



# Spofforth School

# New Starter Pack

Spofforth CE Primary School, School Lane, Spofforth, North Yorkshire HG3 1BA  
Tel: 01937 590655 • Email: [admin@spofforth.n-yorks.sch.uk](mailto:admin@spofforth.n-yorks.sch.uk) • Web: [www.follifootandspofforth.co.uk](http://www.follifootandspofforth.co.uk)

Our school is part of the



## **Welcome to Spofforth School**

May I offer you a warm welcome to our school. Spofforth CE Primary School is a happy school, where the education and the pastoral care of our children are at the forefront of our daily routine.

Our ethos is simple. We provide a high quality of education and care for all of our children that help them begin to reach their potential and prepare them for the next stages in their education and for their future lives. We develop an enthusiasm for learning through fun and engaging experiences which include everyone.

We want to work with you, as parents, in helping our children enrich their lives academically, spiritually and socially.

Our Vision – **Love, Learn, Thrive.**

Love – We Love and nurture each individual.

Learn – We are passionate about inspiring learning.

Thrive – We value the uniqueness of each individual's achievements.

As a Church school, we have close links with a number of local churches, especially in the village. We reflect Christian values in the everyday life of the school.

We are very proud of our school and are looking forward to working closely with you and your children over the next seven years. As well as a number of both formal and informal opportunities to come into school we encourage all parents to let us know if you have any queries or concerns at any point throughout the year.

Mr. Paul Griffiths  
Head teacher

### **STAFF**

Mr Paul Griffiths-Headteacher

### **Teachers**

Mrs Helen Lee EYFS teacher, Class 1 (Mon- Weds)

Mrs Jess Curtis EYFS Teacher, Class 1 (Weds – Fri)

Mrs Michelle Jackson Year 1 & 2 Teacher – Class 2 (Mon & Tues)

Mrs Rebecca Simpson Year 1 & 2 Teacher – Class 2 (Weds – Frid)

Miss Alex Ward Year 3 & 4 Teacher, Class 3 & Senior Leader

Miss Anna Gordon Year 5 & 6 Teacher (Mon-Thur) Class 4

Mrs Amy Bearman Year 5 & 6 Teacher (Fri) Class 4

### **Teaching Assistants**

Mrs Laura Caldecott – EYFS

Miss Millie Ellis – EYFS

Mrs Emma Simpson - KS1

Mrs Elaine Stephens SEN

Mrs J Ward – Class 3/4

Mrs Sheree Morris :**School Administrator**

### **SCHOOL TIMES**

**Reception to Year 6 children should arrive in the school playground at 8.50 am**

**Morning school:** 8.55 am \* to 12.00 noon

**Afternoon:** 1.00 pm to 3.20 pm

\* Reception class parents are encouraged to bring their children into the classroom at 8.50 am whilst the other **children should have arrived by 8.50 am to line up with their class group at 8.55 am to ensure a prompt 9.00 am start.**

**Please note that children should never be left alone before 8.50 am as there is no teacher supervision in the playground before that time.**

**At the end of the school day** please collect your child from their classroom entrance door in the main playground. If you are unavoidably delayed please telephone school to allow staff to reassure your child. Please let us know if someone else is picking your child up and ensure they are aware of our procedures.

### **Nursery Children**

Please use the **nursery entrance along the front of the school building** and through the wooden gate to drop off and collect your child.

Morning Sessions:	9.00 am to 12.00
Lunch Club (must be pre-booked)	12.00 to 12.30 pm
Afternoon Sessions:	12.30 pm to 3.30 pm

### **SAFEGUARDING/ PUPIL WELFARE**

Keeping children safe and safeguarding them is our number one priority and is at the heart of what we do. Safeguarding covers a whole range of areas including the safe management of visitors in school, the management of risk taking in school activities, the safe management of trips and visits and strong and secure child protection procedures.

