

**Derbyshire County Council and Derbyshire Diocese**

# **ST ANDREW'S CE JUNIOR SCHOOL HADFIELD**

**SCHOOL PROSPECTUS 2018/19**



**WELCOME TO OUR SCHOOL!**



# **St Andrew's CE Junior School**

## **SCHOOL PROSPECTUS 2018/19**

Thank you for your interest in St Andrew's Junior School.  
We trust that you will find the information in  
this prospectus interesting and informative.

If you would like to visit the school please  
contact the school office. We look forward to  
welcoming you and showing you our school.

**Mr Ian Crawford**  
HEADTEACHER

# **St Andrew's CE Junior School**

A Junior School for children aged 7-11 years

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CHAIR OF GOVERNORS:	MRS NIKKI GOODHEW
HEADTEACHER:	MR IAN CRAWFORD
DEPUTY HEAD TEACHER:	MRS AMANDA CORNWALL
LOCAL AUTHORITY (LA) ADDRESS:	Derbyshire County Council County Hall Matlock DERBYSHIRE DE4 3AG
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The information contained in this brochure is correct as of 1<sup>st</sup> May 2018. It should not be assumed that there will be no changes in part or whole of any of the information given, either during the school year 2018/2019 or in subsequent school years.

## OUR SCHOOL

St Andrew's is a Derbyshire junior school. We are a voluntary controlled (VC) church school under Derbyshire Diocese and benefit from a good relationship with St Andrew's Church which is a valuable resource. We attend whole school celebration and worship at St Andrew's several times a year.

The school dates back to the 1800s and has an interesting history. Originally Castle Secondary School, St Andrew's Primary was situated in the Kingsmoor building, no longer in existence. Following the amalgamation of Glossop Grammar School, West End School and Castle School to form Glossop Comprehensive School in 1965, St Andrew's moved to its present site. Hadfield Infant's School, with whom we share strong working links, are not a Church of England school as their site was built on land owned by the Methodist church.

The main school building is traditional in style and houses a hall, four closed classrooms, two smaller additional rooms, resource room and additional rooms with disabled facilities. The classrooms are well equipped and provide interesting learning environments for the children. There is a second building situated adjacent to the original building which accommodates two further classrooms. The newest building has three further classrooms - one of which will



become a newly refurbished school library - a nurture room, headteacher's office and the school office. The school has an enclosed front and back yard in which the children play and there is access to a large field used also primarily during drier terms and for school sports activities.

To ensure our school is a safe and secure place for our children the playground is completely enclosed. All visitors must use the main entrance via Queen Street where the school reception is situated.

The school is two form entry and the children are placed in classes according to their age. The classes are called by the relevant National Curriculum Years. We have four lower Key Stage 2 classes (Years 3 and 4) and four upper Key Stage 2 classes (Years 5 and 6)

Parent evenings are held twice a year in the autumn and spring terms. A written report is sent to parents/carers on an annual basis, usually in July, with an invitation to come into school to discuss the report. Parents/Carers are welcome in school and are invited to make an appointment to see the class teacher and/or the headteacher at any time throughout the school year.

We provide a welcoming, caring and stimulating environment. We want our children to be happy and enjoy school, as well as achieve their potential.



### **OUR VISION**

Through experiences rooted in Christian values and through mutual respect-  
we guide children to develop Compassion, Responsibility and Resilience  
in a caring environment.

### **MISSION STATEMENT**

At St Andrew's we aim to develop the child spiritually, morally, socially and educationally through exposure to a wide variety of curricular and extra-curricular activities. We hope to foster a caring attitude to those around us and the wider world through promoting Christian values, and to prepare the pupil to take up his/her role in society

### **ETHOS STATEMENT**

Recognising its historic foundation, the school will preserve its religious character in accordance with the principles of the Church of England and in partnership with the Church at parish and diocesan level.

The school aims to serve its community by providing education of the highest quality within the context of Christian belief and practice. It encourages an understanding of meaning and significance of faith and promotes Christian values through the experience it offers to all its pupils.

