

KEXBOROUGH PRIMARY SCHOOL

GENERAL INFORMATION ABOUT OUR SCHOOL

ADDRESS:

**KEXBOROUGH PRIMARY SCHOOL
BALLFIELD LANE
KEXBOROUGH
BARNSELY S75 5EF**

TELEPHONE:

BARNSELY (01226) 382288

WEB SITE:

www.barnsley.org/kexborough

AGE RANGE:

NURSERY	3-4 YEARS
INFANT	4-7 YEARS (KEY STAGE 1)
JUNIOR	7-11 YEARS (KEY STAGE 2)

HEAD TEACHER:	MRS M BARKER
DEPUTY HEAD:	MRS S HARRIS

CHAIR OF GOVERNORS:	MR G LORD
VICE CHAIR:	MR R LEDGER

**EDUCATION AUTHORITY:
BARNSELY METROPOLITAN
BOROUGH COUNCIL**

**DIRECTOR OF EDUCATION:
EDUCATION OFFICES,
BERNESLAI CLOSE,
BARNSELY S70 2HS**

KEXBOROUGH PRIMARY SCHOOL

GOVERNORS

On 1st April 1991, the school governing body became responsible for the running of the school budget, staffing, internal maintenance of the building, resources, curriculum.

The Governing body is made up of many members from different backgrounds and with different experiences.

Each governor has to be elected onto the governing body and serves for a period of four years.

Our Governing body consists of 11 members:

Chair:	Mr G Lord	Co-opted
Vice Chair:	Mr R Ledger	Co-opted

Mrs C Scott	Parent Governor
Mrs L Dinsdale	Parent Governor
Vacancy	Parent Governor
Vacancy	Parent Governor

Mrs S Shaw	LEA Governor
Mrs J Lowe	LEA Governor

Mrs A Bagchi	Minor Authority Governor
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Ms H Woodhead Teacher Governor

Mrs W Parker Non-teaching Staff Governor

KEXBOROUGH PRIMARY SCHOOL

STAFFING

Teachers:

Headteacher -	Mrs M Barker
Deputy Head -	Mrs S Harris
Nursery -	Mrs A Clay
	Mrs D Speight (NNEB)
	Mrs S Anderson (NNEB)
Reception -	Mrs K Illingsworth
Year 1 -	Miss H Hughes
Year 2 -	Mrs N Craig-West
Year 3 -	Miss D Baker
Year 4 -	Mrs N Wood
Year 5 -	Mrs R Richards
Year 5 -	Mrs C Ellis
Year 6 -	Mrs H Woodhead

Learning Support assistants:

- Mrs E Dawson**
- Mrs J Ripley**
- Mrs J Abbotts**
- Mrs S Mynett**
- Mrs J Cookson**
- Mrs W Richardson**
- Mrs G McGowan**
- Mrs D Evans**
- Mrs L Hodgson**
- Mrs S Crosby**
- Mrs P Robins**

Caretaker: **Mr A Scott**
Finance Officer: **Mrs W Parker**
Clerical Officer: **Mrs J Merryweather**

**OUR SCHOOL AIMS AND VALUES
(COMPILED BY THE CHILDREN)**

We want our school to be a place where:

It is friendly and welcoming

There are lots of interesting things to do and see

Work is fun, interesting and exciting

We can achieve high standards

We respect each other and treat each other fairly

Teachers listen to your problems and help you sort out difficulties

Everybody looks after resources

Everybody has a friend and no one is left out

We and the things we do are valued

Hidden talents are revealed

We are prepared for our next school

**OUR SCHOOL AIMS AND VALUES
(COMPILED BY THE TEACHERS AND GOVERNORS)**

We aim to prepare our children to contribute positively to our diverse and changing society, fostering a positive attitude towards learning and the pursuit of high standards in academic, practical and physical skills, and by developing a quality of mind, body and spirit so that all acquire a sense of responsibility, awareness of right and wrong, effective social skills and a high self-esteem.

We strive to provide a secure and caring environment in which all children are valued, stimulated and motivated.

We acknowledge that all children are different but feel it is important to have a consistency of approach throughout school.

