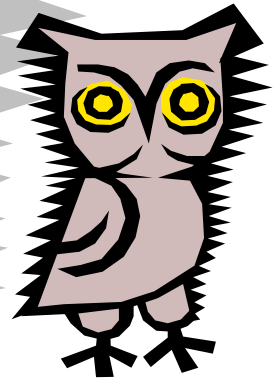
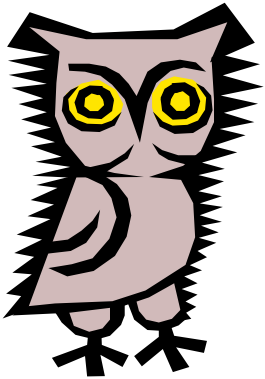




SCHOOL PROSPECTUS

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**DARTON PRIMARY SCHOOL
AND
NURSERY UNIT**



Aim High

Aim High



Creating a foundation for future success

It is our aim that our children will:-

- show positive self-discipline;
- have high self-esteem;
- foster an attitude which shows a respect for others and their belongings enabling them to be part of society and act as good citizens;
- have a positive attitude to work and set their own high standards and expectations;
- are able to pursue their own particular talents and abilities;
- attain the highest levels in SATs for their age and potential;
- are well prepared to participate in the technological challenges of the 21st Century;
- see themselves as part of the global society;
- aspire to achieve and be lifelong learners.

We will provide:-

- a partnership approach with the provider of the learning environment;
- an environment which will enhance the learning that takes place in it;
- a school that is organised, tidy, clean and reflects the attitude that we expect to see in the children;
- a broad, balanced and relevant curriculum which will demonstrate a continuity and progression across the school;
- the opportunity to celebrate the successes of the children through praise, encouragement and display of work;
- policies that reflect the practices that take place in the school, which are monitored and reviewed as necessary;
- a supporting framework for those children whose needs may not always be met within the normal teaching opportunities;
- a curriculum which reflects a Christian tradition;
- opportunities to be aware of multi-cultural issues and equal opportunities within the curriculum;
- resources to give children a quality of experience which will stimulate and support learning;
- up-to-date information technology equipment to provide advanced learning skills;
- training for staff to feel confident with the latest technological changes;
- professional staff who will work together to provide quality teaching and learning opportunities;
- a whole school team that will work together to provide continuity and progression throughout the school;
- a variety of teaching styles appropriate to the needs of the child and the subject area involved;
- opportunities for staff development in line with the needs of the school;
- a school which is well managed and has sound financial administration;
- a culture which works together with parents, outside agencies and the community to retain a holistic view of the child and their needs.

DARTON PRIMARY SCHOOL AND NURSERY UNIT

Information given in this publication relates to the year 2005/2006. Variations may arise because of changing circumstances.

Name of school:	Darton Primary School and Nursery Unit	
Type of school:	Community Primary School for ages 5 to 11 years (Nursery Unit from 3+ years)	
Address:	Sackup Lane Darton Barnsley S75 5AF	
Telephone:	01226 382438	
FAX:	01226 388882	
e-mail:	darton.primary@barnsley.org	
Chairperson of Governors:	Mr S Lodge, 2 Upper High Royds, Darton, Barnsley.	
Headteacher:	Mrs J Parr	
Acting Deputy Head:	Mrs J Siddall B.Ed.(Hons)	
Teaching Staff:	Mrs P. Gates B.Ed Miss J McDougall B.A. (Hons) Q.T.S. Mrs L Bessell B.Ed. (Hons) Mrs R Hodgkiss Cert Ed. Mrs J Lee-Wright B.Ed (Hons) Mrs L Schofield B.A. (Hons) P.G.C.E. Miss A Charity B.A. (Hons) Q.T.S. Miss S Johnson B.A. (Hons) Q.T.S. Mrs D Fox B.A. (Hons) Q.T.S. Miss R Blackwell B.A. (Hons) P.G.C.E. Miss C Francis B.A. (Hons) Q.T.S. Miss L Johnson B.A. (Hons) Q.T.S.	
Bursar::	Mrs D Woodcock	Clerical Assistant: Mrs A Bagshaw
Classroom Assistants:	Mrs E Cartwright (ICT) Mrs K Jones Mrs S Lodge Mrs C Crossley Mrs E Portman Mrs M Jones Mrs E Hall	Nursery Nurse: Mrs L Stables NNEB Education Welfare Officer Ms A Woodward
Curriculum Support Assistant:	Mrs M Senior Mrs L Tolson Mrs L McHugh	Senior Schools Meals Supervisor: Mrs A Burns Caretaker: Mr L Burns

This school is maintained by the Barnsley Education Authority.
Any information that is required from the Education Authority should normally be obtained from:

Mrs E Sutton
Head of Education Services
Berneslai Close
Barnsley, S70 2HS
Tele: 01226 770770

DARTON PRIMARY SCHOOL AND NURSERY UNIT

Sackup Lane
Darton
Barnsley S75 5AF

Tele: 01226 382438
FAX 01226 388882
e-mail: darton.primary@barnsley.org

Dear Parent/Guardian

We extend a very warm welcome to all our children and their families. I do hope that this prospectus will provide you with all the information you need and a sense of the ethos of our school.

