

FOLLIFOOT
— COFE PRIMARY SCHOOL —



Follifoot School

New Starter Pack

Follifoot CE Primary School, Main Street, Follifoot, North Yorkshire HG3 1DU
Tel: 01423 872580 • Email: office@ffspschools.co.uk • Web: www.follifootandspofforth.co.uk

Our school is part of the



Welcome

Thank you for choosing Follifoot School. We are delighted to be working with you. May I offer you a warm welcome to our school. Follifoot 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 achievements.

As a Church of England 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 child 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.

Mrs Katie Barnett
Interim Head teacher

STAFF

Mrs Katie Barnett - Interim Headteacher

Mrs Jess Curtis-EYFS teacher,
Mrs Helen Lee is also the EYFS teachers at Spofforth School

Miss Nicole Diggle, Year 1 & 2 Teacher
Mrs Abby Hope (Monday-Wednesday) & Mrs Natalie Speight (covering Mrs Amy Bearman's maternity cover),
(Thursday & Friday) Years 3 & 4 .
Mrs Catherine Bromley Years 5 & 6 Teacher (Monday-Thursday)
Mrs. Anna Pearce-Years 5 & 6 Teacher (Fridays)

Mrs. Alison Waterhouse-HLTA
Mrs. Sarah Scarratt-HLTA

Mrs Jo Oldfield-GTA (SEN)
Mrs Fern Long -GTA (SEN)

Mrs. Sarah Giddings-School Administrator

Ms Vicky Sherburn-Midday Supervisor

School Cook-Dolce Ltd

SCHOOL TIMES

Morning: 9.00am to 12 noon (teacher on duty from 8.50am)
Afternoon: 1.00pm to 3.30pm

Children should not be left alone before 8.50am as there is no teacher supervision in the playground before that time, however if you need to leave your child early breakfast club is available from 8.00am.

At the end of the school day please collect your child from the Class One entrance at 3.30pm, if you are unavoidably detained please phone school to allow staff to reassure your child and arrange staff cover. Please let us know if someone else is picking him/her up and ensure they are aware of our procedures.

There is a bus service for Reception children who wish to use this. Children are collected from outside the Post Office in Follifoot at 8.45am where a member of staff from Spofforth will also be on the bus. Children can also return on the bus, leaving Spofforth at 3.20pm and returning to Follifoot, outside our school with a member of staff at around 3.30pm. We keep a daily list of children who are expecting to travel on the bus, both in the morning and afternoon. Please notify us of any changes so we can keep our records up to date.

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 Person for child protection: Mrs Katie Barnett, Interim Head teacher.
- The Deputy Designated Senior Person for child protection: Mrs. Catherine Bromley, Class Teacher & Senior Leader.
- The Safeguarding Governor: Emma Booth.

If you have any safeguarding concerns or issues, these should be brought to the attention of the Designated Senior Person. Please email:

office@ffpscholls.co.uk

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

DINNER MONEY

From September 2014 all children in EYFS and years 1 & 2 are eligible for free school meals. Parents need to sign up and choose meals in advance – this can be daily, weekly or termly. Visit: <https://app.schoolgrid.co.uk> All payment for school meals are through schoolgrid.

The menu can be found on schoolgrid, the school website and is also printed on the noticeboard in the main playground. The menu changes every term.

FREE SCHOOLS MEALS AND PUPIL PREMIUM-KEY STAGE 1

You will find a Free School Meals and Pupil Premium form attached to this pack. Even though KS1 children are all entitled to free school meals, we encourage you to complete the form in this pack if you are eligible as this will entitle you to other benefits.

Packed lunches should be in a named, suitable container. Drinks should also be in an unbreakable container (fizzy drinks or sweets are not permitted). With the exception of fizzy drinks and sweets no foods are banned in school. We do encourage healthy choices and would ask that packed lunches also encourage this, for example fresh vegetables and fruit and a sandwich.

BREAKTIME

In years Reception, 1 & 2 a piece of fruit/vegetable will be provided for your child at break time in conjunction with the School Fruit and Vegetable Scheme. We also provide a fruit snack for years 3, 4 5 & 6 which we ask for a nominal donation (Follifruit).

