



*'Excellence and Happiness for all'*

**ADMISSIONS BOOKLET**  
2018- 2019





## **ROSSETT ACRE PRIMARY SCHOOL**

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Headteacher: Corrine Penhale Deputy Headteacher: Cath Wilson

*Our school:*

*'Excellence and happiness for all'*

Charity No.1048680

Dear Parents,

The Governors of Rossett Acre would like to extend a warm welcome to you and your family. We hope very much that you will enjoy your time at the school.

Our school is totally committed to the education and well-being of all our pupils – our motto is “Excellence and happiness for all”. We are very proud of the happy and caring atmosphere in school where good behaviour is seen as an intrinsic part of school life. We hope that as parents you will enjoy getting involved in the life of the school through your child’s education, but also through our important fundraising PTA (Parents & Teachers Association). We also actively encourage parents to come into school to help with reading and other activities or to accompany school trips.

The day to day running of the school is the responsibility of our Head Teacher and leadership team, who have professional and managerial responsibility for the school. As Governors we also have an important part to play. Our role is largely strategic in helping the school to determine the direction of the school and overseeing the actions that will help us achieve our objectives. The school has a delegated budget and we need to ensure that this is managed carefully and directed towards achieving the best outcomes for all pupils and staff. We are also involved in staff appointments and the ratification of school policies.

Please help us by returning all the forms enclosed in your Admission Pack. The Home-School Agreement is particularly important and is a legal requirement. If you have any questions about these forms please do not hesitate to contact the school and we will be happy to help you.

If you are interested in finding out more about the Governing Body please feel free to contact me via the school.

With best wishes

Ian Foy  
Chair of Governor



# ROSSETT ACRE PRIMARY SCHOOL

## ADMISSION BOOKLET

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## UNIFORM

So that no child feels singled out, it is expected that children wear school uniform. Details below:

### For Early Years only:

- Black/grey school trousers or joggers (girls & boys)

This is our school preference to facilitate the curriculum requirements for Early Years, where a key area is physical development. This ensures children are comfortable and able to move freely. However, if you prefer, you may send your child in normal school uniform (see Years 1-6).

### For Years 1-6:

- Boys: grey long or short trousers
- Girls: Grey skirt or trousers (optional in the summer term: blue & white checked school dress)

For all years (boys & girls): *These items are readily available from most high street shops.*

- White/light blue shirt or polo shirt
- Navy blue/grey cardigan/jumper/sweatshirt
- White/navy blue/grey socks or tights

Items with the school logo (eg. Sweatshirts, t-shirts, fleeces, bookbags etc.) can be purchased directly from,

Emblazon 37- 39 Tower Street, Harrogate  
Rawcliffes 63 East Parade Harrogate  
Tesco Uniform [tesco.com/ues](http://tesco.com/ues)

## PHYSICAL EDUCATION - Clothing

We do not require a “uniform” for P.E. but there is a minimum requirement for hygiene and safety reasons. Therefore, each child needs:

For indoor gymnastics or dance work:

- a pair of shorts (not leggings, tracksuit or lycra pants)
- a t-shirt (not a huge baggy one as this can become caught on apparatus). T-shirts are available in house colours/designs from Emblazon (details above) should you wish to purchase one. Alternatively, depending on which house your child is chosen to represent, a plain blue, red, yellow or green t-shirt will be needed. Please don't buy a coloured t-shirt until you know your child's house colour.

For outdoor games:

### KS1/EYFS

- PE shoes/trainers (Velcro type)
- Warm top and trousers ie. Tracksuit

### KS2

- Trainers or similar
- Warm top and trousers ie. Tracksuit

Please note: Black or dark coloured shoes should be worn in school on a day to day basis and **not** trainers or brightly coloured shoes. If trainers have been worn for a specific reason (that has been discussed with your child's class teacher and agreed) then a different pair of trainers will be needed for P.E. as trainers used for P.E. often get very muddy.

These clothing requirements also apply to all after-school clubs. Any child who “forgets” his or her P.E. kit will be loaned a set, wherever possible, which must be taken home, washed and returned to school.

All clothing must be labelled and it would be helpful if a P.E. bag (of the string-pull type) could be provided to house the kit. This needs to go home at least every half-term to be washed.

