

# Elloughton Primary School



## Parents' Handbook 2016



Headteacher: Mrs C Fulstow  
Elloughton Primary School  
Stockbridge Road  
Elloughton  
Brough  
East Riding of Yorkshire  
HU15 1HN

Dear Parents

I would like to welcome you on behalf of the staff and Governing Body. Everyone in our school, child or adult, is very highly valued for the contribution they make to our community. We aim to provide a safe, secure environment where each child can feel happy and confident, develop independence and take a great deal of pride in their work.

At Elloughton Primary School, we firmly believe that education is a partnership between home and school. Together we can work for the benefit of your child's education. Good communication between us will help to develop this partnership.

I hope that you will enjoy reading this handbook and that it gives you a little insight into the life at school. If however, you have any questions you would like to ask or you would like to visit our school, then please do not hesitate to contact us.

Yours sincerely

A handwritten signature in black ink that reads "C.J. Fulstow". The signature is written in a cursive style.

Carole Fulstow  
Headteacher



## Elloughton Primary School Aims “Inspired to Learn”



Following extensive feedback from parents, pupils, staff and governors we have recently developed our Moral Compass which clearly shows our core values and those we hold in high regard. These values form part of everyday life in school and guide our thinking and behaviour. Each month we have a focus on a selected value which is launched in assembly. These values are evident in the curriculum, the way we teach, in the behaviour policies and in the way adults treat children and each other. It provides us with a clear sense of purpose and direction, underpins all that we do at Elloughton Primary School and prepares all our children for life in a rapidly changing world. We appreciate parents support by instilling these values at home too.

### Home School Agreement

We have a Home School Agreement which explains the importance of home and school working in partnership. It clearly sets out the role of parents, staff and the pupils. New parents are issued with a copy as part of the new starter pack.





## Meet the Staff

### Teachers

Mrs C Fulstow  
Mrs R Brammall

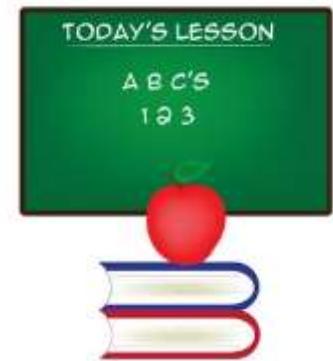
Headteacher  
Deputy Headteacher / EYFS Leader

Mrs K Hannah  
Miss Partridge  
Mrs Pascoe  
Mrs Stillings

Inclusion Manager

Mrs Fitzpatrick  
Mrs Shaw  
Mrs Goodall  
Mrs Cope  
Mr Marsdem  
Miss Johnston  
Mrs Woodend  
Mr Stewart

KS2 Co-ordinator



### Teaching Assistants

Mrs H Cooper  
Mrs E Shearer  
Mrs J Relph  
Mrs C Edward  
Mrs S Finch  
Mrs R Cooper  
Mrs S Teal  
Mrs F Kerr  
Mrs Thompson Frazer  
Mr Jenkinson  
Mrs Thompson  
Mrs D Norman  
Mrs D Weston

HLTA & ELSA

HLTA

Nursery Nurse

\* (High Level Teaching Assistant & Emotional Literacy Support Assistant)



## School Support Staff

School Business Manager  
Administrative Officer  
Clerical Assistant  
Clerical Assistant  
Clerical Assistant

Mrs C Churchill  
Mrs S Wightman  
Mrs K Somerset  
Mrs S Featherstone  
Mrs V Hull

Caretaker  
Cleaners

Mr D O'Pray  
Mrs P Coates  
Mrs A Cox  
Mrs I Martin

Senior Midday Supervisor

Mrs S Johnson

Midday Supervisors

Mrs S Finch  
Mrs Muzaffar  
Mrs J Banks  
Mrs D Weston  
Mr L Jenkinson  
Mrs V Hull

School Cook  
Assistant Cook

Mrs D Mawe  
Mrs K Hannard

Kitchen Assistants

Mrs J Banks  
Mrs M Sloan

Sunrise & Sunset Club

Mrs L Thompson Frazer (Play Coordinator)  
Mrs S Muzaffar (Deputy Play Co-ordinator)  
Mrs S Johnson





## Elloughton School Governors

### **Parent Governors**

Mrs Emily Anne Hunt

Mrs Debbie Redman

Mr Lee Roberts

Mrs Emma Thompson

### **Co-opted Governors**

Mr Stephen May (Chair)

Mrs Janet Hutson

Miss Katherine Parsons (Vice Chair)

Mrs Jackie Sewell

### **Local Authority Appointed Governors**

Mrs Lesley Hemingway

### **Headteacher**

Mrs Carole Fulstow

### **Staff Governor**

Mr C Marsden

### **Associate Member**

Mrs Rebecca Brammall

### **Authority Clerk**

Miss Hannah Ralph

The Governors take an active part in the life of the school, giving it their full support and encouragement. Their wide ranging duties include financial budgeting, overseeing the curriculum, making staff appointments and dealing with matters concerning the school premises. Meetings are held regularly. We are very fortunate to have such a dedicated and effective Governing Body working for the best possible standards for everyone at Elloughton Primary School,

The Chair of Governors can be contacted via the school.