Darton Primary School is a **very** happy, caring school with co-operative, experienced and hardworking staff. Our children are encouraged to develop their full potential academically, physically, socially and spiritually. To these ends, the school provides opportunities in both the normal curriculum and in the many extra-curricular activities that we enjoy after school. Our aim is to create an atmosphere where children have a real zest for learning and enjoy coming to school. The school motto of "Aim High" makes the point distinctly as to where the staff, parents and children should be setting their goals.

The relationship between home and school is one of partnership and the co-operation and support between both is essential to your child's development at school.

This prospectus outlines the facilities and organisation of our school. It should be read in conjunction with the annual update of additional information over the course of the coming year.

However, the best way to find out about us is to visit the school, meet the Headteacher and staff and ask questions. We aim to offer a first class education in a friendly, caring and challenging environment. An education that will set high standards of work, behaviour and good manners.

Come and see for yourselves.

Yours sincerely

Mrs J Parr

Headteacher

SECTION 1: THE SCHOOL DAY

Absence from School

If your child is absent from school for any reason, please let us know. A note explaining his/her absence **must** be given to the class teacher on return to school. In emergencies please telephone school - 382438. In cases of absence through illness longer than two weeks we may ask for a medical certificate. If you wish to take a holiday during term time you must take note of the limit of 10 school days in any year. Due to tests, our Governors have resolved that Y2 are not permitted to take a holiday any time in May and Year 6 will not be permitted to go on holiday from February half-term until the end of SATs tests in May. An application for permission to take a holiday in term time is available from the school office.

In cases of persistent absence from school where the school suspects that there may be no good reason for absence, the Education Welfare Officer may be asked to make enquiries. Lateness is regarded as absence for the purposes of the law concerning the requirement to attend school.

Good attendance and punctuality are “life habits” acquired whilst at school. Please help your child by instilling in them these basic codes of behaviour.

Annual Pattern of Events

Autumn Term:

October	Harvest Festival Annual General Meeting of Governing Body Governors’ Annual Report to Parents
November	Parents’ Evening School Photographer (Individuals & Family Groups)
December	Christmas Performance

Spring Term:

February	Parents’ Evening Year 5 visit to Robinwood Residential Activity Centre
March	Governing Body Meeting

Summer Term:

May	Governing Body Meeting School Photographer (Class Groups) KS1 and KS2 SATs
July	Y6 Residential Visit Reports issued to parents Open Afternoon for parents Year 6 leavers’ party Prizegiving Assembly Sports Day

Appointments to see Teachers:

If you need to see a teacher for any reason this is usually possible at the end of the school day. If you would like a lengthy discussion please write or telephone for an appointment. Open evenings are held twice a year and parents are especially encouraged to involve themselves in the education of their child. In the Summer Term there will be an Open Afternoon so parents can visit the classroom during the day and view work.

Communication with Parents:

It is important that your children feel that school and home are working together in their interests. Good communication between home and school is important so please tell us anything you think will affect your child's performance in school so that we can make allowances and respond to your child's needs appropriately. We send topic letters home every term so that you are aware of what your child is covering in the classroom.

Holiday Dates

	School Closes	School Opens
Midsummer 2005	Friday 22 July	Monday 5 September
October Half Term	Friday 21 October	Monday 31 October
Christmas 2005	Wednesday 21 December	Thursday 5 January 2006
Feb. Half Term	Friday 10 February	Monday 20 February
Easter 2006	Friday 31 March	Wednesday 19 April
May Day	Monday 1 May	
Spring Half Term	Friday 26 May	Monday 5 June
Midsummer 2006	Friday 21 July	Monday 4 September

INSET Days:

Tuesday 15 November 2005
Tuesday 3 January 2006
Wednesday 4 January 2006
Tuesday 18 April 2006
Thursday 4 May 2006

Out of School Care:

Out of School care is provided by "Extra Time" which runs a breakfast club, after school club and holiday club, on the school premises. More information and charges can be obtained by contacting the leader, Mrs Amanda Grosse, on 07810 788465

School Times

Nursery	9.00 am - 11.30 pm	12.45 pm - 3.15
pm		

Infants	9.00 am - 11.55 am	12.55 pm - 3.10 pm
Juniors	8.50 am - 12.00 noon	12.55 pm - 3.15 pm

Arrangements for children entering and leaving the school building at the start and end of the day are as follows:-

8.50 am A bell will be rung outside and all **KS2** children should line up in their class groups in the playground. Class teachers will collect children from the playground.

8.55 am A second bell will be rung outside and all **KS1** children should line up in their class groups in the playground. Class teachers will collect the children from the playground.

At the end of the day, children will collect their belongings from the cloakrooms and return to their classrooms. Teachers will then dismiss children from the classroom.

If you have a reason to see the class teacher, could you please contact the school office first and a message can be taken to the teacher or an appointment made for you to see them. Please do not come to the school office until all the children have been brought into school.