A large, old shirt to be used as a painting overall should also be provided, or you can purchase an overall from Emblazon (see above for contact details).

No jewellery should be worn in school. Watches and a small pair of stud earrings are the exception. Hair – shoulder length or longer should be tied back for P.E. and Games. Earrings must be removed **by the child** for PE and Games. Please note: The Headteacher’s decision is final in relation to what is accepted as ‘small stud earrings.’

### SWIMMING

Currently, swimming takes place in Years 2, 4 & 5 at the Hydro, Harrogate. Year groups swimming are subject to change.

Swimming hats must be worn and boys must wear trunks.

### Organisation and Approach

The school is currently organised as follows: Early Years in two classes, KS1: Years 1 and 2 in four classes and KS2: Years 3, 4, 5 and 6 in eight classes. Subjects are either taught in themes or individually, as appropriate. The themes sometimes have a predominantly scientific theme and at other times the emphasis may be on History or Geography. We constantly look at our curriculum and how improvements can be made. We provide a creative curriculum which takes into account our children’s needs/interests and makes learning even more relevant, developing essential skills for the children which can be transferred into everyday life. This includes using our surrounding environment.

### School Lunches

Meals are taken on a half-termly basis. Payment must be made in advance of meals taken. All parents are issued with a ParentPay account and activation code and this system should be used to pay for school lunches and school visits/trips.

### Accident or Illness in School

If a child is injured whilst in school, the injury will be recorded in full if considered to be of a serious nature (e.g. severe bang on the head). Normally the injury will be dealt with in school. If the injury is a head bump you will receive a note informing you of the injury. At the discretion of the adult on duty, if the injury is considered to be serious enough, you will be informed through the Home School Book or by telephone. Should it be felt that a visit to the hospital or doctor is necessary, you will be contacted. If you are unavailable, then the emergency number given on the Admission Form will be tried. It is important that the person named to be contacted in an emergency understands that they may be called upon to take full responsibility for that child in case of accident or injury. Should it not be possible to contact you or the emergency number, a member of staff will accompany the child to the hospital BUT the Headteacher/member of staff cannot give consent for any treatment (e.g. stitches). A senior teacher will, however, stay with the child until the parent or guardian arrives. Thankfully these instances are few and far between!

If your child is taken to hospital following an injury in school, please inform the school office in writing either by sending an email to the admin address or handing in a handwritten letter for the attention of Mrs Misseldine (School Administrator).

Should your child become ill during the day, the class teacher or office staff will contact you and ask you (or the person named on the emergency number) to collect your child.

If you suspect your child may have rubella, slap cheek or chickenpox, please do not send him or her to school until it has been checked by a doctor. Pregnant mums are at great risk. We will inform you if we have an outbreak in school and recommend mums, in the early stages of pregnancy, arrange for someone else to bring their child to school until "the danger passes". If your child is absent from school due to a sickness bug/upset stomach (diarrhoea), we ask that they remain at home for **48 hours** after the last bout of sickness / diarrhoea, to avoid passing this on to other children/staff.

### **Medicines in School**

Should a child need any form of medication during the school day, then it must be administered by you or a person to whom you have given responsibility. Please bring into the school office the original bottle/packet of medication which has been prescribed by a doctor. (We cannot give any medication that has not been prescribed by a doctor).

You must sign a disclaimer form before leaving medicine in the office. Any children requiring medication **MUST** report to the school office at the appropriate time. Medication is not given in the class as other children may accidentally gain access to it. Any Parent whose child requires long term medication should contact the school office who will speak to the Headteacher (e.g. those suffering from asthma). A form needs to be completed to carry inhalers. Details will be taken of the required medication, how it is administered and what procedures to follow in an emergency.

Asthmatic children will be encouraged to carry their inhalers with them, except those children in Early Years whose inhalers will be kept by their class teacher. Large inhalers will be kept in the medical room.

Parents of children with allergies of any sort must inform school giving exact details and information about medication.

Please be aware that it is parents' responsibility to ensure medication, such as inhalers, are in date and the school will not routinely check them.