“The Governing Body firmly believes that a good relationship between school and home is the cornerstone of a happy and productive journey through school. We are fortunate to have the co-operation, support and involvement of parents and the community in daily life here, and hope that the relationship does not end at the school gates. Our place as part of the local community is always a priority, and as a Governing Body we strive to ensure that within the school every voice, however small, is heard. “Mr Stephen May.





## Term and Holiday Dates Academic Year 2016/2017



### Autumn Term 2016

Open	Tuesday 6th September 2016
Close	Thursday 20 <sup>th</sup> October 2016
Re-open	Monday 31 <sup>st</sup> October 2016
Close	Friday 16 <sup>th</sup> December 2016

### Teacher Training Days:

Monday 5th September 2016  
 Friday 21<sup>st</sup> October 2016  
 Tuesday 3<sup>rd</sup> January 2017  
 Friday 7th April 2017  
 Monday 24<sup>th</sup> April 2017



### Spring Term 2017

Open	Wednesday 4th January 2017
Close	Friday 17 <sup>th</sup> February 2017
Re-open	Monday 27th February 2017
Close	Thursday 6 <sup>th</sup> April 2017

### Summer Term 2017

Open	Tuesday 25 <sup>th</sup> April 2017
May Day	Monday 1 <sup>st</sup> May 2017
Close	Friday 26 <sup>th</sup> May 2017
Re-open	Monday 5 <sup>th</sup> June 2017
Close	Tuesday 25 <sup>th</sup> July 2017



Many exciting events take place during the school year. We notify you of these events by Email, newsletter or by text as they are arranged throughout the year.

We have the school holiday dates available to view and the newsletter on our website at [www.elloughtonprimaryschool.co.uk](http://www.elloughtonprimaryschool.co.uk)



## The School Day

Doors open for children to arrive at 8.40 a.m.

Please refrain from sending your children before this time unless you wish to have them cared for in our excellent Sunrise Club.

### Key Stage 1

Registration at 8:55 a.m.  
Morning break is between 10.15 a.m. and 10.30 a.m.  
Lunch break is 11.45 a.m. to 1.00 p.m.  
Afternoon break is between 2.15 p.m. and 2.25 p.m.  
School closes at 3.30 p.m.



### Key Stage 2

Registration at 8:55 a.m.  
Morning break is between 10.15 a.m. and 10.30 a.m.  
Lunch break is 12.00 noon to 1.00 p.m.  
Afternoon break is between 2.15 p.m. and 2.25 p.m.  
School closes at 3.30 p.m.

For Health & Safety reasons - On arrival at school between 8.40am and 8.55am children are expected to go directly into school. At the end of the day children are led out on to the playground and parents should be supervising their children's safety whilst using the equipment. **ANYONE USING THE SCHOOL PLAY EQUIPMENT OUTSIDE THE SCHOOL SESSION TIMES OF 8:55 A.M. & 3:30 P.M. SHOULD BE SUPERVISED BY AN ADULT AND DOES SO ENTIRELY AT THEIR OWN RISK.** If parents drop off or collect children by car, we ask that they park responsibly and do not block our neighbours' access. The yellow zig zags around school are there for the safety of everyone and should not be used for stopping or parking at the end of the school day.

If there is a problem with collecting your child after school please let us know. If you think you may be more than ten minutes late we can arrange for your child to be placed in the care of the afterschool club. A small charge will be made for this.



## School Uniform

The wearing of “school uniform” adds a feeling of community to the school and we are pleased that parents support the school in this policy. It is important that children are dressed appropriately for the school day.

### Uniform Code

- Red sweatshirt or cardigan - logo'd
- White or red polo shirt - logo'd or plain
- Dark grey or black trousers, shorts or knee length skirt
- Black sensible shoes (*not* trainers)
- Red and white checked dress
- Suitable outdoor waterproof coat



Please note jewellery should not be worn in school although watches and stud ear-rings may be worn, but must be removed for PE. Nail varnish should not be worn in school. Please remember Wellington boots for snowy weather.

### PE Kit

- Red shorts (plain)
- White t-shirt - logo'd
- Trainers
- Outdoor PE top - logo'd (or plain black or red fleece (no markings/logo's stripes etc)
- Plain black tracksuit trousers or jogging bottoms (no markings/logo's stripes etc & no leggings)
- PE bag - optional (Drawstring bags work well)

PE kit should be in school each day and taken home at the end of the week for washing. All children work barefoot in the hall during PE lessons.

It is possible to order sweatshirts, cardigans, polo shirts, T- shirts, fleeces, waterproof reversible fleeces, shorts, and reading bags through school. The uniform is available by online purchasing only via the link on our website [www.elloughtonprimaryschool.co.uk](http://www.elloughtonprimaryschool.co.uk) The orders are place with a local firm CS Enterprises. We are committed to promoting diversity and will therefore respect individual preferences in terms of custom, culture and tradition.