### **SCHOOL MOTTO**

'Be the best that you can be'



## **OFSTED INSPECTION**

St Andrew's was last inspected by Ofsted in June 2016. The following are extracts from the report.

This is an improved school which is continuing to improve. As a result of the headteacher's, staff and governors' commitment for all pupils to achieve their full potential, pupils' attainment and progress are accelerating.

Teaching is good and lessons are planned to suit the needs of the range of pupils in each class. Parents are particularly pleased about this.

Pupils' spiritual, moral, social and cultural development is promoted well. Enterprise days allow pupils of all ages to work together and develop life skills which help to prepare them well for their next stage of learning.

Pupils behave well, develop positive attitudes and enjoy learning in all subjects of the curriculum. They particularly appreciate the extra-curricular activities that are offered, including the many sporting activities.

Governors are well informed and confidently challenge the work of the school. Secure safeguarding arrangements enable pupils to say they feel safe.

This is an inclusive school where pupils' needs and strengths are identified and nurtured, and all pupils flourish. Parents acknowledge this. Pupils who have special educational needs and/or disabilities are well supported because their needs are identified early and appropriate support is given.

Pupils are rightly proud of their school. They respect each other and their teachers, and learn about others who are less fortunate than themselves. Photographic evidence on the school's website shows how they raise funds for a school in Zimbabwe with which they have links.

## THE AIMS OF OUR SCHOOL

We believe that the following aims will enable us to fulfil our vision and mission statement for St Andrew's CE Junior School.

To provide a friendly, supportive ethos promoted through Christian values, in which all pupils and staff, irrespective of gender, race, culture, religion or ability are valued and can achieve success.

To provide a broad, balanced, relevant and differentiated curriculum consistent with National Curriculum requirements.

To provide opportunities and motivation for all children to develop their potential mentally, physically, creatively, socially and spiritually.

To promote self-esteem in an atmosphere of trust and support.

To equip children with the attitudes, skills, knowledge and understanding to learn independently.

To encourage children's spiritual, moral, social and cultural development.

To help children become responsible citizens with a caring attitude to the environment and wider community.

To promote progression through a coherent and continuous programme of learning.

To enable smooth transition from one stage of a child's education to the next.

To encourage children, staff, parents/carers, governors and the local community to work in partnership to realise the aims of the school.





## **SCHOOL STAFF AND GOVERNORS**

### **STAFF**

The staff of the school is its greatest resource. A good school is created by the quality and commitment of its staff. Teaching and non-teaching staff work in partnership with parents/carers for the benefit of the children.

We currently have 7 full-time teachers, 3 part-time teachers, 8 full-time teaching assistants, 1 school business Officer, 1 school business assistant, 1 caretaker, 3 cleaners, 9 midday assistants, 1 Deputy Head and a Headteacher.

### **GOVERNORS**

School governors are concerned with the life and work of the school as a whole and are accountable for its success. They have legal duties, powers and responsibilities. Governors can only act together. They cannot act as individuals.

Their responsibilities include:

- The School Curriculum
- Staffing - interviewing and appointing staff
- Finances - deciding how the school budget is spent and monitoring the budget

The Governing Body meets twice a term to discuss school matters. In addition to these meetings, committees of governors meet to discuss specific issues. Information on the role of school governors can be obtained from the headteacher.

The school has twelve governors

- The headteacher
- Three parent governors (elected by parents)
- One staff governor (elected by staff)
- One LA governors (appointed by the LA)
- Three co-opted governors
- Three foundation governors (nominated by St Andrew's Church)

The term of office of all governors is 4 years.

The Chair of Governors is currently Mrs Nikki Goodhew who is a foundation governor.

### **ADMISSIONS**

Children are accepted into school in the September of the school year in which they reach their seventh birthday. Places are allocated by the Local Authority (LA). The LA advises parents/carers of the outcome of their application. Parents/Carers have the right to appeal to the LA if they are not granted a place at the school of their choice. More information can be found at: [www.derbyshire.gov.uk/admissions](http://www.derbyshire.gov.uk/admissions)

Parents/Carers who are allocated and accept a place at St Andrew's are invited into school, with their child, in the summer term prior to the September admission. At this meeting, the school prospectus is distributed containing up to date information on the school. Parents/carers and children also have the opportunity to meet their new class teacher and teaching assistant. A transition day, to include lunch, is also planned during the summer term so that children can experience life at St Andrew's and spend time in their new classroom.