As a team we work collectively to ensure effective safeguarding procedures work well. There are three key personnel leading this:

- The Designated Senior Leader for child protection (DSL): Mr Paul Griffiths, Headteacher
- The Deputy Designated Senior Leader for child protection: Miss Alex Ward, Class Teacher and Senior Leader
- The Safeguarding Governor: Mrs Sue Foster

If you have any safeguarding concerns or issues, these should be brought to the attention of the Designated Senior Leader. Please email: [admin@spofforth.n-yorks.sch.uk](mailto:admin@spofforth.n-yorks.sch.uk)

For further information, please visit the Safeguarding section of our school website.  
[www.follifootandspofforth.co.uk](http://www.follifootandspofforth.co.uk)

### **WRAP AROUND CARE**

Breakfast and After School Club is available for Reception to Year 6 children, Monday to Friday and is provided by an independent business **Spofforth Child Care**, operated on school premises.

Transport is available to collect children from Follifoot School at the end of the day. For further details please contact Sharon Hoskins on 07841 615845 or Charlotte Hoskin on 07725 252337 or email [spofforthchildcare@gmail.com](mailto:spofforthchildcare@gmail.com)

You will need to register your child with Spofforth Childcare before your first session.

In the morning, all Reception children will be taken to their classroom by the staff in time for registration while all other children will go outside to line up with their classes at 8.55 am.

On arrival in the mornings, children must be handed over to Breakfast Club staff for registration at the Breakfast Club door across the playground (please ask if you are unsure where this is).

Payments for wrap around care should be made directly to Spofforth Childcare and is completely independent of Spofforth School.

### **SCHOOL DINNERS**

Universal free school meals are currently provided for all children in Reception and Years 1 & 2. However,

this is always subject to change depending on the political situation, therefore we always encourage parents to complete the form relating to **Pupil Premium and free school meals** in this pack if you feel you are eligible for this or, if your circumstances change and you become eligible in the future.

School meals are provided by an external organisation P & A Food Management. They offer nutritious, whole food, plant based menu's daily for the children on a 3 weekly rotational menu. This means that these menus are suitable for most children with allergies and also contribute to a cleaner, healthier environment.

Parents make food choices with their children at home for the following term and these choices are then returned to the office for ordering from P & A.

If parents/children do not wish to have a hot meal then they are always welcome to bring in a packed lunch.

**Packed lunches** should be in a named lunch box. Drinks should be in an unbreakable container and we encourage healthy options e.g. sandwiches, vegetable sticks, fruit. **Please do not send sweets or fizzy drinks to school.**

### **DINNER MONEY / PAYMENT FOR TRIPS AND VISITS**

**ParentMail** is the cashless online payment system that our school uses to collect money for dinners and school trips/visits. There is further information provided in this pack and once your child has started at school you will be issued with login details.

### **BREAK TIME**

A piece of fruit / vegetable will be provided for Early Years and KS1 children at break time in conjunction with the School Fruit and Vegetable Scheme, which is provided free to children under 7 years of age by this government funded scheme.

### **MILK**

Milk for under 5s is free through a government funded scheme and is provided by "Cool Milk". Once children have had their 5<sup>th</sup> birthday, parents are given the option by Cool Milk to continue with the provision and details of how to pay for this, at a subsidised rate, are provided by them at this time. We encourage you to register with "Cool Milk" <https://www.coolmilk.com/> in order to take advantage of this scheme. **Your child will only be provided with milk if you have registered online.**

### **EMERGENCY CONTACTS**

Please ensure that we have up to date emergency contact telephone numbers at all times together with any changes of address. If your child will be regularly collected by another adult who is not one of your emergency contacts, e.g. relative, childminder/nanny, family friend, then please ensure you have completed and returned the consent form available from the school office.

### **ABSENCE FROM SCHOOL**

Should your child be absent from school due to illness, please contact us either by telephone or using **Parentmail** (registration details will be provided for this once your child has started school). Notification should be received before 9.00 am on the first morning of absence and then each day of any further absence. Please ensure your child arrives at school punctually, a late start is unsettling for other pupils as well as causing additional administrative work.

If you are taking your child out of school for any other reason please let us know and where appropriate complete an Application for Pupil Leave in Exceptional Circumstances form (available on the school website or from the school office).