**It is essential that all clothing is marked with your child's name!**



To avoid property getting lost we have teamed up with a company called “My Name Tags” They supply tags for clothing and belongings. Items can be ordered by post using the paper order form in your welcome pack, or directly via the website [www.mynametags.com](http://www.mynametags.com) When ordering please quote the school code of 63338 this helps raise additional funds for the school without any additional cost to you - save yourself time & money by labelling all your children's things so that if they are misplaced school can return them to you.





## Helping Your Child

You can help your child prepare for school by helping them to start to become as independent as possible.

The following skills are some of the first steps to them becoming more independent:

- Dressing and undressing independently
- The ability to fasten/unfasten belts, buttons & shoelaces
- The ability to go to the toilet without assistance
- Independent hand washing
- Correct use of knives, forks and spoons
- Able to independently put shoes on and take them off



The following activities can help your child for education within school:

- Encourage your child to express him/herself clearly
- Ensure they are polite to others
- Ideally your child will have had experience of playing and sharing with others
- Enable your child to practise using pencils, crayons, scissors, paint etc
- Listen patiently to your child and be willing to answer questions. Lively conversation, reading stories, talking to your child about pictures, teaching nursery rhymes all helps to stimulate your child

For all children entering our Foundation Stage the school office will contact you to arrange a home visit by a member of the teaching staff. Further details for children starting school in the Early Years Foundation Stage are included in the EYFS Handbook.





## Attendance

Regular attendance at school is very important. Each child's attendance and non-attendance is fully recorded. Please inform us of any absence or planned lateness, either by telephoning the school and/or writing a note. Please note that children will not be allowed out of school unaccompanied during school hours.



### Absence from School

To report absences please try to contact the school as soon as possible. If your child suffers from sickness or diarrhoea we request that you keep your child at home until they have been clear for 48 hours.

### Medical Appointments



We would appreciate if all non - urgent appointments were made outside of school hours. If your child has an urgent medical, dental or opticians appointment please inform the school. You must collect your child from the school office, where you will need to sign them out and you will be issued with an authorised absence slip. This slip must be produced in the event of being stopped by a police officer or Educational Welfare Officer and must be returned to the school office upon your child's return to school.



### Taking your children out of school during term time.

A list of term dates is issued to parents in advance of the school year. The Headteacher is only able to consider absences in term time under strict criteria which is:

- Service Personnel returning from a tour of duty where it is evident that the individual will not be in receipt of any leave in the near future that co-inside with school holidays.
- Where recommended by a Health Professional as part of a parent or child's rehabilitation from a medical or emotional issue.
- Death or terminal illness of a person close to the family.
- To attend a wedding or a funeral of a person close to the family.

Evidence is required in all cases.



For other absences such as religious observance, music examinations and medical/dental appointments, a letter should be written to the Headteacher, outlining the event and requesting authorisation for your child to be absent from school (a copy of the appointment letter is required).

Any requests for term time absence should be by completing an ‘Absence from School for Exceptional Circumstances Request Form’ (available from reception), well in advance of the planned absence date.

Concerns about absences and punctuality may be referred to the Educational Welfare Officer. Our registers are checked daily for unauthorised absences and attendance rates are closely monitored. Parents will be informed if their child’s attendance falls below 90%. Copies of our attendance and term time holidays policies are available in reception.

**Attendance Figures 2014/2015**

We are obliged to publish authorised and unauthorised absence rates for the preceding school year. Unauthorised absence includes any absence from school where no satisfactory explanation is received from the parent/guardian of the child.

Total No of Pupils	Authorised Absences			Unauthorised Absences		
	No of Pupils	% of Pupils	% of Sessions	No of Pupils	% of Pupils	% of Sessions
301	273	90.7%	2.7%	106	35.2%	0.7%



**Medication**

The school is unable to administer medication except in very exceptional circumstances for long term medical conditions. If your child requires medication please arrange with the office to call at school to administer the medicine. *Children must not keep their own medication with them.*

Our teachers are extremely busy in the morning preparing for the day however, they will endeavour to be available for a brief informal chat. If you have anything of which you feel is of major importance to tell or discuss with their teacher, please inform the school office staff. They will pass a message directly to the teacher or will arrange for a telephone call or face to face appointment, whichever is the most appropriate.



## The Curriculum

We try to make the curriculum as exciting and interesting for the children as possible. Consequently we try to link subjects together under a themed approach each term in order to maximise children's interest and enthusiasm for learning. We seek to thoroughly engage our children in their learning and aim to ensure that all our pupils are ***Inspired to Learn***.

The school curriculum is made up of all the subjects of the National Curriculum:

Core subjects:

- Maths
- English
- Science

Foundation Subjects:

- Computing
- RE
- Music
- History
- Geography
- Design Technology
- Art
- PE
- PSHCE ( Personal Social Health Citizenship Education )
- MFL ( Modern Foreign Languages )
- Modern Foreign Languages



In conjunction with all the other schools in the South Hunsley Partnership French will be taught to all pupils in Years 3, 4, 5 and 6.





We specifically teach aspects of the curriculum that have to be taught separately as discrete units of work. Where subjects lend themselves to being woven together in an interesting and challenging way we structure our curriculum around themes of learning in accordance with the National Curriculum and to maximise children's interest and enthusiasm for learning.