Throughout the time of a child's attendance at the school, it is essential that contact information (address, emergency contact etc) is kept up to date.

Parents/carers who wish to transfer their child from one junior school to another are asked to consult the headteacher of their child's current school for further advice.

## THE SCHOOL CURRICULUM - HOW AND WHAT THE CHILDREN LEARN

We aim to provide a broad, balanced and relevant curriculum as laid down in the 1988 Education Reform Act. The children study the National Curriculum (revised 2014). This is made up of the following subjects: Mathematics, English, Religious Education (RE) Science, History, Geography, Design and Technology (DT), Computing, Music, Art and Physical Education (PE). Children in Key Stage 2 are taught a Modern Foreign Language (MFL). We currently teach French.

Children learn best when they are active learners. This means involving children in interesting and practical activities. We encourage our children to solve problems and to explore and think for themselves.



A variety of teaching methods are used to deliver the curriculum. These include individual, group and whole class teaching.

We recognise that children are individuals with different needs and abilities. Teachers take these into account when planning tasks for the children.

Priority is given to basic numeracy and literacy. Mathematics and English are taught as separate subjects through daily literacy and numeracy lessons.

We aim to encourage children to develop a positive attitude towards Mathematics and to apply mathematical skills with confidence and understanding through the Maths Mastery approach, in which one of our teachers is a trained specialist.



We want our children not only to be fluent readers, but also to enjoy reading and develop a love of books. We use a range of reading scheme books together with good children's literature. Parents/carers are encouraged to work in partnership with the school and each child is provided with a home/school reading log.



We want our children to become competent writers. We encourage writing development by providing a range of opportunities in different genres using a variety of stimuli.

Children have access to library books. The school is currently planning an exciting new library facility which will benefit all children and further encourage a love of reading.

We provide teaching for RE, Science, History, Geography, DT, Art, PE, Music and ICT using cross curricular themes where these enhance learning.



Information, Communication Technology (ICT) and Computing are an integral part of the school curriculum. Children currently have access to a class set of Chrome books which are used by all classes. Each classroom has an interactive whiteboard and at least one additional computer.

We aim to foster the children's sensitivity to, and understanding and enjoyment of, art, craft and design through active involvement with as wide a range of media and materials as possible. This is especially notable during our very successful and popular Enterprise Days which are held twice-yearly.

Approximately two hours each week is allocated for the teaching of Physical Education. As well as our own skilled staff, outside expertise is often used in the school to teach particular skills. These have included, dancing, gymnastics, table tennis, netball, football and athletics. Some of these are available as after school activities. For part of the year, Year 4 children have swimming lessons at Glossop Swimming Pool.

We use the Wider Opportunities music service from Derbyshire. All year groups enjoy lessons using ukuleles, PentaGlocks, flutes and clarinets as well as a range of tuned and untuned instruments. Instrumental tuition is available in violin, guitar and brass tuition as an optional extra and is funded by parents/carers. We have a silver award winning school choir (Bolsover Music Festival June 2015 & 16) where children have participated in singing at St Andrew's church and in care homes within the community. A musical assembly is held each year in the summer term and at Christmas to showcase these wonderful achievements.

Health and Sex Education are not taught as separate subjects. The children share in a continuing health and sex education programme throughout the school as part of Personal, Social, Health and Citizenship Education. We use the curriculum for Sex and Relationships Education which is recommended by the LA. Parents/Carers have the right to withdraw their children from sex and relationships education. Requests should be made to the headteacher.

We encourage the children in the development of healthy bodies. Parents/Carers are asked to support us in this, particularly with the content of packed lunches.

Each classroom has a sink area with drinking water available and the children are allowed to bring clear plastic bottles of still, unflavoured water into school to drink throughout the day. The drinking of water is encouraged. Drinks, other than still, unflavoured water are not allowed in school (except as part of packed lunches). Only fresh fruit or vegetables may be brought in for mid-morning snacks. We thank parents for their cooperation in encouraging a healthy school.