If you need to contact the school office please do so between 8.45 am and 9.15 am and between 2.45 pm and 3.15 pm, this is for personal callers and telephone calls. At other times during the school day we ask that you only telephone school if it is a matter of urgency.

SECTION 2: CURRICULUM

The Curriculum 2000 consists of 10 subjects, which all children must study at school. The subjects are:

English)	
Mathematics)	Core Subjects
Science)	
Information Communication Technology)	
Design Technology)	
Art & Design)	
History)	
Geography)	Foundation Subjects
Music)	
P.E.)	
R.E.)	

To achieve our educational aims, we provide a curriculum which develops the whole child physically, socially, intellectually and emotionally. We provide a broad and balanced curriculum which takes into account the individuality and uniqueness of each child in terms of their personality, characteristics, qualities, abilities and needs. We believe that our children learn more effectively when there is continuity in their learning and that is why we teach through a themed (topic) approach which is taught continuously over a set period of time.

Our work is carefully planned ensuring that all children are given full access to Curriculum 2000. We build on each child's previous experience, assessing progress and identifying the next steps a child must take to continue to improve. Assessment is ongoing and is used to inform our planning.

Children learn through practical work, discussion, questioning, co-operating, listening, watching, and researching. Lessons may include visits to appropriate places, visitors coming to school and the use of different resources. Any concerns about or complaints regarding the school curriculum should be made in writing to the Headteacher.

In the Nursery and Reception classes all work is based on the Early Learning Goals which set objectives for children by the end of the Reception Year. Whilst in the foundation stage, the children's progress is being constantly recorded and this will be fed back to you at the end of the Reception Year through the Foundation s Stage Profile.

Nursery - Reception	Foundation Stage
Year 1 and Year 2	Key Stage 1
Years 3, 4, 5 and 6	Key Stage 2

At the end of Key Stage 1 and Key Stage 2 the children have *Standard Attainment Tests*. The expected level of attainment is Level 2 for KS1 and Level 4 for KS2.

Results in these tests for the last 4 years are shown below:-

Key Stage 1		2002	2003	2004	2005
		%	%	%	%
Reading	School	92	95	88	92
	National	82	84	84	85
Writing	School	95	93	83	90
	National	86	82	81	82
Maths	School	100	93	93	97
	National	90	89	91	91
Science	School *	97	95	93	95
	National	90	90	90	90

* Teacher assessment

Key Stage 2		2002	2003	2004	2005
		%	%	%	%
English	School	79	70	74	74
	National	75	75	78	79
Maths	School	79	73	77	91
	National	73	73	74	75
Science	School	89	98	85	89
	National	87	86	86	86

These tables show the most recent statutory assessment results of Year 2 children at each Level in the 2005 school year.

Figures may not total 100% because of rounding:

Teacher Assessment - % at each Level							
	W	1	2	3	4+	Pupils Disapplied	Pupils Absent
<i>Speaking and listening</i>		3	84	13			
<i>Reading</i>		8	75	17			
Writing		10	69	21			
Mathematics		3	71	26			
Science		5	74	21			

Task and Test Results: % at each Level							
	W	1	2	3	4+	Pupils Disapplied	Pupils Absent
<i>Reading Task</i>		8	74	18			
Reading Comprehension tests		8	72	21			
Writing Task		10	69	21			
Mathematics		2	69	29			

W represents pupils who are working towards Level 1 but have not yet achieved the standards needed for Level 1.

These assessments do not apply at every level and therefore figures may not total 100%

These tables show the most recent statutory assessment results of Year 6 children at each Level in the 2005 school year.

Teacher Assessment - % at each Level							
	2	3	4	5	6	Pupils Disapplied	Pupils Absent
<i>English</i>	3	26	49	23		1	
Mathematics	6	3	63	29		1	
Science		9	63	29			

Test Results: % at each Level							
	*Below Level 3	3	4	5	6	Pupils Disapplied	Pupils Absent
English	3	23	51	23			
Mathematics	6	3	77	14			
Science		11	46	43			

W represents pupils who are working towards Level 1 but have not yet achieved the standards needed for Level 1

* represents pupils who were not entered for the tests because they were working below Level 3 in English, Mathematics or Science, pupils awarded a compensatory Level from the tests, and pupils not achieving a Level from the tests.

Children's Records and Reports:

We keep records of children's progress as they move through school. The information obtained in these assessments helps the teacher to plan the next section of work. We also test our children's progress in Mathematics and English through levels based on national expectation.

Range of results

W 1c 1b 1a 2c 2b 2a 3c 3b 3a 4c 4b 4a 5c 5b 5a

National Expectation

Key Stage 1 Year 1 – 1a Year 2 – 2b

Key Stage 2 Year 3 – 2a Year 4 – 3b Year 5 – 3a Year 6 – 4b

The children undertake *Performance Indicators in Primary Schools* tests during the school year which indicate the child's performance against their ability and show whether they are under or over achieving.

Throughout Key Stage 2 the children sit *Optional SATs* tests which give data very much in line with the end of Key Stage tests. This helps to track the child's progress through school.

