

Academic Year 2009 - 2010

Dear Parents

Welcome to Scarcroft Primary School

On behalf of Scarcroft School, its Staff and its Governing Body, I would like to welcome parents of new pupils. I look forward to a long and successful association over the coming years.

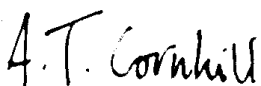
This prospectus will provide you with information about the school; its organisation, its aims, its curriculum and its activities. I hope you will find this information helpful. During the induction process you will be given even more information, together with the opportunity to meet some of the staff and ask any questions you may have.

Once your child is in school, your child's teacher or myself will be happy to arrange to meet with you if you have any queries about your child's education. We pride ourselves on the stimulating educational environment we provide for the children. Our aim is to encourage each child to achieve their full potential in a warm and caring atmosphere.

There will be many opportunities to find out more about what goes on in school. We hope you will be able to join us for parents' evenings, good work assemblies, concerts and presentations, in order to gain a full understanding of your child's life in school.

If you have not already done so, I hope you will take the opportunity to visit us. The Staff and I look forward to welcoming you and your child to Scarcroft Primary School.

Yours sincerely



MRS A T CORNHILL
Headteacher

CELEBRATING OUR SUCCESSES

OFSTED REPORT

The school was last inspected by Ofsted in January 2009. We were thrilled with the excellent report we received: *“The school provides an outstanding and inspirational education for its pupils. It lives up to its motto to help pupils 'prepare for tomorrow's world today'. Excellent leadership at all levels - the cornerstone of the school's success - ensures pupils receive a very high quality, creative and enjoyable curriculum which engages their interest and curiosity. Together with outstanding teaching this helps pupils build on their success and attain high standards which set very firm foundations for the future.”* It was extremely pleasing to be judged as an ‘outstanding’ school across the board.

ARTSMARK GOLD AWARD

We were very proud to be awarded a Silver Artsmark Award in July 2002. In July 2005 and again in July 2008 we were awarded a Gold Artsmark Award. This celebrates and recognises the work the school does above and beyond the basic curriculum. It reflects our strengths in music, art, dance and drama and acknowledges the concerts, assemblies, clubs and special events that we provide for our children.

PUPILS AS PARTNERS

In 2006 we developed our own whole-school approach to learning which brings together seven key aspects of primary teaching: Health & Fitness, Self-esteem, Enrichment, Learning, Pupil Voice, Teamwork, Wider World.

Building on from our Investors in Pupils Award in 2005, this initiative involves everybody in the school and ensures that the pupils take a more active part in their own learning. They are involved in setting their own targets for improvement and they are taught about the roles played by all the people involved in their education, from those at the chalk-face to those behind the scenes.

OUR OWN INDIVIDUALITY

We are very proud of the ethos and atmosphere that makes Scarcroft School special. We like to go that ‘extra mile’ to make things exciting for pupils and staff. As well as a focus on ‘The Arts’ which goes well beyond the requirements of the National Curriculum, our annual Focus Weeks are also just that little bit different. Our recent projects have included ‘Oceans Alive Week,’ ‘Animal Antics Week,’ ‘Starstruck Week,’ ‘Jungle Week.’ and ‘Dinosaur Week’. We let our imaginations run riot and plan a whole week around a central focus. We seek out visitors and specialists to supplement our teaching and work

with the pupils to bring a range of vibrant activities into school life. We all like to have fun during these special weeks!

QUALITY MARK

The school received a Quality Mark Award in September 2004 for high standards in the teaching and learning of Literacy and Numeracy. It was re-awarded in September 2007. This is a national award from the Basic Skills Agency, which involves external assessment of both teaching and children's work. We were delighted to receive very positive feedback from our assessor about the high standard of the portfolio we presented for assessment and about the high standard of teaching seen across the school. We are very proud of this achievement, which reflects the hard work of the whole school community.

INCLUSION AWARD

In September 2006 the Local Authority invited our school to apply for an Inclusion Award. In April 2007 the school was presented with an advanced award in recognition of the wide range of work that goes on across the school to ensure that all pupils are included regardless of ability, disability, gender and background.

HEALTHY SCHOOL AWARD

Since April 2006 the school has been working towards healthy school status. A range of initiatives has been put in place to raise the profile of healthy lifestyle activities:

- Water coolers on each floor
- Active playtime equipment
- Participation in the national five fruit and vegetable scheme
- 5 minute fitness
- Sports based extra curricular activities
- Acquiring grassland for PE activities and Golden time.

In April 2007 the school was successful in its application for the Healthy School Award.

AIMS OF SCARCROFT SCHOOL

At Scarcroft School we work to provide a safe and secure environment where all children are valued in their own right. We endeavour to establish a trusting relationship between children, staff and other adults, trying whenever possible to make school an extension of home and community.

It is the aim of Scarcroft School:

- To provide a safe, happy and caring school, which encourages and develops children's self-confidence, self-esteem and sense of belonging.
- To create a vibrant and stimulating environment, which celebrates and rewards children's achievements.
- To encourage enthusiasm for lifelong learning, working and playing.
- To encourage good behaviour, positive attitudes and a sense of responsibility.
- To provide equal opportunities and develop independence for all members of the school community.
- To promote healthy lifestyle choices, now and in the future.
- To promote good manners and mutual co-operation.
- To enable each child to develop resilience and to take pride in achieving their full potential.
- To encourage a sense of curiosity and develop a range of skills and knowledge.
- To help children understand and respect moral values; encouraging tolerance and sensitivity towards other people, races and religions.
- To establish a friendly and professional relationship between home and school, in which teachers and parents can discuss children's progress, development and needs.
- To ensure that the teaching, accommodation, enrichment activities and resources available to the children, are of the highest possible standard.

