

LARKS HILL JUNIOR & INFANT SCHOOL



Prospectus

Academic Year 2013/14

Larks Hill J & I School Prospectus

Welcome to Larks Hill

The Governors and staff hope that the information contained in this prospectus will be helpful to you and your children. It is published for those of you who are new to the school community but also for parents who already have children attending this school.

Please read this prospectus carefully and feel free to contact the Headteacher if you would like to know more or arrange a visit.



Our Wildlife Garden

A Brief History of our School

Larks Hill is a Junior & Infant school for boys and girls within the 5 – 11 age range. The school was opened in September 1974 and is situated in a large private housing development on the South Western side of Pontefract. An ICT Suite was opened by the Mayor of Wakefield on 1st March 2001. The suite was updated and refurbished in July 06.

A new Foundation Stage Classroom was opened on 22 September 2002 by Yvette Cooper MP.

In March 2011, Larks Hill became a Foundation School and as such, is a member of the Pontefract Education Trust (PET). Please see PET Website for more information – www.pontefracteducationtrust.org

On 1st April 2013, Larks Hill became an Academy as part of Pontefract Academies Trust, which currently consists of 6 schools in the Pontefract Area; The Kings School, Carleton Community High School, Larks Hill J & I School, Orchard Head J, I & N School, Half Penny Lane J, I & N School and The Rookeries J & I School.

LARKS HILL J & I SCHOOL GOVERNING BODY 2013/14

| | |
|------------------------------------|--|
| Foundation Governors | Mr Jeff Allinson (Chair) Mrs Hilary Plumbley |
| Community Governors | Mr Anthony E Dee Mrs Florence Alcock |
| LA Governors | Mr Antony Smalley Cllr Geoff Walsh |
| Parent Governors | Mrs Julie Mayhew (Vice Chair) Mrs Angela New Mr Kevin Tyson |
| Teacher Governors | Mrs Ruth Mitchell |
| Non-Teaching Staff Governor | Mrs Zella Morley |
| Headteacher | Mrs Alison R Smith |
| Associate Members | Miss Amanda Lightfoot (Deputy) |

Larks Hill Staff

| Job Description | Name |
|---|--|
| Headteacher | Mrs A Smith |
| Deputy Headteacher | Miss A Lightfoot |
| Pre 5/Reception | Mrs H Oates |
| Year 1 | Mrs C Hall |
| Year 2 | Miss R Mitchell |
| Year 3 | Miss A Lightfoot |
| Year 4 | Mrs N Read |
| Year 5 | Mr I. McIntyre |
| Year 6 | Mr A Whitworth |
| Nursery Nurse | Mrs L Barker |
| SENCO / Yr3/6 Cover | Miss S Atkinson (Wed, Thurs & Fri am) |
| Nurture Groups | Mrs R Fryer |
| Business Manager | Mrs R Kaye |
| Senior Administration Officer and Learning Mentor | Mrs A Barker |
| Administration Officer Senior Teaching Assistant | Mrs E Smith |
| Administration Officer Teaching Assistant | Mrs J Law |
| Administration Officer (am) | Mrs A Wallis |
| Senior Teaching Assistants | Mrs J Moody Mrs P Pepper (Specialist CLLD) |
| Teaching Assistants | Mrs E Langley Mrs L Hewes Mrs S Stanley Mr D Wakefield Mrs N Taylor |
| Educational Support Assistants | Mrs C Copley Mrs A Smith Mrs T Keenan Mrs A Mitchell |
| Premises Manager | Mrs Z Morley |
| Cleaner | Mrs T Wilson |
| Cook | Mrs D Tunningley |
| Kitchen Staff | Mrs J Banks Mrs K. Holland |
| Dining Room Supervisors | Mrs D Bloor Mrs J Byford Mrs J Dagger Mrs K Dulson Mrs A Mitchell (SEN) Mrs S Krasniqi Mrs L Lycett Mrs N Taylor Mrs D Walker Mrs L Wilkins |

| Job Description | Name |
|-----------------------------------|--|
| Breakfast Club Supervisors | Mrs E Smith Mrs D Bloor Mr D Wakefield |

Peripatetic music teachers also work in the school each week teaching brass, recorder, strings, woodwind, guitar and percussion.