COOLMILK

Every child under the age of five is entitled to FREE school milk and every child over the age of five is entitled to milk at a subsidised price of around £14.00 per term. To register your child online for free school milk go to:

www.coolmilk.com

PARENTMAIL.CO.UK

School correspondence is sent via Parentmail.co.uk and all payments for school trips, morning club etc are paid for by using our cashless online payment system by downloading the Parentmail app and accessing your account which will be set up for you once your child starts school. If you have any problems or have any questions, please contact the school office.

WATERBOTTLES

Children can bring in a water bottle from home and will be available to have access to this throughout the school day and can be re-filled using the school water cooler which is positioned in the entrance of school.

UNIFORM

School uniform consists of:-

GIRLS

- Grey pinafore dress/skirt (in the summer months a white and blue checked dress may be worn)
- White polo shirt (with or without school logo)
- School sweatshirt/cardigan (with or without school logo)
- Plain grey or white socks
- Plain grey tights
- Plain black shoes
- Simple hair band, bobbles etc.

BOYS

- Grey trousers/shorts
- White polo shirt (with or without school logo)
- Plain royal blue School sweatshirt (with or without school logo)
- Plain grey socks
- Plain black shoes

The official school sweatshirt/cardigan can be obtained from Emblazon or Rawcliffes in Harrogate, other items can be purchased from local chain stores.

For Early Years children you can buy an early years sweatshirt from KoolKids in Wetherby.

PE UNIFORM

- Plain royal blue round neck t-shirt (with or without school logo)
- Plain royal blue PE hoodie (with or without school logo)
- Plain Navy Tracksuit bottoms
- Plain navy Shorts or 'Skort'
- White ankle socks
- Clean outdoor trainers

Please provide your child with these items in a drawstring bag. These will be kept on your child's peg in their cloakroom. They need to be brought to school each Monday and taken home each Friday to be washed. As we have limited space in our cloakrooms we ask that large rucksacks are not brought into school.

Swimwear and towel for years 2 & 3 in a waterproof bag.

All KS2 children require a painting overall - a cut-down man's shirt is ideal.

Children will play outside in light rain and in cold temperatures. Children should have a warm waterproof coat. School does not have the staffing capacity to keep children in side school during outdoor play if they do not have a coat.

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 AS NUMEROUS CHILDREN IN ONE CLASS COULD ALL BE WEARING THE SAME SIZED POLOSHIRT!



ABSENCE FROM SCHOOL

Should your child be absent from school, through illness, we require notification. This should be by telephone on the first morning of absence to the school or a written note or email from the parent or guardian. Please ensure that your child arrives at school punctually – a late start is unsettling for all pupils.

If you request leave during term time an application form must be completed and returned to the head teacher. If this is considered an exceptional circumstance this will be authorized, any other request for leave of absence will be classed as unauthorized. Please contact the school office for an application form and for further information or look at the attendance section on our school website at www.follifootandspofforth.co.uk

MORNING CLUB

Morning club is available Monday – Friday 8.00am – 8.50am at Follifoot and we charge £3.00 per session (without breakfast). Booking ahead is not necessary.

We offer a wide range of activities including art, board games and computer games.

Breakfast club is available Monday-Friday 7.30am-8.50am at Spofforth. We charge £5.00 (including breakfast) if your child arrives before 8am and after 8am we charge £3.00. No breakfast is served after 8.30am.

AFTERSCHOOL CLUBS

We try and offer afterschool clubs most afternoon from 3.30-4.30pm and these vary every term. Some examples of clubs we offer are: Football, Boxercise, Choir, Gardening Club, Multi-Sports/Summer Sports, Computer Xplorers. Club preference forms are sent home every half term and are generally open to children in years 1-6.

CHILDCARE PROVIDERS

Charlotte Hoskin-Spofforth Child Care based at Spofforth Primary School. Email: spofforthchildcare@gmail.com. Tel: 07725252337 Available 3.20-6.15pm. All sessions must be booked through them and in advance please. Contact the providers for up to date costings.

MEDICINES

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

READING

It is VERY important to read every night and record this in your child's planner in the reading record section.