Mission Statement

Scarcroft School has a strong team spirit, giving everyone a sense of ownership and belonging. Together we provide a high quality, enjoyable learning experience, which develops the whole child. We value creativity and our curriculum is enriched by excellence in music, art, dance and drama. The wide range of extra-curricular activities we provide encourages children to develop their own interests, both in and outside the school community. A welcoming and attractive environment celebrates every child's achievements.



**Building on the past ...
foundations for the future**

ADMISSION POLICY

Scarcroft Primary School takes children aged four to eleven. The Maximum Admission Limit is 45. The Reception class size limit for each year group is 30. The Key Stage 1 (infant) class size limit is 30 and Key Stage 2 (junior) class size limit is 35, as agreed by the Governing Body.

In line with the City of York, our Admission Policy changed in September 2003. We admit children into a Reception class in the year in which they are five. Children with birthdays between 1st September and 31st December will enter school full-time in September. Children with birthdays between 1st January and 31st August will be offered a full-time place in January of the following year. These younger children will also have the option of a part-time place in September if Parents wish. Alternatively, Parents may choose to defer their child's entry, as long as the child is in school by the term following their fifth birthday. As at September 2009, there are 321 pupils on roll in 11 classes.

Scarcroft Primary School normally takes children who live in the school's catchment area. In the event of the school being over-subscribed, the Education Authority will allocate places according to its Admission criteria. Parents who are unable to obtain a place at Scarcroft School have a right of appeal via the local education office. Where spaces are available, they can be offered to children outside the catchment area.

We have recently experienced a high demand for pupil places. Please be aware that if you live outside the catchment area, there is a strong possibility that your child, or their younger siblings at a later date, may not get a place

INDUCTION TO SCHOOL

We recognise that a positive induction process will ensure your child settles quickly and easily into school. Every effort is made to ensure that Parents and pupils are prepared for entry to school. Contact is made by letter to parents of children whose names are on our Admission List. Information is sent regarding the visits children make to school and the Induction meeting for Parents. During the second half of the Summer Term, pre-Reception children will make three visits to school. Pupils will experience classroom activities. At the Induction meeting, Parents will meet the Headteacher, Key Stage Staff, the SENCO (Special Educational Needs Co-ordinator), Governors and members of FoSS, our parent group. At this meeting you will have an opportunity to learn about school policies and procedures. An Induction pack will also be provided. This contains activities for your child to carry out in preparation for starting school.

Children who join our school in year groups other than the Reception class are allocated a "buddy" who will be a special friend to them whilst they are settling in. The buddy will ensure your child finds their way around school, uses the correct cloakroom and meets lots of other children.

BEHAVIOUR IN SCHOOL

We have few rules and these mainly relate to personal safety. Our aim is to teach children good manners, a sense of consideration for others, and a sense of personal responsibility. Good behaviour is always praised, either in class or in Well Done assemblies. Each class displays the agreed expectations of pupils and teacher.

When children have misbehaved, a reprimand is often sufficient. However, loss of privileges such as playtime may be used as a sanction if appropriate. Children will be issued with a Pink Slip if a serious incident occurs. This is a piece of pink paper, giving details of the incident, which is kept on file. If 3 pink slips are issued, parents are automatically asked to come into school to discuss the problem, in order to move forward together towards a solution. Bullying, should it arise, is dealt with firmly and sensitively, in accordance with the school's Anti-Bullying Policy. Children are regularly reminded that the best way to stamp out bullying is to tell an adult if you are upset about anything. Corporal punishment is not permitted in any form.

School Rules:

1. Walk carefully around school without running.
2. Keep hands and feet to yourselves.
3. Do as you are asked, straight away.
4. Work hard and play carefully.
5. Show respect to everyone and everything in our school.
6. Be honest, kind and helpful.

School rules are for the care and well-being of everyone in the school community. Please help us by supporting them. In addition, we ask that **sweets, chewing gum and toys are left at home**. Items brought into school in Key Stage 1 for 'show & tell' sessions should not be taken out of the classroom. However, we request that valuable items are not brought to school at all. We have no insurance for them and cannot accept liability for loss or damage to personal belongings.

We ask pupils always to:

- be a credit to themselves, their family and their school
- avoid doing anything which could harm themselves or others

POLICY STATEMENT OF CHILD PROTECTION

Scarcroft School considers the safe guarding of children in its care to be a major priority and responsibility.

The school recognises and accepts that teachers along with other adults associated with the school, because of their unique position, are well placed to observe children and note any signs or symptoms which can lead to the early detection of child abuse. It recognises that the relationship between teachers and pupils, which fosters respect, confidence and trust, can lead to the discovery of abuse and the subsequent protection of children.

In order to prepare staff for their responsibility in relation to the protection of children, the school recognises the need to develop awareness of the incidence, signs and symptoms of abuse. It will also stress the availability of the support networks which exist within and outside the school. The school will follow the procedures identified by the Area Child Protection committee in its City of York Child Protection Guidelines and Procedures handbook.

Parents must be aware that in exceptional cases, the Headteacher will use her professional judgement and may refer a child without firstly discussing the matter with parents/guardians.

All staff receive regular Child Protection training and there is a named Child Protection teacher. Staff are required to follow an agreed Code of Conduct to ensure that their contract and conduct with children is appropriate at all times.

Please ask if you would like to view our full Child Protection Policy.

COMPLAINTS PROCEDURE

At Scarcroft School the relationship between parents and school is recognised as crucial to the educational progress of all pupils. All parents are consulted and involved as partners in the education of their children.

Parents are encouraged to consult the class teacher to discuss problems. If the problem is not resolved, parents may make an appointment to see the Key Stage Co-ordinators or the Headteacher. Every effort is made to resolve the situation satisfactorily within the school.

