag. Children with long hair should wear a swimming hat or ensure that their hair is securely tied back.

Jewellery

For safety reasons jewellery other than a wrist watch **must not** be worn at school. If children have pierced ears only studs should be worn at school. For health and safety reasons the L.A. insists that all watches and ear studs must be removed for P.E. and swimming. Your child is responsible for removing and storing these items of jewellery during P.E. lessons. Nail varnish and make up are not permitted.

School Times

Children may arrive from 8.50am and the bell will go at 8.55am so that they can line up for entry into school

School starts: 9.00am

Morning break: 10.30am - 10.45am

Lunchtime: 12 noon - 1.00pm
Afternoon break: 2.15pm - 2.30pm
School finishes: 3.30pm

Children are encouraged to bring fruit for a snack at break times. Bottled water (in a plastic container) may also be brought to school.

Unavoidable Closure

On very rare occasions it is sometimes necessary to close the school at short notice and not as part of a listed school break. This might occur as a result of power failure, loss of heating, absence of water or of a natural emergency such as infectious epidemic, flooding or very heavy snow preventing teaching, support staff and children from attending.

The decision to close the school under such circumstances is a very serious one involving discussion with Governors, L.A. Representatives, Police or the Senior Medical Officers. We will normally try to contact parents through a text messaging service and the use of the school website. This works only through parents giving us current emergency contact numbers should they be working through the day. If a parent wishes they may nominate a relative or a friend to take charge of their child in the event of an unavoidable closure. The same system is in operation should a child become ill during the school day.

So that parents are aware of our intentions to return to school the text messaging service will again be used and information placed on the school website. Alternatively, messages will be given out on BBC Radio York Information and Snowdesk Information Services and those of Radio Cleveland. These frequencies are 103 - 4 MHz and 95.0 MHz F.M. respectively.

Parents should be assured that we will not permit any child to leave the premises without having made contact with parents or their nominated contact.

Other information for parents

There are a number of documents in school which parents may like to view or have copies of. These include current National Curriculum Documents, Policies and Schemes of Work used in school.

Reporting to Parents

An annual report is issued for your child in the Summer Term and there are parents' evenings in the Autumn and Spring terms. Information about these will be sent home in advance and appointment sheets are put up at school a week beforehand. If you wish to discuss your child's progress at any other time in the school year, please contact the school to make a mutually convenient appointment.

School newsletters are issued weekly and give information about school activities, diary dates, health and safety notices etc. These are sent home in your child's blue bag along with any other letters; please check your child's bag regularly. Information is also posted on the school website and emailed out to parents.

Curriculum letters outlining more detail of topics to be covered each term by your child in each class are sent home at the start of each term and are available on the school website.

Policy for dealing with Complaints

The School Governors are confident most difficulties between parents and school can be resolved amicably through discussion with the Headteacher and/or a member of staff.

However, if a difficulty cannot be resolved by such discussion, parents are able to make a formal complaint to the Governing Body. Details of the 'Formal Complaint Procedure' are available from school and on the school website www.bolton-on-swale.n-yorks.sch.uk

Health and Safety

Road Safety

We ask that parents drive and park with consideration outside school, having due regard to speed and the likelihood of pedestrians stepping off the pavement.

Please do not drive into the school premises and drop your children off in the car park. Children should arrive and be collected from the school playground.

The children know where they should enter school grounds and that they must **not** use the vehicular access.

Dogs are not allowed on the school premises. (Guide dogs excepted).

Medical and Pastoral Care

The School Nurse monitors the health and development of the children. Parents may get advice from the School Nurse who can be contacted through the Richmond Clinic or through the school.

The school has members of staff who have undergone training in Paediatric First Aid. If your child has a medical problem, for example a speech or hearing problem, or a sustained period of ill-health, parents should contact the Headteacher who will advise them as to the best course of action.

The Headteacher and staff are always willing to discuss with parents any problems concerning children and their home life as these may often affect the children in school.

Asthma

A number of children who are Asthma sufferers have Salbutamol (Ventolin) inhalers in school. These offer an immediate measure of relief for their condition. The children know when they need to take such medicine and administer it to themselves. Sometimes for safe keeping these are kept in the medicine cupboard. Whether children take care of them personally or we store them, it is important that whenever children are out of school on visits or activities, they take their medication with them and that it is clearly labelled with their name.

Should you have medicines kept in school their use-by date should be checked periodically.