BASELINE ASSESSMENT

During your child's first half term at school he/she will be involved in assessment and observation procedures. You will be invited to meet with his or her class teacher to find out how he/she has settled, in October and then to a parent/teacher consultation during the following March. We will keep you well informed with newsletters, booklets and information evenings.

CONTACT WITH PARENTS

In July parents of children in all classes are given a full written report about their child's work and progress. Two Open Evenings are held in each school year, usually in October and March, when parents are invited to talk with the teachers. Your child's learning folder is kept on a shelf inside the class room. Please feel free to look at this at any time.

The School issues information to parents and pupils on a regular basis via letters and newsletter (please check your child's bag/email). Staff are always happy to discuss matters about your child with you. However, we would very much appreciate it if you could make an appointment to see us at a mutually convenient time.

Parents are encouraged to help teachers in the classrooms, to accompany children on visits and to be generally involved in supporting the school. If you are willing to help the school in any of these ways then please collect a volunteer form from the school office.

COMMUNICATION

Staff or Headteacher are available from 8.50am and at 3.30pm, the end of the school day, if you have a quick message to pass on or any worries or concerns that need immediate attention eg. 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 Headteacher an appointment can be made through the school office.

FRIENDS OF FOLLIFOOT SCHOOL (FOF'S)

We have an active Parent Teacher Association which offers a regular programme of social and fund-raising activities.

EMERGENCY CONTACT NUMBERS

Please ensure that we have your emergency contact telephone numbers. It is also useful for us to know if your child is to be collected regularly by another adult, e.g. your child minder or a grandparent. If you wish to give your consent for another adult to collect your child from school in an emergency, then we need your permission.

PLEASE INFORM US OF ANY CHANGES OF ADDRESS OR TELEPHONE NUMBERS IMMEDIATELY SO THAT WE CAN KEEP OUR RECORDS UP TO DATE.

PARKING

Parking is on the Main Street in Follifoot. Could we please ask families to be considerate and safety conscious when parking around school avoiding obstructing driveways. For those families with special circumstances, permission may be given by the Headteacher to park in the village hall car park.

I appreciate that occasionally finding a space on the main street may require allowing for additional time when dropping off and collecting your child. Please be assured we will always supervise children until they are collected and no child or family will be penalised if they run a little late in the morning as a result of having to park a little further away from school.

I would be most grateful if you could share this information with any family members or friends who pick up your child or children so everyone is fully informed.

MARVELLOUS ME!

We know that by engaging parents with their children's learning helps children achieve more. We provide regular opportunities throughout the year to discuss your child's progress with their teacher. We also produce guides and host parent sessions on various aspects of learning. Our fortnightly sharing assemblies offer an insight into each classes learning and learning newsletters provide an overview of themes and topics children will be studying.

As a reflective and proactive school we are always looking to further improve our provision. We are really pleased to be using the 'Marvellous Me' app.

It is simple to use and FREE for parents. All parents receive a unique pupil code to enter into the app that enables them to receive information about their child.

Parents are welcome to share their pupil unique pupil code with family members who may also like to use the app. As a school we will ONLY ever provide the unique pupil code to the parent or adult with parental responsibility (PR).

SHARING ASSEMBLIES

We hold sharing assemblies, welcoming family and friends to share in the celebration of the achievements of our children.

At Follifoot these assemblies typically take place in the village hall every other Monday and start at 3.00pm until the end of the school day.

At Spofforth they are held every Friday afternoon from 2.50pm in the school hall until the end of the school day.

Admissions Privacy Notice

This Privacy Notice has been written to inform applicants to be admitted to The Federation of Follifoot and Spofforth School and is about what the school does with your personal information. This Notice may be subject to change.

Who are we?

We, *The Federation of Follifoot and Spofforth School*, are a Data Controller as defined by Article 4(7) of GDPR. This means that we determine the purposes for which, and the manner in which, your personal data is processed, in particular in relation to your application for admission to the school. We have a responsibility to you and your personal data and will only collect and use this in ways which are compliant with data protection legislation.