We shall have high expectations of all our children and will endeavour to develop close partnerships with their parents to fulfil these expectations.

We aim to provide a broad and balanced curriculum which matches our pupils' abilities and aptitudes and to support children in their moves to become independent learners by providing a challenging, well organised and well resourced environment, which reflects the demands of the National Curriculum.

We expect our children to strive to achieve:

**a wide understanding and skills across the whole curriculum;
a high level of self control;
high standards of literacy and numeracy.**

We expect our children to develop:

lively enquiring minds;

**co-operative and independent skills;
awareness of their inner self and a sense of
spirituality;
flexibility to react positively to change;
self discipline and confidence;
personal interests;
enjoyment of learning;
creativity and appreciation of beauty.**

We expect our children to respect:

**all people of whatever race, culture or gender, ability
or disability;
the beliefs of others;
the rights and property of others;
the rules and standards of the school and the wider
community;
the environment;
their own bodies.**

KEXBOROUGH PRIMARY SCHOOL

THE SCHOOL DAY

Important times in the school day:

Nursery Morning Session -	9.00 - 11.30
Afternoon Session -	12.55 - 3.25
Infant Morning Session -	9.00 - 12 noon
Afternoon Session -	1.15 - 3.25
Junior Morning Session -	9.00 - 12 noon
Afternoon Session -	1.00 - 3.30

All infant and junior children have a 15 minute break during each session.

Supervision during the day:

Beginning of the day - children should not arrive at school before 8.45am as the staff are busy preparing for their teaching day, and getting the classrooms ready for the children.

End of the day - If you are delayed when picking up your child please ring and let us know. This will reduce both child and teacher anxiety. If for any reason, you want your child to leave school early, please inform the class teacher.

After school activities

**Going Green/ Football/ Netball/ Badminton/
French/ Recorders/ Keyboards/ Computers,
Homework Club**

ADMISSIONS AND TRANSFERS

Barnsley Education Authority Admissions Policy and Procedure:

Under new rules issued by the Government, parents have the right to apply for a place at any school in Barnsley or the surrounding district, regardless of their address. To enable us to plan effectively for a child's education it would be helpful if parents of pre-school children who would like a place at our school could register their child's name with us

as early as possible. It is also necessary to apply for admission to the school before 31st March, prior to the year of entry. Application forms can be found at the back of the Authority's Handbook which will be distributed from school to those parents who have registered their child's name, or copies can be collected from the Education Office.

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

1. Children with brothers and sisters in the school at the time of their admission - these children gain automatic admission;
2. 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. In the absence of an appeal, parents will be expected to approach another school with an admissions request.

All decisions regarding the admission of children to the school rest with the Local Education Authority.

ADMISSIONS TO NURSERY: Children are admitted to our nursery in age order from the waiting list which is held centrally at the Education Office. All applications are dealt with by the Local Authority. The school admissions section inform parents at least six weeks before their child is due to enter our nursery.

ADMISSIONS TO SCHOOL: Children are admitted to the reception class in either September or January, at the beginning of the term in which they have their fifth birthday.

As the children leave the Reception class and enter Year 1 of the National Curriculum they are grouped chronologically in year groups. However because of the distribution of numbers it is sometimes necessary to have mixed year groups.

TRANSFER TO HIGH SCHOOL: Children transfer to local high schools (usually Darton or Penistone) at the end of Year 6 (when they are 11 years old). We try to ensure that the transition is smooth and as stress-free as possible. The children have an opportunity to meet the high school staff and visit the high school you have chosen prior to their transfer. The staff from Darton High School visit us and arrange events such as Activity Days whereby the Year 6 pupils can meet their new teachers and become familiar with the buildings. In conjunction with secondary staff we are developing links with local high schools in order

to make this important stage in children's lives as smooth and stress-free as possible.

THE CURRICULUM

The curriculum is delivered by teachers who plan together to provide a curriculum which is differentiated for ability and uses a variety of strategies including whole class teaching, group teaching and individual work when necessary.

Some of the curriculum areas are taught through a topic or theme, some areas we teach as discrete subjects for example mathematics. We set high expectations and we aim to deliver a broad and balanced learning programme which caters for the needs of all our children.