If the problem remains unresolved, there is then a formal appeals procedure with the governors available to parents. In this case, parents should write directly to the Chair of Governors, care of the school.

CHILDREN WITH SPECIAL EDUCATIONAL NEEDS

We have an inclusive approach and children with Special Educational Needs (SEN) are a welcome part of our school community. The school has a SENCO (Special Needs Co-ordinator), Mrs H Humphrys, who works 4 days a week. If you have any concerns you wish to discuss with her, please telephone the school office to arrange an appointment.

The school's SEN Policy is reviewed annually by the Governing Body. The school always has at least two Governors with responsibility for SEN. The Inclusion Committee comprises the Headteacher, SENCO and SEN Governors and meets on a termly basis.

Special Needs organisation within the school takes account of the current SEN Code of Practice. The school has adopted the recommended three stage model and keeps a Special Needs Register. Parents are consulted at each stage, and children usually have an Individual Education Plan (IEP) which is reviewed termly. Parents are invited to contribute to these reviews. When a child leaves school, information about Special Needs is passed onto their next school to make the changeover easier for the child.

The school prides itself on catering for the needs of every child, whatever their ability or disability. In recognition of the work carried out in this area, we were given an Advanced Inclusion Award in Spring 2007.

The school has access to a range of outside agency support, such as:

- Learning Support Service
- Behaviour Support Service
- Educational Psychologist
- Education Social Worker
- School Medical Team
- Speech and Language Therapists
- Teacher of Hearing Impaired pupils
- Teacher of Visually Impaired pupils

Children who are particularly gifted or talented in a specific area will also be placed on a register. Parents may also be approached to give permission for their child to receive mentoring from an adult within school if it is felt that their child's needs can be met in this way.

DISABILITY EQUALITY POLICY

Scarcroft School is aware of its legal responsibilities with regards to ensuring equality of opportunity for all, regardless of disability. It takes these responsibilities seriously and seeks to eliminate unlawful discrimination. Our policy, which sets out our approach to accessibility, is available on request.

RACE EQUALITY POLICY

Scarcroft School has a policy in place which seeks to eliminate unlawful racial discrimination and promotes good relations between people of different racial groups. The aims of the policy are:

- To promote racial equality and good race relations
- To promote education for a multicultural society
- To ensure that issues of race equality are part of every pupil's experience, regardless of their ethnic background
- To prepare pupils for life in an ethnically and culturally diverse society
- To commit the whole school community of staff, pupils, parents and governors, to tackling and eliminating racial discrimination

Incidents of racial discrimination in school are very rare, but where they occur they are taken extremely seriously and parents are informed straight away. Incident record sheets are kept in accordance with the City of York's recommended procedures.

THE CURRICULUM

ENGLISH:

We wish each of our pupils to read fluently and accurately, with feeling, understanding and enjoyment. Children are encouraged to communicate clearly and confidently in speech and writing, in ways appropriate to different situations. The pupils will be taught a legible style of handwriting and a wide range of punctuation and spelling. Pupils will be encouraged to listen attentively and to contribute in class discussion. We stress the importance of good quality Vocabulary, Connectives, Openers and Punctuation (known as VCOP.)

Great care has been taken in the organisation of reading within the school. At Key Stage 1 the pupils are given plenty of activities and experiences which will help to extend their vocabulary. Introduction to reading is made using the “Oxford Reading Tree” scheme, which is supplemented by other schemes and graded books. Writing is also closely linked to the reading scheme, but we also use ‘Jolly Phonics’, which is a sound-recognition scheme. As the pupils progress through Key Stage 2, more emphasis is made on correct punctuation and spelling, content and structure.

The school follows the National Literacy Framework and Years 1 to 6 have a daily Literacy lesson. For Reception children this will not be as long as an hour to begin with. Provision is made for Key Stage 2 children who are experiencing difficulties to use several other reading schemes including; “Fuzz Buzz”, “Rescue Readers” and “Wellington Square”. Other schemes may also be used.

Throughout the school the pupils are encouraged to appreciate poetry, literature and non-fiction texts. They are encouraged to compose their own poems. Drama also plays its part in the curriculum. The pupils use drama and role play across the curriculum. We have visits from a range of theatre groups and each class usually visits the theatre once a year.

There is a reference library for all pupils and they are encouraged to use these books for both fact-finding and pleasure. A borrowing library is also available to pupils during timetabled library sessions. The wide range of books is thanks to the support of Parents, Governors, friends and many local businesses, who donated books to our Millennium 2000 challenge.

MATHEMATICS:

Scarcroft School follows the National Numeracy Framework and a daily mathematics lesson is taught to all pupils. This lasts between 45 and 60 minutes depending on the age of the pupils. The whole class is taught together for a high proportion of the lesson and there is an emphasis on counting, oral work and mental calculation. This will ensure that our children have a good grounding in numeracy.

In addition to the dedicated mathematics lesson, children study mental maths, learn multiplication tables, have the opportunity to solve problems and take part in maths challenges. Children also take part in a wide range of practical activities in topics such as Measure, Time and Shape.

SCIENCE:

Science provides a way of finding out about our environment, a way of discovering the answers to questions and a way of thinking. It is a body of accurate, organised knowledge about our world. Science work is organised and presented through themed topics at Key Stage 1 and through specific Science lessons at Key Stage 2.

We aim to help the pupils develop an inquiring mind, learning to think logically through enjoying and understanding Science. Pupils will be provided with opportunities to develop Science in four areas following the programmes of study within the National Curriculum:

- Scientific investigation
- Life and Living Processes
- Materials
- Physical Processes

Through Science we aim to cultivate the skills of:

- * curiosity
- * co-operation
- * perseverance
- * open-mindedness
- * independence

The school has developed a nearby allotment with the help of FoSS (our parent group), which enables our children to carry out practical investigations, including growing things, minibeasts and pond life.