## RELIGIOUS EDUCATION

As we are a VC Church of England school, Religious Education (RE) follows the Local Authority's Agreed syllabus and is rooted in the Church of England's Vision for Education. We seek to promote an enquiring mind by encouraging children to ask 'big questions' thus inspiring awe and wonder about the world in which they live.



*'The vision is deeply Christian with the promise of 'fullness of life' within which pupils and teachers can pursue the big questions of meaning such as 'Who am I?', 'Why am I here?', 'What do I desire?' and 'How then shall I live?'*



We have adopted a core set of Christian Values, these are: love, compassion, respect, tolerance, caring, sharing and charity. These values underpin life in school the aim of which are to develop a child's ability to show their initiative, contribute to the life of others and gain respect for and tolerance of others. We also promote British Values which we believe help the children to be effective learners and good citizens.

As part of the curriculum, children also explore different faiths such as Judaism, Hinduism, Sikhism and Islam. We actively seek to encourage an understanding of each other and each others' beliefs.

Collective Worship takes place on a daily basis in accordance with the requirements of the 1988 Education Act. The arrangements are currently as follows:

DAY	TIME	WHO	WHERE	WITH WHOM
MONDAY	10.15	Whole School	Hall	Headteacher
TUESDAY	10.15	Whole School singing assembly	Hall	
WEDNESDAY	10.15	Guest speakers Reflection	Hall Classroom	Guests Teachers
THURSDAY	10.15	Whole School	Hall	Mr Roberts & Mrs Birmingham
FRIDAY	15.00	Celebration assembly	Hall	Headteacher Teachers

Parents/Carers have the right to withdraw their children from Religious Education and/or Collective Worship. Requests for withdrawal should be put in writing and sent to the headteacher.



## **ASSESSMENT AND TESTING**

The children are assessed nationally at the end of Key Stage 2 (eleven years). These assessments are called SATs. Parents/Carers of children in these year groups are invited into school in the Autumn term of Year 6 to receive information and to ask questions.

Stage 2, Year 6 children are assessed through formal tests taken in line with a national timetable. These are usually carried out during the third week in May. Writing is teacher assessed. Parents/Carers are provided with their child's results as part of their annual report.

<b><u>Key Stage 2 (Y6)2017</u></b>	<b>Expected Standard</b>	<b>Greater Depth</b>
Reading	65%	15%
Spelling, grammar and Punctuation	83%	
Writing (teacher Assessment)	75%	9%
Mathematics	70%	19%

53% of children achieved Age Related Expectations in reading, writing and mathematics.  
6% of children achieved Greater Depth in reading, writing and mathematics.

In addition to the national assessments, the children are continuously assessed and monitored by their class teachers. Individual targets are set and reviewed three times a year.

## **EXTRA CURRICULAR ACTIVITIES**

We offer a range of extra curricular activities at lunchtimes and/or after school. These currently include dance, gymnastics, choir, cross-stitch, spelling, computing, art club, homework club, Minecraft and sports. The activities on offer vary from time to time according to the interests of the children, the expertise of the school staff, and the availability of specialist teachers.

## **HOMEWORK**

Homework is at the discretion of the teachers. This can include the reading of books, learning spellings, learning tables, completing tasks unfinished in school, carrying out tasks set for extra practice and support and specific tasks. We value the part that parents/carers play in their children's education and ask them to ensure that homework is completed and returned to school promptly.

## **SPECIAL EDUCATIONAL NEEDS AND DISABILITY (SEND)**

The school curriculum is differentiated to cater for the needs and abilities of all children. Our policy on SEND is in line with the government's Code of Practice (September 2014). Procedures and information on SEND have been updated to reflect changes. The policy outlines the procedures for identifying, assessing and meeting the needs of children with special educational needs. The school's local offer for SEND provision is available on the website.