READING

We have a highly structured approach to the teaching of reading and have fully implemented the National Literacy Strategy. We use a wide variety of reading materials which is underpinned by a published reading scheme - Oxford Reading Tree.

We teach phonics (ie. the sounds letters represent when written down) and we help children to learn whole words and develop a wide sight vocabulary.

We acknowledge the important role played by the family in supporting children's reading development by reading to them and listening to them read.

We like children to share books with their family both in school and at home. Children can bring books home whenever they wish; all we ask is that you return them promptly.

WRITING

Writing is an integral part of all the curriculum. Children are involved in writing for many different purposes and in different ways. There is an emphasis on helping children to become good spellers and to develop a fluent handwriting style.

MATHEMATICS

Our approach to mathematics is underpinned by the National Numeracy Strategy and we follow a highly structured scheme of work supplemented and extended by problems solving activities and investigations. We aim to develop children's mental ability and we use various strategies to help them.

In the early stages this may focus on developing the child's ability to recall quickly addition facts and in later years have multiplication tables "at their fingertips".

SCIENCE

Science is taught through active involvement in practical work. We aim to develop children's understanding and skills as they progress through school. They are involved in investigating in order to find out about the variety of like materials and physical processes. We encourage a questioning approach to the world they live in.

HISTORY AND GEOGRAPHY

These subjects are mainly taught through topic work. We always try to give the children relevant experience which helps to develop their knowledge and understanding of the subjects.

In History we encourage an investigative approach and use a variety of source material to develop historical concepts of bias, evidence, chronology and to help develop an understanding of the past.

In Geography we help children to develop knowledge and understanding of places, people, environments, and the physical nature of the world.

THE ARTS

The Arts play an important part in school life. Our Arts Curriculum not only focuses on the teaching of skills but also on individual children responding to experiences and representing them in uniquely different ways. We aim to enable children to use their senses to interpret their work.

There are many opportunities for children to develop their musical abilities. As part of our music curriculum we have several music teachers who visit school to give specific teaching to children interested in learning to play the violin, cello or a percussion instrument

PHYSICAL EDUCATION

The emphasis in our Physical Education programme is on individual effort and achievement and on the development of personal skills which enable children to work as part of a team when necessary. We have a wide variety of PE equipment which is used to help children to develop the skills they need in games, gymnastics and dance.

Clothing: In order for children to gain maximum benefit from their PE sessions, it is essential that they wear appropriate clothing.

Indoor Infants: vest, pants, bare feet

Indoor Juniors: shorts, T-shirt or leotard, bare feet
Outdoor Juniors: shorts and T-shirt in summer, and plimsolls or trainers. Jogging suit and plimsolls or trainers in winter.

Safety: The local Education Authority policy states that children must not wear jewellery of any kind during PE sessions. Earrings must be removed.

SPORT

Throughout the year children have the opportunity to play team sports including cricket, rounders, football and netball. Our 5-a-side team represented South Yorkshire in the National FA Final. Whites Bakery currently sponsor our football team. Groups of Key Stage 2 children have received coaching in golf, cricket and tennis.

OUTDOOR EDUCATION

As part of our Outdoor Education Programme we take our older children to an outdoor activity centre.

DESIGN TECHNOLOGY AND I.C.T.

Design Technology involves our children in designing, making and evaluating objects made by themselves and others. In addition, they work on projects which involve creating systems, ie. rotas.

Information and computer technology is about using computers in many different ways. We aim to help children develop and use computer skills in all areas of the curriculum and have a computer suite equipped with 12 computers where children are taught computer skills in groups. Each class also has at least one computer for cross-curricular lessons.

RELIGIOUS EDUCATION

We are a non-denominational school. The Religious Education within school is based on the recommendations of Barnsley Education Authority's syllabus and the 1988 Education Act.

We aim to promote the spiritual, moral and cultural development of our children and acknowledge that the Nation's roots lie in a predominantly Christian culture. We also encourage the children to understand and respect themselves, other people and the environment.

Non-denominational religious assemblies are held every day. There are two whole school assemblies each week when we celebrate achievement and explore moral and social issues.

Parents who wish to exercise their right of withdrawal from RE on religious grounds should contact the Headteacher.

