

# Scarcliffe Primary School



## WELCOME TO SCARCLIFFE PRIMARY SCHOOL

Welcome to our school community. Here at Scarcliffe Primary we aim to make sure that children feel happy and safe. Staff are passionate about providing the best possible education for our pupils and help them *Strive to Shine*. Parents are welcome in school and a member of staff is always available before or after school if you have any queries; if you wish to speak to any of us privately, you can phone or pop in to make an appointment.

We are very proud of our school and the work of our pupils, staff and governors. This brochure aims to give you some insight into the school however if you would like to see us at work or have any queries, please contact us on 01246 823324 or visit our school website.



# Our School

Scarcliffe Primary is a Victorian stone building consisting of four teaching areas. There is also an office, a staffroom/resource room and an on-site kitchen for school meals. In 2012 the school hall was added, giving the benefit of an indoor area for PE and after school clubs as well as doubling up as a dining area at lunchtimes.



Outdoor education and activities are important to a child's learning and development. We are fortunate to have a variety of areas within the school grounds including a large field, adjacent garden and astro-turf area in addition to our playground. Scarcliffe itself also offers opportunities for the children including local walks and woodland area – which we use for Forest Schools activities. Recently we have invested in improving the outdoor

area resulting in a fantastic learning environment for our youngest children.

Scarcliffe Primary School provides education for children aged from 4 (Reception age) – 11 years. At present there are 94 children on roll.

We are always looking for ways to improve the school and the way in which we work. If you ever have any ideas to help the school please let us know!



# Vision & Aims



## Scarcliffe Primary School Vision and Values

### OUR SCHOOL VISION

In a happy, safe learning community, we offer a child-centred education in which we all strive to be the very best we can be.

### OUR SCHOOL MOTTO

# Strive to Shine!

### OUR SCHOOL VALUES

We believe that:

- Children should be at the heart of everything we do.
- All children are unique and should feel valued.
- Pupils learn best when they are happy and lessons are fun.
- Children should access the very best quality of education in order to fulfil their full potential.
- Our curriculum should be broad and balanced and must encourage children to be creative and take risks.
- We are inclusive and should make pupils aware of, and celebrate, diversity in our wider community.
- We all have a right to feel safe.
- We should all be respectful and caring to others.



# Meet the Staff

Head teacher	Mr I Marsh
Class 1 teacher	Miss L Baldwin
Class 2 teacher	Miss S Bannister
Class 3 teacher	Mrs H Brocklesby / Mrs L Sellars
Class 4 Teacher (and KS2 Leader)	Mr J Horton
Class 3 and 4 PPA teacher	Mrs S Wigley
Office Manager	Ms S Rich
Teaching Assistant	Mrs L Ward Mrs S Wigley Ms S Mathison Mrs R Ford Miss M Moorley Miss G Sidwell Mrs S Wilson
Caretaker	Mr J Hearnshaw
Kitchen	Mrs L Richardson
Midday Supervisors	Ms S Rich Mrs S Wilson Mrs L Tebb
Breakfast club	Miss J Ludlam Mrs L Tebb
After School Club Play Leaders	Mrs S Wilson Mrs L Tebb Mrs L Ward Ms S Rich

# Governors

Mr Mellard Sibley	Chair of Governors / Parent Governor
Mrs Yapp	Vice Chair / Community Governor
Mr Marsh	Head
Mrs Watkinson	Parent Governor
Mrs Senior	Co-opted
Miss Sidwell	Staff
Mrs Reid	Local Authority Governor

# ORGANISATION

## School Hours

Class 1: Doors open at 8:40am, collect at 3:10pm.

Class 2: Doors open at 8:45am, collect at 3:15pm.

Class 3: Doors open at 8:50am, collect at 3:20pm.

Class 4: Doors open at 8:55am, collect at 3:30pm.

Morning Break 10.15 a.m. until 10.30 a.m.

Dinner Break 12.00 p.m. until 1.00 p.m.

Afternoon Break (KS1) 2.15 p.m. until 2.30 p.m.

## Break time

The school has free fruit available for all children at break. We encourage healthy eating and sweets and chocolate are not allowed in school unless for a specific reason such as Christmas, Easter or end of term parties.

## School Meals

Our school meals are cooked on the premises. We have a payment App (called School Money) which can be used to pay for dinners. Universal free school meals mean that all children in Reception, year 1 or year 2 are entitled to a free school lunch.