If your child is likely to be late due to a medical appointment please telephone the school office by 9.00am to advise us and if applicable to order your child a school dinner. If your child arrives late or leaves school early they must be signed in /out at the office.

### **MEDICINES**

Staff cannot administer non-prescription medicines. Only in circumstances of extreme necessity will prescription medicines be administered and then only after the parent has completed the appropriate medication administration form available from the office.

## **READING**

Reading daily with your child is VERY important and invaluable to their progress, please ensure this is logged in their reading record (Reception to Y6 children) which should be returned to school each day.

## **UNIFORM**

Our school colours are navy blue and grey and the uniform for Reception to Year 6 children consists of:

Navy blue sweatshirt, cardigan or fleece  
White or blue polo top / open neck shirt  
Grey or navy blue trousers, skirt or pinafore dress  
Girls blue & white checked dress (in summer)

The school sweatshirt and fleece, embroidered with the school logo, are available from [Kool Kidz](#) 17 North Street, Wetherby, LS22 6NU. Book bags printed with the school logo are also available from them.

The other items are all available from local chain stores.

### **PE Kit (should be kept in school all week on your child's peg)**

Plain navy shorts or skort / tracksuit bottoms (for colder weather)  
Plain navy or white t-shirt  
Plain navy sweatshirt/hoody  
White ankle socks  
Clean outdoor trainers

Printed and embroidered PE t-shirts and hoodies are also available from Kool Kidz 17 North Street, Wetherby, LS22 6NU but are not a necessity.

**Nursery children** do not need a school uniform but should wear comfortable clothing suitable for playing outside and are encouraged to wear an "Early Years" sweatshirt which is available from the school supplier, Kool Kidz in Wetherby. <https://www.koolkidzuniforms.com/> Please also provide a pair of trainers so the children can take part in PE.

Children will play outside in light rain and cold temperatures so it is important they have a warm waterproof coat/hat/gloves in school. During summer months, sun cream should be applied before children arrive at school.

The wearing of jewellery (except one pair of earring studs) is unsuitable during school hours and pierced ears must be covered with plasters during PE lessons. Apart from the risk of loss, these items present safety problems to the wearers and others.

**PLEASE NAME ALL CLOTHING/ FOOTWEAR SO THAT ANY LOST ITEMS CAN BE RE-UNITED WITH THEIR OWNER.**

## **WATER BOTTLES**

We encourage all children from Y1 to Y6 to bring a **named** water bottle to school each day which should be taken home regularly to be washed. NURSERY & Reception children do NOT need to bring a water bottle.

## **CONTACT & COMMUNICATION WITH PARENTS, PARENTMAIL & MARVELLOUS ME**

Two Parent Consultation sessions are held in each school year, usually in November and February and written reports for all children are sent to parents in July.

Staff or the Headteacher are available from 8.50 am in the playground and at 3.20 pm if you have a quick message to pass on or any worries or concerns that need immediate attention, e.g. if your child is upset about something, had a poor night's sleep etc. If you need a longer conversation with your child's class teacher or the Headteacher an appointment can be made through the school office.

School issues information to parents and pupils on a regular basis via letters and newsletters by email and using **Parentmail** which is the school's online communication system and also via Scholarpack which is the schools MIS system. **Parentmail** is also used to obtain consent for trips and visits and can be used via an app on your phone or tablet or by using the website <https://www.parentmail.co.uk>

Details of how to access this will be sent to you once your child has started school.

**Sharing Assemblies** are held every other Friday at 2.45 pm in the school hall, welcoming family and friends to share in the achievements and celebrations of our children. Details of which class is leading the assembly are published on our website.

<http://www.spofforth.n-yorks.sch.uk/parents/calendars/diary-dates/>

We use **Marvellous Me** as another way of engaging with parents about their children's learning. This system uses an app and is simple and free to use. You will receive a unique pupil code when your child starts school to enable you to receive information about your child from the teachers.

We encourage parents to be involved in school life. If you are willing to help teachers in the classrooms, to accompany children on trips and visits or generally supporting the school, please ask for a volunteer form from the office.

