

**SPOFFORTH**  
— CoFE PRIMARY SCHOOL —



# 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 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.

Mr Robert Lakin  
Interim Executive Head teacher

### **STAFF**

Mr Robert Lakin - Interim Executive Head teacher

### **SENDCO**

Mrs Zara Chantler

### **Teachers**

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

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

Mrs Juliette Smith Years 1 & 2, Class Teacher (Monday-Friday)

Mrs Alys Blades Years 3 & 4 Teacher, Class 3 & Senior Leader (Monday, Tuesday, Thursday & Friday)

Miss Emily Crook Years 5 & 6, Class 4 Teacher (Monday-Friday) covering Mrs Alex Fardon and Mrs Anna Clarke's maternity leave

Mrs Sarah Wiseman, Years 3 & 4, Class 3 Teacher, Tuesdays and Thursdays

### **Teaching Assistants**

Mrs Debbie Greenwood – EYFS, Monday-Friday

Mrs Tracy Matthews –Monday-Friday

Mr Douglas Robson, Monday-Friday

Mrs Katie Smirthwaite-Monday-Friday

Mr Ben Bolton – Monday-Friday

Miss Amy Gardner – Monday, Wednesday, Thursday

### **School Administrator**

Mrs Clare Horner

## **MSA**

Mr Peter Hodgson  
Mrs Yvonne Russell

School Caterers – North Yorkshire County Caterers

## **SCHOOL TIMES**

**Reception to Year 6 children should arrive in the school playground at 8.45 am**

**Morning school:** 8.50am \* 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 8.45 am whilst the other **children should have arrived by 8.40 am to line up with their class group at 8.45 am to ensure a prompt 8.50 am start.**

**Please note that children should never be left alone before 8.45am 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 Alys Blades, Class teacher and Senior Leader.
- The Deputy Designated Senior Leaders for child protection: Mrs Zara Chantler, Inclusion Lead (SENDCO). Mrs Sarah Giddings, Federation Senior Administrator
- The Safeguarding Governor: Marianne Tharby.

If you have any safeguarding concerns or issues these should be brought 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: <http://follifootandspofforth.co.uk/>

## **WRAP AROUND CARE**

Breakfast Club is available for Reception to Year 6 children, Monday to Thursday and is provided by an independent business **Rise and Shine**, operated on school premises.

You will need to register your child with Rise & Shine 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 8.45 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 Rise & Shine and is completely independent of Spofforth School.

### **SCHOOL LUNCHES**

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.**

### **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. Children in years 3-6 can bring in their own fruit/vegetable for snack time.

### **COOL 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.**

### **WATERBOTTLES**

Children can bring in a water bottle from home and will be available to have access to this throughout the school day.

### **PARENTMAIL.CO.UK**

School correspondence is sent via Parentmail.co.uk and all payments for school trips, afterschool clubs 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.

### **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, 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 authorised, any other request for leave of absence will be classed as unauthorised. 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](http://www.follifootandspofforth.co.uk)

## **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.

No jewellery should be worn. National Guidance states that jewellery of any kind (including earrings and ear studs) should be removed for Physical Education lessons because of the danger of injury to the wearer and/or other pupils in the class. It is not safe to cover earrings/studs/sleepers with tape.

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

### **CONTACT & COMMUNICATION WITH PARENTS, PARENTMAIL & CLASS DOJO**

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 Class Dojo as another way of engaging with parents about their children’s learning. This system uses an app and is simple and free to use.

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, minibus, refuse and delivery lorries.

### **PUPILS, PARENTS AND GUARDIAN PRIVACY NOTICE**

To access the most up to date privacy notice, please go to our website: [www.follifootandspofforth.co.uk](http://www.follifootandspofforth.co.uk) and click on 'Information' and then go to 'Policies'.

# 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**