Children may bring sandwich lunches if parents prefer this. We request that these are healthy and balanced with no breakable items or fizzy drinks. Two weeks' notice is required by the cook if children wish to change from school lunches to sandwiches (food has to be ordered usually one week in advance minimum).

## Breakfast & After School Clubs

Our Breakfast club starts at 7.45am children can come along anytime up to 8.45am and enjoy breakfast and fun with their friends.

After school clubs operate from 3.15pm to 4.30pm with the option of staying until 5.00pm.

Contact the school for more information on cost and joining.

## **Travelling to School**

We encourage parents, where possible, to walk their child(ren) to school. This is a healthy option which makes children fresh for the day and helps to alleviate traffic congestion around the school gates. If you do need to drive to school please be considerate to our neighbours and avoid the zigzag markings on the road outside the gates at the start and end of school.

This year we have implemented staggered starts to the school day and this has worked really well.

Class 1 – Doors open at 8:40am – Please wait on Class 1's playground.

Class 2 – Doors open at 8:45am – Please wait outside Class 2's door.

Class 3 – Doors open at 8:50am – Please wait on the NoMow area.

Class 4 – Doors open at 8:55am – Please wait on the NoMow area.

Older siblings can be dropped off with younger siblings to make it easier for our parents and carers. Please be prompt as lessons start as soon as the children arrive.

## **Leaving School**

Again, our staggered finishes have worked well. All children are to be collected from the NoMow area at the following times.

Class 1 – 3:10pm

Class 2 – 3:15pm

Class 3 – 3:20pm

Class 4 – 3:30pm

Younger siblings can be collected with their older siblings to make things easier for our parents and carers.

## **Admissions**

The maximum normal intake of Reception children during each year will be 12. However, children may appeal for a place which could increase this number.

Parents are encouraged to visit the school prior to application.

There is a one-point entry in September (the September after the child's 4<sup>th</sup> birthday). See the school website for further details.

Under the 1996 Education Act, you have a legal right to express a preference for which school you want your child to attend. However, the Council and Governors are required to take class sizes and adequate resources into account.

All applications for a place at our school are coordinated through the Local Education Authority (LEA). Telephone: 01629 537479 or apply online: [Derbyshire.gov.uk/admissions](http://Derbyshire.gov.uk/admissions).

## Starting School

Derbyshire parents, carers and professionals have identified the 10 keys to unlocking school readiness. These will help parents and families understand what their children should be able to do by the time they start in a reception class, if they are developing typically for their age and are helpful to prepare your child for starting Reception.

- I can settle happily without my parent or carer.
- I can tell friends and grown-ups what I need.
- I can take turns and share when I am playing.
- I can go to the toilet on my own and wash my hands.
- I can put on my own coat and shoes and feed myself.
- I can tell a grown up if I am happy, sad or cross.
- I know that what I do and say can make others happy or unhappy.
- I am curious and want to learn and play.
- I can stop what I am doing, listen and follow simple instructions.
- I enjoy sharing books with grown-ups.

## School clothing

Our school uniform consists of a pale blue or white polo shirt, a royal blue school sweatshirt/cardigan and dark trousers/skirt. In summer children can choose to wear a blue and white checked or striped dress. Black or grey sturdy school shoes should be worn. Please don't send your child in sandals as these are not suitable for our daily activities.

Embroidered uniform can be purchased via a link on the school website.

Alternatively, it can be ordered via the website below:

<https://www.mysprintsports.co.uk/shop/scarcliffe/8>

## Presentation & Jewellery

Children are encouraged to take pride in their appearance and keep long hair tied back. No bright coloured hair dyes or shaved pattern hair styles are allowed and no fancy hair jewellery which might injure them if they fall or injure another child. No tattoos or nail varnish are allowed. Children are encouraged not to wear jewellery in school, for reasons of security and safety however, a watch may be worn and, following completion of a consent form, small stud earrings. If children have their ears pierced then this should be done at the beginning of the summer holiday.

## Curriculum

We strive to provide a broad, balanced and relevant curriculum, employing a wide range of approaches and organisations. The core subjects of English and Maths are taught daily and the skills children acquire in these subjects are applied across the curriculum.

### **The broad Curriculum aims are to help every child: -**

- a) To feel welcome and secure in their learning environment.
- b) To acquire a balanced education suited to their age and ability.
- c) To acquire knowledge and skills relevant to adult life.
- d) To communicate clearly and confidently.
- e) To develop lively and enquiring minds with high aspirations.
- f) To be respectful and tolerant of people and the environment through co-operative work and shared tasks.
- g) To appreciate human achievement.
- h) To achieve their highest possible standards in all subjects.

