



Learning through Faith

We believe that the children at Hertford Vale C.E Primary School thrive as individuals through following our core Christian values. *Compassion, Friendship, Thankfulness* and *Fellowship* are at the heart of everything we do. The children are given a wide and varied curriculum across all the age ranges and they are always encouraged to think of others and how they can work together to achieve shared goals.

A wider view of the world around them is also a key element in the education of the children at Hertford Vale. British values of tolerance, acceptance and understanding are woven into the weekly Collective Worships in both Key Stages. The children discuss historical and current events and interpret them in their own way to make sense of the world and how the Christian faith can enhance the lives of all those people involved in our school community.

We want the children to have fun, grow in confidence and flourish as individuals. By being part of our Christian family we can help the children enjoy their learning, celebrate successes and encourage them to fulfil their potential.

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Compassion Friendship Thankfulness Fellowship

Hertford Vale C.E Primary School

Ings Lane

Staxton

Scarborough

Y012 4SS

Tel : 01944 710273

e- mail admin@hertford-vale.n-yorks.sch.uk

Web : www.hertfordvale.co.uk

Headteacher: Mr A Barber

Welcome to Hertford Vale CE Primary School

Mission Statement

At Hertford Vale C.E Primary School we work together in partnership with pupils, staff, parents, governors and the wider community to make our school a special place to be. Everyone works to create a welcoming, stimulating and purposeful environment, which aims to foster each child as an individual through providing a broad and balanced curriculum. Hertford Vale is a place where every person has a right to be themselves, to belong and learn in a safe and happy environment. Everyone at our school is equal and treats each other with respect and kindness. We pride ourselves on developing positive relationships which puts the whole child at the centre of everything we do.

Hertford Vale CE Primary School is situated in the village of Staxton Willerby on the outskirts of Scarborough. The school was opened in 1989. We have clear stated aims, based on our Christian values which are **Fellowship, Thankfulness, Compassion and Friendship**. These emphasise the full academic, social and personal development of each child within our care. The development of the children's own independence and individuality and their responsibility and appreciation for learning are also a priority. If your child is to join us for the first time we welcome you as parents and look forward to a happy and successful association over the coming years. If you already have a child at the school I hope we will continue to have close links working together towards your child's educational and social development.

We have a very active and supportive governing body and Hertford Vale CE School is committed to ensuring the welfare and safety of all children in school. All North Yorkshire schools, including Hertford Vale CE School, follow the North Yorkshire Safeguarding Children Board procedures. The school will, in most circumstances, endeavour to discuss all concerns with parents about their child/ren. However, there may be exceptional circumstances when the school will discuss concerns with Social Care and/or the Police without parental knowledge (in accordance with Child Protection procedures). The school continually aims to develop positive relationships with all parents. The school's child protection policy is available on request.

If at any time you have any queries relating to the information in this booklet or concerns about your child's progress or school life please do not hesitate to contact the staff.

Mr A Barber
Headteacher

Mr P Bradbury
Chair of Governors



Aims and values

- * We help children develop Christian values and beliefs whilst appreciating the richness and diversity of a multicultural society
- * We help the children develop confidence and independence, enabling them to be positive members of our community.
- * We promote values of respect and equality and work to ensure that difference and diversity is celebrated across the whole school community.
- * We provide a supportive and caring learning environment, enabling the children to be confident, independent learners.
- * We encourage each individual by stimulating imagination, inquisitiveness, self-expression, self-control and life skills to prepare them for their future.
- * We foster an empathetic approach through providing good role models.
- * We offer an exciting well-balanced curriculum, which gives all children equal access regardless of their individual needs.
- * We promote close working relationships and team work with parents and carers.
- * Our children are helpful, polite and kind to each other, staff and visitors.