## **SCHOOL ATTENDANCE POLICY**

Rossett Acre has a healthy, punctual and hard-working school population. We ask that parents support their children by reinforcing their punctual attendance at school.

The Department for Education has issued guidance with regard to school attendance and in particular the categorising of absence. These procedures are within the context of the law which states that "The parent of a child of compulsory school age registered at school and failing to attend is guilty of an offence, punishable in law."

Set out below is the school's procedures for reporting absence and how these will be recorded on your child's report.

Attendance at school may be the law but it is also essential for a sound education. Time away for odd days or longer periods is disruptive for child and teacher. When a child is absent due to illness teachers are happy to provide additional work for the child but will NOT provide additional work for other types of parentally condoned absences.

### **Absence due to illness**

School should be informed as soon as possible before 9.00 a.m. with the reason for absence and the likely length of absence. Please use our absence email address [absences@rossettacre.n-yorks.sch.uk](mailto:absences@rossettacre.n-yorks.sch.uk) whenever possible as the telephone lines are usually very busy at the beginning of the school day. Should circumstances change and the period of absence needs to be extended, please let school know. Genuine Illness is categorised as an authorised absence on your child's record.

### **Requests for leave of absence for family holidays**

We at Rossett Acre Primary School and North Yorkshire Education Authority (the body who manage our attendance on our behalf) believe that attendance at school is important and that absence can lead to poor progress and poor attainment. Because of the link between attendance and attainment School monitors any child's attendance that drops below 90-95%.

The government has introduced Penalty Notice fines for parents whose children are out of school without the school's authorisation. Families taking holidays during term time is a cause of absence which has been highlighted as a disruptive factor in pupils' education. North Yorkshire policy on term time holidays, which is based on legislation and government guidelines, is as follows:

- The law says that parents/carers do not have the right to take their children out of school for a holiday in term time.
- Leave will only be granted in exceptional circumstances. (Please note: 'More affordable holidays in term time' is not classed as an exceptional circumstance).
- Any requests must be made 6 weeks in advance on the official form obtainable from the school.
- If absence is not agreed and the pupil goes on holiday, the absence will be recorded as unauthorised and reported to the Education Authority.
- Parents who take a child on leave in term time, without permission of the school, risk being issued with a penalty notice fine for unauthorised absences.

- Where a pupil fails to return within 10 school days of an agreed date, schools have the power to remove the child from the school roll.

Taking a holiday in term time means that children miss important school time. We would urge all parents not to request time out for holidays at the beginning of terms, particularly September. This is the time when new class routines are explained and friendships made.

Please avoid holidays in May as this is the time when tasks/tests/teacher assessments are made. Any requests for Year 6 during SATS week will not be authorised during this period (in May).

### **Special Occasions**

From time to time events happen when it is important for the child to attend during term time. These occasions may be authorised. Please submit a letter giving details. This does not include a child's birthday. Children should attend school on their birthday if it falls within term time.

### **Family Bereavements**

Requests of this nature are always handled sensitively and requests for absence should be made in writing or by telephone. These requests will be authorised.

### **Truancy**

Parents are supportive in informing us of absences here at Rossett Acre. Should a situation arise when we believe a child is absent without parental consent we would contact parents and Support Services as well as investigating the causes within school to deal with the difficulty.

### **Time Keeping**

At Rossett Acre we also monitor lateness. Arriving late into school is very disruptive to both your child's and others education. Teaching commences immediately, therefore if your child is late she/he will be missing important learning time.

### **Appointments**

We understand that medical and dental appointments are necessary, but these should whenever possible be made during out of school time. If this is not possible it is important your child comes into registration and returns to school after the appointment. A short appointment should not mean a full or half day absence.

