



Gladstone Road Primary School

Information for Parents 2022 – 23

“Learning to Succeed “

HEAD TEACHER:
CHAIR OF GOVERNORS:
CLERK TO THE GOVERNORS:

Mr G Johnson
Mrs J Pepper
Miss Emma Wells
c/o Gladstone Road Primary School
01723 372566

SCHOOL ADDRESS:

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Welcome to Our School

We hope that all pupils, parents /carers*, staff, governors and visitors will have a happy association with our school. We want your child to be happy and successful here.

This brochure has been written to give parents practical information about our school alongside other aspects such as the people who will work with your children; what they will be taught; how we seek to enrich their educational experience and how parents can be partners in the learning process.

Our school mission statement “Learning to Succeed” was developed after discussions with staff, pupils, parents and governors and it reflects our view that Gladstone Road School is a learning community for everybody involved with the school.

Prospective parents and their families are welcome to visit the school. If you have any further questions, please contact the school and we will do our best to answer your queries.

We seek to keep our families informed of events, developments in school and policy changes. There is a lot of information on our website and Facebook page, including copies of letters regarding forthcoming events. We also contact you via text messages and email, depending on your Communication Consent Form preferences, so please make sure we have your up to date mobile phone number and email address.

* Throughout this brochure references to parents includes all adults with responsibility for children

Vision, Values and Aims*
Vision “Learning to Succeed”
Values

- Gladstone Road School is a fun, friendly and exciting place to play and learn.
- Gladstone Road School is a caring community where education, equality, diversity and the wellbeing of all members of the school are at the centre of all we do.

Aims We want pupils to have...

- high self-esteem, resilience and aspiration
- a feeling of being secure, happy and safe
- confident, enquiring minds with a love of learning
- a sense of personal achievement and pride in their school and community

How we will achieve this...

- teach a stimulating, balanced and relevant curriculum, providing a wide range of memorable learning experiences within and beyond the locality
- support our staff to achieve the highest standards of teaching and learning
- build strong partnerships with our families and the wider community
- embed a culture of high expectation and respect for all

Gladstone Road Primary School

The School opened in 1887 and has been organised in various ways during its history. The building has retained many original features but also benefitted from a large extension to its facilities in 2011. In September 2014 the Infant and Junior Schools amalgamated into one Primary School.

Who Are All the Adults Who Work in The School?

We have a large staff to support children in school. You will be introduced to your child's class teacher when they start school. In addition to class teachers and senior teaching staff, we employ a range of specialist support staff including Higher Level Teaching Assistants, Sports Coaches, Librarians, Technicians, EAL staff and a Safeguarding & Welfare Officer. The Headteacher is supported by a senior leadership team. The Senior Leadership team members are:

Head teacher	Mr G Johnson
Deputy Head teacher	Mrs H Halliday
Assistant Head EYFS/KS1	Mrs S Boddy
Assistant Head KS2	Miss V Gill
SENCO	Mrs T Jenkinson
Safeguarding & Welfare Officer	Mrs J Williams
School Business Manger	Mrs H Duck

What is the School's Admission Policy?

Decisions on admissions to our school are made by the Local Authority: further details on how to apply for a place can be found either on our school website or www.northyorks.gov.uk

What Personal Information is required by the School?

On registering your child, you will be asked to provide information for the school record. You will also be asked to bring your child's birth certificate to school as the school is required to check this when admitting a child. In particular, you will be asked to give:

- Any medical information about your child which could affect his/her school life and permission to administer emergency first aid.
- Address and telephone number where parent/or carer can be contacted during school hours.
- In the event of parents not being available you are asked to supply an additional name and address for contact in the event of an emergency, perhaps a relative, friend or neighbour.
- Name and telephone number of family doctor.
- The language spoken at home.
- Any disability you or your child have which you think we should know about.

Should any of the above information change you are asked to inform the school immediately.

You are also asked to let the school know of any other personal information which could affect the education, welfare or safety of your child. Such information will be treated confidentially. We always ask you to check the information we hold in the Autumn term.

What Happens When My Child Has Been Offered a Place in Reception?

The following arrangements are made to ensure a smooth transition from nursery, playgroup or home for each child.

- Early in the summer term admission forms are sent to all parents of children who have been offered places by the Local Authority. Parents are required to bring these completed forms to school within the given period together with their child's birth certificate.
- June The class teachers visit the local pre-school settings and nurseries.
- July Parents are invited in to receive information about school and meet their child's teacher.