As part of the Local Authority Wider Opportunities Music Scheme, whole class lessons in Guitar are taught in year 3. This is supplemented by a Guitar club which is run after School by the Y5 and Y6 class teachers.

Last but not least, we have a number of parents, grandparents and friends of the school who give generously of their time and expertise each week, carrying out a variety of tasks to enrich the education of our children. Please contact Mrs Smith (Headteacher) or your child's class teacher if you would like more information about becoming a 'Voluntary Helper in School'.

Teaching Staff Accountabilities

Mrs Alison Smith

- Headteacher
- Science
- Art KS2
- Healthy Schools
- Assessment/ Pupil Tracking
- Child Protection
- Behaviour & Discipline
- Appraisal
- Staff Induction
- Eco Schools Team Leader

Miss Amanda Lightfoot

- Deputy Headteacher
- Literacy
- MFL
- Gifted, Talented and More Able
- Assessment/Pupil Tracking
- School Visits
- Child Protection
- Behaviour & Discipline
- Appraisal
- International School Coordinator
- NQT Mentor
- School Council

Mrs Helen Oates

- Early Years Foundation Stage Manager
- Art (KS1)

Miss Sally Atkinson

- SENCo

Mrs Cathie Hall

- Spiritual, moral, social and cultural (SMSC)
- Religious Education (RE)

Mr Ian McIntyre

- Physical Education (PE)

Mrs Ruth Fryer

- Music
- Design & Technology

Mrs Nicola Read

- Numeracy
- Information Technology (IT)

Mrs Ruth Mitchell

- History
- Geography

Mr Adam Whitworth

- PE

How are the classes organised?

All children are placed in single year groups. In 2013-2014 classes are as follows:
NB. Number in class figures taken from end of October 2012 pupil census.

| National Curriculum Year | Number in class | Teacher |
|---------------------------------|------------------------|------------------|
| Pre 5/Reception | 30 | Mrs H Oates |
| Year 1 | 30 | Mrs C Hall |
| Year 2 | 30 | Mrs R Mitchell |
| Year 3 | 30 | Miss A Lightfoot |
| Year 4 | 30 | Mrs N Read |
| Year 5 | 30 | Mr I McIntyre |
| Year 6 | 30 | Mr A Whitworth |

A variety of teaching methods is used, appropriate to the activity, including: whole class lessons, work with small groups and with individuals.

Extra support is given to children in all classes by Senior Teaching Assistants, Teaching Assistants and our Learning Mentor.

What will the children achieve at Larks Hill?

Through topic and subject approaches we expect that our pupils will learn to:

- Speak with confidence and sensitivity.
- Read accurately, with understanding and enjoyment.
- Write clearly, accurately and creatively, with a sense of audience.
- Listen effectively.
- Find, extract and record information.
- Calculate with accuracy and speed.
- Apply mathematical concepts to practical problems.
- Develop observational skills.
- Recognise pattern and order, and predict.
- Investigate.
- Have some understanding of different times, places and people.
- Express themselves through movement, art, drama and music.
- Have some understanding of the human body.
- Develop agility and co-ordination through physical activity.
- Use tools, equipment and ICT safely and appropriately.
- Devise practical solutions to everyday problems.
- Experience the wonder of life and share personal responses to it.

Guidelines relating to the content of the curriculum are in the National Curriculum document set out by the Department for Education (DfE). We are required to teach the National Curriculum Programmes of Study in Mathematics, English, Science and Information Technology (IT). We follow the national frameworks for both Literacy and Numeracy. Religious Education is taught according to the Agreed Syllabus for Wakefield. We also continue to have regard to the programmes of study for History, Geography, Design and Technology, Music, Art, Physical Education and Personal, Social, Health & Citizenship Education (PSHCE).

French (Modern Foreign Language) is taught throughout school from YR to Y6.

Inclusion

At Larks Hill we believe inclusion is a basic value that extends to all: everyone belongs and everyone is welcome.

Educational and social inclusion is about equal opportunities for all learners whatever their age, gender, ethnicity, impairment, attainment, background or sexual orientation.

We believe a healthy school is one that works to develop a whole school ethos, environment and curriculum that enable pupils to recognise personal qualities, build on achievements, do their best and manage their health and well-being.