Our School Community
Hertford Vale staff

The teaching staff as of September 2017

Head Teacher: Mr A Barber

Assistant Head Teacher : Mrs R Boyes

Year Group 6 Mrs R Boyes

Year Groups 4 and 5 Miss C Kendall

Year Groups 3 and 4 Mrs S Reid-Frow

Year Groups 1 and 2 Miss A Wiles

Reception and Year Group 1 Mrs H Kenyon

Support Staff as follows:-

Mrs R Armstrong Higher Level Teaching Assistant

Mrs M Birdsall Caretaker / Cleaner

Mrs E Blogg School Business Manager

Mrs J Bulman Cook

Mrs J Graves Advanced Teaching Assistant/Cover Supervisor

Mrs R Green Advanced Teaching Assistant/Cover Supervisor

Mrs T Green Higher Level Teaching Assistant

Mrs J Wells Advanced Teaching Assistant/Cover Supervisor

Miss M Witty Office Administrator & Kitchen Assistant

The Governing Body of our school

Chair of Governors:

Mr P Bradbury Co-opted Governor

Vice Chair:

Dr N Lewis Parent Governor

Mr A Barber Headteacher

Rev. K Holding Foundation Governor

Mr D Birdsall Foundation Governor

Mr D Reid-Frow LEA Representative

Mr P Roberts Co-opted Governor

Mrs J Macey Parent Governor

Mrs P Smith Parent Governor

Mr C McArthur Parent Governor

Mrs M Sterriker Parent Governor

Mrs R Boyes Staff Representative

Mrs E Blogg Clerk to Governors



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Dear Parents/Carers

Promoting Good Attendance

At Hertford Vale School we see regular attendance and punctuality as crucial to the success of every child and we want you as parents and carers to be aware of our expectations in this area.

Attendance is monitored on a daily basis. Our aim is 96% attendance.

Persistent lateness and absences will give cause for concern and will no doubt have an effect on your child's attainment.

Absence from school: The Legal Position

- All absences must be recorded
- All absences must be followed by a written explanation of the reason(s) for their absence
- All absences are classified as authorised or unauthorised.

Your role

- Always notify us on the day of an absence if the absence is unexpected for example illness
- If you are requesting absence during term time please ensure you complete the appropriate request form in plenty of time to enable a decision to be reached – please note permission is not automatic and is at the Headteacher's discretion.

Our attendance levels can always be improved and to do this we need your support. Working together we can ensure the highest standard of attendance and punctuality which will benefit your child and the school greatly

Yours sincerely,

Mr A Barber



Admissions and attendance

Admissions

We follow the Children & Young Peoples Service (CYPS) admission guidelines. They set the number of admissions each year, with the approval of the governing body. Where the number of children applying to start exceeds this limit, places are allocated in accordance with the Local Authority criteria, as set out in their admissions document.

All admissions to our school have to be approved by North Yorkshire's Education Office prior to the child starting. When children join our school during the year, we welcome parents to come and view the school and seek information. We invite parents to a prospective parent evening where we introduce the staff that will be working with their children. We share our curriculum and outline the type of activities your children will be involved in. We recommend that the children attend a series of sessions prior to entry into the Reception Class.

Times of Sessions

The recommended teaching time is 21 hours per week for Key Stage 1 and 23.5 hours per week for Key Stage 2. This excludes daily collective worship, registration, lunch and other breaks. The morning session runs from 8:50am to 12am, with the afternoon session running from 1.00pm to 3.20pm.

Lunchtimes and playtimes

Lunchtime

The school provides excellent meals provided by our own catering service. Where possible we support local suppliers. School lunches are cooked on the premises and provide a varied menu for the children, menus are sent out half-termly. The children can choose their options on a daily basis and can also choose which days they wish to stay for school dinner. Mrs Bulman will also cater for any special dietary needs. Dinner money should be sent to school in a named envelope on Friday, if paying by cheque, please make it payable to **Hertford Vale School** – the cost is currently £2.00 per day for Key Stage 2 children. Free school meals are supplied depending on parental income. If you think your child is entitled to free school meals contact the school for details. **From September 2014 children in YR, Y1 and Y2 will have free school meals.**



Children also have the option of bringing a packed lunch or going home. Children may bring a drink to have with their dinner / packed lunch. Glass containers of any kind should not be brought. It is policy not to allow sweets to be brought to school.

Playtimes

Playtimes take place on two playgrounds and the school field (dependent on the weather). Members of staff supervise playtimes and children are encouraged to support other children and be active. Children in the Foundation Stage and Key Stage 1 are provided with fruit for a mid-morning snack and Key Stage 2 children are allowed to bring a fruit/vegetable snack also.

