

Riccall Community Primary School



Prospectus





Riccall Community Primary School

Be the best that we can be



About Our School

Riccall Community Primary School is a 4-11 primary school, which was first established in 1791. The current school building was opened in 1931 and there have been several extensions, the latest in December 2013, which increased the size of the KS2 classes, added a dedicated library space, DT/arts space and resurfaced the playground. Riccall CP works closely with local schools that are part of our cluster and is also a member of the North Star Teaching Schools Alliance.

Our building provides us with a fantastic learning environment. We have seven classrooms, a stimulating Early Years Unit with secure outdoor area, a library, computer suite, group room, outdoor swimming pool, hall and large and attractive school grounds with hard and grassed play areas.

As a community school, we are run by the local authority, which employs school staff, owns the land and buildings, and sets the entrance criteria (such as catchment area) that decide which children are eligible for a place. There are 30 places available in each year group.

Contacting Us

Address: Riccall Community Primary School
Coppergate
Riccall
North Yorkshire
YO19 6PF

Telephone: 01757 248 234

Email: admin@riccall.n-yorks.sch.uk

Web site: www.riccallprimary.co.uk

Headteacher Mr Nick Styles

Chair of Governing Body Mrs Helen Sibley





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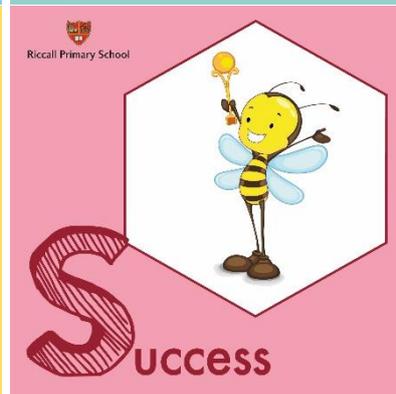
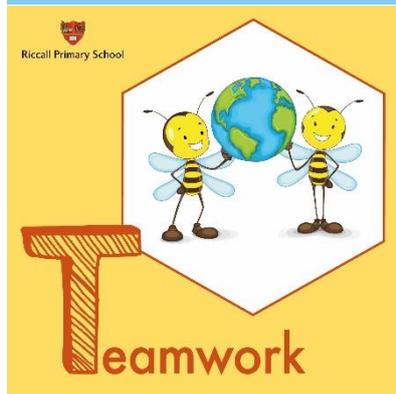
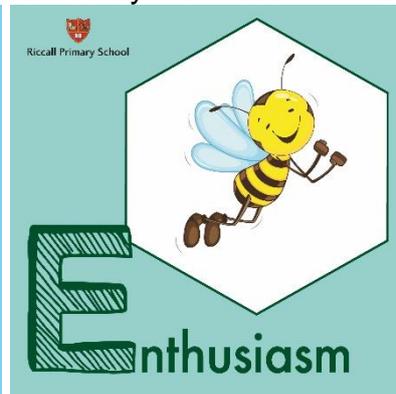
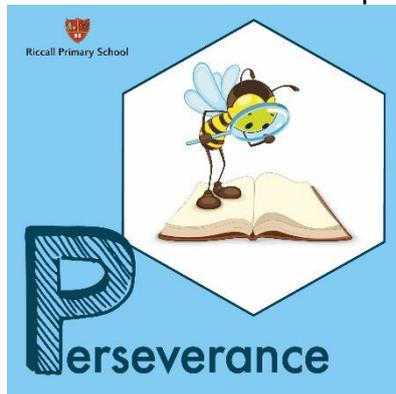


Our school aims and values

Our school aim is:



Our school values are represented by the Riccall PETS:





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The School Day

- 8.50am School staff will be on the playground to welcome parents
- 8:53am The bell is rung and children line up, ready to go into class and begin their learning with Early Bird maths!
- 9.00am Children arriving after this time are recorded as late
- 3.15pm End of the school day

Children in Early Years have their lunch at 11:45am; children in Key Stage 1 have their lunch at 11:55am and children in Key Stage 2 start their lunch break at 12:05pm.

All children in Key Stage 1 and 2 have a 15 minute morning break.

Please note that for safety reasons children should not be on the school premises before 8.40am and should not be unaccompanied before 8:50am.

Our Staff

We have a highly committed and professional staff team.