During the past year we have made effective use of resources and external agencies in supporting children with SEND. The school's Special Educational Needs Coordinator supports teachers in identifying, assessing and providing for pupils with special educational needs, monitoring their progress and keeping appropriate records. We are pleased to report that as a result, the children have made progress. The school works in partnership with parents/carers, support services and the LA to provide the best opportunities for our children within budgetary constraints.



## **CHILD PROTECTION AND SAFEGUARDING**

The safeguarding of children is a priority for all members of staff and the governing body. All staff are trained and follow safeguarding procedures in line with governmental legislation and policies.

Schools have an important part to play with regards to child welfare, in particular the prevention, detection and reporting of any concerns that may arise. Parents/carers should be aware, therefore, that where there are concerns regarding safeguarding, the school may be required to report the matter to the Social Services Department as a priority where considered appropriate. Consequently, in such situations, it is likely that the parents/carers would be contacted by a social worker and not necessarily by the school.



### **BEHAVIOUR**

A high standard of behaviour is maintained in the school. We expect our children to behave well, and on the whole, they do. The teachers adopt a firm, but caring and positive attitude. In the event of concerns regarding behaviour, parents/carers are informed and their co-operation sought as appropriate.

We find that rewarding children encourages good work and behaviour. The children can be selected for the weekly 'Good Work Book'; this is announced during Friday's celebration assembly.

### **GOOD TO BE GREEN (GTBG)**

Our 'It's Good to Be Green' behaviour scheme provides an effective way to promote positive behaviour in the classroom. It allows for recognition for pupils who behave appropriately, while keeping track of pupils who find it harder to meet the schools behaviour code. It is a fair and consistent approach and ensures that pupils know the rules and behaviour expected in school regardless of what classroom they are in or who is teaching them.

This outlines the behaviour reward system which we have introduced to reinforce our Behaviour Policy. We believe that children should develop good discipline through positive encouragement and instruction whilst understanding their rights and responsibilities within the school setting.

All pupils have the right to feel safe at school; the right to learn and the right to be respected and to have fair treatment. In classrooms, children are made aware of our 'Good to be Green Rules' which are-

We are kind, polite, and helpful and are aware of others' feelings.

We listen carefully to others without interrupting them.

We look after our own and other people's belongings.

We try our best, work hard and learn from our mistakes.

We treat other people the way we would like to be treated.

We always tell the truth.

These rules are written in a positive way and are fair. Pupils and adults have ownership of the code. Pupils and adults are in constant discussion over what is written and what the rules mean to them.

Each classroom has a Good to be Green wall chart with a space for each child. Every pupil starts the day on a green card. The aim is to enable pupils to stay on the green card by supporting them in following the school rules.

Each day all pupils will start again with their green card displayed in the wall chart.

### **1) Green Card**

Pupils will have a green card to show that they have been following the school rules.

### **2) Yellow Card (Warning)**

Occasionally, children will need a reminder of behaviour expectations in school. Pupils will be given a verbal reminder that if the behaviour continues a warning card will be given. If the behaviour still continues, the pupils will be given a yellow warning card which will be displayed in the classroom wall chart.

If the pupil does not modify their behaviour the adult working with them will remind them of the rules and provide strategies and support them in their behaviour.

### **3) Red Card**

If the behaviour still does not modify despite warnings and support a red consequence card will be issued. This will result in a visit to the Deputy Headteacher and missing their next playtime.

There will be rare occasions where a child's behaviour will take them straight to red. These are:

- Hurting other children - by hitting, kicking, or with words
- Bullying (persistent physical or verbal abuse towards another pupil).
- Using bad language
- Stealing

Class teachers will record the cards that pupils are given on a Good to be Green chart and keep a log of any yellow and red cards issued. This will help teachers to record and reward those pupils that stay on green. It will also help them to identify any patterns where pupils are not keeping to the Good to Be Green School Rules and help to develop further strategies to support the child in making the correct choices.

Lunchtime supervisors will keep a record of any incidents at lunchtime and pass them on to the class teachers. Parents will be informed where there are persistent concerns regarding a pupil's behaviour.

Parents are encouraged to contact school with any concerns they may have regarding their child's behaviour so that supportive strategies can be put in place.