Managing good behaviour

Our school takes incidents of poor behaviour seriously. Each reported incident will be investigated. Action if needed will be taken only after the incident has been fully explored. We will deal with any incidents in a proactive and sensitive way. We believe that prevention is better than cure. By working together we can promote sound behavioural patterns through our moral and social curriculum. If you require further information about our policy for promoting positive behaviour please request a copy of our behaviour policy.



School Uniform

The governing body has decided, after full consultation with parents, that there **will be** a code of dress. We expect **all** children to wear school uniform and ask parents to bear this in mind. Please ensure clothing is appropriate for the school environment e.g. shoes are sensible.

Boys	Girls
Black / grey trousers	Black/grey trousers, skirt or pinafore
White/light blue polo shirt	White/light blue polo shirt
School sweatshirt	School sweatshirt
	Pale blue & white striped or checked dress

All clothing should be clearly marked with your child's name.

Some items of the uniform can be obtained from school please see Mrs Blogg in the office.

In the interest of safety please note:

- * Children are not allowed to wear jewellery.
- * Children with pierced ears should only wear studs for school apart from swimming lessons when no earrings are allowed at all.
- * Mobile phones are not allowed in school.



Special Educational Needs and Disability (Known as SEND)

The school philosophy underpinning its policy and practice across the curriculum is in accordance with the Children and Families Act 2014. A child is deemed to have special educational or emotional/behavioural needs if he or she requires special provision. About 20% of children will have special educational needs at some time. The role of the school is to identify children's individual needs, make provision to meet them and where appropriate, refer to outside agencies. The SEND Co-ordinator within our school is Mr Barber the Headteacher.

The Aims of the School

The school's policy and practice is to ensure that all pupils make the greatest possible progress in the context of national and school aims for educational development, and that all pupils should have access to the full range of curricular opportunities. It is the school's policy to involve parents in discussions about children's needs and to work in collaboration with parents and other agencies in making provision to meet identified needs. At all stages the school will have regard for pupil's own views and perceptions of their needs and the arrangements made to meet them



Homework

We have a homework policy for children from Reception to Year 6. Tasks are given at the teacher's discretion and the children may have written work to do, reading, spellings to learn or some research to do.

The overall aims of the homework policy are:

- to extend school learning for example through additional reading.
- to consolidate skills and understanding, particularly in literacy and numeracy.
- to provide opportunities for parents and pupils to work together to enjoy learning experiences.
- to encourage pupils as they get older to develop the confidence and self discipline needed to study on their own and preparing them for the requirements of secondary school.

The government has advised that all schools now have a Home-School Agreement and this will be sent out to new parents with the admittance information after your child has started our school. Please ensure that the agreement is returned to school where it will form part of the child's' profile record.

Collective worship

Collective Worship presents special opportunities to promote spiritual and religious development and has to be 'broadly Christian in nature'.

"The school community is a collection of people from different backgrounds and if school worship is to be meaningful, it must be sensitive to this."
(Diocese of York)

We are a Church of England Voluntary Controlled School; we have excellent links with the local church community. Reverend Ken Holding comes into school to see the children and lead collective worship. We have a 'Rainbow Club' run by members of the church, and the children visit church for special festivals.

Religious Education

The teaching of RE is based on the Agreed Syllabus and we follow the planning units devised by North Yorkshire and the Diocese. Our long term plan ensures an emphasis on Christianity with other world faiths explored too.

In our view the teaching of RE goes beyond the legal requirement. We feel that RE should help pupils to come to recognise the beliefs, values and attitudes that they are learning at school and then, in later years recognise these in the wider world. We hope they will learn to value diversity, be critical seekers of truth and will have the confidence to avoid judgements based on biased views. We believe it is important for children to learn from the major world religions rather than solely learning about religion.

Transport



Children living in villages outside Staxton or outlying farms may be entitled to free transport to and from school.

Parents should ensure children arrive at the collection points five minutes before the scheduled departure time. The coach will depart from school shortly after 3.20pm for the return journey. Children will be checked and supervised onto the coach by a member of the teaching staff. It is the responsibility of the parent to see children onto the coach in the morning and to meet them on the return journey if they feel it is appropriate.

If for any reason your child will not be travelling back on the bus (i.e. staying at a friend's for tea) please send a note to your child's teacher or telephone the school. However, if your child has been invited to go to a friend's for tea, please note they may only travel on the bus if they have a valid pass for that service. If not, you will need to make your own arrangements to transport your child to their friend's house.