The seven key areas of learning in the Early Years Foundation Stage are:

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



Our themes are planned and changed annually throughout the school. We have a whole school theme then each year group takes an aspect of the theme relevant to their children's curriculum level. You will receive a copy of your child's curriculum on the newsletter for your child's year group twice a term. For our up to date themes and curriculum information please look on our website where you will find newsletters, copies of any information sent home and also recommended reading lists.



## Special Educational Needs

We strive to be a fully inclusive school which does not discriminate against children on the grounds of academic ability, physical ability, gender or ethnic origin. As a result we have a number of children with a variety of additional needs throughout the school and we do our best to consider their needs and requirements, as with all our children.

The school has an Inclusion Manager, Mrs Hannah Stillings. who works with the staff throughout the school and keeps a register of all the children identified as having additional educational needs. Passports for Learning are written for the children who are on the register and these plans are monitored by both the child’s class teacher and the Inclusion Manager.

For some children with more complex needs the classroom environment can be very successful as it can offer a routine on which they can thrive in and can provide good role models to learn from and allows them to make friends of the same age.

For children with greater special educational needs, the Local Educational Authority offers a range of services provided by specialists to support them. This can include working with individual children, consultation or giving advice to the school on what additional facilities are available. We regard the partnership between parents of children with special educational needs and teachers as crucial to the child’s educational progress.

If you have any queries or concerns regarding your child’s needs and/or progress please speak to your child’s teacher.





## Formal Assessment Procedures

SATS (Standard Assessment Tests) tests are taken at the end of Year 2 and Year 6. They are used to show your child's progress compared with other children born in the same month.

### Key stage 1

SATs take place in Year 2 throughout May and focus on maths, reading, Grammar, Punctuation and Spelling. Each child is teacher assessed in Reading, writing (including spelling and handwriting), maths (including number, shape, space and measurement) and science. Your child's class teacher will set short pieces of work in English and maths to judge what level of ability your child is considered to be.

### Key Stage 2

SATs take place in May and are far more formal than Key Stage 1, hence they seem much more demanding! The tests which are taken in Year 6 cover the three core subjects, English, Maths and Science. The papers are externally marked with results being available before your child leaves primary school in July. At Elloughton School we prepare our children for the tests by giving them confidence to do their best at all times. We believe it is important not to distort the curriculum and put too much emphasis on the tests or stress on the children and staff. The children are given plenty of opportunity before testing to have had access to sample papers and revision sessions so they are well prepared before the big day. During SATS week we invite the children to attend "SATS Breakfasts". These are designed to give the children time to meet, chat and relax before the testing takes place.

### CATS Tests

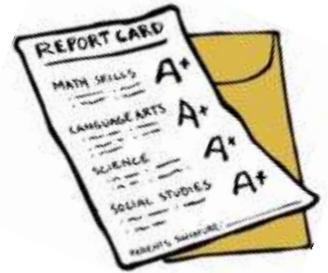
Cognitive Ability Tests are administered to Year 6 pupils, usually in May, by South Hunsley staff. These tests are to help South Hunsley arrange their new intake of children into mixed ability groups well before the result of the SATS tests are published in July.

If you wish to view the comparative results for Key stage 1 and 2 please click the "Attainment" link found on our website under the heading "Our School".



## Reporting to Parents

We hold parent consultation evenings each year allowing the opportunity to discuss your child's progress.



In the Summer Term your child's annual report will contain a summary of your child's year at Elloughton Primary School.

Should you have any queries regarding your child's progress, behaviour or want advice on how to help your child throughout the year, appointments can be made outside these times. Please contact the school office should you need to arrange an appointment.



## Communication

We use both text and email services for parents. We send out communications to inform parents of club cancellations, forthcoming events and absence from school plus much more. Parents receive our newsletter and other communications electronically. Should you require a hard copy please contact the office who will make the necessary arrangements.

## Contact details

It is important that you inform us of any change in details including mobile phone numbers and email addresses. This will enable us to contact you efficiently in case of an emergency.





## Home Learning

The value of homework is to provide extra opportunities for children to learn in different ways and to strengthen the links between home and school. We are aware, nonetheless, that inappropriate homework merely leads to tensions at home without significantly advancing learning. Our aim is to have a system which is relevant and of value, which stretches the children appropriately but is enjoyable for children and not too burdensome for parents.

Home Learning Tasks are given at the start of each half term and children are expected to complete one a week. They cover a range of subjects and themes and are linked directly to the work being undertaken in school. The 'Home Learning Tasks' are placed in children's Home Learning Books and are also available on the website. From September all children will be issued with new Home Learning Journals which will enable children to showcase and share their Home Learning in creative and individual ways. We will also be introducing Home Learning Planners for Key Stage 2 pupils to support learning and develop independence. The planner will be used to record a child's reading and spellings as well as having a weekly diary for notes and reminders. It can also be used for messages to and from home. The planner will need to be brought to school every day and signed by parents/carers once a week.

### Reading

Children throughout the school are encouraged to take their reading books home to read with parents. There is a Home-School Reading system which encourages parents to take an active role in their child's reading development. Reading books are taken home and parents are asked to record their comments about their child's reading in the Home Reading Record. Some younger children may be given "flash cards" with letters or words on them to learn at home.