School plays a pivotal role in children's lives and at our school every reasonable effort will always be made to provide equal access for all children to curricular and extra-curricular provision, ensuring excellence through enjoyment and fulfilment for all. [See also Race Equality and SEN policies]

Disability Discrimination

Larks Hill has a Disability Discrimination Policy and accessibility plan in line with LA guidelines. The school also has a Disability Discrimination Working Party whose role is to ensure that all reasonable adjustments are made to the school and its curriculum to ensure accessibility for all.

IMPORTANT INFORMATION FOR PARENTS

CHILD PROTECTION

Through their day to day contact with pupils, and direct work with families, education staff have a crucial role to play in safeguarding children from possible abuse or neglect.

Parents should be aware that school has in place a comprehensive range of policies to safeguard children. These include the requirement that where a child may have been abused, the school, as part of local Child Protection procedures, will report the concerns to Family Services immediately.

Confidentiality

All data about your child is strictly confidential and is handled in compliance with the Data Protection Act 1998.

Relationships and Sex Education

By law, we are required to include Relationships and Sex Education in the curriculum. At Larks Hill, the Relationships and Sex Education Policy states that it:

- is an integral part of the learning process, beginning in childhood and continuing in adult life
- is for all children, including those with physical, learning or emotional difficulties
- encourages exploration of values and moral issues, consideration of personal relationships and sexuality and the development of communication and decision-making skills
- fosters self-esteem, self-awareness, a sense of moral responsibility and the skills to avoid and resist unwanted sexual experience.

Parents may withdraw their children from all or part of the sex education provided, except those elements taught as part of National Curriculum Science.

Collective Worship is required by law in State Schools

In this school non-denominational, but broadly Christian assemblies take place daily. Usually worship is led by members of staff. However, we do enjoy regular visits from the Vicar of St Giles Church, Pontefract and occasionally there are contributions from leading members of the community. Each class is responsible for leading the worship once per term.

Children of other faiths may be withdrawn from Christian acts of worship and from Religious Education. They are, however, encouraged to participate in assemblies where general moral issues are considered, and on occasions when the presence of other faiths in the school and community is acknowledged.

Special Educational Needs (SEN)

Larks Hill School is committed to the effective implementation of the 1994 Code of Practice (revised January 2002). Where a child is identified as having special educational needs, the class teacher, Special Needs Co-ordinator (SENCo) and the Headteacher discuss the various ways in which the child may be best provided for. Parents are informed at an early stage whenever concerns are identified.

All children have special educational needs, and need to be treated as individuals. The majority of children can have their needs met in the normal classroom situation. However, for a variety of reasons, some struggle to achieve their potential in the large group situation and may need a special programme of work and extra or individual attention. Some children may have specific learning difficulties; others may be slow learners or have physical difficulties. The requirements of most of these children with special educational needs will be met by the use of supportive strategies within the classroom.

Where a child is identified as having special educational needs, the class teacher and the Special Needs Co-ordinator, Miss Sally Atkinson (SENCo), discuss the various ways in which the child may be given additional help. All relevant information is gathered and summarised in order to make an informed decision on the appropriate way forward. This may include the organisation of a special, class-based teaching programme implemented by the class teacher.

Other strategies could involve talking to the child and meeting the parents. A plan of action could include parents being asked to provide additional support and encouragement. Regular reviews and close monitoring of the situation ensure continuity as the child moves through school.

In some cases it may be considered that a child be referred to the Educational Psychological Service in order that a formal assessment is made. This may result in a statement of special educational needs being issued by the Local Authority (LA) containing recommendations as to how these needs can be met.

The Education Authority also provides a Special Educational Needs' Support Service (SENSS). This provides additional support for children with specific learning difficulties and is used by the school whenever appropriate.

The Headteacher meets regularly with the SENCo in order to monitor the arrangement for the identification and assessment of children with special needs. They also develop programmes of support for such children and discuss the implementation and ongoing development of the school policy on Special Educational Needs.

General reviews of the Special Educational Needs (SEN) Register are completed every half term in consultation with teaching staff.

More information for parents regarding SEN is available from the school office. As part of the Larks Hill Parent-Partnership Scheme a file is available at the school office to help parents gain further information.

Swimming

Swimming is part of the National PE Curriculum for junior children and the expectation is that all will participate. Y4 and Y5 go swimming and lessons are arranged in blocks of half yearly tuition.