## **PTA**

We have a very active and supportive Parent Teacher Association, which offers a regular programme of social and fund-raising activities for the whole school. They contribute funds to each class every year helping to subsidise trips and visits and due to their fund-raising achievements in recent years much of the outdoor equipment / areas have been improved and smart boards have been provided in each classroom together with new laptops / pcs. The PTA generally meet once a half term and all parents are encouraged to come along to meetings or offer support by helping out at events.

## **PARKING**

We do not have a designated car park and strongly encourage walking to school. Car parking is available at Spofforth Cricket Club (just past school down the lane) and we have an arrangement for our visitors and parents to use this or alternatively please park responsibly in the village.

We do encourage everyone to park sensibly and courteously out of respect to our neighbours and this ensures the safety of our children. Please do not park directly outside school at any time of the day, including breakfast club and after school drop off/pick-ups. The bus bay and road outside school must be kept free at all times for the school bus, minibus, refuse and delivery lorries.

## **MAIL TO SCHOOL**

Please post all correspondence for the school office, e.g. permission slips, authorisation forms, PTA ticket requests etc. in the mailbox which is located at the front of school under the noticeboard. This helps to avoid mail going missing between the classroom and the office.

Finally, if you have any queries or questions, please do not hesitate to speak to the class teachers or Mrs Morris in the school office.



Mr P Griffiths  
Headteacher



# Vision & Mission



## OUR VISION

### LOVE LEARN THRIVE

#### LOVE

We love and nurture each individual.

#### LEARN

We are passionate about inspiring learning.

#### THRIVE

We value the uniqueness of each individual's achievements.

## OUR MISSION

All pupils develop the attitudes, skills and values to enable them to thrive, building positive relationships and contributing to their communities. Pupils develop confidence and resilience preparing them well to lead happy, healthy and successful lives. Strong leadership focuses on creating outstanding provision that improves outcomes valuing personal development, wellbeing and wider curriculum opportunities as highly as academic progress. Every member of the Federation plays a significant part in its success retaining the distinctiveness of village schools whilst working effectively as a Federation.



*'Train up a child in the way he should go, and when he is old he will not depart from it.'* - Proverbs 22:6