Child Protection

Bolton-on-Swale St Mary's School is committed to ensuring the welfare and safety of all children in school. All North Yorkshire schools, including Bolton-on-Swale School, follow the North Yorkshire Safeguarding Children Board

procedures and the LA Education procedures. The school will, in most circumstances, endeavour to discuss all concerns with parents about their child/ren. However, there may be exceptional circumstances when the school will discuss concerns with Social Care and/or the Police without parental knowledge (in accordance with Child Protection procedures). The school will, of course, always aim to maintain a positive relationship with all parents. The designated person responsible for Child Protection is the Headteacher Mrs Dobson. The deputy designated person is Mrs Reynolds, Deputy Headteacher. Our child protection governor is Mrs Lees.

Photography

Under the Data Protection Act we are required to ask for your permission to take your child's photograph for use in school, on displays, in the prospectus, in the media and/or on the website. A consent form will be issued before your child starts school.

The Administration of Medicines in School

Parents are advised that pupils who are unwell should not be sent to school. However, doctors frequently advise that pupils may attend school while still needing to take medicine. If your child needs a dose of medicine at lunchtime, you are responsible for its administration and the child should return home for this, or a parent should come to school to administer the medicine.

If this is not feasible, the smallest practicable dose should be brought to school (by a parent) with CLEAR WRITTEN INSTRUCTIONS for administration, giving the name of the pupil. To aid you in this respect we have prepared a form for this purpose, available from the office, for each occasion.

The school cannot administer medicines where:-

- * They have not been prescribed;
- * The timing of its administration is crucial;
- * Intimate contact is necessary.

Occasionally children become unwell while at school. In order to minimise their distress we will contact you as soon as possible so that you can make arrangements for their collection. To this end you will be issued with an

emergency numbers form, which we ask you to return to school. Please keep us informed of any changes.

In the event of an outbreak of Rubella (German Measles) in school, you will be informed by the posting of large notices in the staffroom and infant classroom windows, clearly visible from the playground, so that mothers in the early months of pregnancy can avoid contact.

For your guidance the following is a list of the most common notifiable diseases/infections together with a minimum period of exclusion from school.

Chicken Pox	Five days from onset of rash
German Measles	Six days from onset of rash
Whooping Cough	Five days from commencing antibiotic treatment
Impetigo/Scabies	Until skin has healed or 48 hours after starting antibiotic treatment
Headlice/Nits	Until after treatment - only where headlice are seen - please remember to check your child's head regularly
Hepatitis A	Seven days from onset of jaundice
Measles	Four days from onset of rash
Mumps	Five days from onset of swollen glands
Diarrhoea/Vomiting	48 hours after diarrhoea and vomiting has settled

Behaviour Policy

Care and consideration for the rights and feelings of others are an integral part of our school ethos. We expect appropriate standards of behaviour at all times inside and outside of the classroom.

The school has a positive approach to discipline. We expect and reward effort, achievement and good behaviour and use any problems as learning experiences. It is a 'telling school', we encourage the children to tell an adult if they have a problem they cannot deal with. If your child expresses a worry or concern to you at home regarding a problem at school please contact your child's class teacher. We recognise and value the support of parents. If there is a discipline problem at school we will contact you so that we may consider and solve it together. The school has a written behaviour

policy, available to parents upon request and on the website. This explains our code of conduct, the school rules and sanctions which may be applied.

Lunchtime Arrangements

School lunches

School lunches are prepared using top quality ingredients from local suppliers and cooked in the school kitchen by our cook, Mrs Sutterby. Meals are of a high standard with the emphasis on healthy foods and comply with the government Nutritional Standards. The menu is varied with a choice of main courses, desserts and fresh fruit and is displayed in the school and sent home at the start of each term. Water is always served with the school lunch and sometimes milk. Water is available throughout the day and we encourage children to bring in a named water bottle for their own use.

Special diets can be organised by arrangement with the cook.

School lunches are provided at a current cost of £2.10 per day. Lunches are paid for in advance and many parents now pay online using Parentpay. You may also pay by cheque or cash. The money should be in a named purse or sealed envelope. Any cheques should be made payable to Bolton-on-Swale BAFS and must be for the exact amount. From September 2014 all children in Reception, Year 1 and Year 2 will be provided with a free school meal.

Free school meals are available to children from families receiving Family Income Support. If parents think they are entitled to free school meals, applications should be made to County Hall. The Education Welfare Officer will then deal with such requests.