The following day pupils will start afresh on a green card.

There is an end of half term 'Good to be Green' celebration for all children who have achieved green. Children who have received yellow or red cards are still able to work towards our weekly Good to be Green reward of extra playtime which happens every Friday afternoon. We want to encourage pupils to feel positive about their behaviour and to be given rewards wherever possible.

Good to be Green is an inclusive behaviour system. We have consulted with behaviour support staff to ensure that where there are specific individual needs they will be catered for in the way that we implement the scheme.

We value our partnership with parents/carers. Thank you in advance for reinforcing the importance of our Good to be Green School Rules at home to ensure that all pupils are learning in a caring, safe and positive environment which allows all our pupils to flourish. Alongside GTBG, we operate the Class Dojo system. Children can be rewarded dojos by any member of staff for all manner of positive behaviours and achievements, eg, displaying good manners, showing consideration to others, effort and application during lessons to name but a few. Staff are always looking out for positive behaviour. Dojos accumulated may be exchanged for a reward which is at the class teacher's discretion.

In order to maintain compliance with General Data Protection Regulations, we are not able to accept requests from parents to join class Dojo.

### **HOUSE SYSTEM**

A house system is in operation for all children.

Each member of the house with the most points is awarded a special reward at the end of the term. Each house nominates a House Captain at the start of the school year.

The four houses are: Kinder (red)  
Howden (blue)  
Torside (yellow)  
Derwent (green)

### **HEADTEACHER AWARD**

Headteacher award stickers are available to children for a particularly good piece of work.

### **STICKERS**

Stickers and stampers are used as appropriate.

### **VERBAL PRAISE/FACIAL EXPRESSION**

We use verbal praise and appropriate facial expressions eg. smile, to reward and reinforce acceptable behaviour.

### **PLAYGROUND BEHAVIOUR**

We want our children to enjoy all aspects of school life whilst learning to behave in an appropriate manner. If a child behaves inappropriately at play/lunch time, they will be asked to stand by the wall for 5 minutes or they may miss a playtime. If a child persistently behaves inappropriately at play/lunch time parents/carers are contacted. Persistent behaviour problems could lead to a child being sent home for dinner for a fixed period.

### **BULLYING**

What do we mean by bullying? We have defined bullying as the deliberate attempt by an individual or a group to hurt, torment, threaten, frighten, isolate or upset another person. The school has a zero tolerance anti-bullying policy.

Children are encouraged to tell an adult in school if they feel they are being bullied. Adults will always listen to, and discuss the problem with, the children concerned and take appropriate action.



## **SCHOOL HOURS**

The school sessions are as follows:

Morning session	8.50am - 12.00pm
Lunch time	12.00pm - 1.00pm
Afternoon session	1.00pm - 3.30pm
Breaks:	10.15am - 10.30am 2.15pm - 2.30pm

Our children enjoy 23.5 hours teaching time per week.

## **MOBILE PHONES**

Mobile phones and electronic devices are not permitted in school. However, we do appreciate that in some cases, parents prefer their child to bring one if they are walking to/from school alone. In such cases, we ask that parents/carers write a letter to the headteacher explaining their reason. Pupils must then take their phone, switched off, to the school office to be kept until home time. Under no circumstances must mobile phones be switched on whilst on school property. The school is not insured to take responsibility for any loss/damage of mobile phones.

## **SCHOOL ATTENDANCE**

Whole school attendance for year 2016/17 is 95.14%

No holidays will be authorised in term time. Applications for leave of absence in term time, due to exceptional circumstances, must be made using the form available in the school office. Parents/carers may be fined by the Local Authority for taking any unauthorised absences.

It is essential that the school is informed of the reason for a child's absence. Unexplained absences are unauthorised.

Excellent attendance is rewarded. At the end of each half term children who either have full attendance or have only missed one school session are given an attendance certificate in assembly. The school day counts as two sessions. At the end of the year, children who have perfect attendance or only missed 3 school sessions or less are presented with a medal/reward. We ask that, wherever possible, medical appointments are made outside of school hours. Should an appointment be unavoidable during the school day, wherever possible, we ask that appointment times are arranged for after registration at 9am and 1.10pm so that your child's attendance record is unaffected.