Children visiting Scarcroft School Allotment to carry out pond dipping

DESIGN TECHNOLOGY:

Technology is largely concerned with problem solving. Technological activities relate closely to the Topic Work being covered by each class. Skills are also drawn from other areas of the curriculum to solve a real life problem related directly to the topic or an artificial challenge given by the Teacher.

In general, pupils will follow this problem solving process:

1. Consideration of the problem.
2. Researching information relevant to the problem.
3. Generating design proposals.
4. Selecting a design.
5. Making an artefact, a model or a product.
6. Evaluating work/making changes.

TOPICS:

Topics are carefully chosen so as to give a balance of emphasis throughout the school year in the main areas of Geography and History. Within each chosen topic, aspects of all curriculum areas will be integrated.

Throughout the year pupils visit local places of interest as part of their topic work. Most classes make a one-day visit to a place of interest in the area as a stimulation for their topic work. Although incorporated within their topic work for the majority of the time, the subjects can be taught separately.

HISTORY KEY STAGE 1

Children are given the opportunity to develop an awareness of the past within living memory and beyond. During the year pupils may visit a range of museums in the locality and gain information about the past by handling artefacts, taking part in role-play and observing pictures and photographs. Children also have the opportunity to learn about famous men and women and notable events.

HISTORY KEY STAGE 2

Children are given the opportunity to develop an interest in the past. They will develop an awareness of events that have occurred in ancient and modern times. Key Stage 2 children will be taught about the Vikings, Tudor times and evidence of that era in York. Also covered will be Ancient Egypt and its influence around Europe and Africa. Ancient Greece's culture will be studied and in contrast, Britain from the 1930's to 1980's.

Children will have the opportunity to study multimedia programs on computers linked to various topics. They will handle artefacts, observe photographs and study eyewitness evidence from different sources. Some classes will also be able to go on visits that will enhance their understanding of past events.

GEOGRAPHY KEY STAGE 1

During the year children have the opportunity to undertake fieldwork studies in their own locality. They develop their mapping skills by making maps of real and imaginary places, including the use of a key and simple co-ordinates in Year 2.

GEOGRAPHY KEY STAGE 2

Geography is taught as a discreet subject in Key Stage 2, but may overlap with history at times, e.g. in a study of the local area. During the school year, pupils may visit local places of interest as part of their studies. Map work will continue, together with the study of different countries and different geographical themes, such as Water, Weather and Settlements.

ART

Art activities will relate closely to the topic work being covered by each class. Pupils will develop their visual perception and skills associated with investigating and making art, craft and design. They will use a wide range of media in 2D and 3D work. Pupils will also be introduced to artistic traditions and our artistic heritage to aid them in their knowledge and understanding of art. The standard of our art work is very high and our displays of children's work receive many positive comments from visitors.



A display of Year 6 artwork

MUSIC

The Performing Arts are a very important part of our curriculum and all pupils have weekly music lessons plus daily opportunities to sing. They take part in annual performances for parents and friends. In addition, the school participates in a variety of City of York Festivals and enjoys a range of extra-curricular musical activities, including Choir, Recorders and Percussion work. Pupils develop a range of listening, appraising and composition skills in class music lessons. Children listen to music every day in assembly, joining in with actions that bring the music alive and encourage greater rhythmic awareness.

P.E. (PHYSICAL EDUCATION & GAMES)

All pupils have PE lessons. We endeavour through our work in this area to develop confidence, agility, physical co-ordination and the ability to adapt movement to the skills required. Emphasis in games is on the acquisition of a wide range of individual sporting skills. These skills are taught to both boys and girls using a wide range of equipment, materials and group sizes. Pupils will participate in games, gymnastic activities and dance.

Key Stage 2 pupils also have the opportunity to go swimming on a regular basis, which takes place during the school day. Older pupils may take part in team games with other schools, which usually take place after school. There is a range of sporting extra-curricular activities on offer to pupils in both Key Stages.



Year 3 taking part in an outdoor PE lesson

HEALTH AND SEX EDUCATION

Key Stage 2 pupils will look at the workings of their own bodies. They all learn about the factors which contribute to good health and body maintenance, as well as those factors such as smoking, excess drinking of alcohol and the taking of non-medicinal drugs which hinder a healthy lifestyle. Pupils will learn about the environment and how it affects our health.

Sex Education will be provided in the broader context of the teaching of health, personal and social education (PSHCE) as part of a pupil's life skills and preparation for adulthood. It will take into account the age and ability of the pupils at which it is targeted. The aim of sex education is to

enable pupils to make informed choices relating to their health, safety and behaviour. It will include both information and discussion with due regard for moral values and the value of family life. When videos are shown about the onset of puberty, the School Nurse will be involved to offer support and answer children's questions.

Parents have the right to withdraw their child from this aspect of the curriculum if they wish.

ICT (INFORMATION & COMMUNICATION TECHNOLOGY)

At Scarcroft we believe that Information and Communication Technology is an essential element of your child's education. We have worked hard to raise the profile of this important area and to integrate it into all areas of the curriculum. We aim to reinforce your child's basic skills and develop techniques in using all computer hardware and software. We increase the range of hardware, software and PCs available to the children year on year. There is a networked PC with Internet access in every classroom. All classrooms have interactive Smartboards and every class has its own Digital Camera. All teachers have successfully completed a national ICT training programme and the school is proud of its Computer Suite, housing 18 workstations and another interactive Smartboard. This excellent resource is well used and greatly enjoyed by the children.

We launched a Learning Platform in September 2008, which is an online tool, allowing children protected access to the school community. We are developing a range of online learning activities together with an information area to supplement our existing website.