- Please ensure your child has the correct kit on swimming days.
- Children are not allowed to wear jewellery of any kind whilst swimming. Any earrings worn to school must be removed, by the child, before swimming.
- Every child is required to have a £1 coin for changing room lockers. These coins will be collected by the class teacher and kept for all the sessions to follow.
- Swimming is free of charge.

Sport in the Curriculum

At Larks Hill School we recognise the positive contribution that children's participation in sporting activities can make to their educational experience.

A healthy competitive spirit is promoted where fair play and a responsible approach to winning and losing are the aims.

A minimum of two hours per week is allocated to individual activity and team sports within the formal Physical Education curriculum. Games, Gymnastics, Movement/Dance, Swimming and Outdoor Adventurous Activities are taught within the legal framework of the National Curriculum (also see Extra Curricular Activities and 'PE clothing').

School Council

We have an active School Council at Larks Hill. In September, nominees go through a voting process. One girl and one boy from each class [Y2-Y6] are then nominated to represent their class for the coming year.

The School Council meets with Miss A Lightfoot and/or Mrs A Smith weekly to discuss relevant issues. The School Council gives regular feedback to their relevant class, to the whole school, to governors and to parents.

Eco Team

Larks Hill has an active Eco Team who are responsible for ensuring that Larks Hill is a 'Green School'. The team meet regularly with Mrs Smith (Headteacher) and a Governor. Larks Hill are proud that they have achieved Eco Schools Green Flag Status twice – a great achievement.

Extended Schools

Breakfast Club

Larks Hill Breakfast Club operates 8.00-8.55am Monday-Friday (term time only). Breakfasts are provided by Kingswood Catering and are supervised by school staff who are First Aid trained and who have full CRB clearance. As well as breakfast, the club offers a full range of structured activities. The current cost is unchanged at £3.00/pupil/day; however, this is subject to maintaining attendance numbers.

Extra-Curricular Activities (Clubs)

Larks Hill offers a wide range of extra curricular activities (clubs) for both KS1 & KS2. All teaching staff are involved in the running of these clubs on a voluntary basis. We are grateful for their goodwill and professional commitment. We do also offer clubs which are organised by a Sports Coach or other professional. The clubs on offer change each term and children are informed of these in advance.

Important Notes for Extra Curricular Clubs

- Each club has a register to record who has attended.
- Attendance at clubs is covered by a voluntary contribution of 75p per club, paid for in advance.
- Some clubs are run by professional coaches. The cost for these clubs is dependent on the number of children who attend or the fee of the Sports Coach.
- Clubs operate from 3.30 – 4.30pm.
- At some times of the year e.g. nearing Christmas, clubs will not operate due to other commitments of staff e.g. Christmas productions. A member of staff may also have to cancel a club due to other commitments e.g. courses or illness. In such circumstances, children/parents or carers will be given information as early as possible.
- Clubs held outdoors are at the mercy of the weather. A decision will be made by lunchtime of the day of the club as to whether the club needs to be cancelled. We ask parents to be vigilant of the weather and ring school if in any doubt.
- Clubs do not operate during the first and last week of each half term.

Finally if your child joins us for an after school extra-curricular activity we would be grateful if parents would ensure their safe collection at the appropriate time.

MUSIC LESSONS

Children of Larks Hill have the opportunity to participate in a wide range of music lessons led by music specialists from Wakefield Councils Peripatetic Music Department and private tutors.

The costs of the lessons via Wakefield Music Service are £168 per year payable termly in advance and include access to the Wakefield Music Centre activities on a Saturday morning. Invoices for £56 per term are sent out at the beginning of each term.

Music lessons available at Larks Hill are:

VIOLIN/CELLO/DOUBLE
BASS

Teacher Mrs Vickly Lynch
Opportunities for beginners to take up this instrument from Year 3.

WOODWIND LESSONS:

Teacher Mrs Ward
Opportunity for beginners Y3.

BRASS LESSONS

Teacher Mr Wilkinson
Opportunity for beginners Y3.

PERCUSSION LESSONS
(DRUMS)

Teacher Mr Younger
Opportunity for beginners Y3

RECORDER LESSONS

Teacher Mrs Rusineck (private tutor)
Opportunity for beginners Y2.



