



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 • Web: 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 of England (CE) 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.

Mrs Katie Barnett
Acting Head teacher

STAFF

Mrs Katie Barnett -Acting Headteacher

Teachers

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

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

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

Mrs Rebecca Simpson Year 1 & 2 Teacher – Class 2 (Wed – Fri)

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

Mr Edward Lines (Mon/Tues) Year 5 & 6 Teacher - Class 4

Mrs Claire Marks (Wed-Thur) Year 5 & 6 Teacher – Class 4

Teaching Assistants

Mrs Laura Caldecott – EYFS Monday-Friday

Miss Millie Ellis – EYFS, Monday-Friday

Mrs Emma Simpson – KS1 Monday-Thursday

Mrs Elaine Stephens Class 4, Monday-Thursday

Mrs Tracy Matthews – KS1&2, Monday-Friday

Mrs Jo Ward – Class 3 & 4, Wednesday - Thursday

Mrs Jess Price – KS2, Thursday– Friday

Mr Ben Bolton – Class 4, Monday-Friday

Mrs Clare Horner: **School Administrator**

MSA

Mr Peter Hodgson
Mrs Yvonne Russell
Mrs Denise Booth
School Caterers – Dolce Ltd

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 12.00 to 12.30 pm (must be pre-booked and is chargeable)
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): Mrs Katie Barnett, Acting Headteacher
- The Deputy Designated Senior Leader for child protection: Miss Alex Ward, Class Teacher and 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 Leader. Please email: admin@spofforth.n-yorks.sch.uk

For further information, please visit the Safeguarding section of our school website: <http://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

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 cooked on site but provided by an external organisation called Dolce Catering. They offer nutritious menu's daily for the children on a 3 weekly rotational menu. This means that these menus are suitable for most children with allergies. Parents need to sign up and choose meals in advance – this can be daily, weekly or termly. <https://app.schoolgrid.co.uk>

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.**

WATERBOTTLES

Children can bring a clearly labelled, water bottle from home which your child will have access to throughout the school day. This can be refilled during the school day as necessary.

PAYMENT FOR TRIPS, SPORTS ACTIVITIES AND VISITS

These are invoiced via ParentMail so parents will need to sign up and get connected via online or the App. <https://pmx.parentmail.co.uk/#core/login>

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 5th 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.

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.

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 (Children in C2 – C6 may wear their PE kit to school on PE days)

Plain navy shorts or skirt / 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 sunscreen 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.

CONTACT & COMMUNICATION WITH PARENTS, PARENTMAIL & MARVELLOUS ME

Two Parent Consultation sessions are held in each school year, usually in Oct/Nov and Feb/Mar and

written reports for all children 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. These are sent by email 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 regularly held at both schools, welcoming family and friends to share in the achievements and celebrations of our children. Details of which class is leading the assembly can be found on our website.

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

Both schools 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, minibuses, refuse and delivery lorries.

MAIL TO SCHOOL

Please post all correspondence for the school office, e.g. permission slips, authorisation forms, 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 Horner in the school office.

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
- Our school MIS systems

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

Our Vision



TOGETHER WE LOVE, LEARN AND THRIVE.

LOVE

We nurture each individual, build positive relationships with everyone and value their uniqueness.

LEARN

We inspire children to have a lifelong love of learning. They develop wisdom, knowledge and skills and become fluent learners.

THRIVE

We develop children socially, emotionally, physically and spiritually, help them to be the best versions of themselves and prepare them well for their futures in a diverse world.



'As I have loved you, so you must love one another'
John 13.34 NIV