Year 5 during an ICT lesson in the Suite using the interactive Smartboard

R.E. (RELIGIOUS EDUCATION & COLLECTIVE WORSHIP)

There is provision for all pupils to study R.E. It is non-denominational and allows children to learn about, understand and respect a range of world religions. We also have a daily act of Collective Worship. These assemblies follow a number of different formats, covering full school assemblies, singing practices, well done assemblies, birthday assemblies and good work assemblies.

The overall aims remain the same:

1. To offer a time to reflect on issues which concern the whole school community, or the wider community in which we live.
2. To develop the skills of listening, sharing, appreciating, valuing and caring, in order to strengthen the Scarcroft School team spirit.
3. To offer the opportunity to share stories, poems and songs which have a range of spiritual, moral, or religious messages relevant to our daily lives.

All parents have the right of withdrawal from acts of worship and R.E. lessons. If parents wish to withdraw their child, they should arrange to meet with the Headteacher. Any parent with concerns may ask to join us for an assembly, sample lesson, or ask to view the school's R.E. or Collective Worship policy documents.

ASSESSMENT

At Scarcroft we believe that assessment is an essential part of the teaching and learning process. It helps us to work together with each child to build on their knowledge and understanding. We believe that assessment is an important part of teachers' planning. Our School Assessment timetable ensures that the core subjects are assessed regularly and this information is used to inform the teachers' planning. Through our assessment of each child's work we hope to identify their strengths and weaknesses, so that we can act to support them and move them forward. In this way, each child can be helped to achieve their full potential. Children in Reception will be given a 'Baseline' assessment in their first term, in order to establish the level of skills they have when they first arrive in school. This will be done in a non-threatening way, as they carry out their day-to-day tasks with the teacher. This will build towards a 'Foundation Profile', which is completed by the end of the year and shared with parents.

National assessment occurs at the end of each Key Stage at ages 7 (Year 2) and 11 (Year 6). Pupils sit a series of assessment tests. The results are reported to individual parents and the school results are then made public. In all other years, children are formally assessed at the end of the year by their class teacher.

'Assessment for Learning' is a form of ongoing assessment which occurs on a daily basis and involves the children. Through 'CoW' activities (Check our Work) they learn to edit and improve their work and to respond to the teacher's feedback. This is often given in the form of '3 stars and a wish' (3 pieces of praise and one next step to improve their learning). The children will also experience regular informal tests, such as weekly spelling or times table tests. These are not designed to be stressful and will be set at a level appropriate for your child

ALL ABOUT OUR SCHOOL

School Hours

Key Stage 1	Start	Finish
Morning	8.50am	12.00pm
Afternoon	1.15pm	3.10pm
Key Stage 2	Start	Finish
Morning	8.45am	12.15pm
Afternoon	1.15pm	3.15pm

The length of the school week in teaching hours (excluding breaks, assemblies and Collective worship):

Key Stage 1 21 hours 15 minutes

Key Stage 2 23 hours 45 minutes

Arriving at school

All Key Stage 1 children should be accompanied to school by an adult or older member of the family. Please note that there is no teacher supervision in the playground in the morning, so in the interest of safety, children should not arrive too early. If the weather is bad, there are several covered areas in the playground under which children can shelter. As children enter school, we ask that packed lunches and coats be placed in the appropriate places. Children should then make their way straight to their classrooms, where the register will be taken straight away.

Arriving Late

If your child arrives after 9am, the external doors will be locked. You will need to take your child to the front door and use the buzzer to gain access. The office will issue your child with a late pass so that the teacher will know they have been marked as present. Please let the office know if your child has a school dinner. Orders for school meals are sent down to the Cook early in the morning. If you know that you are going to arrive late and you want your child to have a school dinner, please telephone the office and let us know that you are on your way.

Departure

Key Stage 1 children will be brought out to the Scarcroft Green courtyard by their teachers at the end of the day. Key Stage 2 children will make their own way out of school. We ask that an adult collects all Key Stage 1 children. If a Key Stage 1 child is not collected, the teacher will take the child to the office to ensure their safety. Attempts will then be made to contact parents. If no family member can be contacted within the hour, the school will contact Children's Services, to ensure that appropriate care can be arranged once school is closed. If a change of plans is made regarding the collection of your child due to an emergency, please let the office know what arrangements have been made.

Please note: it is very important that pedestrians do not use the car park exit when leaving school. To avoid accidents, please use one of the 3 pedestrian exits. Thank you.

Lunch at home

Parents who wish their child to go home for lunch should inform the Headteacher in writing. Children should be collected from school by an adult and should not return until 1.10pm for reasons of supervision and safety.

Arriving by car

If you use a car to deliver or collect children, please observe the yellow zigzag markings on Moss Street. The council have informed us that regular check-ups are carried out across the City to clamp down on illegal parking outside schools. We would also ask that you observe the arrows and markings within the school car park. When entering and leaving the car park, please watch out for pedestrians.

Bicycles

We are happy for older children to cycle to school. Please note that parents are responsible for the security of their child's bicycle. No liability can be accepted by the school for loss or damage to a bicycle on the school premises, since our insurance policy does not cover bicycles. Children riding bikes should dismount and enter through the pedestrian entrance on Scarcroft Green, using the special cycle path that leads to the cycle shed. Bikes should be placed inside the cycle sheds and a cycle lock should be used. Year 5 and 6 pupils are offered the opportunity of cycle training using City of York Road Safety Officers.

Excusal from P.E.

If your child is not able to take part in P.E. or swimming because of injury or illness, please notify your child's Teacher by telephone or letter.

Infectious diseases

Children suffering from infectious diseases, including sickness and diarrhoea, should not be sent to school. Please inform us if your child has contracted an infectious disease, particularly in cases of German Measles, Chicken Pox or Impetigo. School will follow recommended safety guidelines to decide when it is safe to readmit a child following an illness. It is also helpful if you check your child's hair regularly for headlice. Children who are infected should not return to school until they have been treated. Shampoo and advice can be obtained from your local chemist or your GP.