At the first parents' evening, parents are made aware of their child's position and the numerical target that will be set and steps of how to reach it. At the end of the school year parents receive a written report detailing progress made during the school year and showing areas that may need further development. This information is reported through numerical statistics as well as written information. These reports come out to parents in July.

Community and Extra-Curricular:

We feel it is important that children realise that they belong to a caring school community and that they have some responsibility towards our community. They also belong to a wider community of Darton and Barnsley and whenever we can we try to involve the wider community in our school activities. This is evident in our curriculum work and extra-curricular activities. At present these include Art and Craft, Choir, Netball, Football, and Running Club.

Drugs Education:

Drugs education has a vital role in school, allowing children to explore wider social issues and learn how to make informed choices about events they may encounter in later life. Children will be taught specific drugs education and be provided with life skills which will be developed through other areas of the curriculum such as personal, social and health education.

Our teaching aims are to:-

- enable children to make healthy, informed choices through increasing their knowledge, challenging attitudes and developing and practising skills;
- increase understanding about the implications and possible consequences of drug use and misuse;
- encourage an understanding for those experiencing or likely to experience drug use (including those dependent on medicinal drugs);
- widen understanding about related health, social and legal issues;
- enable children to identify where help and support can be found.

Our policy further develops these aims and exemplifies methods of teaching and resources used to deliver this area of the curriculum.

Homework:

After parental consultation and governor involvement, the children will be expected to involve themselves with increasing amounts of homework and this will be in line with the policy on homework.

Organisation of Classes:

Due to entry figures being larger than can be held in one class, classes throughout the school may contain mixed age children. The organisation of classes takes place at the end of the school year in consultation with all staff, for the following year.

The class organisation for 2004/2005 is as follows:-

	Nursery	Mrs Gates	
Class LW	Mrs Lee-Wright/Miss L Johnson		Reception
Class DF	Miss Fox		Year 1
Class JM	Miss McDougall		Year 1 and Year 2
Class AC	Miss Charity		Year 2
Class RB	Miss Blackwell		Year 3
Class BH	Mrs Bessell/Mrs Hodgkiss		Year 3 and Year 4

Class SJ	Miss S Johnson	Year 4 and Year 5
Class CF	Miss Francis	Year 5 & 6
Class JS	Mrs Siddall	Year 5 & 6

Parents in School:

We welcome parental help in school and this support can be in a variety of ways. Some parents wish to help in the classrooms and can be involved in a variety of activities - sewing, reading, games, art, ICT, mounting work, etc. It helps us if we know what you are happy doing. We also have parents who help to run extra-curricular activities such as tag rugby, football and choir. We may ask for volunteer helpers on school trips and on activity days in school such as sports day, Christmas performances etc.

Reading workshops are held on a monthly basis. This gives parents an opportunity to come into school and read with their children. In addition and to keep parents informed with their children's learning, we present examples of pupils' work in a sharing assembly when parents are invited to watch a short presentation by each class on topics they have covered and information they have learned.

We wish to work in partnership with parents and encourage all ways of coming together as a team.

Physical Development - Sporting Aims:

PE is about developing children's enjoyment, confidence and skill in physical activities and introducing them to the pleasures of sport. Through sport we aim to promote physical, social, intellectual and practical skills. To foster co-operation and self-esteem and to develop in children a positive attitude and enjoyment in undertaking exercise that will be continued. Each week pupils take part in physical activity - 1 hour indoors and 1 hour outdoors, weather permitting. Activities include gymnastics, dance, games, athletics and swimming (in Y4). Outdoor and adventurous activities will be offered to pupils in Y5 and Y6 through visits to Robinwood Activity Centre at Todmorden and, in 2003, Scout Dike Activity Centre. Extra-curricular activities in KS2 offer opportunities for sports in a more competitive way. We are also part of the Barnsley School Sports programme and take part in many competitions including girls/boys football, cricket, athletics, orienteering, rugby, netball and rounders.

Religious Education:

Collective worship is the coming together of the school to join in an act of worship which is of a broadly Christian nature. It is also an opportunity for the secular needs of the whole school to be met; the awarding of prizes, certificates, praise etc. and a time for reminding pupils of the school rules and regulations and generally dealing with school notices and announcements.

The programme for teaching RE is delivered through assemblies and class lessons which include:-

- daily acts of worship;
- the beliefs, values and traditions of Christianity and other religions;
- personal, moral and social responsibilities;
- developing a positive attitude to other cultures and beliefs.

Other teaching is delivered through didactic teaching, story and experiential learning activities such as discussion, drama, role play and educational visits.

Right of Withdrawal (Religious Education publ. DFE 1/94). Parents may withdraw their child from RE and Collective Worship. Further information is available from the Headteacher.

Sex Education:

At Darton Primary School we realise the importance of a child's personal and social development, and as such teach Personal Social and Health Education regularly from Reception to Year 6. As part of this subject we also teach Sex and Relationships Education.

The staff at our school have recently reviewed and updated the Sex and Relationships policy. We have done this in consultation with Health and LEA Advisors in Barnsley and we have followed guidelines on areas to be taught in each Key Stage. We use the Barnsley Sex and Relationships programme of study in conjunction with the recommended texts and Channel 4 video series. Information is sent to you nearer to the time of learning.