Homework in Key Stage 1 helps practise and consolidate basic skills in reading, writing and maths and we aim for the work to be enjoyable for you and your child to discuss and complete together.



### Spellings

Children start to receive spellings in Year 1. We would encourage you to help your child practise these spellings at home on a regular basis. Discuss with your child how the words can be used in sentences and the words meanings. A spelling test is undertaken on a weekly basis and a revision test is usually completed after a holiday period. As children progress through the school spelling rules are taught, applied, and spellings relating to the theme are added.



## School Rules and Rewards

At Elloughton Primary School we pride ourselves on our children's excellent behaviour. In order to help support this we have introduced a new house structure this year. The house structure will encourage teamwork, and give children a sense of community amongst their new "house-mates". We hope belonging to a house will also ensure the children feel a greater sense of belonging to the wider family they are part of at Elloughton School.

We have six houses containing pupils of all ages and abilities. The houses are to be named after star constellations: Andromeda, Cygnus, Leo, Orion, Scorpius and Virgo. The houses will be led by a minimum of four members of Staff who will model a whole community spirit and there will be approximately fifty people in each house. The members of the houses will be selected at random and our aim will be to engender a level of healthy competition between the houses.

We hope this will also encourage our children to continue to develop a sense of pride and strive to be the best they can be for themselves, as well as their fellow house-mates. We will have visual displays in each of the classrooms and a large display in the hall where all house point awards will be recorded. Any staff member throughout the school can award house points. When a child is awarded a house point, it will be recorded against that child as an individual achievement and also for their house. There is also the potential for the children to receive individual certificates in recognition of their achievements and these will be awarded at our weekly celebration assemblies. As the houses reach the 1000 house point mark they qualify for their team reward.





## Pastoral Care

Initially, responsibility for the welfare of each child rests with their class teacher, who will deal with most issues. Children are encouraged to talk about any concerns or problems they have in or out of school. We seek to establish and maintain close relationships with home and greatly value being informed of important changes in home/family circumstances. Information will be treated with confidentiality. Please feel free to bring any concerns to the attention of the class teacher, Headteacher or Mrs Cooper our ELSA (Emotional Literacy Support Assistant) who will be more than willing to help.

## Charging for school activities



We believe that Educational Visits are an essential part of the work undertaken by the school and would wish to see them continued.

Under the school's charging policy, contributions are sought, but families in receipt of Family Income Support are not expected to contribute. However, without donations from parents, many trips would not be able to take place. Wherever possible, the school subsidises the costs of visits and pays for all children who are in receipt of Family Income Support. Parents who donate are only covering the cost of the visit for their child and not paying for those children whose parents choose not to contribute. No child will be excluded if their parent does not contribute.

If voluntary contributions are not forthcoming, school visits may be cancelled and money returned to parents.

## Parental Involvement



Parents are able to volunteer their help in school on both a regular and an occasional basis which is something that we greatly encourage. Activities such as listening to the children read, accompanying children to the swimming pool, cooking, sewing, art, and helping make resources are just some of the very valuable ways that our parents currently help us. We are most grateful for the help we receive from parents and welcome anyone wishing to volunteer their services.

Please support your child at school and at home in any way you can, since educational research shows that the more active parents are in their child's education, the higher the standards achieved.



## Safeguarding at Elloughton Primary School



At Elloughton Primary School, we recognise that your child is our responsibility whilst they are in our care. We want to work in partnership with you at all times to be able to discuss any concerns that you may have or any concerns that we may have. It is a priority to inform and involve you at every stage in your child's time at the school.

Since the first priority is your child's welfare, there may be rare occasions when our concern about your child means that we have to consult other agencies even before we contact you.

The East Riding Safeguarding Children's Board has laid down the procedures we must follow, and the school has adopted a Child Protection Policy in line with this for the safety of all. A copy of this can be found on our website [www.elloughtonprimaryschool](http://www.elloughtonprimaryschool) A paper copy of our policy is available from the school office upon request.

If you want to know more about our procedures or the policy, please ask to speak to the Headteacher, our Designated Safeguarding Officer, or Mrs Hannah Stillings, our Inclusion Manager, or Miss Rebecca Sergeant the Deputy Safeguarding Officer.

### Parents Complaints policy

We hope and believe that full discussion will normally enable any complaint to be resolved informally by the staff and/or Headteacher. Most complaints can be dealt with easily and amicably. Following a meeting with the Headteacher, if parents are still dissatisfied a formal complaint should be made in writing to the Chair of Governors for the matter to be considered by the Governing Body. We do have a complaints procedure a copy of this can be viewed on our website.