*Staff training and professional development is ongoing.
All staff attend internal and external training events which
are usually linked to the School Development Plan.*

EDUCATIONAL VISITS

Educational visits are a valuable part of school life, enabling children to extend their understanding of their world. When a teaching programme is planned we try, when appropriate, to include a visit which we feel will help the children's learning. Often, parents are invited to come along with us as "extra hands" and to enable the children to gain maximum benefit from the visit. Unfortunately, we cannot afford to pay for the cost of the educational visits from the school budget and ask for a parental contribution when necessary.

ASSESSING CHILDREN'S PROGRESS

The children's learning is carefully planned and monitored throughout school. We have a comprehensive record-keeping system which not only shows each child's attainment in the National Curriculum, but also his/her achievement in other areas. Detailed individual records for Mathematics, Science, English (all elements - reading, writing, speaking and listening, standard English) are kept and stay with the child throughout their time with us in this school.

In addition Records of Achievement are kept in which samples of work are stored so that progress over the years can be seen. The child and teacher select work for the file, and you are welcome to have a look at the file whenever you wish.

When children leave our school they can take the contents of their file home as an archive of their time with us.

NATIONAL ASSESSMENT

As with all maintained schools in England and Wales, we have been part of assessment arrangements for 7 and 11 year old children. The results of 2005's assessments are shown overleaf. We track children's progress year on year in maths and English to monitor progress. All schools must now, by law, carry out assessments of all children at 7 and 11 years old. The school carries out the assessment using the criteria and materials provided by the Department for Education. We also test children annually in Maths and English using standardised tests in Reception and Year 2.

Key Stage One assessments use a variety of methods to achieve a simple score for each child in each subject area which is assessed. The results are then subject to moderation and checked by staff appointed by the LEA, to ensure that the correct standards have been achieved. Individual parents are given the results for their own child.

CHILDREN WITH SPECIAL EDUCATIONAL NEEDS

We welcome all children in our school. We believe that life is enriched for all of us by the inclusion of everyone in the life of the school. We aim to cater for all children in our care from the very brightest, to those who find school work difficult.

All children are continuously monitored in school. If any child is giving cause for concern their teacher will consult the Special Needs Co-ordinator and also contact parents to discuss the child's difficulties. If necessary the child will be placed on the Special Needs Register and monitored closely during the initial stages. Sometimes it is necessary to develop individual education programmes (IEPs) to address the problems the child is experiencing and meet individual needs.

When necessary, other professionals may be consulted, with parents' knowledge, for further advice and support, ie. Educational Psychologist, Curriculum Support Teacher, Speech Therapist, Occupational Therapist, Physiotherapist, sight and hearing impairment service.

Children may have a Statement of Special Needs. This will tell us what particular target should be set and what extra help a child can have access to within school. This may be access to a Curriculum Support Assistant, who will work at the direction of the teacher.

Usually children with Statements are successfully integrated within our school. However, occasionally it may be that we may not have the necessary resources or expertise to enable the child to fulfil their potential. This *may* mean that placement at another school with appropriate facilities and expertise would be made in the interests of the child. Consultation with parents would take place at ALL stages.

DISCIPLINE - MANAGING PUPIL BEHAVIOUR

The standard of behaviour in school is very high and was commented on positively in our Ofsted Report.

Children are taught to understand the difference between imposed discipline and self-discipline and to understand the reasons for rules and conventions. The emphasis is placed upon helping children to develop self-discipline and on praise and rewards for acceptable

behaviour. However, some children need to be helped to learn to behave in acceptable ways. We encourage children to reflect upon their actions, the consequences these actions have on others and to think about alternative ways to behave. They are asked to make reparation for any of their actions which injure people or damage things. Presently, we are developing a range of sanctions which will be used to help children to learn to behave in appropriate ways.

In extreme cases the Headteacher has the power to exclude a child from school. The period of exclusion depends upon the seriousness of the offence. In all cases the Local Authority's standard procedures are followed and ratified by the Governing Body.