The staff at Scarcliffe follow the Early Years Foundation Stage Profile (EYFSP) and the National Curriculum as outlined below –



## Foundation Stage:

The curriculum for the Foundation Stage is based on the Early Learning Goals taken from the Early Years Foundation Stage Profile (EYFSP). There are 7 areas of learning:-

- Personal, Social & Emotional Development
- Physical Development
- Communication & Language
- Literacy
- Mathematics
- Understanding of the World
- Expressive Art & Design

## Key stage 1&2:

Key and Core Skills such as English, Maths, Science and Computing are taught alongside our creative curriculum so that children receive an excellent education which prepares them for life-long learning. The National Curriculum (2014) provides us with a legal framework.

Our aim is to ensure children become independent and lifelong learners who make a positive impact on society. In order to do this, we include the following key elements in our curriculum –

- Visits and visitors to enhance learning
- Enterprise projects help children to budget and look at business elements such as marketing, planning and profit making
- Food and growing from 'farm to fork'
- Cultures and values

Our curriculum can be found on the school website under the 'learning' heading.

## Special Educational Needs

The school makes every effort to meet the individual needs of every pupil working within the framework of the Code of Practice. Our policy is to actively involve all pupils in all curriculum areas. Appropriate arrangements for pupils identified as having special educational needs are made within school. In some cases, such provision involves input and support from outside agencies such as the Advisory Service and the Educational Psychologist. Parents are kept informed and their views and involvement are sought at every stage.

# Physical Education and School Sport

The school field is a valuable facility for Physical Education. During games lessons, children in KS1 practice a variety of skills. In KS2 as well as the developing skills, there is a move towards more organised team games such as netball, football, rounders and cricket. Indoor provision in school for Physical Education is available in our hall for sports competitions, PE and Dance. Children also have the opportunity to do residential courses and undertake outdoor activities like climbing, canoeing, caving and walking. Swimming is also part of the school curriculum with our Year 3-6 children having lessons every year.

As a school, we actively seek opportunities to compete alongside and against other local schools. During a child's time at school, we endeavour to give them the opportunities to represent the school at these inter school events.

Children need to have P.E. equipment at school all week: - A white or blue plain T-shirt, plain dark shorts, pumps or training shoes, track suit or old school jumper for cold weather. It is dangerous and unhygienic for children to do P.E. in their normal clothes.

Children need a towel and costume or trunks when they go swimming and a hat if they have long hair.

**Please name everything!** – It really helps.

## Sports Premium Funding

In April 2013, the Government announced new funding for physical education and sport. This funding is used to improve the quality and breadth of PE and sport provision. Funding is allocated to all maintained and state-funded schools with primary phase pupils, including: primary, middle, special and non-maintained special schools, academies and pupil referral units. Schools are free to determine how best to use this funding to improve the quality and breadth of PE and sport provision, including increasing participation in PE and sport so that all pupils develop healthy lifestyles and reach the performance levels they are capable of.

Up-to-date reports and further information can be found on our school website.

## Pupil Premium Funding

Pupil Premium Funding is allocated to schools for the specific purpose of boosting the attainment of pupils from low-income families. The Government believes that the Pupil Premium, which is additional to main school funding, is the best way to address the current underlying inequalities between children eligible for Free School Meals (FSM) and their peers. It ensures that funding

to tackle disadvantage reaches the pupils who need it most. Whilst schools are free to spend the Pupil Premium as they see fit, they are required to publish online information about how the money has been used. An up-to-date report can be found on our school website. If you feel that your child is eligible please complete the form in this pack or enquire at the school office.

## Educational Visits & Residential

All children will have the opportunity to participate in out-of-school educational visits. We have a residential visit programme in place and offer adventurous activities, farming activities and cultural visits. Children will get the chance to take part in residential visits from Year 2 onwards.



When children are taken out on school visits every care is taken with their safety. Insurance cover is taken out and parents are invited to increase the ratio of adults to children where appropriate. Throughout a coach journey, children are instructed to remain seated and to wear seatbelts at all times.

On occasions such as sporting fixtures, children may be transported by staff in their own vehicles. A consent form must be signed by a parent prior to this.