# — Federation Guiding Principles —



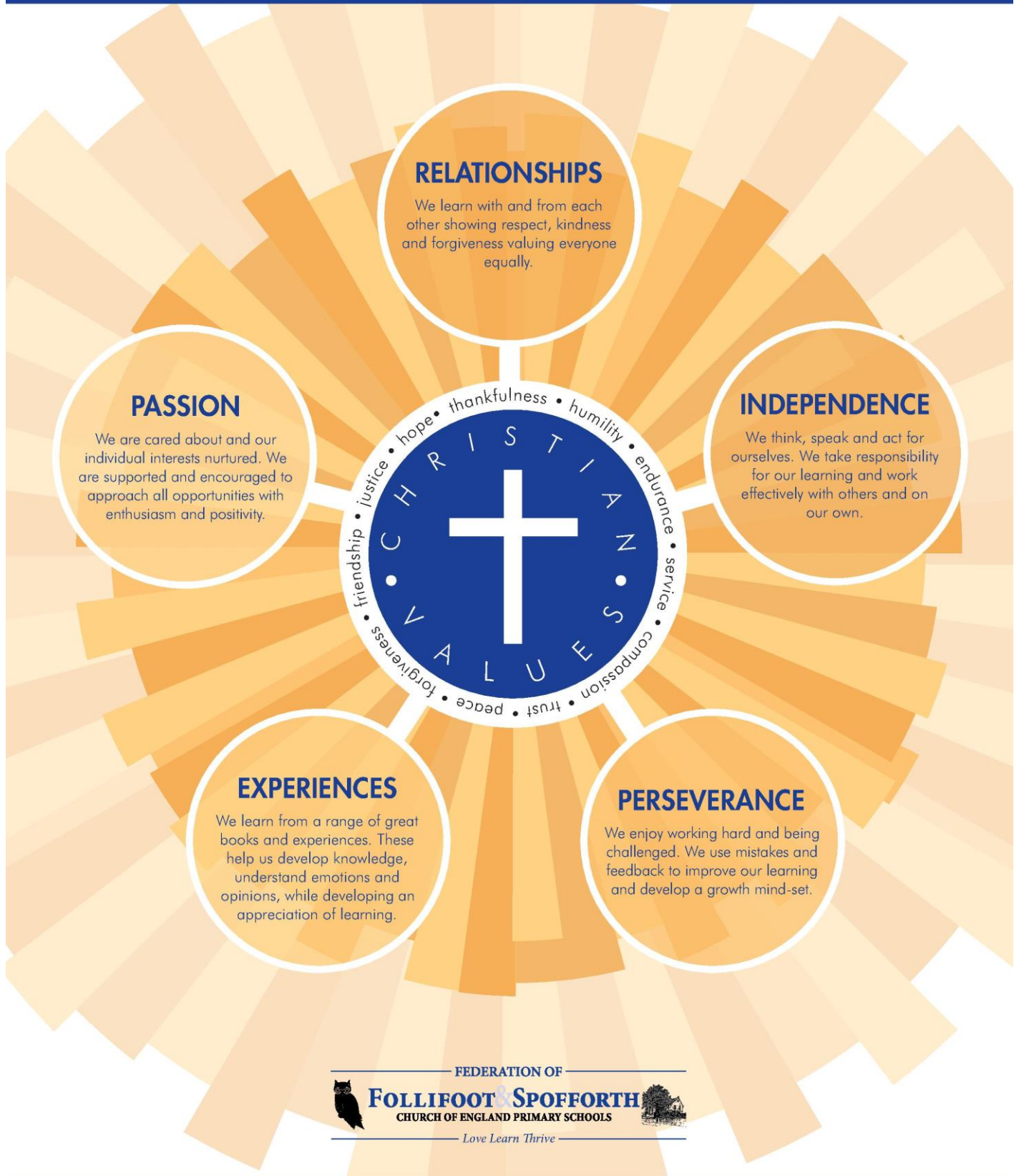
**We share a commitment to improving the outcomes and chances for all children across our Federation.**

1. The needs of the children come first.
2. The staff team is the Federation's most valuable resource. We must look after them and support them using the Federation effectively to retain and where necessary recruit the highest quality staff.
3. The Federation strives to create outstanding provision for our children.
4. Pupils' personal development, wellbeing and wider curriculum opportunities are valued as highly as academic progress.
5. The Federation understands the importance of a school in each village. We value the support provided and work hard to ensure we contribute effectively to community life.
6. We want to retain the benefits of smaller schools whilst working efficiently and effectively.
7. Positive relationships with parents are essential to the schools and contribute to the work they do.
8. The Federation recognises the direct link between pupil numbers and funding. We will learn from others, work creatively, taking considered risks and embracing change.



*'Train up a child in the way he should go, and when he is old he will not depart from it.'* - Proverbs 22:6

# Our Learning Principles



*'Train up a child in the way he should go, and when he is old he will not depart from it.'* - Proverbs 22:6

## Spofforth CE Primary School Privacy Notice - How We Use Data

### What personal data is collected?

We collect information from pupils and parents and may receive information from previous schools, the local authority, Department for Education (DfE) and the Learning Records Service.

The categories of pupil information that we collect, hold and use include:

- Personal information (such as name, unique pupil number and address),
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility),
- Attendance information (such as sessions attended, number of absences and absence reasons),
- Relevant medical information,
- Assessment information and results,
- Special educational needs information,
- Exclusions / behavioural information,
- Where pupils go once they leave the school, and
- Relevant parent/guardian contact information.

### Why is personal data held?

We hold and use this personal data to:

- Support teaching and learning,
- Monitor and report on pupil progress,
- Provide appropriate pastoral care,
- Assess how well the school / educational setting is doing, and
- Comply with the law regarding data sharing.