### **In School Attendance and Lateness Monitoring**

This is done by Laura Henry our Learning Mentor. Laura can work with you to support you with all your attendance concerns. Laura can be contacted at school or via e mail [lhenry@rossettacre.n-yorks.sch.uk](mailto:lhenry@rossettacre.n-yorks.sch.uk)

## **DATA PROTECTION**

Pupils, as data subjects, have certain rights under the Data Protection Act, including a general right of access to personal data held on them, with parents exercising this right in our school. If you wish to access the personal data held about your child, then please contact the relevant organisation in writing:

- the school at Rossett Acre Primary School, Pannal Ash Road
- the local Authority's Data Management Officer at Finance and Central Services, County Hall, Northallerton, NorthYorkshire, DL7 8AL (datamanagement.officer@northyorks.gov.uk)
- <http://data.gov.uk>
- <http://www.ofsted.gov.uk/freedom-of-information>
- your local Primary Care Trust

In order to fulfil their responsibilities under the Act the organisation may, before responding to this request, seek proof of the requestor's identity and any further information required to locate the personal data requested.

The General Data Protection Regulation provides a pupil's parent (regardless of the age of the pupil) with the right to view, or to have a copy of, their child's educational record at the school. If you wish to exercise this right you should write to the school.

### **Rules in School**

During break-time and lunch-time the children must always play where they can be seen. There will always be at least one teacher or supervisor on duty. No child must play on the classroom steps/Sports hall steps or balcony area. 'The hill' should only be played on when it is dry and there is a member of staff supervising. On wet days and when the field is very wet (we don't have the best drainage!) only the playgrounds are used at break-times/lunch-times.

The children have access to play equipment; therefore they do not need to bring in toys to school for playtimes (this includes footballs). Please be aware that toys cannot be replaced by school if they are either lost or broken. The children are reminded not to bring in expensive, fragile toys and not to leave anything in the classrooms/cloakrooms unsupervised. This includes MP3 players and mobile phones which are not permitted in school – If these items are brought into school, we will not be responsible for them if lost, damaged or stolen. Any child seen with these items in school will have them removed.

An older child, who has permission to walk home alone, may bring in a mobile phone if parents wish to have contact with them on their journey to or from school. If this is the case, mobile phones should be handed in to the school office on arrival to school and collected at the end of the school day. Again, school does not accept responsibility for these items.

The Trim Trail must not be used before or after school by any child (those attending our school or younger/older siblings) without a member of school staff supervising them. No football is to be played before or after school. Children and parents are not insured to use our school equipment without a member of staff supervising.

Bikes and Scooters must not be ridden on the playground. All bikes and scooters should be dismounted before entering the school gates and pushed sensibly across the playground. This includes younger/older siblings and even parents! We have a bike shed for children to store their equipment in school hours. We strongly recommend that items are secured with a lock to the bike shed if left in school. Unfortunately, several bikes/scooters have been stolen from the bike shed over the years. Bikes and scooters are left at your own risk and the school is not responsible.

Children should bring to school only money that has a school designated purpose. All money sent to school must be in a sealed, named envelope. School will not replace monies lost or stolen.

When the whistle goes for the end of break, the children stop talking and line up with their teacher who takes them into school.

No child is allowed to stay in any classroom during break or lunch times unless accompanied by a teacher.

No child is allowed to cross from the temporary classrooms via the kitchen/main entrance unaccompanied as this is a delivery road and is dangerous. Children must walk around the school and use the entrance near the lunch area or in some cases, gain access through a classroom where a school staff member is present.

No child is to be excused from P.E. or games except upon production of a letter or request from parents. Upon medical evidence received in school, verrucas do not mean a child is excluded from P.E./games.

Bare feet in the hall is the normal procedure. For individuals, in exceptional cases, this will be reconsidered upon request.

No child may stay behind after the end of the school day unless he/she has brought home, and returned to school, a letter informing you of an event.

No child may take part in any outside activity (i.e. school visits etc.) without parental consent. All consent forms etc. should be returned to school as soon as possible and certainly within one school week of receipt. We now issue parents with a form (in this pack) that allows parents to consent to children partaking in local visits (to any location within walking distance) for the duration of a child's time in school. Separate permission is needed if a child takes part in school visits further afield or where transport is used by school.

The School gates will remain closed and locked during the majority of the school day. Access to school at this time is through the main school entrance only. Gates will open again at 3.15pm to allow parents onto the playground to collect children.

No child should bring a knife of any description into school.

More details on school rules and procedures can be found in the school brochure.