PLEASE NOTE - Music lessons organised by a private tutor (recorders) must be paid for in advance, otherwise lessons cannot commence.

Educational Visits and Charging Procedures

Educational visits are integrated into the curriculum. Visits are organised as part of themes being studied in the classroom, and through them we aim to provide opportunities for children to extend their knowledge and experience. On the whole, younger children visit places close to school and older children are taken further afield. Parents are asked to make a voluntary contribution to the school funds to cover the cost of any visit, but no child will be excluded from a visit due to non-payment by parents. Nevertheless it may be necessary to cancel a visit if insufficient money is donated.

Residential Visits

In Year 5 & 6, children are given the opportunity to participate in a residential visit to an outdoor pursuits centre. These visits, as well as enhancing the PE curriculum, also provide opportunities for the children to develop independence, social interaction and team spirit.

Behaviour & Discipline

Our policy is based on the assumption that the vast majority of our pupils are happy to behave responsibly and can be trusted to do so. We set out to achieve a positive ethos and great value is placed on home-school links so that the education of our children is a cooperative venture involving pupils, parents, teachers and governors.

Staff responsibilities are:

- to treat all children fairly and with respect.
- to raise children's self esteem and develop their full potential.
- to provide a challenging, interesting and relevant curriculum, and to promote independence.
- to create a safe and pleasant environment, physically and emotionally.
- to use rules and sanctions clearly and consistently.
- to be a good role model.
- to form and maintain good relationships with parents so that all children can see that the key adults in their lives share a common aim.
- to recognise that each child is an individual and to be aware of their (special) needs.
- to offer a framework for social education and to include regular PSHCE lessons.

Children's responsibilities are:

- to work to the best of their abilities and allow others to do the same.
- to treat other children and adults with courtesy, respect and consideration.
- to co-operate with other children and adults.
- to take care of property and the environment in and out of school.

Parents' responsibilities are:

- to make children aware of appropriate behaviour in all situations.
- to encourage independence and self-discipline.
- to show an interest in all that their child does in school.
- to foster good relationships with school.
- to be aware of the school's expectations and to support the school in the implementation of this policy.
- to offer a framework for social education.

What we do to encourage good behaviour:

- We make clear our expectations of good behaviour.
- We discourage unsociable behaviour by promoting mutual respect.
- We encourage children to take responsibility for their own actions and behaviour
- We demonstrate good standards of behaviour.
- We praise good behaviour both privately and publicly.

Rewards

We believe that children learn more effectively when rewarded for desirable behaviour rather than being punished for that which is undesirable. At Larks Hill we use 'Golden Time' to reward good behaviour. As part of Investors in Pupils, personal and class targets are displayed in classrooms. If targets are achieved, a child or class receive a reward negotiated between the individual/class/class teacher.

Types of Rewards:

- * Positive feedback in the form of comments written or verbal
- * Praising good behaviour
- * Team points
- * Achievement assemblies
- * Being sent to Deputy/Headteacher to gain praise for achievement.
- * Tangible rewards - stickers, stamps, choice of activities, extra break times etc.
- * Reward certificates – Pupil of the Week, Lunchtime Certificates, Headteacher Awards (postcards).

But, if children misbehave -

The school employs a number of sanctions to enforce the school rules, and to ensure a safe and positive learning environment. We employ each sanction appropriately to each individual situation. The severity of the sanction (levels) will match the severity of the incident as outlined in our Behaviour & Discipline Policy. See Appendix 6 - Behaviour type levels.

Level 1 would involve:

- Non verbal communication;
- Reaffirm positive behaviour;
- Direct positive communication.

Level 2 would involve:

- Moving the child;
- Time out/use of red chair;
- Ask child to repeat work;
- Withdrawal of breaks/use of Think Sheets.

Level 3 would involve:

- Sending to another teacher, the Deputy or Headteacher;
- Involvement of parents;
- Withdrawal from other activities;
- Involvement of the Learning Mentor;
- Use of Behaviour Logs.

Level 4 would involve:

- Exclusion for a fixed term

Learning Mentor

Larks Hill has a designated member of staff who has the role of Learning Mentor. Our Learning Mentor is Mrs A Barker.