## Parents in School

Parents and the children run various fund-raising activities throughout the year. The money raised goes to help fund outings and buy equipment or for the schools chosen charity (chosen annually by the children). We really appreciate and value the involvement of parents in school life so please do get in touch if you feel you can help in any way.

We have an active and effective PTA who offer a wide range of activities which raise funds for the school. You will find information about their activities on the school website. If you are interested in joining the PTA, please speak to a member of school staff.

## **Safeguarding Children**

Keeping children safe is our number one priority. All Derbyshire Schools have procedures for safeguarding children and we are obliged to report serious concerns regarding any child's welfare. All such issues will be treated with confidentiality and sensitivity. Children will be safe in school and we will follow the school policy at all times. Details can be found on the website.

## **SMSC and Religious Education**

SMSC (Spiritual, Moral, Social and Culture) is embedded throughout our curriculum and helps children to develop understanding and respect for our diverse world. Religious education is also an important part of school life. We have a whole-school assembly every day. Religious Education emphasises the place of Christianity in our culture but also includes multi-cultural education and the study of other religions.

## **Sex and Relationships Education (SRE)**

During years 5 and 6 pupils follow a course of health education videos. These videos are designed specifically for children of this age group. Parents are welcome to view the videos. When the children have watched the videos the class teacher will discuss them with the children and any questions will be answered as simply and honestly as possible. Parents have the right to withdraw their child from these sessions, by writing to the Headteacher. Class teachers will advise parents when these sessions are planned and will provide information about the content of lessons prior to their delivery.

## **Data Protection & Confidential Reporting Code**

The school has a confidential reporting code, should any parent wish to see this please contact the school office. We also have robust systems in place to ensure that the data we collect about you and your child remains safe. A letter can be found in the pack detailing the type of data we collect and who we share it with. Please complete this and return it to school.

## **Policies**

All policies are approved by the Governing body. Key school policies can be found on the school website or requested from the school office.

# Absences & Holiday Requests

The Attendance Register is a legal document and as a parent you have the legal responsibility to bring your child to school every day except in the case of illness. Please let school know if your child is ill, please telephone or send a written message on the first day of absence, we will try to contact you if we don't receive a message. Please contact school again if your child remains ill after a weekend.

Absences have to be recorded as Authorised or Unauthorised by school. Medical appointments should be taken out of school time if possible. Authorisation forms are available from the office.

We are not allowed to give authorisation for holidays in term time unless there are exceptional circumstances. If parents take children on holiday during term time without authorisation the details are sent to the Local Authority and Penalty Notices will be issued as a result. The fine is £120 per parent per week - to be paid within 28 days. The 28 days starts two days after the date of issue as shown on the notice. If the fine is paid within 21 days, payment reduces to £60. Responsibility lies with both parents therefore, in a family where there are two parents who fail to ensure proper attendance of their two children, the fine would be £480. PLEASE BE AWARE when two parents/carers are issued with a penalty notice for the same child both penalty notices must be paid. The fine will apply to each parent for each child who fails to attend regularly and punctually. Please talk to us first if you need leave of absence for any reason for your child.

# Anti-Bullying Policy

We recently completed anti-bullying training as part of the Diana Award. This award recognising the positive steps that staff and children take to ensure bullying does not occur at school. Our team of Ambassadors work alongside staff to ensure problems are dealt with. If bullying is brought to our attention, we will deal with it quickly and firmly. If no immediate improvement is noted then parents will be involved. Our full policy is available in school should you need further information.

## Concerns and complaints

The key to alleviating any concerns is to speak to a member of staff. In the first instance if you have any worries or concerns, please contact your child's class teacher. Alternatively, you can speak to the Headteacher and attempts will be made to resolve the issue at the earliest opportunity. In the event of the complaint being unresolved the Headteacher will advise the procedure for making a formal complaint under Section 23 of the 1998 Education Act. Parents may contact the Chair of Governors in writing if they cannot resolve the matter with the class teacher or Headteacher.

## Medicines

If children need medicine which must be administered during the school day, you will need to complete an online form which can be obtained on our school website (under 'the Parents' tab). The medicine should have the child's name marked clearly on the bottle and dosage instructions. Inhalers are kept by any children suffering from asthma, who have been prescribed them.

Thank you for your interest in our school. We hope this brochure gives you good overview and answers any of your questions. In order to ensure we continue to provide high quality education we regularly review and update policies and procedures therefore we recommend that you also visit our school website - <http://www.scarcliffe.derbyshire.sch.uk/>