The school has appointed Veritau Ltd to be its Data Protection Officer (DPO). The role of the DPO is to ensure that the school is compliant with GDPR and to oversee data protection procedures. Veritau's contact details are:

Schools Data Protection Officer
Veritau Ltd
County Hall
Racecourse Lane
Northallerton
DL7 8AL

schoolsDPO@veritau.co.uk
01609 53 2526



***Please ensure you include the name of the School in all correspondence with the DPO**

What information do we collect?

The categories of information that we collect, hold and share include the following:

- Name and address of applicant pupil
- Names of parents or guardians
- Names of siblings who already attend the school
- Name of current and previous school(s) and attainments while there
- Looked After or Previously Looked After status
- Pupil Premium eligibility

We may also process certain 'special category' data about our pupils including:

- SEN status or ECHP, if available
- Religious observance

Why do we collect your personal data?

We use the information we collect to identify and select candidates for admission to the school.

The personal data that we collect in relation to applications for admission is processed in accordance with Article 6 and Article 9 of GDPR. Our legal basis for processing your personal data, in line with Articles 6(1)(e) and 9(2)(g), is to fulfil the public function conferred on the school, ie to identify suitable candidate pupils and admit them to itself

Who do we obtain your information from?

Much of the information we process will be obtained directly from you. We will also process information received from:

- The pupil's previous school
- NYCC
- Any previous local education authority
- Department for Education

Who do we share your personal data with?

We routinely share personal data relating to admissions with :

- NYCC
- any other data controller as applicable

How long do we keep your personal data for?

Personal data of unsuccessful candidates will be retained until all appeals have been exhausted plus six months. Personal data of successful candidates will be added to the pupil database and retained in accordance with the school's Records Management Policy.

What rights do you have over your data?

Under GDPR data subjects have the following rights in relation to the processing of their personal data:

- to be informed about how we process their personal data. This notice fulfils this obligation
- to request access to their personal data that we hold, and be provided with a copy of it
- to request that their personal data is amended if inaccurate or incomplete
- to request that their personal data is erased where there is no compelling reason for its continued processing
- to request that the processing of their personal data is restricted
- to object to their personal data being processed

If you have any concerns about the way we have handled your personal data or would like any further information, then please contact our DPO on the address provided above.

If we cannot resolve your concerns you may also complain to the Information Commissioner's Office (the Data Protection Regulator) about the way in which the school has handled your personal data. You can do so by contacting:

First Contact Team
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow Cheshire
SK9 5AF
casework@ico.org.uk // 0303 123 1113

Children and Parents Privacy Notice

This Privacy Notice has been written to inform parents and pupils of The Federation of Follifoot and Spofforth School about what we do with your personal information. This Notice may be subject to change.

Who are we?

The Federation of Follifoot and Spofforth School is a 'Data Controller' as defined by Article 4 (7) of GDPR. This means that we determine the purposes for which, and the manner in which, your personal data is processed. We have a

responsibility to you and your personal data and will only collect and use this in ways which are compliant with data protection legislation.

The school has appointed Veritau Ltd to be its Data Protection Officer (DPO). The role of the DPO is to ensure that the school is compliant with GDPR and to oversee data protection procedures. If you would like to discuss anything in this privacy notice, please contact (insert SPOC details) or Veritau Ltd. Veritau's contact details are:

Schools Data Protection Officer
Veritau Ltd
County Hall
Racecourse Lane
Northallerton
DL7 8AL

schoolsDPO@veritau.co.uk

01609 53 2526



***Please ensure you include the name of the School in all correspondence with the DPO**

What information do we collect?

The categories of information that we collect, hold and share include the following:

- Personal information of pupils and their family members (e.g. name, pupil number, DOB and address)
- Educational and assessment attainment (such as KS1 and phonics results, post 16 courses and relevant results)
- Free school meal eligibility
- Attendance information (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- Behavioural information (such as exclusions and any relevant alternative provision put in place)
- Safeguarding information (including but not limited to court orders and professional involvement)
- Photographs and communication preferences
- School trips
- Extra curricular activities
- Before and after school clubs

We will also process certain 'special category' data about our pupils including:

- Relevant medical information - please be aware that where the pupil has a severe allergy or is thought to be at risk of needing emergency care for a medical issue then this will be shared with all relevant staff members. We may do this in the form of photo identification in the staff room to ensure that all staff members are aware of the issues should an emergency situation arise
- Special Educational Needs and Disabilities information (including the needs and ranking)
- Race, ethnicity and religion

Why do we collect your personal data?