There may be a time when your child, due to his/her personal circumstances, may benefit from working with our Learning Mentor. Her role is to:

- help your child fulfil their potential
- raise self esteem and confidence
- improve attendance and punctuality
- provide a link between parents and teachers
- deal with problems as they arise, helping to stop them developing into major issues
- help children discover new skills and develop their own interests.

Mentoring is a positive experience for your child. It is about working together to support them around issues that they feel are important.

Larks Hill operates a Peer Buddy system at break times. Children from years 4, 5 and 6 put themselves forward to become Buddies. They then undergo a formal interview procedure with Miss A Lightfoot (Deputy), Mrs A Barker (Learning mentor) and two School Council members. Once appointed, the Buddies receive training in how to deal with possible problems that could occur at these times. Peer Buddies have had a positive effect on behaviour, resulting in an overall reduction in disputes and fall outs at break times.

Partnership - How we can help each other

Parents and Friends Association

At Larks Hill we are fortunate to have an active group of voluntary supporters who are the PFA. Meetings are held on the first Wednesday of the month (in the staff room), to plan fund-raising and social events. The work of this informal organisation really makes a difference to what we are able to offer your child. **All parents are warmly invited to join.**

Working with Parents and the Community. Larks Hill is part of the community and therefore enjoys a beneficial relationship with parents, members of the community and many more outside agencies whose contributions enhance the teaching programmes within school. In order to promote community cohesion, a half termly coffee morning is organised by the school to which parents/members of the community are invited.

Larks Hill operates a “signing in and out” policy which enables us to monitor and account for visitors in and around our school. Anyone who is not a member of staff is asked to sign in and out. **For this reason we ask all parents who need to enter school to do so via the main entrance only.**

Where possible, children are informed of any visitors to school in advance so as not to be alarmed by a “strange face” around school (particularly relevant to younger children).

A teacher or other member of staff will supervise any visits by individuals or outside agencies which involve contact with the children themselves.

Parents in the classroom. A number of parents come into school on a regular basis to assist teachers in various ways. At present their help involves listening to the children read, supervising activities such as sewing, baking, computer work, preparation for visits and accompanying classes when visits are undertaken. **We avoid parents working in their child(ren)'s class whenever possible.**

ARRANGEMENTS FOR VISITING SCHOOL

Parents are welcome to visit the school at any time by arrangement with the Headteacher to see children in a working environment.

Teachers are happy to discuss with parents any specific concerns about their child. **Appointments must be made at the school office and should be after school hours by arrangement.**

We ask parents to avoid seeking an appointment before the beginning of school or during school hours. These are busy times when teachers are actively involved in the preparation or delivery of lessons.

For security reasons, only the main entrance should be used for entering school. It is important that staff are aware of all adults who are in the building. We thank you in advance for your co-operation on this matter.

SCHOOL CONTACT INFORMATION

Parents must keep school updated as to any changes in contact details should they need to be reached in an emergency.

TAKING CHILDREN OUT OF SCHOOL IN TERM TIME

Every day of education at Larks Hill is important, therefore we strongly discourage taking your child(ren) out of school in term times.

Given the importance of regular attendance at school, the local authority's position is that all holiday absence during term time should be classified as **unauthorised**. For this reason, **all holiday absence will be unauthorised at Larks Hill.**

Doctor/dentist/hospital appointments will be authorised in school times although we would prefer, where possible, for these to be made outside school hours. **Please Note:** Notification for these reasons must be received **in advance**.

What Happens if Your Child is Unwell in School?

If your child is unwell and clearly needs care and attention, parents/carers will be contacted and asked to collect him/her from school.

First Aid is given for minor cuts and bruises. If injuries/conditions are more severe, parents/carers will be contacted and medical assistance sought. Larks Hill has a qualified First Aider.

It is vital that the school has the correct addresses and contact numbers so that parents/carers can be contacted quickly should the need arise.

Administration of Medication to Pupils

We have been informed by the Department for Children, School and Families that we can no longer administer non-prescribed medication (ie. Calpol) to pupils.

It is recognised however, that some of our older pupils may occasionally need to self-administer paracetamol with parental permission – e.g. to alleviate headache, period pain etc. In these instances, parents/carers **must** complete and sign Form 5 – ***Parental request for self-administration of medication in school*** - available from the office, **before** they bring in any medication.