Although the majority of Sex and Relationship Education objectives are taught in Science and PSHE lessons, in Years 5 & 6 there are specific SRE lessons taught alongside a Health Advisor. Parents are informed annually of the objectives to be covered in their child's Year group.

The aim of our Sex and Relationship Education programme is to help children understand their physical and emotional development. We aim to teach children how to have happy relationships with their friends and family, sort problems effectively, know where to seek help if necessary, as well as to understand the basic facts about the processes of conception, pregnancy and birth.

Special Educational Needs:

All children are equally valued irrespective of any ability or disability and are offered equal opportunities. The staff will endeavour to meet the needs and rights of all children. We aim to adapt in our approach to the individual child enabling participation in the life and work of Darton Primary School to the best of their abilities. In other words, to offer an inclusive education.

The term 'special educational needs' has a legal definition. Children with special educational needs all have learning difficulties or disabilities that make it harder for them to learn than most children of the same age. These children may need extra or different help from that given to other children. The range of needs may be in thinking and understanding, physical or sensory difficulties, emotional and

behavioural difficulties, or difficulties with speech and language or how they relate to and behave with other people. This help given in school is referred to as School Action. At this stage we frequently inform parents of the steps we are taking, sometimes inviting them to school to let them see the kind of work we are doing, and ask for their assistance to help the child to overcome their difficulty. It is harmful to the child to become over-anxious about this kind of situation: please inform us at school if you have any worries.

If the difficulties are not overcome, the Headteacher may ask for extra help and advice from Authority specialists in special education, for example a specialist teacher, an educational psychologist, a speech and language therapist or other health professionals. This help is referred to as School Action Plus (Code of Practice 2001). Under the 1981 Education Act, a child is defined as needing special educational provision if he or she has a disability which interferes with his or her education, or if he or she has a significantly greater difficulty in learning than the majority of children of his or her age. At this stage there is full consultation with parents. Advice would be given by the Authority on the steps to be taken to provide education appropriate to the needs of the child. At all stages in helping a child who has learning difficulties, help can be given in many different ways. It may mean extra resources such as special reading books or work-books, or advice given to the teacher by specialists in special education on new strategies to be tried in the classroom. It may mean taking the child out of the classroom for a short period each day to give them special attention in a quiet place. About 2% of all children need more help than ordinary schools can provide without extra staff or equipment or adaptations to their buildings, and these children receive education in a special school.

For each case of this kind the LEA has to produce a written statement of the pupil's needs. Parents are involved in this process and are given a copy of the statement. Children with special educational needs may be withdrawn from national curriculum teaching.

Miss McDougall is the school's Acting Special Needs Co-ordinator.

Transfer to Secondary School:

Children transfer to a secondary school of their parents' choice in the September following their 11th birthday. Parents must make an application for a place on an application form provided by the Chief Education Officer. These forms are circulated to all Year 6 children in September.

SECTION 3: ADMINISTRATION

Admission to the Nursery Unit:

Although attached to this school, the unit serves a wide area. Parents living in other areas may send their children to this popular part of our school.

Admissions to Nursery are dealt with by the Local Education Authority and application forms can be obtained from the school office or by contacting the Admissions Section at the LEA on Barnsley 773677. Applications can be made at any time after the child's 2nd birthday and places are allocated to children in date of birth order. Parents will be informed by letter of a successful application to Nursery.

Before admission a member of the Nursery staff visits the child's home so that they may get to know each other on the child's home ground. There are opportunities for the child to spend time in Nursery before admission, and a meeting of parents with the staff of the school.

Admission to School:

Parents have the right to apply for a place at any school in Barnsley or the surrounding district and admission to our Nursery does not automatically guarantee a place at our school. Children whose name is on the Nursery waiting list will be sent a school application form in September of the school year before the year of their child's entry to school and applications must be received at the first preference school by the closing date stated 18 November 2005.

The policy of the LEA from 2004/2005 is to admit children to school as detailed below:

Children whose 5th birthday falls between 1 September and 31 December
Admission at the beginning of the Autumn Term (September)
Children whose 5th birthday falls between 1 January and 31 August
Admission at the beginning of the Spring Term (January)

Parents will be informed of their child's school place on 1 March 2006.

If the number of applications for places at the school exceeds the number of places available, the following criteria are used to allocate places:-

- special educational needs
- children with brothers and sisters in the school at the time of their admission - these children gain automatic admission;
- the distance between the child's normal place of residence and the school (measured in a straight line on a map) - closest addresses gain places until the school is full.

When the school is full applications may be refused, although it should be stressed that in such cases parents do have the right to appeal via the Education Committee to

an Independent Appeals Tribunal. The Headteacher will be in attendance during all appeals.

It is not normally possible for children to start school early. All decisions regarding the admission of children to the school rest with the Local Education Authority.

Admission of children who have attended our Nursery:

We try very hard to make the transfer to the Reception Class as happy and trouble-free as possible. The Nursery teacher brings the children into the class on several occasions to get them used to the idea of going into the Reception building, to let them meet their new teacher and to see their new surroundings. Children attend for morning sessions only during the first week of their school life.