ABSENCE FROM SCHOOL

The school has to monitor closely any child's absence in order to complete DFEE documents. It is essential therefore to ensure that the school is informed when a child is ill, either by letter or telephone call. The present regulations only permit, in exceptional circumstances, more than two weeks' leave in term time in any one year. SATs week (which is usually in May) should be avoided at all costs.

SCHOOL SECURITY

The school has a security system which means that throughout the day access is only gained after 9.05am by the two main entrances in Key Stage 1 and 2. Doors can be opened electronically (Key Stage 2) by the office staff, and all visitors should firstly present themselves at the office.

THE LEARNING ENVIRONMENT

We believe that a pleasant, well-cared for school environment has a positive effect upon children's learning and behaviour. We value children's work and you will see much of it attractively displayed around school. We have carpets in each classroom not only to create a warm, friendly atmosphere but also to absorb excessive noise. We are presently engaged in a programme of further refurbishment which includes the redecoration of classrooms and shared areas.

In addition to the internal improvements, we are working hard to enhance the outdoor environment; the children are fully involved in this venture, with new things happening all the time. The school now has a number of awards for this project and have the close co-operation of the British Conservation Trust Volunteers.

COMMUNITY LINKS

The school has forged close links with the local community who are supportive of our social events and curriculum aims.

COMPLAINTS PROCEDURE

Any complaints about the education of your child should be communicated to the Headteacher in the first instance. Should your complaint remain unresolved it should be put in writing to the Chair of Governors to go before the full Governing Body of the school. Then if still unresolved the onus passes to the Local Education Authority before any approach can be made to the Department for Education. A copy of the complaints procedure is available on request.

HOME SCHOOL ASSOCIATION

The HSA was formed in 1991 with the aim of raising funds which can be spent on providing the “extras” which enrich the education of all our children. Everyone is welcome to join the organising committee who meet, usually once a half term or so. So far they have organised coffee mornings, jumble sales, quiz evenings, summer fayres, sponsored events, raffles, etc. With the money raised they have bought many resources for school which benefit the children directly and would normally be out of our reach. The HSA committee would welcome your support in either helping to organise events or by attending functions. For further details contact Mrs Kay Rhodes, Mrs Claire Burgess, or Mrs Barker the Headteacher.

LUNCHTIME ARRANGEMENTS

Children may have a school dinner or bring a packed lunch from home. Children may also go home for their lunch but must return promptly for the start of the afternoon session.

Dinner Money - From September 2005 the cost of a school dinner is £1.50 per day. We have cash machines in school into which you can pay dinner money to your child's account using a personalized PIN number. If your child brings a packed lunch, please put it in a named and well-sealed container.

Free School Meals - If you think your child may be entitled to free school meals, please contact the Scheme of Aid Officer, via the Education Department on 773513. She will make the necessary arrangements and inform school.

School Milk - Barnsley Education Authority provide milk for children throughout their time at primary school. A small charge is made. Anyone who is entitled to free school meals can also have free milk.

PARENTAL INVOLVEMENT

We value the part that parents play in the education of their children. We seek to work in close partnership with parents to enhance and enrich the education of all our children. These are some of the ways in which we encourage parents to share with us the school life of their children:

We welcome all parents into school to work with and for the children. If you want to get involved all you have to do is call and see us. The type of things you can do are many and varied. For example, reading to and with children, playing games, sewing, cooking, model making and supporting curriculum delivery generally.

We often need parental help when we take children out of school on educational visits.

The children are often involved in charity fund raising events. We need your help not only by giving donations but also by giving your time to help with the organisation.

OPEN EVENINGS

We have two open evenings during the year. Parents are invited to come in and talk about their child's progress with the class teacher. However, you are most welcome to make an appointment to see your child's teacher at any time throughout the year. In addition, we also provide an annual written report about your child's progress. These reports include a response from the child about his/her achievements. We also like parents to add their comments about their child's achievements during the year and join with us and their child in setting the learning goals for the forthcoming year.

UNIFORM

We have a school uniform which is popular with the children and parents. The school colours are jade green and navy blue. Order forms can be obtained from the office. Any combination of the following uniform garments is acceptable:

**Jade green sweatshirt/cardigan
Navy trousers/ jogging bottoms/ skipants/ skirt/ tunic/ culottes
White shirt or jade green/ blouse/ polo T-shirt**

The official school supplier is APC Clothing in Tadcaster.