### **Exposure to the sun**

Please ensure that during sunny weather your child has some covering and a hat. Sun cream should be applied before a child comes into school. All day protection is now available. Of course, if you would like to visit school to re-apply sun cream to your child, this is welcomed but school staff will not apply sun cream. Children may

bring their own bottle of sun cream into school to self-apply. These bottles must be clearly labelled with your child's name and kept in your child's school bag. Please reiterate to your child that the use of sun cream is for its intended purpose only and is not to be seen as a play thing. The sharing of sun cream is not permitted as this often results in allergic reactions.

### **School Instruments**

Should your child have the use of a school instrument (eg, recorder, violin, cello, flute or guitar), then it is your responsibility to repair any damage which may occur due to accident or misuse. Instruments should be named if they belong to the child (see the Instrumental Teaching page for further details).

## **INSTRUMENTAL TEACHING**

Within the normal school curriculum, your child will be offered a broad and balanced programme of music education. Each class is involved in a range of musical opportunities throughout their time at school whereupon children of all abilities can find enjoyment and develop musical skills.

However, opportunities arise for specific instrumental tuition taken by teachers in their own time and by Peripatetic Teachers. Here, children are encouraged to build upon and use their acquired skills to make music together.

Aims of such musical activities include showing the children that music is an enjoyable experience, and in offering opportunities to experience personal satisfaction and self-confidence. It is important, therefore, that the children themselves must genuinely want to be involved in such musical activities, and appreciate the work and dedication that is needed - otherwise this may become counter-productive (and a waste of time for all involved!)

In this way the criteria for children being able to participate in such groups will be based upon a decision of the teachers involved - using their knowledge of the child, and what is felt to be appropriate for that child at that time. The importance of music is of course, realised by everyone, as a subject that all children of all abilities can enjoy and achieve in, and is not a subject solely for the musically talented.

We hope to cater for the needs of as many children as is possible at any one time. Parents will be informed when it is felt that children are ready to benefit from these extra-curricular musical activities that are outside the normal classroom situation.

Children will not be eligible to begin recorder lessons until they are in Year 3. (Usually provided by school staff)

Children will not usually be eligible to begin other instrumental lessons until at least Year 2/3

A termly charge is made to parents by the Music Service for lessons given by teachers of the LEA Music Service or other peripatetic teachers used in school.

Musical instruments hired from the Music Service are the responsibility of parents and individual insurance for them should be sought. The school will not be

responsible for any damage caused to instruments in or out of school. This applies to any instruments owned by yourselves which are brought into school.

## **SAFETY PROCEDURES AND HOME TIME ARRANGEMENTS**

### **Early Years**

1. Children will collect their lunch boxes and coats to be ready to leave for 3.20pm.
2. The children will line up to leave the classroom. Parents will collect them at the EYFS gates.
3. Children are told from their first day at school that they are not allowed to leave the classroom unless they are accompanied by a member of staff who will hand them over to their parents. This rule is constantly being reinforced by the teachers.
4. If a parent or designated person does not arrive punctually, the child **MUST** stay with their class teacher/staff member until the parent/carer arrives. The children have been instructed to tell the teacher if no-one has arrived to pick them up. If a parent/carer is late, (usually more than 10 minutes) then children will be moved to the main entrance of the school to be picked up.
5. Parents are welcome to return into the classroom with their child to discuss any problems arising from the day and retrieve any lost property. However, parents are requested to wait until the other children have had a chance to be re-united with their parents.

**N.B. IN THE MORNING, PARENTS ARE RESPONSIBLE FOR THEIR CHILD UNTIL THE BEGINNING OF THE SCHOOL DAY WHEN ALL THE CHILDREN ARE COLLECTED BY THEIR TEACHER. PARENTS SHOULD BE SATISFIED THAT THEIR CHILD IS HAPPY AND SECURE BEFORE THEY LEAVE THEM.**

### **Later Years**

As the child progresses through the school it is the responsibility of the parents to inform the school if they will not be collecting their own child at 3.30 p.m. The school will ensure that the child leaves the immediate premises (i.e. the classroom or cloakroom).

Children in Year 1 to Year 3 will be accompanied outside by a member of staff and handed over to their parents/carer. From Year 4 to Year 6, children will leave the classroom unaccompanied. Please reiterate to your child that if they cannot find you (or the designated person for collection) then they must return to the school building and let a member of staff know.