School Uniform

The school has a uniform consisting of red sweatshirts, jumpers or cardigans. School uniform sweatshirts, polo shirts and other items can be purchased from the school office or from other local outlets. Please support our policy by ensuring that your child wears the school uniform, as this is an important aspect of our team spirit. It is vital that **all items** are named. Uniform items can be purchased from the school office at competitive prices, including book bags & PE bags. However, parents are free to purchase uniform from any retailer of their own choice.

P.E. Kit

All pupils need a standard P.E. kit in school. This consists of:

- a white T shirt
- black/navy shorts
- plimsolls (not trainers).

It is important that P.E. kits are kept in school at all times, so that children have a change of clothes for P.E. and games lessons. Please mark **all items** clearly with your child's name, including plimsolls, and send them in a named P.E. bag. School PE bags can be purchased from the office.

Lost Property

All items of lost clothing are placed in a large container situated on the red staircase opposite the caretaker's office. You are welcome to search through it at any time for items which have been lost. The code for the key pad is available from the office. We would like to stress that if all items are named, this ensures that your child's clothing will be returned to them as swiftly as possible.

Jewellery

For safety's sake, **no jewellery should be worn in school**. It is a hazard in P.E. and at playtimes and can easily be lost. The school cannot accept responsibility for any items of jewellery, watches, or other valuable items brought into school. Children with pierced ears should wear studs only and **these should be removed by your child** before P.E. lessons. If earrings have only just been fitted and cannot yet be removed, surgical tape must be placed over the studs to ensure that safety precautions are met.

Sending Money

When sending money to school for meals or school trips, **please send it in a sealed envelope** clearly marked with your child's full name, class, the amount and the reason for sending the money.

E.g.:

John Smith Mrs McClure's class £10.75 Dinner money

Jane Bloggs Mrs Mason's class £3.50 Museum trip money
--

Please make cheques for trips payable to: *Scarcroft Primary School*.

Please make cheques for Dinner Money payable to: *CYC*

School Dinners

Money for school dinners is collected on **MONDAY MORNINGS ONLY**. If your child is absent, please send the money on the first day your child returns to school. We cannot provide meals without payment. Meals are served cafeteria style and consist of a choice of two courses and a drink of water. Vegetarian meals or salads can be provided by prior agreement with the office. The Dining Room and lunchtime play are supervised by Mid-Day Supervisors who will also attend to minor problems during lunchtime. NB: Cheques for school meals are payable to: *CYC*.

Packed Lunches

Children may prefer to bring packed lunches. We ask that drinks are sent in plastic bottles or flasks - no glass bottles or cans of fizzy drink please. You may wish to send a chocolate biscuit or snack bar for your child in their pack-up. Please be aware of the school's commitment to Healthy Eating and limit this to a sensible amount. We ask that you **do not** send packets of sweets or bars of chocolate. Thank you.

Snacks

We are currently taking advantage of the Government's Fruit & Vegetable scheme. This provides infant children with a free piece of fruit or a vegetable at morning playtime every day. Not all children will eat a wide range of fruit and vegetables, however, and if your child is very particular about what they eat, we recommend that you send them with a morning snack of fruit or vegetables from home instead. This should be clearly named. Junior children are welcome to bring a fruit snack from home. Any leftover fruit from the infants is offered to Junior children at lunchtime.

Charging for School Visits etc.

Under the legislation brought in by the 1988 Education Reform Act, schools are only allowed to ask for a voluntary contribution towards the cost of a school visit. The Governors have agreed to follow this policy at Scarcroft School. Since we regard these visits as an important way of enriching our school curriculum, we hope that contributions will be sufficient to allow such activities to take place. Unfortunately, visits will not take place if support is not forthcoming, as school funds are extremely limited.

Parents in partnership

Parents and carers are often asked to help during educational visits and with some activities in the classroom. If you are interested in volunteering a regular slot of time in school, please speak to any of the class teachers. A letter asking for volunteers is sent out each September. Volunteers will be asked to complete a CRB (police check) for security reasons.

We strive to build a relationship with parents which is open and honest. We aim to share successes and face problems together. We encourage parents to play an active part in their child's learning, both in school and at home. We hope that in the time your child spends at Scarcroft, you will see a happy and successful relationship develop between home and school.

We have a group of parents who have formed an organisation made up of parents, teachers and others associated with the school - the Friends of Scarcroft School (FoSS). The aims of the FoSS are:

- to help develop relationships between teachers, parents and other staff
- to support the school and other parents in promoting the education of children at Scarcroft
- to provide practical support to the school by way of fundraising
- to provide social events where parents can meet and enjoy activities with their children

Keeping parents informed

We make every effort to keep parents informed about events in school on a regular basis. Invitations will be sent out to concerts, sports day, Good Work Assemblies and seasonal events.

You and your family are welcome to attend these events. Newsletters are sent out on a fortnightly basis, containing information about the day-to-day events in school and relevant information for parents. Please check your child's bag every second Friday. If you are able to receive the newsletter by email, please let us know, as this saves us money and ensures delivery.

We hold 3 parents' evenings each year; one in each term. The third one is optional, and will enable you to discuss your child's Annual Report, which gives information on pupils' progress and attainment. This is issued for every child in July.

You are also welcome to make an appointment to see your child's teacher, if any issues crop up during the course of the term. You may wish to speak instead to the Key Stage Co-ordinator (Mrs Ekers for Key Stage 1 and Mrs Wanless for Key Stage 2) or to the Headteacher. Please do not hesitate to ask at the office for a mutually convenient appointment time.