Alternatively, many of the items can be bought at most chain stores or department stores. As we carry only a small stock, we do like parents of the new entrants to order well in advance.

PE Clothes -

- Indoor Infants: vest and pants, bare feet**
- Indoor Juniors: shorts and T-shirts or leotard and bare feet**
- Outdoor: shorts and T-shirts in summer
leggings/track suit in winter
plimsolls or trainers and socks.**

For safety reasons it is not possible for children to wear jewellery of any type during PE. Earrings that cannot be removed must be covered with tape. Alternatively, earrings can be removed at home on the day your child has PE.

Children should be appropriately presented for school at all times and this includes items of uniform, sensible shoes, and acceptable hairstyles which are age appropriate and not likely to offend.

OTHER DOCUMENTS AVAILABLE IN SCHOOL

National Curriculum Statutory Orders for English, Mathematics, Science, Design Technology, Geography, History, Art, Music, Physical Education.

Education Acts 1986, 1988, 1991, 1992.

Governors AGM Reports, Minutes of meetings and associated documents.

Local Education Authority policy statements.

Department for Education Regulations.

Schemes of work for the school.

School policy documents.

Minutes of the Governing Body Meetings.

School Development Plan.

HEALTH MATTERS

Illness: If your child is not well enough to come to school please let us know. It is helpful if you could let us know the nature of the illness and how long your child is expected to be away from school.

Parents will appreciate that children will be unable to benefit fully from schooling if they are clearly unwell or where they are taking a prescribed medicine which will have an effect on their ability to carry out their normal everyday tasks associated with attending school. If parents are in doubt regarding their child's attendance at school, they should contact their GP.

Illness During the Day: We will contact you if your child is unwell during the school day. Up to date information about where you can be contacted during the day is essential.

Emergencies: If your child needs emergency medical treatment we will contact you immediately or send for an ambulance.

Medication Through the School Day: We do not administer prescribed or patent medicine to children, and will only administer prescribed medicine in exceptional circumstances. If a child requires medicine in the middle of the day, they should return home for this or the parent may come to school.

Asthmatic children of any age, with the agreement of the parent/s can keep their anti-asthmatic inhalers with them during school sessions.

In the case of chronically sick children, any request will be passed to the Local Authority and considered on an individual basis.

In the interests of children's health and safety, dogs are strictly prohibited from school grounds. Parents are asked to respect this policy by not bringing dogs to school when bring and collecting their child.

CHILD PROTECTION

The school has a designated Child Protection Officer and a designated governor responsible for child protection. In accordance with the Children Act 1989 and agreed LEA policies, the school has a legal responsibility to share with all relevant agencies, social and medical services, police, education welfare, all concerns regarding suspected/actual abuse whether emotional, physical, sexual or neglect.

The Child Protection Officer is Mrs M Barker, Headteacher, and the Governor designated responsible for child protection is Mr G Lord, Chairman of Governors.

SEX EDUCATION

Sex education is an integral part of our health education programme which is ongoing throughout Key Stages One and Two. Our Sex Education programme is linked closely to the National Curriculum Council Guidelines. A copy of our school policy for Sex Education is available on request. Parents have the right to withdraw their child from any or all of the school Sex Education programme, except those elements which are covered in our NC Science Orders.

SCHOOL CLOSURE DATES 2005/2006

Staff Inset dates for 2005/2006

**5th September 2005
14th November 2005
15th November 2005
3rd January 2006
5th inset day to be decided**

October half term -	School closes Friday 21st Oct 2005 Re-opens Monday 31st October 2005
Christmas 2005 -	School closes Wednesday 21st Dec 2005 Re-opens Wednesday 4th Jan 2006
February Half Term -	School closes Friday 10th Feb 2006 Re-opens Monday 20th Feb 2006
Easter -	School closes Friday 31st March 2006 Re-opens Tuesday 18th April 2006
May Day -	Monday 1st May 2006
Spring Bank Holiday	School closes Friday 26th May 2006 Re-opens Monday 5th June 2006
Summer -	School closes Friday 21st July 2006