## School Lunches

School lunches are prepared and served on the premises. The menus are provided by the Local Authority and comply with “Food in Schools” legislation. The cost of a school dinner is currently £2.20 per day, £11.00 per week and payments can be made via our on line payment system, Sims Agora. Prompt payment is appreciated as we cannot allow debits to build up. **There will be a price increase from September £ 2.40 per day.**

From September 2014 all children in Key Stage 1 are entitled to a free school meal every day that they attend school. Free school meals - If you are currently receiving Job Seekers Allowance (income based), Income Support, Child Tax Credit (but NOT receiving Working Tax Credit), Employment Support Allowance (Income related), Guarantee Element of State Pension Credit or Support under part V1 or the Immigration and Asylum Act 1999 your child may be entitled to free school meals. To see if you are eligible you should contact the Benefits Section at East Riding of Yorkshire Council on 01482 887700. They will need the following information: Your name, Date of Birth, National Insurance Number and Child’s details (Name, Date of Birth and School).

Children have the choice of taking a dinner cooked on the premises, a school sandwich lunch made on the premises, or a packed lunch from home. These should be sent in a secure container marked with their name and class. Fizzy drinks and glass bottles should not be brought into school.



**Please do not send your child to school with any foods which contain nuts! There are some children at the school who have a serious nut allergy and the school needs to ensure their safety and well being at all times. We thank you for your consideration and support.**

Should your child have any special dietary requirements, please do not hesitate to contact us to discuss them

Children who wish to have a home lunch may be collected at 12 noon by a responsible adult and should be returned prior to the end of lunchtime at 1.00 p.m.





## Mobile Phones

Pupils' personal mobile phones are not allowed in school. Year 6 children who have them for safety going to and from school must hand them in as soon as they arrive. The phone should be handed to the office first thing in the morning and it can be collected once the bell goes at the end of the school day. Whilst phones will be kept in the office, school cannot take responsibility for any damage or loss the phone. Children should not have mobile phones in bags and/or coats.

## Photographs/Recording Devices



During the course of the school year, we often have occasions when the children may be photographed e.g. by the local newspapers to celebrate events or school activities. Such photographs may be used for displays, on the school website, on Twitter and other promotional material. From time to time we may also record presentations and performances of the children to be used within school.

Names of children are never disclosed on material used outside of school. If you DO NOT wish your child to be photographed or recorded please inform the Headteacher.

There may be occasions when parents wish to photograph/record their child in school activities/productions. We would ask that any media obtained in this way should be for personal family use only and NOT shared with any social networking sites.

## School Council & Pupil Voice (007 Club)

We have a School Council and a Pupil Voice Club, 007. Each class has representatives and they have regular meetings for children to talk and listen to one another's views and ideas. Our children have been able to bring about change themselves as a result of these meetings.





## School Policies

The school has a number of policies which are of specific importance to parents, some of which are available to view on the school website, paper copies can be provided upon request by the office staff.



### Travelling To and From School



At Elloughton Primary School we encourage a healthy journey to school by walking, cycling or scooting. Not only is the fresh air and exercise beneficial for the children in helping encourage a healthy lifestyle but it can also become a teaching time to foster independence and road safety. If your child would like to come to school on their bike or scooter we have provision for storage in the bike shed in the playground. We ask that if your child is cycling to school they should be encouraged to wear a helmet.

The Half Moon public house allows parents to park cars in their car park to enable them to “park and stride” to school. However we would ask that you do not abuse this facility and move your car as soon as possible after drop off and collection of children.

Parking/dropping off in the car park is not permitted at any time. The only exception to this is if you hold a disabled parking badge which entitles you to park in our disabled parking bay. Other than that the car park is not to be used under any circumstances, however brief your visit. We have a Parking Charter available to view on our website under the policy section.

Children *must not* scoot or cycle within the playground at the arrival or the end of the day for health and safety reasons.

### Dogs

If you choose to leave your dog outside school please ensure that it is not likely to cause upset to any other members of the community, particularly small children. In the interests of safety and hygiene we ask that parents do not bring their dogs onto the school premises





Every term the school organises a variety of clubs for the children to participate in. All clubs will run for half a term, which will give the children the chance to take part in more activities. In order for clubs to be viable we require a minimum of ten children. If we have insufficient numbers the clubs will be cancelled.

All coaches hold a current DBS certificate and will be responsible for your child during this period.

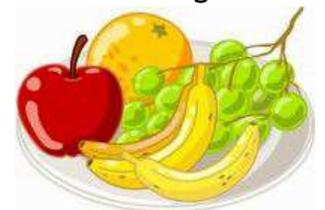
We request that all parents pay via SIMS Agora. Alternatively parents can use childcare vouchers to pay for clubs, although it will be necessary to email the office using the following address: [admin@epsch.co.uk](mailto:admin@epsch.co.uk) , to check we are registered with your provider.



### Snacks

Children in Key Stage 1 are issued with fresh fruit, at no extra cost to you or the school, every day as part of promoting healthy schools.

If you wish your child to have a midmorning snack at playtime we ask that you only supply fruit. Sweets and crisps are not to be brought to school for snacks. We also encourage children to bring water into school to drink throughout the day.



### Water Bottles

Children are encouraged to drink water regularly in school. We ask that parents ensure all water bottles are named and taken home each day to be washed/cleaned. In Key Stage 1, to avoid spillages in bags, bottles can be brought into school empty and filled on arrival. However, in Key Stage 2 we would like children to bring in bottles already filled with water (no juice/fizzy flavoured waters please).