Children who wish to bring a packed lunch may do so and they are seated in the dining hall with the children having school lunches. Drinks must not be brought in cans or glass bottles. At Bolton-on-Swale School we try to promote healthy eating and would appreciate it if children were not given fizzy drinks and sweets as part of their lunch. Lunch boxes and flasks should be clearly named. If you wish to change from a school to packed lunch, or vice versa, a half term's notice is required.

Breaktime drinks and snacks

The government provides children up to the age of 5 years with free milk. As a school we are part of the Cool Milk scheme so that all children can have milk for a small cost. Details are available from the school office. Children in

receipt of Free School Meals are also entitled to free milk. We are also part of the National Fruit and Vegetable Scheme, which means that children in Foundation Stage and Years 1 and 2 are provided with a piece of fruit free of charge at morning break. Older children are welcome to bring in a piece of fruit or a cereal bar (no nuts).

Our School Council run a healthy, fruity Friday stall selling fresh and dried fruit each week for a cost of 30p.

Health and Safety Policy

It is the intention of the governors of Bolton-on-Swale St Mary's CE Aided Primary School to pursue the objectives of and co-operate with North Yorkshire County Council in respect of health and safety. The Local Education Authority's Policy on Health and Safety is available to all staff. The LA, Governors and all staff share a responsibility for health and safety. Named persons with a duty of monitoring Health and Safety are Mrs. Dobson and Health and Safety Governor Mr Tranmer.

The Governors aim to:

Establish and maintain a safe and healthy environment throughout the school.

Establish and maintain safe working procedures and practices for staff and pupils.

Teach safety wherever relevant.

Raise awareness and encourage involvement and participation through consultation so as to develop a safety culture.

In order to realise these aims the governors will:

Produce written statements of the arrangements for health and safety within the School which will form appendices to this document and which will be brought to the attention of all staff.

Monitor the effectiveness of these arrangements and review, revise and republish them when necessary.

Seek to resolve health and safety problems raised by staff which have not been dealt with at a lower level.

Report to the LA those issues which are beyond the limits of the Governors' responsibilities, but take appropriate short term steps to minimise the risk involved in pending rectification.

Note health and safety advice and act upon health and safety instructions issued by the LA and ensure that this document and any appendices to it reflect such advice and instructions.

Consult and co-operate, so far as is reasonable, with safety representatives appointed to represent staff at the school.

Ensure that all areas of the school are inspected regularly (NB Such inspections are necessary to check compliance with the school's stated arrangements and are in addition to the inspections performed by safety representatives, although joint inspections may be appropriate).

Establish a procedure for recording, reporting and investigating accidents and take all reasonable steps to prevent recurrences. Any child or visitor on the premises who sustains an injury needing hospital treatment, should be reported to the Health and Safety Officer at County Hall. Similarly, if a member of staff sustains an injury on school premises which causes them to be unavailable for work for 3 days or more, the same procedure must be followed.

Ensure that contractors working at the school are informed of any hazards arising from the premises or from the school's activities, and consider the effects of the contractors' work on staff and pupils.

Ensure that any visitors, whether invited guests, parents or those hiring or using school premises, are given appropriate health and safety information.

Arrange for new staff, and those providing supply cover, to be briefed about the school's health and safety arrangements. New employees in particular will be given a copy of this document.

Make effective arrangements for the evacuation of the school in the event of fire or other emergency.

Ensure that all adults having substantial access to children have DBS clearance.

Ensure that Health and Safety issues are taken into account and that a risk assessment is undertaken when planning school visits: (refer to School Visits and Transport Policy).

Ensure that Risk Assessments are made for potentially hazardous situations. (See Appendices).

Ensure that Health and Safety issues are taken into account when fund-raising activities are planned and that risk assessments are undertaken where necessary.

Absence from School

From September 2013, new government regulations state that holidays taken during term time will not be authorised unless there are exceptional circumstances as it can severely disrupt your child's education. Please do not book a holiday without first discussing it with the Headteacher. The school must now set absence targets which are monitored termly and reviewed by the Education Social Worker.

If your child is absent from school due to illness, you should notify school by telephone as soon as possible giving details of the illness and the possible duration of absence. If children are to be absent from school for reasons other than illness, please notify school beforehand. Children with medical or dental appointments are entitled to an authorised absence in the register if the school or teacher is notified in advance. Children will not be permitted to leave the premises without a parent or agreed adult to collect them.

It is important that children arrive at school on time. Considerable disruption occurs when children arrive after the start of the school sessions. Any child not present at the taking of the register will be marked as 'late'. School registers are routinely checked by Education Welfare officers for children who are habitually late.