The parent **MUST** inform the school if a “stranger” will be collecting the child. That simply means anyone other than the parent. As teachers, we cannot recognise every granny, auntie, friend or childminder!

Parents MUST inform the school if their child is to be collected by taxi. We must know the name of the taxi firm and the driver must come into the main entrance of the school and ask for the child by name.

If a parent wishes their child to walk up to Pannal Ash Road or Richmond Avenue and wait for them there, then the school must know of this arrangement but no responsibility can be taken for the child by the school once the child has left the school building.

If you wish your child to walk home unaccompanied by an adult, then please put this in writing and inform your child's class teacher. We advise that only children in Year 5 or 6 are given this option.

**If for any reason a parent is late collecting a child then the child is kept in the main entrance of the school. Parents will then need to sign their child out using the Entry Sign system located in the front lobby. Parents are requested to reinforce these procedures.**

If a child is not collected from school in a reasonable amount of time, or if a message re late pick-up due to unforeseen circumstances is not received, then the school will contact the Social Care Team and possibly the police, to inform them of this. Arrangements will then be put in place to safeguard the child.

### **AFTER SCHOOL ACTIVITIES**

A large number of children stay for after school clubs and sports in Key Stage 2 (and some children in Key Stage 1). Once a parent has signed a consent form for after school activities which last usually from 3.30 p.m. until 4.30 p.m., the child must remain in school whether or not they are taking part in the activity unless a parent has spoken directly to the coach/teacher leading the activity, or a letter/phone call has been received requesting absence from a particular session. Children should be collected from the school's main entrance (or sometimes the Sports Hall entrance, also located at the front of the building) after clubs and must be signed out.

**These procedures are for the safety of the children. Please ensure they are followed at all times.**

### **FUN CLUB (EXTENDED SCHOOLS FACILITY)**

A before and after school facility is available on the premises run independently by 'Fun Club'. This operates between 7.30 and 9.00 a.m. and 3.30 and 6.30 p.m. using the main school building. The contact number for enrolment is 07882 297 737 or email [rossettacre@funcare.co.uk](mailto:rossettacre@funcare.co.uk).

## **EMERGENCY CLOSURE PROCEDURES**

**The following information is very important so please, after reading it, keep it somewhere safe to refer to as needed.**

Governors recognise that parents and carers may have child care problems and hopefully these procedures reflect this.

In the event of extreme weather conditions that may restrict staff and pupils travelling to and from school or in any emergency that may necessitate the closure of the school the following procedure should be followed to ensure the safety of children, parents and staff.

1. A decision will be made by the Head or Deputy Head as early as possible as to the need to close the school. They will contact Stray FM (97.2) advising parents to keep children at home.
2. School may open late if conditions improve. This information would be broadcast on Stray FM (97.2) and on our school website.
3. Staff will meet as soon as possible in the staff room so that everyone is clear about decisions already made, decisions to be made and what to say to parents.
4. The telephone will be manned by a member of staff with a written message given by the Head or Deputy Head. Text messages will be sent to the mobile phone(s) that is/are registered on Parent Pay.
5. For those children who arrive at school accompanied by a parent/carer at the normal time of 8.50, they will be required to come into the sports hall until the Headteacher or other authorised person informs those parents of the situation. Alternatively, signs will be visible on the gates informing parents of the closure. In addition, parents who leave school should be reminded to direct unaccompanied children to the hall.
6. For those children who arrive at school unaccompanied by a parent/carer at the normal time of 8.50am they will be required to go to the sports hall.
7. An inclement register will be kept by staff.
8. If by 9.00 a.m. a decision is made to close the school, parents remaining with children will be advised to take them home. Arrangements for the supervision of the children remaining will be made. Emergency contact numbers will be used and pick-up arrangements will be logged. On closure days we record 'School closed' in each register.
9. If the parents cannot be contacted the child/children will remain in school and the school administrator will keep on trying. Please ensure that we have up-to-date contact details in school at all times. It is paramount that we are able to contact you in an emergency.

**It is desirable that children are accompanied to school in bad weather to ensure their safety en route.**