Our leadership team

Mr Nick Styles	Headteacher
Mrs Nicola Wilson	Deputy Headteacher and Special Educational Needs Co-ordinator (SENCo)

Our teachers

Mr Mark Darlison	
Mr Stephen Flatman	
Mrs Helen Ford	Part time
Mrs Amy Kelly	
Mrs Caroline Kinnaird	Part time
Mrs Jill Newsome	Part time
Mrs Kaitlin Northern	Part time
Miss Kelly Sweeting	
Mrs Nicola Wilson	



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Our administrative staff

Mrs Caroline Adams
Mrs Anne Daniel
Mrs Marie Duffy

Our Home-School Link Worker

Mrs Caroline Adams

Our teaching assistants and higher level teaching assistants

Mrs Caroline Adams
Mrs Lynne Adamson
Mrs Maxine Barnsley
Mrs Karen Darlison
Mrs Marie Duffy
Mrs Wendy Eaton
Mrs Christie Garland Collins
Mrs Louise Gilmore
Mrs Sue Hudson
Mrs Carrol Lee
Mrs Wendy Lee
Mrs Katie Marshall
Mrs Sarah Nottingham

Our lunchtime supervisory staff

Mrs Maxine Barnsley
Mrs Alison Convey
Mrs Victoria Costello
Mrs Sarah Nottingham
Mrs Sandra Smith
Mrs Lisa Ward

Our premises team

Mr John Kearns
Mrs Sandra Smith
Mrs Alison Convey
Mrs Lisa Ward





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School Uniform



School uniform is important in giving the children a sense of identification and pride in their school community. Our uniform consists of dark grey, navy or black skirts, trousers or shorts, navy blue or white shirts or polo shirts and navy blue jumpers, cardigans or sweatshirts. In the summer, girls can wear blue gingham dresses. Details are available on the school website:

[http://www.riccallprimary.co.uk/images/dynamicImages/File/Riccall_Community_Primary_Schooluniform_policy_draft\(1\).pdf](http://www.riccallprimary.co.uk/images/dynamicImages/File/Riccall_Community_Primary_Schooluniform_policy_draft(1).pdf)

For PE we ask that children wear plain white or navy coloured tops and plain dark bottoms. Please ensure that children do not wear designer sportswear and football kits for school.

The school policy for jewellery is that one pair of stud earrings may be worn. These should be removed or covered for PE. A watch is the only other item of jewellery that is permitted.

Home/School Partnership

Educating our children is a shared responsibility and we aim to work in with parents at all times. Research has shown that children learn best when home and school work in partnership.

We want parents/carers to feel welcome in the school and to feel free to call in or telephone about any matter at any time. Informal day-to-day meetings with parents are the most valuable. Teachers are on the playground at 8.50am, so parents/carers can bring children in to school and settle them for the day, passing any quick messages to staff. Teachers are usually available at the end of the day for a brief chat, or you are encouraged to make an appointment if you need a longer time to talk.

We welcome parents/carers into school to spend time in the classrooms and help us with activities and on school outings and visits. We just ask that you complete a Disclosure and Barring Service (DBS) check in advance. We will hold regular consultation evenings where you can come along to discuss your child's progress. School reports are sent home during the summer term.

We try to offer a range of opportunities for parents to actively participate in supporting their children in school.

- Friends of Riccall School (PTA) – all parents are automatically members. The Friends of Riccall School (FoRS) organise various functions throughout the year. Some of these events raise money to provide equipment that might not otherwise be available to the school.





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- Class events – once a term parents are invited into school to see their child's class share what they have been learning with the rest of the school in an assembly or during an open afternoon.
- School newsletter – we distribute the Riccall Roundup, our weekly school newsletter with all the latest news and information.
- Curriculum evenings – there are opportunities to attend evenings where areas of the school curriculum are discussed and explained in detail.
- Class newsletters – each half term, each class sends an outline of the work which will be covered by the class and what you can do to help.

Inclusion

We are an inclusive school and place great emphasis on the care and wellbeing of the children in school. Our Special Educational Needs Co-ordinator oversees the detailed programme of support groups for children and parents. An inclusion register is kept to ensure provision is met for children with additional needs, including special educational needs. Mrs Adams, our Home-School Link Worker, oversees the detailed programme of support groups for children and parents.

Our Single Equality Scheme and action plan, which shows how we make sure everyone is treated equally, are available on our website or by request from the school office.

Absence from School

It is important that children attend school regularly. We ask parents/carers to telephone school as soon as possible to explain the reason for any absence. This enables us to check that all children have arrived at school safely. Failure to do this may result in the absence being recorded as "unauthorised."

Due to a change in legislation from September 2013, the Headteacher can no longer authorise absence for holiday during term time. Any holiday will now be recorded as unauthorised absence. In the case of exceptional circumstances, the Headteacher may be able to authorise the absence, but details and evidence must be provided.

Details of North Yorkshire term times are available on the website or from the school office.

It is important for their educational and social progress that children attend school regularly and arrive on time and ready to learn. Please make sure that your child arrives in time to start the day promptly with the necessary equipment for their learning (P.E. kit etc).