### The lawful basis on which we use this information

We collect and use personal data in order to meet legal requirements and legitimate interests set out in the General Data Protection Regulation ("GDPR") and UK law, including those set out in Articles 6 and Article 9 of the GDPR, the Education Act 1996 and Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013. These are as follows:

- The school has a legitimate interest in providing educational services to pupils, safeguarding and promoting the welfare of pupils (and other children), promoting the objects and interests of the school (including fundraising and settlement of any sums due), and ensuring that all relevant legal obligations of the school are complied with.
- Personal contact information is needed so that we can update parents/guardians on the progress of pupils and contact them if there is a concern.
- The school needs to use personal information in order to comply with its legal obligation, for example to report a concern to Children's Services. We may also have to disclose your information to third parties such as the courts, the local authority or the police where legally obliged to do so.
- Personal data may also be used to prevent someone from being seriously harmed or killed.

### Collecting personal data

Whilst the majority of the personal data you provide to the school is mandatory, some is provided on a voluntary basis. When collecting data, the school will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, the school will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used.

### How long is personal data stored for?

Personal data relating to pupils and their families is stored in line with the school's GDPR Data Protection Policy. In accordance with the GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

### Will personal information be shared?

We are required by law to pass some personal information to the local authority, North Yorkshire County Council, and the DfE and where appropriate we will send to relevant national health service personnel (e.g. school nurses) information on individual pupils changing school (or address) to ensure continuity of health care. If a child moves to another school we will ensure a handover of appropriate data we hold, and we will co-operate with other schools s/he has attended to endeavour to complete any outstanding issues.

In the legitimate interest in providing educational services to pupils at Follifoot School we share data with carefully selected providers of educational services including; Marvellous ME, Target Tracker, No More Marking (Assembly), Scholarpack, GL Assessment & Parent Pay.

Where we share this data with carefully selected service providers we seek written confirmation from the service provider that they comply with the most current GDPR regulations.

### The National Pupil Database (NPD)

The NPD is owned and managed by the DfE and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information about Individual Pupils) (England) Regulations 2013.

To find out more about the NPD, please go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

The Department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data,
- the purpose for which it is required,
- the level and sensitivity of data requested, and
- the arrangements in place to store and handle the data.

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the Department's data sharing process, please go to: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

To find out more about the data collection requirements placed on us by the DfE please go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

For information about which organisations the Department has provided pupil information, (and for which project), please go to: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact DfE, please go to: <https://www.gov.uk/contact-dfe>

### Requesting access to your personal data

Under the above data protection legislation, parents and pupils have the right to request access to

information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact our Data Protection Officer (DPO) Robert Beane who is contactable via - [schoolsDPO@veritau.co.uk](mailto:schoolsDPO@veritau.co.uk)

Veritau North Yorkshire Limited  
Assurance Services for the Public Sector  
Telephone: 01609 532143

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed, and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

#### Contact

If you would like to discuss anything in this privacy notice, please contact **the school Data Protection Officer (DPO)**.

Our Data Protection Officer (DPO) is Robert Beane and is contactable via [schoolsDPO@veritau.co.uk](mailto:schoolsDPO@veritau.co.uk)  
Veritau North Yorkshire Limited  
Assurance Services for the Public Sector  
Telephone: 01609 532143

If you require more information about how the Local Authority (LA) store and use your information, then please go to the following websites:

North Yorkshire County Council: [www.northyorks.gov.uk/schoolrecords](http://www.northyorks.gov.uk/schoolrecords)

DfE Website: [www.education.gov.uk/researchandstatistics/datatdatam/b00212337/data](http://www.education.gov.uk/researchandstatistics/datatdatam/b00212337/data) If you are unable to access these websites, please contact the LA or DfE as follows:

- Information Governance Manager, North Yorkshire County Council. Internal Audit Service, County Hall, Northallerton, DL7 8AL  
website: [www.northyorks.gov.uk](http://www.northyorks.gov.uk) email: [infogov@northyorks.gov.uk](mailto:infogov@northyorks.gov.uk) Telephone: 01609 533219
- Public Communications Unit Department for Education  
Sanctuary Buildings, Great Smith Street, London, SW1P 3BT  
website: [www.education.gov.uk](http://www.education.gov.uk)  
email: [www.education.gov.uk/help/contactus](http://www.education.gov.uk/help/contactus) Telephone: 0370 000 2288