We use the information we collect:

- to support pupil learning

- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to keep children safe (food allergies or emergency contact details) to meet the statutory duties placed upon us by the DfE
- we also may keep some information for historical and archiving purposes in the public interest

Any personal data that we process about our pupils and parents is done so in accordance with Article 6 and Article 9 of GDPR.

Our legal basis for processing your personal data, in line with Article 6(1)(c) (legal obligation) includes (but not necessarily limited to):

- Education Act 1944, 1996, 2002, 2011
- Education and Adoption Act 2016
- Education (Information About Individual Pupils)(England) Regulations 2013
- Education (Pupil Information) (England) Regulations 2005
- Education and Skills Act 2008
- Children Act 1989, 2004
- Children and Families Act 2014
- Equality Act 2010
- Education (Special Educational Needs) Regulations 2001

We also process information in accordance with Article 6(e) (public task), Article 6(a) (consent), Article 9 (2)(a) (explicit consent where applicable) and Article 9(2)(g) (reasons of substantial public interest).

We mainly collect pupil information through admission forms and common transfer file or secure file transfer from previous school. The majority of pupil information you provide to us is mandatory in line with your parental responsibility – for further details please see the following link

<https://www.gov.uk/government/publications/dealing-with-issues-relating-to-parental-responsibility/understanding-and-dealing-with-issues-relating-to-parental-responsibility>.

However, some information we ask for on a voluntary basis. When we do process this additional information we will ensure that we ask for your consent to process it.

Where we are processing your personal data with your consent you have the right to withdraw that consent. If you change your mind, or are unhappy with our use of your personal data, please let us know by contacting admin@spofforth.n-yorks.sch.uk or office@ffspschools.co.uk

Who do we obtain your information from?

Much of the information we process will be obtained directly from you (pupils and parents). We will also process information received from:

- Department for Education (DfE)
- Local Education Authority (NYCC)
- Previous schools attended

Who do we share your personal data with?

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our Local Education Authority (NYCC) to ensure that they can conduct their statutory duties under the School Admissions Code, including Fair Access Panels
- the Department for Education (DfE)
- National Health Service bodies
- Shared throughout the Federation

For more information on information sharing with the DfE (including the National Pupil Database and Census) please go to: <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

We will not share any information about you outside the school without your consent unless we have a lawful basis for doing so. For example, we may also share your data with classroom/teaching apps and some website for the purpose of enhancing pupil learning. Where we do this we will rely on either Article 6(e) (public task) or Article 6(a) (consent).

Where we rely on Article 6(e) you have the right to object to processing and where we are relying on Article 6(a) you have the right to withdraw that consent at any time. Please see section below on data subject rights.

How long do we keep your personal data for?

The Federation of Follifoot and Spofforth School will keep your data in line with our Information Policy. Most of the information we process about you will be retained as determined by statutory obligations. Any personal information which we are not required by law to retain will only be kept for as long as is necessary to fulfil our organisational needs.

What rights do you have over your data?

Under GDPR parents and pupils have the following rights in relation to the processing of their personal data:

- to be informed about how we process your personal data. This notice fulfils this obligation
- to request access to your personal data that we hold, and be provided with a copy of it
- to request that your personal data is amended if inaccurate or incomplete
- to request that your personal data is erased where there is no compelling reason for its continued processing
- to request that the processing of your personal data is restricted
- to object to your personal data being processed

If you have any concerns about the way we have handled your personal data or would like any further information, then please contact our DPO on the address provided above.

Please be aware that usually pupils are considered to have the mental capacity to understand their own data protection rights from the age of 12 years old. The school may therefore consult with the pupil if it receives a request to exercise a data protection right from a parent.