School Meals

The children can choose from a balanced, varied three-week menu. The government provides children in Reception, Year 1 and Year 2 with a free school meal. ParentPay is a secure online system available for parents to use to pay dinner money and/or school visit costs and details are given out when you join the school.

Packed lunches should be sent in a named plastic lunch box. Drinks should be sent in plastic bottles only, clearly named (no fizzy drinks please). Please do not send sweets or bars of chocolate in packed lunch boxes as children are encouraged to eat healthily. Remember a spoon for yogurts. Children in the lower school are provided with a fruit/vegetable mid-morning snack. Children in the upper school may bring a piece of fruit for their morning break time.

Free School Meals & Pupil Premium Funding

All children in YR, Y1 and Y2 are eligible for a free school meal. Children whose families are receiving the following may be entitled to free school meals from year 3.

- Universal Credit, Child Tax Credit, Income Support, Income based Jobseeker's Allowance, Income related Employment and Support Allowance
- Support under Part 6 of the Immigration and Asylum Act 1999
- The guarantee element of Pension Credit
- A run-on of Working Tax Credit –paid for 4 weeks after you stop qualifying for Working Tax Credit

What is the School Uniform?

- Boys - Grey or black trousers, white polo shirt.
Royal blue sweater with or without school emblem, or blue sweatshirt.
Black school shoes
- Girls - Grey skirt or grey/black trousers, white polo shirt.
Royal blue sweater or cardigan with or without school emblem, or blue sweatshirt.
Blue and white check dress for summer.
Black school shoes

Uniform items can be purchased at 'Rumours' on Victoria Road or from Edge Clothing who offer free home delivery.

Website: www.edgeclothing.co.uk

Store Outlet: Unit 5 Wareham Road, YO11 3UW

Please label all items with your child's name in case of loss.

PE Kit

Yellow Polo shirt
Plain Black shorts, leggings or jogging bottoms

Hair styles

Parents are asked to make sure that long hair is tied back. This is particularly important for PE. Headbands are not allowed in PE lessons. Please also choose sensible hair styles for your child during term time. We ask you not to colour your child's hair or have more unusual styles.

Clothing for accidents

Children occasionally come home wearing items of school clothing because of an accident in school. If this happens to your child, please wash and return the clothes as soon as possible so that our stock of clothes is available for other children. Donations of spare school uniform and underwear are always most welcome.

Jewellery

The wearing of rings, ear-rings, necklaces, bracelets, brooches or watches for school is discouraged for reasons of safety. All jewellery **MUST** be removed for PE lessons - this includes ear rings which are particularly dangerous in PE because of the risk of other children catching their hair or clothing on them.

Personal Possessions

Parents are asked not to allow their children to bring toys to school except where the teacher has requested items from home for classwork. Children do not need any other equipment and no responsibility can be accepted by the school for loss or damage to items of jewellery or personal property (toys etc) brought to school.

Child Protection and Behaviour Policies

Gladstone Road Primary School is committed to ensuring the welfare and safety of all children in school. All North Yorkshire schools, including Gladstone Road Primary School, follow the North Yorkshire Safeguarding Children Partnership procedures. The school will, normally, endeavour to discuss all concerns with parents about their child/ren. However, there may be exceptional circumstances when the school will discuss concerns with Social Care and/or the Police without parental knowledge (in accordance with Child Protection procedures). The school will, of course, always aim to maintain a positive relationship with all parents. The school's child protection policy is available publicly. This can be found on the school website (<http://gladstoneroadschool.co.uk/>). Paper copies may be requested from the school office.

School Attendance

The Government Expects:

Schools and local authorities to:

- Promote good attendance and reduce absence, including persistent absence;
- Ensure every pupil has access to full-time education to which they are entitled; and,
- Act early to address patterns of absence

Absences; What should I do if my child is ill?

If your child is unable to come to school, please inform the school by telephone 01723 372566 (option 1) or text 07520634751 on the first day of absence before 9.30am giving reasons for their absence. Please state how long you expect your child to be absent for, if you are unsure how long your child will be absent please update school every day by voicemail or text.

Children who have been sick (or had diarrhoea) should be kept away from school for 48 hours from the time of the last bout of vomiting/diarrhoea. Therefore, if your child is sick before school they will need to be off for two full days and can return on the third day. Hopefully this will reduce the spread of sickness and diarrhoea and fewer children will be ill. Advice regarding how long a child should be kept off school for other conditions can be obtained from school or your family doctor.