Prescribed medicines can be accepted into school where they have been prescribed by a doctor, dentist, nurse prescriber or pharmacist and must include the prescriber's instructions for administration. Should your child require prescribed medication during school hours, Form 3 - ***Parental request and agreement for school to administer medicines*** - must be completed, and countersigned by school. These can be obtained from the school office. **Note: All prescribed medicines must be in the original container as dispensed by the pharmacy.**

It is the parents'/carers' responsibility to inform school **in writing** when the medication is discontinued or the dosage changed.

Absence from School

We encourage all children to attend school regularly. This is important if they are to take full advantage of their education as well as good training for later employment. However if your child is absent due to e.g. sickness, school must be notified by telephone or in writing by 9.30am on the first morning of absence. If your child is absent from school, and notification has not been received, then, for child protection/health and safety reasons, school will contact you the parent/carer to ascertain reason for absence. This telephone call will normally be conducted by the Learning Mentor or administrative staff.

Homework

Your child will be given work to do at home. The type of work and the time required to complete it will vary according to the age. We ask you to be responsible for checking that tasks are carried out carefully and to your satisfaction. Depending on the tasks given, teachers may or may not collect and mark homework. (Please see Homework Policy, Appendix 3).

Home-School Child Agreement

This agreement sets out in simple terms the basis of the partnership we seek to establish between home, school and child (please see Home School Child Agreement, (Appendix 4).

Consultation Evenings

Parents are invited into school to discuss their child's work, with the class teacher. Further meetings may take place by arrangement. Teachers are happy to discuss with parents any specific concerns about their child, after school hours by arrangement.

Open Evening - This is an opportunity at least once each year for children to bring along their parents to look around the school, to show and discuss their own work and to talk informally to staff. Parents of prospective pupils are welcome to join us on this occasion.

School Dress - Recommendations for Larks Hill School pupils are as follows:

- Royal blue sweatshirt/cardigan with school logo
- Royal blue/white/yellow polo shirt with school logo
- Navy, grey, black trousers/skirts
- Summer dresses (blue or yellow check) girls only
- Sensible, sturdy school shoes (not trainers)

Sweatshirts, cardigans, polo shirts, all with school logo are available or can be ordered at the School Office. Fleeeces, rain jackets and bags can also be purchased.

Jewellery - Rings, bracelets and necklaces should not be worn; only watches and stud earrings are permitted.

Parents are reminded that all watches and earrings (including studs) must be removed prior to PE and swimming.

Children with pierced ears should be responsible for removing and replacing studs themselves. School cannot accept responsibility for loss or damage. Parents must remove the earrings for their child before school. If earrings are worn, the school cannot be responsible for any accident that may result. Taping of ears will only be considered if the child has recently had ears pierced and they have been recommended not to remove them (usually a six week period). Please note, the taping of ears is not the responsibility of staff. To prevent this we recommend that piercing be done during the Summer Holidays.

Dress for PE - Indoor: Boys: dark shorts and white vest/bare chest. Girls: navy/black leotards (Reception to Y3); navy/black leotard or white T-shirt and dark shorts (Y4 – Y6). Footwear is not worn for gymnastics or dance. Written exceptions for medical reasons.

Dress for Games - dark shorts or tracksuit bottoms, a plain white T-shirt and suitable footwear (pumps or trainers) are required for boys and girls in Y2 – Y6. For health and hygiene reasons, we recommend a change of footwear for games.

We do not insist that KS1 children get changed for games but we do expect children to have suitable footwear.

NB. No football shirts or named brands should be worn for games lessons.

IMPORTANT

Items of clothing and footwear do go astray – labelling ensures that owners can be tracked down.

Materials for use in school - Small sums of money are donated by parents to buy baking ingredients. These contributions are of a voluntary nature and children will take part in the activities regardless of contributions.

Breakages or damage to premises/equipment - If it is proved that a child wilfully damages property or equipment, the Governors may ask the parents of that child to pay, fully or partly, towards the cost of repair or replacement.

Enrichment Activities - A number of events – e.g. Kinetic Theatre for Science and young Shakespeare take place in school which are provided by outside agencies. These can be expensive but we believe they enrich not only our curriculum but the experiences of the children. Our Parents, Friends Association (PFA) fund raise tirelessly to ensure such events can occur.