Consent Forms

Your child may bring home a letter with a consent form on the bottom if they are involved in any out of school activity, such as a school trip or after-school club. It is vital that you sign and return this to school if you wish your child to take part. We are unable to allow children to go off the premises or stay after school without written permission from parents.

Illness

If your child cannot attend school because they are ill, please telephone school on the first day of absence, giving the reason. If we do not receive a verbal or a written communication, the absence will be marked in the register as *unauthorised*. In recent years, the percentage of unauthorised absences at Scarcroft has been very low - well below the national average. This is thanks to the kind co-operation of parents in keeping us informed of all absences.

We are allowed to authorise up to 10 school days for a family holiday in any one year. We ask that families use this facility only as a last resort, as children suffer when they miss schoolwork during term-time. In addition, the school is judged as having a higher level of absences. An official request for absence form is available in the office.

If your child needs to leave school during the day for an appointment, please send a written note to school. Children must be collected from school by an adult. We cannot allow children to leave the school premises during the day without a written note and an accompanying adult.

Certificates are awarded termly to children who achieve 100% attendance. Those who achieve 100% attendance for the whole year are presented with an attendance trophy in July.

Medicals

Soon after children enter school they will receive a medical inspection. Parents are always informed and invited to be present. Later in their school life children will receive regular sight and hearing tests. The school nurse is available for regular consultation with parents. Older girls in their final years with us may approach menstruation. Arrangements and support will be made clear to the girls in Years 5 and 6. You are welcome to arrange to speak to any of the staff if you have specific concerns.

Medicines in school

For Health & Safety reasons, we do not keep any medicines in school for the treatment of minor ailments, such as headaches. If your child shows any sign of distress we will contact you.

If your child cuts or grazes themselves, we will apply a plaster or sterile dressing, if appropriate. Please inform us if your child is allergic to sticking plasters. If your child has sustained an injury, a brief letter will be sent home giving details of what has happened.

If absolutely necessary, the school can make arrangements to administer medicines in school. The following guidelines, from our Health & Safety Policy, must be followed:

- Written authorisation must accompany the medicine – forms are available from the office.
- Details of the child's name, the name of the GP, the name of the medicine, the dosage and time of administration must be given.
- The medicine must be brought directly to the office by an adult and handed to a member of staff.
- The child is responsible for going to the office at the appropriate time for the medicine to be administered.
- Under no circumstances should any form of medication be left with an individual child.

If in doubt, please keep your child at home until they no longer require medication.

MEDICAL REGISTER

In order to provide appropriate support for all medical problems, minor or major, we keep a school Medical Register. It is vital that new parents inform us of any relevant medical information about their child. This can be done on the Admission form, where there is an appropriate section, or through a meeting with the Headteacher or SENCO before your child starts school. In some cases, a health care plan will be drawn up, with advice from the school Doctor. In all cases, it is parents' responsibility to inform the school of their child's medical needs, such as: asthma, allergies, diabetes, epilepsy, eczema etc. Please help us to help your child, by keeping us informed.

WATER COOLERS & WATER BOTTLES

The school has acquired two water coolers with the help of sponsorship from Shepherd Engineering. There is one on each floor and children are encouraged to keep their own water bottle in school. We are conscious that dehydration is a recognised problem with young children, who often do not drink enough. This affects their concentration and can even lead to headaches. Children are allowed to fill up their water bottles at any time when lessons are not taking place and are free to drink from them at any time in the classroom when the teacher is not talking to the whole class. We sell water bottles at the school office at a very reasonable price.

END OF DAY ARRANGEMENTS

External doors are locked at 3.30 pm for security reasons and gates are locked shortly afterwards. Please assist us in keeping the school secure by vacating the school grounds by 3.30 pm, unless you have an appointment in school.

STAFF

Head Teacher:	Mrs Anna T Cornhill: GRSM (Hons), Dip RCM (Piano), ARCM (Singing), PGCE, MA (Education), NPQH
Acting Deputy Head Teacher:	Mrs Sarah McClure: BSc (Hons), PGCE, NPQH
Acting Assistant Headteacher:	Mrs Angela Ekers: BA (Hons), SEN Cert, NPQH
Reception:	Mrs Maria Mason: B Ed (Hons)
Reception	Miss Jenny Bond: BA (Hons), QTS
Year 1:	Mrs Joanne Woodhouse: B Ed (Hons)
Year 1/2:	Mrs Nina Such: BA (Hons)
Year 2:	Mrs Angela Ekers: (as above)
Year 3:	Mr Paul Roper: BSc (Hons), PGCE
Year 3/4:	Mrs Jenny Holton: BA (Hons), PGCE
Year 4:	Miss Laura Robinson: BA (Hons), PGCE
Year 5:	Mrs Sarah McClure: (as above) / Mrs Hannah Tyzack: BSc (Hons), QTS
Year 5/6:	Mr Mike Buckle: BA (Hons), PGCE
Year 6:	Miss Kate Smith: BSc (Hons) PGCE
Special Needs Co-ordinator:	Mrs Helen Humphrys: RGN, RHV, PG (Dip), QTS
Part Time Teachers	Mrs Janet Butler: BA QTS (Hons), MA, Cert Ed Mrs Vicky Morrissey: BA (Hons), PGCE Mrs Debi Lazenby: B.Phil Early Childhood Studies, PGCE Mrs Nicola Suddaby: BA QTS (Hons)
Office Manager:	Mrs Alison Dennis: Certificate in School Business Management
Admin Officer:	Mrs Jo Green
Admin Assistant:	Mrs Kim Douglass
ICT Technician:	Mr Harry Potter
Teaching Assistants:	Mrs Julia Nellist Mrs Jackie Dixon Mrs Sarla Joshi Mrs Anne Southen Mrs Sue Robinson Mrs Jayne Gibb-Kirk Mrs Elizabeth Kay Mrs Nicola Turton Mr Oliver Stevens- Vallecillo
Language Assistant:	Mrs Nicola Gooch
Mid-day Supervisors:	Mrs Jayne Gibb-Kirk Mrs Sarla Joshi Mrs Karen Leslie Ms Tracey Skelton Mrs Gabby Byrne Mrs Catherine Malloch
School Caretaker:	Mr Peter Sanderson
Chair of Governors:	Mrs Phillipa Beardmore