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We celebrate good and improved attendance. If we have concerns about your child's attendance, we will contact you to see if we can help to improve the situation. If your child's attendance falls below 90%, we will write to you and our Home School Link Worker will put in place supportive monitoring procedures and a referral may be made to North Yorkshire County Council Attendance Officers.

Failure to comply with the expectations set by Attendance Officers may result in further action, an application for an Education Supervision Order, or court prosecution.

Emergency Closure of the School

We use the Teachers2Parents text and email system to keep in touch with parents. If the school has to be closed, we use text to inform parents as soon as possible, and post information on the school website. If children have to be sent home during the day, parents/carers will be informed by text or telephone and children will be supervised by staff until they can be collected. No child will ever be allowed home without parent's prior knowledge and consent.

Accidents/ Illness at School

If your child becomes unwell during the day, we will contact parents (or other named contact) to take your child home. We will look after them until this can be arranged.

Minor accidents and injuries which can be treated at school will be dealt with by school staff, but if injuries appear to be more serious we will contact parents and advise them to take their child to hospital. In the unlikely event of a more serious incident we will contact the emergency services and then inform the parent.

Medication

School staff do not routinely administer medicines such as Calpol or Ibuprofen. Parents are welcome to come into school at lunchtime to administer these. School staff will administer prescribed medication with written consent from a parent.

Some children do need to take medication for long term medical conditions. Where it is essential for medication to take place during school hours for a prolonged period of time, parents are asked to discuss the matter with school staff.

School Meals

A hot meal is available each day in school; these are cooked on site every day and an alternative of a jacket potato or a sandwich is available if the school office is informed by 9am. Under the Universal Free School Meals programme, all children in Early Years, Year 1 and Year 2 are entitled to a free meal each day. Children in other year groups can purchase a meal each day or on certain days of the week. Alternatively children may bring





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a packed lunch to school. We encourage healthy eating in school, so please do not send sweets or fizzy drinks in lunchboxes.

Lunch money can be paid via the School Money website (www.schoolmoney.co.uk) and can be paid for in advance. We do not accept cash for school meals.

If you are in receipt of certain benefits and think that your child may be entitled to a free school meal, please contact the school for further information.

Healthy Eating and Drinking

We teach children about the benefits of a healthy lifestyle. We encourage children to drink plenty of water during the day and ask that all children bring a plastic bottle of water, which can be refilled as needed through the day. Flavoured waters, squash or fruit juice are not permitted.

It is good for children to eat a healthy snack such as fruit or raw vegetables at break time. Children in Early Years and Years 1 and 2 receive a free piece of fruit each day through the National Fruit and Vegetables for Schools scheme.

School Visits and Visitors

We view school visits and visitors as an integral part of the learning process. We organise educational visits to enhance teaching and learning and we may invite special visitors into school to help us deliver lesson material in an imaginative way. We aim to take our oldest children on a residential visit, as we believe this is an important way of promoting personal and social development. Every visit is carefully planned in advance and full risk assessments carried out.

In accordance with the Governing Body's policy on charging and remissions, we may ask for a voluntary contribution to cover the costs of visits and visitors. A copy of the full policy is available on the school website. A paper copy is available on request.

The Curriculum

The curriculum is our plan for teaching and learning. We work within the framework provided by the Early Years Foundation Stage Curriculum and the National Curriculum (2014), developing a curriculum which is appropriate for the children in our school and the world in which they live. There is a strong emphasis on equipping children with language, English, maths and computing skills, but we firmly believe in the importance of the arts, sciences and physical activities. We aim to teach in fun, exciting ways, maximising opportunities for hands-on experience. We give opportunities to develop skills in interesting contexts and challenging ways, which consolidate and extend learning.

We use a variety of teaching methods and teaching aids which are chosen to complement what is to be taught. Sometimes the children are taught as a whole class, sometimes in small groups and sometimes individually. The curriculum we deliver at Riccall CP has





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been based on cross curricular links, this results in a more creative and enjoyable learning experience for the children.

Curriculum areas covered include:

English
Maths
Science
Computing
Physical Education – PE (includes swimming)
History
Geography
Art and Design
Design Technology – DT
Music
Languages – we teach French in KS2
Personal, Social, Health and Economic Education – PSHE
Religious Education - RE

Religious Education

We follow the North Yorkshire Agreed Syllabus for religious education. We have an act of collective worship (often called assembly) every day. This may take a number of different formats including class, key stage and whole school groups. Whilst these are broadly and mainly Christian in character, they also incorporate elements of other faiths, encompass other world religions and relate directly and indirectly to the experience of our children.