Children needing to leave school early for appointments are to be collected and signed out at the school office. Your child will then be brought to you by a member of staff. For purposes of safeguarding, parents are not permitted to collect children from the classroom themselves during school hours.



## **SCHOOL UNIFORM**

School uniform is encouraged at St Andrews and parents/carers are asked to support the school in this. The wearing of school uniform encourages a sense of unity and pride in belonging to St Andrew's and ensures that pupils are suitably dressed for school.

School uniform comprises of:

- Navy blue sweatshirt/cardigan/sky blue polo shirt
- Plain black or grey trousers/black or grey skirt
- **Hooded tops and football shirts are not allowed**
- A blue gingham dress or plain black or grey shorts may be worn during the summer term
- Suitable, sensible black footwear ( if wearing boots or wellingtons, please bring a pair of shoes to change into at school)
- **Sports shorts, trainers, sandals, backless shoes and high-heeled shoes are not allowed**
- Boys' socks - plain grey or black
- Girls' socks - plain white or black (black tights may be worn)
- Plain bobbles or headbands may be worn in long hair which should be tied back and kept neat for school
- **Shaved hair designs and dyed hair are not allowed**
- Only ear studs and a watch may be worn
- **Jewellery, smart watches, make-up and nail varnish are not allowed**

P.E wear comprises of:

- Plain white T shirt with school logo
- Black shorts
- Black pumps/trainers
- Earrings are to be removed or taped over as these constitute a health and safety hazard.
- **Staff will not be allowed to remove jewellery**
- **Long hair should be tied back**

School uniform is available from Brigadoon on Station Road, Hadfield

## **SCHOOL MEALS**

The School Meals Service provides a two-course midday meal which are freshly cooked daily on-site. Facilities are also available for children to bring a packed lunch. The school hall is used as a dining area. Free school meals are provided to all who are eligible based on receipt of certain state benefits. A letter explaining eligibility can be obtained from the school office.

## **SCHOOL POLICIES**

School policy documents are on the school website. Copies can be obtained by request from the school office.

## **THE GOVERNING BODY'S CHARGING POLICY**

The Governors have adopted the Local Authority Charging Policy.

All education during school hours is free with the exception of individual music tuition (see below). We do not charge for any activity undertaken during school hours as part of the National Curriculum.

When organising school activities, trips or visits which enrich the curriculum and educational experience of the children, the school invites parents/carers to contribute to the cost. If sufficient voluntary contributions are not made a proposed event would be cancelled unless school is able to cover the shortfall arising from parents/carers unwilling or unable to make a contribution. If the event does proceed each child would be allowed to participate fully without discrimination, irrespective of contribution circumstances.

Parents/Carers have a right to know how each individual trip is funded. The school provides this information on request.

The following is a list of additional activities sometimes organised by the school, which may require contributions from parents. This list is not exhaustive:

- visits to museums
- sporting activities - sometimes involving transport expenses
- outdoor adventure activities
- visits to the theatre
- musical events
- residential educational experience

Parents/Carers will be given reasonable advanced notice of proposed visits/ activities and school will provide details (on request) of how each individual contribution amount has been determined.

## **RESIDENTIAL VISITS - CHARGES**

If the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the National Curriculum, charges will be made to cover the cost of activities, board and lodgings. Parents/Cares will be given advanced notice of proposed residential visit opportunities together with an early indication of charges and staged payments will be offered.

The logo for Robinwood, featuring the word "Robinwood" in a large, bold, black serif font. The text is set against a solid red rectangular background.



## **MUSIC TUITION**

All children study music as part of the normal school curriculum. We do not charge for this. Visiting music teachers offer individual music tuition at the school which is additional to the National Curriculum. We give parents/carers information about the availability of this facility and a charge is made for these lessons. Parents/Carers who receive specific state benefits are able to access subsidies for music tuition, details will be provided at the time that tuition is offered.