Scarcroft School:

Year 2 (Key Stage 1) Assessment Results 2009

(figures in percentages)

TEACHER ASSESSMENT									
	Percentage at each level								
	W	1	2	2C	2B	2A	3	Disapplied children	Absent children
Speaking and listening*	0	2	76				22	0	0
Reading	2	4		9	29	27	29	0	0
Writing	2	11		16	29	29	13	0	0
Mathematics	0	2		18	38	31	11	0	0
Science*	0	0	18				82	0	0

Figures may not total 100% due to rounding

Key

W = working towards Level 1 (the lowest level)

1 = Level 1

2 = Level 2 (the national average for seven year olds)

Level 2 is broken down into 3 further sub-levels:

2A = the highest

2C = the lowest

3 = Level 3 (above average)

Abs = number of pupils absent for the tests

2+ = the total of all Levels 2 and 3

(this is the figure which is used to compare our school with other schools)

Year 6 (Key Stage 2) Assessment Results 2009

(figures in percentages)

Tests	Levels achieved					
	Below 3	3	4	5	Abs	4 +
English	2	11	46	43	0	89
Maths	0	15	37	48	2.3	85
Science	0	2	41	57	0	98
Teacher Assessment	Below 3	3	4	5		
English	2	18	35	45		80
Maths	0	12	51	37		88
Science	0	4	44	52		96

Figures may not total 100% due to rounding

Key

Below 3 = working below Level 3 and therefore not entered for the tests

3 = Level 3

4 = Level 4 (the national average for eleven year olds)

5 = Level 5 (above average)

Abs = number of pupils absent for the tests

4+ = the total of all Levels 4 and 5

(this is the figure which is used to compare our school with other schools)

EXTENDED SCHOOL PROVISION

1. **SCHOOL BREAKFAST CLUB:** *(Established 2006)*

We offer before-school care through a Breakfast Club which runs daily in our Learning Centre. The Club is supervised by school staff, all of whom are Police checked and trained by the school. There is a separate entrance with its own door bell on Moss Street.

A healthy Breakfast is offered, and a mixture of lively and quiet activities is provided for the children's entertainment. The Club opens at 8.00am and children are taken to class at 8.45am. We make a charge of £2.50 per day, which is payable in advance.

Please ask at the school office if you would like to book a place.

2. **SCARCROFT AFTER SCHOOL CLUB:** *(Established 1991)*

Do you need childcare after school? Would your children enjoy playing and socializing with their friends after school? Our club is run from 3.10pm until 5.30pm from Monday to Friday during term time. The children take part in activities that include cooking, model-making, painting, sewing, indoor and outdoor games. The club also encourages the children to take part in multi-cultural workshops such as cooking and artwork.

Staff: The Club is run by a Supervisor and several Assistants.

Parents and the Club: The club is run by a group of volunteer parents/carers. We encourage parents/carers to come to meetings to discuss issues relevant to the running of the club. Ask at the club for details and look for notices. Parents sometimes help at the club to cover staff illness. Parents enjoy themselves when they help and we give information on what is expected. It is helpful if parents fill in a form to say when they are available so we can contact you if assistance is suddenly needed at the club. If you require after-school care your child may have to be added to a waiting list. Please place your child's name on the list as soon as possible.

Please Contact: Miss S Hartley 07768 362743

3. **EXTRA-CURRICULAR ACTIVITIES / CLUBS**

We pride ourselves on the wide range of extra-curricular activities that we offer to the children (see our Mission Statement.) These take place either at lunchtime or immediately after school. Most clubs are offered free and are run by our teachers, who offer their time on a voluntary basis. Some clubs are run by external providers and for these activities, there may be a small charge to cover our costs. Clubs are available to every child from Year 1 upwards. As children progress through school, the range of activities available to them gradually increases. We currently offer 20 clubs which cover art, music, sport, crafts and technology. 18 of these clubs are free.

4. **LETTINGS**

The Learning Centre is available for evening lettings. A list of current charges with discounts for family events and block bookings is available from the office.

Admission Policy	6	Packed lunches	20
Aims	4	Parents in partnership	20
After School Club	25	PE	14
Art	13	PE kit	19
Arriving at school	17	Quality Mark	2
Arriving by car	18	RE	15
Arriving late	17	Race Equality	9
Artsmark Gold Award	2	Results	24
Assessment	16	School dinners	19
Behaviour in school	7	School Uniform	18
Bicycles	18	School rules	7
Breakfast Club	25	Science	11
Charging for school visits etc.	20	Sending money	19
Child Protection	8	Sex education	14
Clubs	25	Snacks	20
Consent forms	21	Special Educational Needs	8
Complaints procedure	8	Staff	23
Departure	17	Topics	12
Design Technology	12	Water Coolers & Water Bottles	22
End of day arrangements	22		
English	10		
Excusal from PE	18		
Extended School Provision	25		
Extra-curricular activities	25		
Geography	13		
Health	14		
Health Register	22		
History	12		
Home School Partnership (HSP)	20		
Hours of school	17		
ICT	15		
Illness	21		
Induction to school	6		
Infectious diseases	18		
Investors in Pupils	2		
Jewellery	19		
Keeping parents informed	21		
Lettings	25		
Lost property	19		
Lunch at home	18		
Maths	10		
Medicals	21		
Medicines in school	22		
Mission Statement	5		
Money	19		
Music	14		
Ofsted	3		