Parents are invited to visit the school office to check that information on school records is correct. We do need to see your child's birth certificate.

Admission of children who have not attended our Nursery:

Parents are invited to make several visits to the school with their children shortly before the admission date. This is to allow new starters to meet their teacher and to see the classroom, in order to avoid anxiety.

Attendance Records:

The total number of registered pupils who were on roll for at least one session in the school year 2004/2005 was 290

Attendance records are kept of all children and from these records termly averages for the whole school are calculated. The averages for the last three terms are 94.73% attendance with 0.56% of absences being unauthorised, 95.82% with 0.31% of absences being unauthorised and 93.75% with 0.36% of absences being unauthorised. It is our aim to improve these attendance figures in line with government and local targets.

Children who are absent without an explanation being given to the school are regarded as absent without authority. The Government publishes statistics on these unauthorised absences. **Please ensure that you send a letter of explanation or contact school if your child is absent for any reason.**

Complaints about Curriculum and Collective Worship:

We endeavour to provide the best education for your child.

Any complaints about the education of your child should be communicated to the Headteacher. This may be done either verbally or in writing. The parent governor can also be contacted for informal discussions. If the matter is unresolved it is passed on to the Director of Education at the LEA.

Parents are able to use the complaints procedures if they believe that the LEA or the school Governing Body is failing to:-

- provide the National Curriculum in the school;
- carry out other curriculum duties;
- provide religious education and daily collective worship;
- provide the information which they are required to provide.

Governing Body:

The school governing body oversees the running of the school and advises the Headteacher about certain aspects of school policy. Governors have a general responsibility for the effective management of the school, acting within the framework set by national legislation and by the policies of the LEA. They are not expected to take detailed decisions about the day-to-day running of the school, this is the role of the Headteacher who discusses many aspects of school life with the governors and receives general guidance from them.

The governing body comprises 14 members. The Chairperson for the current year is Mr S Lodge. The five parent representatives, elected by ballot, are Mrs S Heald, Mrs V Padgett, Mrs A Grosse, Mr R Hall and Mrs R Archer. Three members are appointed by the LEA, there is one teacher governor, elected by the staff, one non-teaching member, three members co-opted from the local community and the Headteacher.

The full governing body and the two committees, one concerned with finance and general purposes and another with personnel and curriculum, each meet once a term. Under Local Management of Schools the governing body has the added responsibility of monitoring the financial position of the school and has certain executive powers concerned with the school budget and how it is spent.

Payments to School:

School dinner monies are paid in on Monday mornings, though in case of absence on Monday payment may be made on other days in the week. Payments should be made in coins of large value or payment by cheque is allowed. Cheques should be made payable to **Barnsley MBC**. In the case of absence in the middle of the week, any meals not taken are credited to the following week. Payment for school meals should always be made in advance - arrears will not be permitted to accumulate. Families who are in financial need should make an application for Scheme of Aid. Application forms are available from the school office or from the Education Offices.

Payments for school events such as educational visits or theatrical performances in school are made to the class teacher. It is helpful if such monies are sent to school in a named purse or polythene money bag. Again, payment by cheque is allowed and cheques should be made payable to **Darton Primary School Fund**. Receipts are not normally given but a record of payments made is kept in school.

SECTION 4: RESOURCES

Charges made for Materials used in School:

Normally all materials used in school will be provided by the school free of charge. However, there are some activities where a finished article is produced (e.g. in needlework, baking, model-making) and children may bring it home. In such cases you may be asked to tell us whether you wish to have the article brought home and to make a reasonable contribution towards the cost of the materials used.

Educational Visits:

These visits are regarded as a vital part of the curriculum. They are often used as starting points or intermediate stimulus for topic work, and on such visits children may be introduced to new ideas which may be further developed. Sympathetic consideration will always be given to families who may have financial problems and you will always be consulted before a visit is organised to find out whether you are willing to make a voluntary contribution towards the cost of the trip. It is important that you should always return educational visit consent forms to school since they are an important part of the insurance documentation. At the start of each academic year parents are requested to sign a visits form which will enable the school to participate in local visits throughout the year.

Charges for School Activities

The Authority's policy, adopted by the Governing Body, is as follows:-

- Education during school hours: All education provided wholly or mainly during school hours, except for individual music tuition and instrument hire, shall be free.
- Education outside school hours: Outside school hours education will be free where it is provided:-
 - (i) specifically to fulfil statutory duties under the National Curriculum introduced by the 1988 Education Reform Act;
 - (ii) specifically to fulfil statutory duties relating to Religious Education as required by the 1988 E.R.A.
- Optional Extras: Other educational activities provided wholly or mainly out of school hours will be considered to be optional extras and as such may be charged by the LEA or Governors as appropriate.

Equipment:

The Authority's policy is that all equipment and books essential to activities in school should be provided by the school. We have no objection to children bringing their own materials from home if they wish to do so.