For religious reasons, parents/carers are entitled to withdraw their children from either religious education, the acts of worship or both. Before deciding to do this, we ask you to come into school to discuss it with us. After doing this, if you do decide to withdraw your child, we will make alternative provision for him/her.

Education for ALL Children

We recognise that each child is unique and has different talents and needs. We aim to provide just the right level of challenge and support for each individual child.

Children's progress is constantly monitored and assessed and careful records are kept. Occasionally, we find that a child does not make the progress we expect. If this were the case, parents would be consulted and appropriate steps to support the child taken.

Many children will have a special educational need at some point during their school career and it is important to recognise and address the need as soon as possible. Needs may be related to learning, emotional difficulties or behaviour. Children who are very able may have special needs as well as those experiencing difficulties. We will adapt our ways





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of working to support needs as they are recognised and aim to provide the support each child needs to recognize their full potential.

A Provision Map may be made with individual targets, review dates and ideas to help parents to support their child at home. Outside agencies such as Educational Psychologists, Speech and Language Therapists or Behaviour Specialists may be called upon for extra support. After further consultation with parents, the Local Authority (LA) may have to make a statutory assessment based on specialist advice. The LA may then draw up an Educational Health and Care Plan. This describes all of the child's needs and all the special help that should be provided.

Parents are informed, consulted and involved at all stages of identification, monitoring and evaluation.

As an inclusive school, we are fully committed to equality of opportunity for all our children and we believe every child has the right to a high quality education matched to their individual needs.

Behaviour

Behaviour and discipline is good at Riccall CP. This has been the view of many who have visited, observed and assessed, including OFSTED, and is our view and that of the children themselves.

Within a school 'family', some rules are essential; these are mostly matters of common sense to ensure the safety of our children and to enable learning to take place. The emphasis in the school is to praise positive behaviour, attitude and effort and to increase children's awareness of the need to make a positive contribution to their community. We have a Behaviour Policy which is consistently applied by all adults who work in school.

Our Golden Rules are:

- Be gentle... don't hurt others
- Be kind and helpful... don't hurt anyone's feelings
- Listen ... don't interrupt
- Be honest ... always tell the truth
- Work hard... don't waste anyone's time and always be ready to learn
- Look after property ... don't waste or damage things

At the start of the school year each class agrees their own classroom rules/code of conduct.

Members of staff will provide attention to those who are behaving correctly. When pupils have to be reminded of the rules, this will be done quietly and calmly with the aim of





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getting the pupil back on task as soon as possible. The inappropriate behaviour will be criticised not the child.

We reward good behaviour in many ways, from verbal praise and acknowledgement to stickers, certificates and treats. Every child is in a 'House' (Griffin, Phoenix, Pegasus or Wyvern) and can earn housepoints as part of a collective effort. We also have a range of sanctions which will be applied if children choose to misbehave.

We will always aim to work with parents. Good behaviour is the result of a partnership between home and school and standards set at home and school should complement each other. If any pupil lets his or her standards of behaviour fall, we will inform parents and discuss it with them. It may be that sanctions outside school can help to reinforce sanctions being used in school.

Extended Services

We teach a rich and varied curriculum to all our children. To enrich and extend our children's education even more, we organise and run after school and lunchtime activities. Many clubs and teams are organised voluntarily, in their own time, by members of staff and the range of activities available will therefore vary from time to time. Details of all the extra curricular activities on offer will be confirmed as they are arranged.

We work closely with two providers of before and after school extended care. Zac's Club are based on school premises. Details about their service can be found at <http://youngdiscoverers.com/childcare/before-after-school-club/zacs-club-riccall/> Space Base, who are based at the Regen Centre in Riccall, also provide wrap-around care. More details can be found on our website at <http://www.riccallprimary.co.uk/space-base.cfm>

Community Involvement

Our relationship with the community is fundamental to school life. We use every opportunity to create and develop links with people of all generations in the neighbourhood. Our aim is to prepare children to become productive and responsible members of their community as they develop into adulthood.

Activities include:

- Local churches and church leaders – sharing in our celebrations and assemblies.
- York City FC and other local sporting groups - coaching projects to benefit all our children.





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- Cluster of local schools – these groups provide opportunities for staff from schools across the local area and across North Yorkshire to work together and share expertise.
- Work experience students from local high schools; trainee teachers from a range of universities as well as student placements from a range of other institutions.

Admissions Information

North Yorkshire County Council is the admission authority for our school. For details about admission enquiries, please contact North Yorkshire County Council by calling 08450349420/01609533679

or by visiting the website using the link below:

www.northyorks.gov.uk/admissions

We hope that you find the information in this document useful. If you do have any further questions, please get in touch by calling 01757 248234, emailing admin@riccall.northyorks.sch.uk or by dropping in to see the staff in the school office.