## **SWIMMING**

During the summer term, the school organises swimming lessons for children in Year 4. These take place in school time and are part of the National Curriculum. We make no charge for this activity or for associated transport costs. We inform parents/carers when these lessons are to take place and we ask parents/carers for their written permission for their child to take part in swimming lessons.

Out of School clubs and activities

The school offers a range of out-of-school clubs and reserves the right to charge for such sessions to cover or subsidise the cost of provision where those activities are not directly aimed at providing educational benefit to pupils.

## **WRAP-AROUND CARE**

Breakfast club	7.50am - 8.50am
After-school club	3.30pm- 5.00pm

Parents requiring use of wrap-around care are requested to book and pay a week in advance to secure a place for their child. The clubs are run by qualified staff who provide activities and healthy snacks for the children.

Costs are as follows: Breakfast club £2.50 a session  
After-school club £3.50 a session

Children who qualify for free school meals are eligible for a subsidy on breakfast club charges which is reduced to 50p per session.

## **LOSS OF/DAMAGE TO SCHOOL PROPERTY**

Parents/Carers may be asked to meet the costs of repair/replacement of school property lost or damaged as a result of a pupil's misbehaviour.

## **COMPLAINTS PROCEDURE**

If parents/carers have cause for complaint, or there is something that is causing concern in the school, they are asked to contact the appropriate class teacher and/or headteacher. If they are not satisfied with the outcome, they are asked to contact the Chair of the School Governors, Nikki Goodhew, via the school. If satisfaction is still not achieved, complaints can be made to the LA. The governors can provide contact information.

This procedure applies for complaints concerning the school curriculum and any other aspect of school life. A copy of the LA's procedure for the consideration of complaints is available from the school.

## **HOME SCHOOL AGREEMENT**

A 'home school agreement' is a statutory requirement. We have included a copy of our current one in this prospectus.

**ST ANDREW'S CE JUNIOR SCHOOL HADFIELD**  
**HOME-SCHOOL AGREEMENT**

Child's Name \_\_\_\_\_

**THE SCHOOL WILL**

- a Provide a broad, balanced, relevant and differentiated curriculum
- b Treat all children fairly and with respect
- c Raise the children's self-esteem and develop their potential
- d Encourage the children to do their best at all times
- e Provide challenging, interesting and appropriate learning opportunities
- f Create a welcoming, friendly and safe environment
- g Create an attractive and stimulating working environment
- h Use rules and sanctions consistently
- i Be good role models
- j Foster good relationships with parents
- k Recognise, and respond to, the needs of the children
- l Inform parents of their children's progress
- m Provide equal opportunities of access to learning activities
- n Promote smooth transition from one stage of a child's education to the next

Signature \_\_\_\_\_ HEADTEACHER

**THE PARENTS/CARERS WILL**

- a Make sure their child attends school regularly and inform the school by 9.00am on each day of absence
- b Make sure their child arrives at school, and is collected from school on time
- c Support the wearing of school uniform
- d Make sure the correct equipment is brought into school eg PE kit
- e Encourage independence and self-discipline
- f Show an interest in what their child does in school
- g Foster good relationships with school
- h Support the school's behaviour and anti-bullying policies
- i Be good role models
- j Support school events
- k Support the school's homework policy
- l Be aware of the school's expectations
- m Not use social media to make negative comments about the school or its staff
- n Provide opportunities for learning in and around the home

Signature \_\_\_\_\_ PARENT/CARER

### **THE CHILDREN WILL**

- a Work to the best of their ability and allow others to do the same
- b Treat others with respect
- c Follow the instructions of school staff
- d Take care of property and the environment in and out of school
- e Co-operate with other children and adults
- f Keep the school rules
- g Bring the appropriate equipment into school each day
- h Not use social media to make negative comments about the school, its staff or other pupils

Signature \_\_\_\_\_ LEARNER

### **THE GOVERNORS WILL**

- a Support and monitor school policy
- b Be good role models

Signature \_\_\_\_\_ CHAIR OF GOVERNORS

**TOGETHER WE WILL HELP THE  
CHILDREN TO DO THEIR BEST BY  
DOING OUR BEST FOR THEM**