After 9.15am a 'late' entry becomes an 'unauthorised absence'. Teachers will then mark the register appropriately and again, registers are checked for this.

Any late children should enter by the office entrance and report in to office staff

Secondary transfer

Children whose 11th birthday is on or before 31st August will embark on transfer to Secondary education commencing in the September. Transfer is normally to Richmond School or to Saint Francis Xavier School in Richmond. There is excellent liaison between Bolton-on-Swale School and all the local secondary schools. To ease transfer the children receive visits in school from secondary school staff and are invited to spend a day in their new school as part of their induction. In the Autumn Term prior to transfer there are open evenings and information on how to apply online.

Charging and Remissions Policy

Under the terms of the Education Reform Act 1988 the school is not allowed to make a charge for an activity, during the school day, but we are permitted to ask for voluntary contributions. We cannot afford to pay for all activities from the funds available to us, so we do rely on these voluntary contributions in order for planned activities to take place.

Insurance

School has taken out a policy with the Local Education Authority which offers personal accident insurance for all our children engaged on activities in or out of school. The schedule with limits of liability and range of cover is available for inspection at school.

If parents wish to obtain additional cover for their children, they should make their own arrangements.

Parental Rights and the National Curriculum

In planning our collective worship we acknowledge diocesan policy on worship in primary schools. We also acknowledge the legal right of parents to withdraw their children from acts of worship and R.E. lessons. We would however ask that if parents wish to consider such action that they first contact the Headteacher who will be able to explain the policy within school. The Headteacher will make alternative arrangements for these children.

We operate a programme of Health and Sex Education throughout the school. Parents have a legal right to withdraw their children from certain aspects of this programme. Again, we ask that parents should consult the Headteacher before making a decision.

Should parents wish to withdraw their children from any of the above, they must make a written request to the Governors, who will then consider the matter and respond appropriately. Requests should be made to the Clerk to the Governors, and addressed to the school.

Charities

Children are provided with opportunities to support and learn about the work of various charities. During the past year we have raised money for the Children's Society, Comic Relief, Poppy Appeal, Farm Africa, Shoeboxes for Christmas, Children in Need, SSAFA.

School Photographer

Children have their photograph taken twice during the year - individually and in family groups and in class groups. The taking and purchase of the photograph is optional.

Links with St Mary's CE Parish Church

The Vicar of St Mary's Church of England Parish Church regularly visits school and leads acts of collective worship with other parish members. The children attend Church for special services in the Christian calendar. We have very close links with the parish and community of Easby, Skeeby, Brompton and Bolton.

Year 6 and Leaving Primary School

At Bolton on Swale St Mary's CE VA Primary School we do our utmost to make sure that pupils leave primary school looking forward confidently, and with excitement, to their next phase of education. One of the ways we do this is by:-

Making their last year special

- Through giving pupils added responsibility within school;
Buddy, House Captain, Sports Captain, Librarian, Eco Committee
- Holding a Leavers' Service (parents and friends welcome).
- Presenting them with a gift from the School.

Friends of the School

The Friends of Bolton-on-Swale Committee is elected annually.

A thriving, successful association, made up of parents, friends of the school and teaching staff, exists to encourage liaison and co-operation between home and school and also to support the school in fundraising activities. All parents are automatically members of the association and are entitled to attend meetings and make suggestions about the association's activities.

Examples of the fundraising activities that the Friends of the School organise are:

- Summer Fair
- Easter Tombola
- Christmas Raffle
- Harvest Festival refreshments

Educational Visits

Educational visits form an important part of life at our school. Children will be offered opportunities to visit places of interest to support curriculum activities in the classroom. Each visit is carefully prepared and a Risk Assessment is undertaken to ensure the appropriateness of the visit and the pupils' health and safety. The Head Teacher is the designated Educational Visits Co-ordinator. Children are always supervised by staff and parents in a suitable ratio according to the age of the children and the activity involved. We always require that our transport providers' coaches are fitted with seat belts. In addition, the children are not allowed to sit in the front seats of a coach. We expect an excellent standard of behaviour at all times on our visits. You will be advised of any visits and the method of transport to be used. As parent/guardian, you will be asked to sign a form giving permission for the journey. **Children will not be allowed to participate in any educational visit without written consent.**

If you have any questions about this prospectus, please do not hesitate to contact the school office or look on line at our website.

www.bolton-on-swale.n-yorks.sch.uk