We are in the fortunate position to be able to offer our own “in house” childcare before and after school.

Monday to Friday  
Term time only  
7:30am - 8:50am  
3:30pm - 6:00pm

Our club is run by qualified play workers who help to provide a safe and caring environment for the children that attend. We aim to have a varying range of activities to keep the children stimulated through play.

These include:

Dressing up, cookery, outdoor play, construction toys, arts & crafts and many more activities to encourage the children to interact, explore or just relax.

The morning session provides breakfast that consists of cereals, toast or yoghurts. The evening provides a light teatime snack of pasta, sandwiches, wrap, beans on toast etc. Fresh fruit is always available.

Registration forms are available from the school reception area. The club accepts various childcare vouchers. Please enquire at the club.

### **Pricing**

£4.00 per morning session. (10% discount for eldest child of siblings).

£7.00 per afterschool session. (10% discount for eldest child of siblings).

Late charges apply - please see our separate Sunrise & Sunset Club leaflet for details.



## Friends of Elloughton School (FESA)

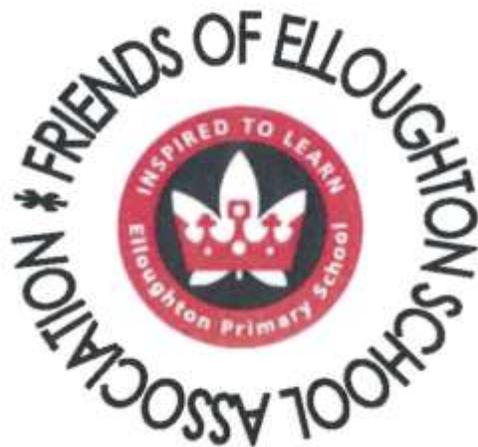
FESA's aim is to enhance our children's future through enriched learning. This is done primarily through fundraising in order to provide added facilities at the school.

That's not the whole picture though; FESA has helped to support the school in other ways such as helping with the gardens and grounds days, refurbishing the pond, and the Eco warrior's scheme.

FESA are fantastic at organising fund raising events with great help and support, and often raise large amounts of money. Events include bun days, discos, BBQs, Bag2School, Summer Fair, Halloween Party and many more. It's all great fun, and we'd love everyone to get involved in some way. Whether it's helping to run FESA, or organising events, helping out or simply coming to enjoy and support the events!

The money raised has been used to build things that would not otherwise have been possible, an outdoor classroom, wobbly bridge, creative cave and the pirate ship. Funds have also paid for additional books for the library, performance equipment, learning aids for reception, I-Pads, enhancing the pond area and the pick up sticks equipment.

If you would like more information, to help out, or to have a chat about what FESA does, please email us on [fesfundraising@googlemail.com](mailto:fesfundraising@googlemail.com)





## Celebrating Our Success

### Quality Mark



The Basic Skills Agency Quality Mark is awarded by a national agency set up to monitor *standards in Literacy and Numeracy*. The school renewed its Quality Mark for the fifth time in May 2015. Our original award was received in 2004. The Quality Mark is externally assessed for renewal and is given for high standards in the teaching and learning of Literacy and Numeracy. We were delighted to receive very positive praise from both external assessors, who particularly praised our highly acclaimed assessment systems. We are very proud of our achievements in this area which reflect the hard work done by everyone!

### Heartbeat Award



We are justifiably proud of our school meals prepared here on site and were delighted when their excellence was rewarded with the Heartbeat Award from outside agencies inspecting our school meals provision. We have also received the East Riding “5 rating for food hygiene”.



### Mode Shift Accreditation



Sustainable Travel  
Accredited and Recognised  
Outstanding level 2011

In August 2011 we became one of the first schools in the East Riding to receive a gold award for Mode shift Accreditation for Sustainable pupils in scooter, cycling and pedestrian skills as well as promoting alternative ways to travel to school than in the car. We continue to host Fit Fridays and Walk to School Weeks and our every popular Farmhouse Breakfast. Our Junior Road Safety Officers are superb at promoting the benefits of walking, cycling and scooting to school.

### Eco Schools Silver Award

Eco-Schools is an international award programme that guides schools on their Sustainable journey, providing a framework to help embed these principles into the heart of school life. Here at Elloughton we have our own recycling station, recycling cables, phones, ink cartridges and even sweet biscuit wrappers. We support the national “Switch it Off” campaigns and are currently growing our own vegetables in the sensory garden. We have a dedicated team of Eco Warriors that work hard to keep us on track to being as Eco Friendly as possible.

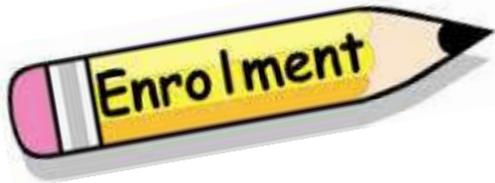


### Ofsted Report

The school was last inspected in March 2012 and we were rated as “good” in all areas.

***“Relationships between teachers and pupils are strong and result in a positive atmosphere for learning. There are real strengths in the creative curriculum particularly in the way subjects are linked together to promote interest, learning and achievement.”***

Copies of the full report are available from the school office through the link on our website or on the official OFSTED website.