Financial Information:

The school receives a certain amount of money per annum for each pupil on roll. This is to cover all expenditure relating to materials, staffing, heating and running the school building, with the exception of major repairs, which are still paid for from central Authority funds. The Headteacher and governors are responsible for the financial management of the school, managing a budget of £728,082 during the year 2005/2006.

Fund-raising:

The Authority's policy is that all the essential items of school equipment, materials and books should be provided through Authority funding. They have no objection to funds being raised for some of the "extras" which make school a much more friendly and interesting place to be. From time to time special events are organised to raise funds for school. Normally we have a specific need in mind and inform our supporters what we would like to purchase for school. It is beneficial for our children to look further afield than just their school and consequently once a year they are encouraged to raise money for a named charity

Parent Teacher Association:

The objective of the PTA is to advance the education of pupils in the school in particular by developing effective relationships between the staff, parents and others associated with the school, and by engaging in activities or providing facilities or equipments which support the school and advance the education of the pupils.

Fundraising provides opportunities for social events throughout the year e.g. Summer Fair, Quiz Night, Fashion and Magic Shows, Carols by Torchlight etc. The PTA also organises several collection schemes such as Tesco Computer Vouchers for School, Persil Stars and Printer Cartridge Recycling. All parents (or carers) are automatically members of the PTA by virtue of being a parent (carer). If you would like to have some involvement in the social, fundraising and school supporting events please come along to PTA evenings advertised in school. Last year the PTA bought a reading scheme, and paid for 35 Y6 to see Joseph and his Amazing Technicoloured Deamcoat at the Bradford Alhambra. Later this year the PTA is paying for all children to see a pantomime.

Gifts to School:

Gifts to school are normally very acceptable. However, if a gift is to be conditional in any way it would have to be referred to the Governing Body to determine whether acceptance of the gift is possible.

SECTION 5: WELFARE

Accidents or Illness at School:

If your child becomes ill at school or has an accident which we feel needs immediate attention, we do everything we can to let you know immediately and ask you to collect him/her from school or, if this is not possible, we would take your child home by car. If we feel that hospital attention is needed we would immediately call an ambulance or take the child to hospital, collecting a close relative to comfort the child if this is possible. The steps to be taken depend on the seriousness of the case. You will realise from the above procedures that **it is important that you keep us informed of changes of addresses and telephone numbers**. It is also useful for us to have other telephone numbers to call in an emergency, especially if all the adult members of the immediate family go out to work.

If your child bumps his/her head at school we usually send home a letter informing you so that you are aware of this if later complications arise. We would also try to inform you by telephone if we felt it necessary.

Only medicines prescribed by a doctor can be administered in school. A parental consent form **must** be completed before any such medication can be given.

Our facilities for cleaning grazes on some parts of the body are very limited as we have no medical room. We request parents to remove our temporary plasters and ensure thorough cleaning immediately your child arrives home.

Aids: HIV Infection:

Our hygiene procedures take this risk into account.

Asthma:

Children who suffer from asthma should keep an inhaler in school. These are stored in the teacher's desk where they are easily accessible to children.

Athlete's Foot:

Verrucae and athlete's foot infections are no longer regarded as reasons for children missing physical activities (PE or swimming) and no protection is necessary for verrucae, though protection/foot cover is required in the case of athlete's foot. It is expected that children will receive treatment for both these infections.

Behaviour:

The governing body has responsibility for setting the general principles by which the school promotes discipline within the school. Good discipline is dependent on good relationships between children and teachers. It is important that children realise that a teacher's principle role is a caring one. It is our duty to care for everyone in our charge and therefore it is part of our responsibility to create a caring community in which no-one feels threatened, and everyone shows consideration for others. It is also

important that children learn that there are advantages to be gained by being caring and considerate, and for this reason praise is given whenever possible so that good behaviour is rewarded.

We have a set of golden rules which every member of staff and all children are aware of. These are:-

- Be kind and helpful
- Work hard
- Listen
- Look after property
- Be honest

Bullying:

It is the responsibility of all adults in school to ensure that children are free from humiliation, oppression and abuse, in an atmosphere which is caring and protective. Parents and other adults will be informed that we expect bullying to be reported to us.

How to deal with bullying:

- watch out for signs of distress: unwillingness to go to school, feeling ill, excuses for not taking part in activities;
- talk to your child about school: show an interest, discuss friendships, activities in the playground and on the way home;
- inform the school immediately if you think your child is being bullied;
- do not encourage your child to hit back, instead encourage them to recruit friends - not for defence but because groups are less likely to be bullied;
- discourage them from “buying” friends or “buying off” bullies.

Fire Drill:

A fire drill is held once each term to train children in the procedures to follow. If you are in school when the alarm goes, please leave the premises immediately.

Head Lice:

Parents are asked to check their children’s hair frequently for signs of head lice infection and if you find head lice in your child’s hair I would be grateful if you could treat accordingly.

Health & Hygiene:

We ask parents to keep their children at home for 24 hours after a stomach infection resulting in diarrhoea or vomiting.

In the interests of children’s health we do not use towels in school. Paper towels and warm-air hand dryers are provided.