If we cannot resolve your concerns you may also complain to the Information Commissioner's Office (the Data Protection Regulator) about the way in which the school has handled your personal data. You can do so by contacting:

First Contact Team
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow Cheshire
SK9 5AF
casework@ico.org.uk // 0303 123 1113

Last Updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated in March 2021

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 —



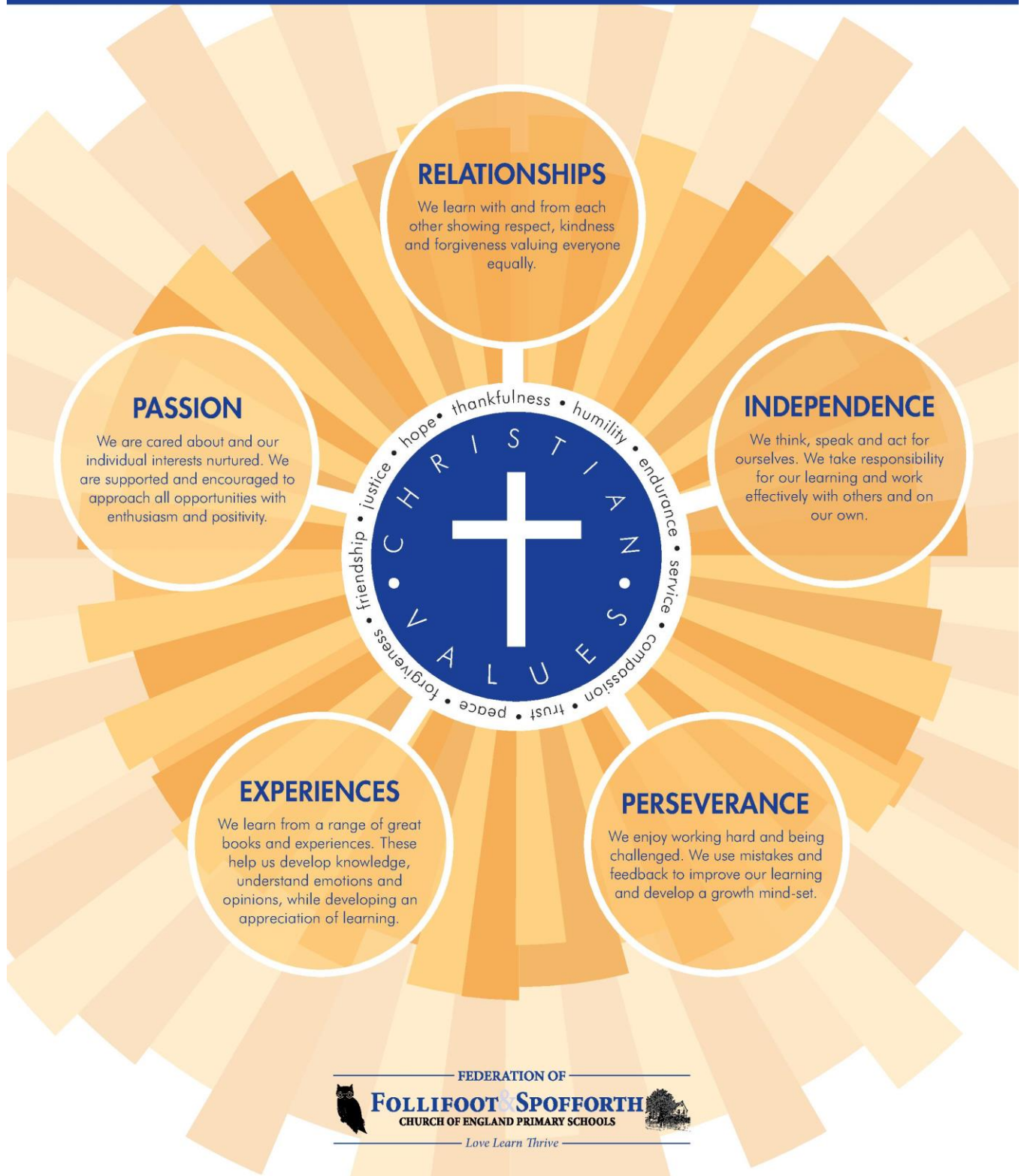
We share a commitment to improving the outcomes and chances for all children across our Federation.

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