Larks Hill has Healthy School Status. We operate a Healthy Lunchbox Policy which asks for parents to consider a balanced diet when preparing a packed lunch for their child(ren). If you should require a paper copy of this policy, please contact the school office. Alternatively it can be found on the school website.

Packed lunches. These should be brought in rigid containers. No drinks should be brought as these are provided for all children. Lunch boxes are collected at the beginning of the day and stored until lunch time, sweets and chocolate bars are not allowed in lunch boxes. It is recommended that packed lunch boxes contain cool packs especially during the summer months.

School meals. Our production kitchen was re-opened in November 2004. Kingswood Catering offer a valued service and school meals are popular with the children, providing many healthy options and a range of choices for your child. New exciting menus are regularly introduced and all comply with latest nutritional requirements. Larks Hill has Healthy School Status.

Food for playtimes. In order to encourage in our children a good attitude to dental and general health we suggest a piece of fresh fruit. (Sweets, biscuits and crisps are not allowed). In Key Stage 1 the school is participating in the 5-a-day scheme, where a different fresh fruit or vegetable is provided as a snack each day.

Car Parking. The small staff car park is for the use of staff and official visitors only. Parents must not use it for delivering and collecting children at the beginning and end of the school day. Parents must also refrain from parking on the yellow ziz-zags outside school as this is an offence as indicated in the Highway Code.

Larks Hill School Calendar 2013/14

Autumn Term 2013

| | | |
|----------|-------------|---------------------------------|
| Monday | 2 September | School Opens (Staff only) INSET |
| Tuesday | 3 September | School Opens |
| Thursday | 24 October | School Closes (Half Term) |
| Friday | 25 October | INSET |
| Monday | 4 November | School Opens |
| Friday | 20 December | School Closes (Christmas) |

Spring Term 2014

| | | |
|----------|-------------|---------------------------------|
| Monday | 6 January | School Opens |
| Friday | 14 February | School Closes (Half Term) |
| Monday | 24 February | School Opens (Staff only) INSET |
| Thursday | 10 April | School Closes (Easter) |
| Friday | 11 April | INSET |

Summer Term 2014

| | | |
|--------|----------|---------------------------------|
| Monday | 28 April | School Opens |
| Monday | 5 May | School Closes (May Day) |
| Friday | 23 May | School Closes (Spring Bank) |
| Monday | 2 June | School Opens (Staff only) INSET |
| Friday | 18 July | School Closes (Summer Holidays) |

The School Day

| | |
|-------------------------------|------------------|
| • School begins | 8.55am |
| • Morning break of 15 mins. | 10.15am (Y2/3) |
| • Morning break of 15 mins. | 10.30am (Y4/5/6) |
| • Lunch Break of 1 hour | 12.00 noon |
| • School begins | 1.00pm |
| • Afternoon break of 15 mins. | 2.30pm (Rec/KS1) |
| • Assembly | 2.45pm |
| • School ends | 3.20pm |

Reception and Y1 do not have a morning break but play is incorporated into continuous provision.

Hours taught per week (Excluding Assemblies, registration and breaks)

| | |
|---------|---------------|
| Rec/Y 1 | 23hrs 45 mins |
| Y2 | 22hrs 30mins |
| Juniors | 23hrs 20mins |

Rates of authorised and unauthorised absence for **12/13**

Authorised absence in the period = 2.4%

Unauthorised absence in the period = 1.3%

Number of pupils of school age on roll = 210

Foundation Stage Profile

By the end of a child's first year in school, a thorough assessment of his/her abilities will have taken place. The results of this will be shared with parents mainly via the Annual Report. Details will be contained within each child's Foundation Stage Profile.

SATs RESULTS FOR 2013

Percentage of 7 year olds achieving Level 2 or above in 2013
(Level 2 is the target level for children at the end of Key Stage 1)

Teacher Assessment

| | School | National (2012 figures) |
|------------------------|--------|-------------------------|
| Speaking and Listening | 97% | 88% |
| Reading | 93% | 87% |
| Writing | 90% | 83% |
| Mathematics | 90% | 91% |
| Science | 97% | 89% |

Percentage of all 11 year olds achieving Level 4 or above in 2013
(Level 4 is the target level for children at the end of Key Stage 2)

Test

| | School | National (2012 figures) |
|-------------|--------|-------------------------|
| English | 93.3% | 85% |
| Mathematics | 86.7% | 84% |