## School Enrolment

The following process should be followed when wishing to register your child at Elloughton School.

- If you would like your child to join the school you must complete a separate on line application form. This can be found on the East Riding website [www.eastriding.gov.uk](http://www.eastriding.gov.uk) or by telephoning the school's admission team at County Hall, Beverley on 01482 392131.
- An interest is expressed through initial contact with the school regarding the possibility of enrolling a child at Elloughton Primary School
- The Parents' Handbook is sent or given to the potential new parent(s), with a school expression of interest form
- The new parent(s) return the expression of interest form usually followed by a visit to the school arranged through the school office
- The completed form is retained at the school
- Children at Elloughton Primary School start school at the beginning of **the school year** in which they reach the age of 5.



The school plays no part in the admission process. Parents **MUST** enrol their child through the Local Authority website. The East Riding Admissions team allocate the places and inform parents around May for children starting school for the first time. The parents will have to complete a registration form and return it to their allocated school.

Your allocated school will contact you confirming that you have a place with them and this will be the start of many communications including the arrangements for a Home Visit.

For parents wishing to move their child from another school to Elloughton it is best to contact school admissions to discuss the availability of the places. The admissions team have overall responsibility for allocating places.



## DATA PROTECTION ACT 1988 - PRIVACY NOTICE

We are a data controller for the purposes of the Data Protection Act. We collect personal information from you and may receive information about you and your child from their previous school and the Learning Records Service. We hold this personal data and use it to:

- Support your learning;
- Monitor and report on your child's progress;
- Provide appropriate pastoral care, and
- Assess how well we are doing.

Information that we hold includes your contact details, early years and national curriculum assessment results, attendance information and personal characteristics such as ethnic group, any special educational needs and relevant medical information.

**We will not give information about you or your child to anyone outside the school without your consent unless the law and our policies allow us to.** We are required by law to pass some information about you to the Local Authority (LA) and the Department for Education (DfE). If you want to see a copy of the information about you that we hold or share, please contact the school office.

If you require more information about how the LA and DfE store and use your information, then please go to the following websites:

[www2.eastriding.gov.uk/council/governance-and-spending/protecting-your-personal-information/data-protection](http://www2.eastriding.gov.uk/council/governance-and-spending/protecting-your-personal-information/data-protection)

[www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data](http://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data)

If you cannot access these websites, please contact the LA or DfE as follows:

East Riding of Yorkshire Council - Telephone 01482 393939  
Department of Education - Telephone 0370 000 2288

Please note new parents are required to fill in an application form that confirms parental responsibility for the child the application relates to. Should you have any queries relating to this section or require clarification of the definitions, please ask at the school office, where we will be happy to provide you with detailed clarification.



## Transfer to Secondary School

The vast majority of our pupils transfer to South Hunsley School. There is a tried and trusted system of transition which prepares both the children and parents for the next stage in their education. Throughout Year Six staff from South Hunsley visit the school to teach some aspects of the curriculum and pupils visit South Hunsley to take part in art, sporting and drama activities.

Members of the South Hunsley Staff visit the local primary schools to administer the C.A.T.s tests in the Spring Term. This is followed by a meeting for all parents of children in Year 6 which is held at South Hunsley School. This is an information evening and parents are encouraged to ask questions. Handbooks are given out on this evening.

The children also have an Induction Day where they spend the whole day at South Hunsley School. This is followed in the evening by a meeting for all the parents of the prospective Year 7 children at South Hunsley School.

If you have any queries regarding South Hunsley School please contact them at the following address:

South Hunsley School,  
East Dale Road,  
Melton,  
North Ferriby,  
East Riding of Yorkshire  
HU14 3HS

01482 631208



### School Sport Partnership



We work closely with the South Hunsley School Sport Partnership to promote P.E. in school.

#### **DISCLAIMER**

*The information given in this prospectus was valid at the date of issue and relates to the school year 2015/2016. It is possible that there could be changes during the school year affecting the arrangements described.*

*Date of Issue: June 2016*



## Contact us...

Elloughton Primary School  
Stockbridge Road  
Elloughton  
Brough  
East Riding of Yorkshire  
HU15 1HN

01482 666231

Fax number  
01482 666642

Email address  
[admin@epsch.co.uk](mailto:admin@epsch.co.uk)

Website address  
[www.elloughtonprimaryschool.co.uk](http://www.elloughtonprimaryschool.co.uk)

Twitter  
@ElloughtonPS



## Local Education Authority

East Riding of Yorkshire Council  
County Hall,  
Beverley,  
HU17 9BA

Tel. 01482 887700



**EAST RIDING**  
OF YORKSHIRE COUNCIL

We find inspiration everywhere we look...





... it's around every corner, you just have to keep your eyes open, so go for a walk ...





...walk with us, we're "Inspired to Learn"



Elloughton Primary School  
Stockbridge Road  
Elloughton  
Brough  
HU15 1HN

[www.elloughtonprimaryschool.co.uk](http://www.elloughtonprimaryschool.co.uk)

01482 666231

[Admin@epsch.co.uk](mailto:Admin@epsch.co.uk)