Infections:

Children suffering from certain infections are excluded from school during the period of communicability. Your doctor will advise you about this and we also have the information in school.

Jewellery:

Children are not permitted to wear jewellery in school except watches and small stud earrings.. Earrings in pierced ears are particularly hazardous as they may cause accidents by becoming entangled in other children's hair during vigorous PE activities and children are asked to remove stud earrings before taking part in such activities.

Litter:

We try to encourage children to be caring towards each other and caring towards the environment. We take certain steps to encourage this attitude by encouraging the correct disposal of litter and trying to make our school an attractive environment, inside and outside.

Meals at School:

Meals are cooked on the school premises and the school is used as a dining hall. The children have a choice of a traditional 2 course hot meal, jacket potato with filling or a sandwich bag. Children may bring a packed lunch from home if they wish but please give us one week's notice in writing of a change from packed lunch to school meal or vice-versa as food is ordered from our suppliers one week in advance. School meals are currently £7.50 per week payable on a Monday morning.

Medical Examinations:

The school nurse visits school to carry out medical examinations at certain times in your child's school life. A separate leaflet is sent out to inform you of the examinations given. Please keep us informed of any medical problems that may affect your child's capacity to learn, in particular any problems with eyes and ears or any condition which may interfere with concentration. The school may request a medical examination of any child when there is a cause for concern but we have an obligation to consult parents and gain their approval before doing so.

Milk Provision:

There is now a charge of £6.00 per term for children of school age who want milk. Parents in receipt of Scheme of Aid will not be asked to make this payment.

Safety of Children:

We have certain procedures to prevent accidents. Please note the following:-

- children should wear suitable footwear in outdoor games (pumps or trainers);

- we expect parents bringing young children to school to avoid using the large gates used for vehicle access and to use the small gates into the junior playground instead: **children are not permitted in the car parking area at all;**
- **do not use the car park as a parking area when delivering children to school;**
- under Health and Safety regulations we are asked to be alert to any hazards on school premises, please help us by reporting any hazards you may notice to any member of staff;
- we try to be alert to dangers outside the school premises. If we are informed of any hazards we pass such information on to parents so please let us know of any incidents or situations outside school which might be hazardous to children;
- children are not allowed out of school during school time unless escorted by a responsible adult (someone over the age of 16 years);
- we are not permitted to have dangerous animals in school and therefore children should not bring pets which are potentially dangerous;
- dog faeces on the premises are a health hazard. Please do not exercise dogs on the school playground or field or allow your dogs to roam;
- children travelling on buses, either to and from school or when on educational visits, should follow these safety rules:-
 - * stand well back when queuing to board the bus;
 - * do not board the bus until told to do so by the driver;
 - * remain in queue, boarding in single file;
 - * stay in seat - no standing;
 - * never attempt to open or close bus doors;
 - * do not talk to the driver whilst the bus is moving;
 - * do not try to leave the bus until it has stopped moving and the doors are opened;
 - * move clear of the door, do not attempt to re-board, do not cross behind or in front of the bus;
 - * follow the Green Cross Code.

Sweets:

Children are not allowed to bring sweets to school and crisps etc. are allowed only as part of a packed lunch. All children in the foundation stage and KS1 are given a piece of fruit, free of charge, in line with the Government Fruit for Schools Scheme. KS2 are asked to bring their own fruit for playtime.

Toys: Children bringing their own toys to school:

When young children first start school they like to bring something of their own, it gives them a feeling of greater security. However, toys from home cause us such time-wasting that we like to wean them off this habit as soon as possible. Please help us in this.

Uniform:

Parents are asked to ensure that children are dressed neatly and tidily in a suitable manner for school.

In 1991, following a survey of parents' views on the matter, the governing body decided to introduce an agreed style of dress. The colours chosen were grey skirt or trousers and red sweatshirt or T-shirt. In hot summer weather red checked or striped dresses for the girls and grey or black shorts for the boys is acceptable. The majority of parents did not wish to have other items of clothing included in the agreed style.

For PE lessons there must be a change of clothing. The accepted dress will be black shorts and white top for boys and black skirt/shorts and a white top for girls. For indoor PE children should work in bare feet but plimsolls or trainers are essential for games on the field or school yard. This footwear for PE **must not** be the footwear worn all day in school.

It is important that articles of clothing are clearly marked with the child's name, particularly pumps and wellingtons.

Vandalism:

We try to make it clear to children that vandalism is a crime, not simply a bit of fun, and that it costs money to repair damage which will come out of their pockets. Parents are informed by letter if it is known or suspected that their children have been involved in vandalism, letting children realise that the school is interested in their behaviour on their journeys to and from school. The governors' policy is to prosecute anyone carrying out wanton damage as a matter of principle

Welfare of Children: Education Welfare Officer:

The school Education Welfare Officer may be asked by the school to visit you if there are attendance or other problems concerning your child. She is available to discuss any problems you have with your children and assist with referrals to other agencies. If your child is unable to attend school for a long period because of illness or accident, the EWO will investigate the possibility of alternative educational arrangements. You may contact the EWO through the Headteacher.

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