If no reason is provided for the absence, then this will be recorded as unauthorised and will stay on your child's educational record. Details of authorised (by the permission of the Head teacher) and unauthorised absences are as follows:-

Authorised absence

Illness – School should be informed on 1st day of absence and of expected length of absence)

Medical and dental appointments – If your child is going to be late due to an appointment then please inform the school office. This could mean the difference between your child being recorded as late rather than an unauthorised absence. It is also helpful if you can inform the office if your child will need a school meal ordering. The school office will also need to see your appointment card or letter.

Death of a Family Member

Leave of Absence – only to be authorised in exceptional circumstances (see below).

Days of Religious Observance – may be taken if parents belong to a religious body observing specific days.

Unauthorised absence

Shopping during school hours

Birthdays

Any leave of absence not agreed by school

Looking after younger siblings

Absent because parent is ill

Leave of Absence

Government guidelines state that any leave of absence during term time should only be authorised at the Head teacher's discretion in exceptional circumstances and is not a parental right. You must specify a reason why this is an exceptional circumstance when completing a leave of absence form.

Following changes to "The Education (Pupil Registration) (England) (Amendment) Regulations 2006; no leave of absence will be granted unless there are exceptional circumstances. No parent or carer can demand leave as of right.

Each request for leave of absence must be made in advance, by the parent with whom the child lives. Each request is considered individually, taking account the special circumstances and exceptional need to take leave presented by the family.

If the Head teacher considers that leave of absence is to be granted it will be recorded as authorised. However, if a parent keeps a child away for longer than was agreed, any extra time is regarded as unauthorised.

Where a child is taken out of school for the purpose of leave of absence in term time without permission of the school then a penalty notice may be issued.

Each parent may be fined per child. From September 1st, 2013 parents will pay £60 if paid within 21 days of the notice or £120 if they pay within 28 days.

The school may delete from the roll a pupil who fails to return within 20 school days of the agreed return date, unless there is good reason for continued absence, and only with the permission of the LA. School will make every effort to ascertain the whereabouts of a pupil before deletion from the school roll.

What the law says about school attendance

The Government Expects:

Parents to perform their legal duty by ensuring their children attend school regularly.

All pupils to be punctual to their lessons.

If your child fails to attend school regularly we have strict policies and procedures outlined by the Local Authority regarding absence and punctuality to adhere to. These include letters, warning notices, panel meetings and parenting contracts. Alternatively, the Local Authority can issue a Penalty Notice, (currently £60 if paid within 21 days, rising to £120 if paid after the 21 days but within 28 days.)

Punctuality

It is very important that your child arrives in school every day on time. A child who is late misses a vital part of the school day when teachers are explaining the tasks and learning objectives for the activities. Latecomers also disturb the start of the day for the whole class and it can be embarrassing for the child to walk in when everyone else has arrived. However, we would rather your child arrived late than not at all. We understand that sometimes things go wrong in the morning and you are delayed. It is helpful if you can ring or text to let us know that you are running late.

The playground entrances are locked at 8:50am for safety reasons and therefore children arriving late should be brought to the office entrance.

Children are marked late if they arrive after the beginning of the morning or afternoon session. The names of children arriving late are recorded in a book maintained in the office which records the time of arrival for that session and reason for lateness.

If you are experiencing any difficulty with regard to your child's attendance or punctuality please get in touch with our Safeguarding, Welfare and Attendance Team. By working together, we can help ensure your child attends school happily and gets the maximum benefit from their education.

What happens if my child is ill or has an accident at school?

If a child has a minor bump or graze at school we will apply first aid and take care of the child until home time. If a child becomes unwell or is sick we try to contact the parent/carers as soon as possible so that the child can be taken home.

In case of more serious illnesses or accidents we seek immediate medical attention by calling an ambulance to take the child to hospital. A member of staff will remain with the child until the

parent/carer arrives. We ask you to give permission for the administration of emergency medical treatment on the admission form.

IT IS ESSENTIAL THAT PARENTS PROVIDE THE SCHOOL WITH UP-TO-DATE TELEPHONE CONTACT NUMBERS AND ADDRESSES TO BE USED IN THE EVENT OF AN EMERGENCY.

What Medical Information does the school need and what happens if my child needs medication?

In September each year parents will be asked to provide details of any particular health problems affecting their child. It would be helpful if parents could inform the class teacher of any additional health problems that arise during the year. Children who have “on- going” conditions such as epilepsy or asthma will have a care plan drawn up by the school doctor or nurse in consultation with parents detailing the child’s health care needs.

What if my child has special needs or a disability?

As the adults who work with your child measure progress, they may feel that your child needs some extra help to prevent them from falling behind age related expectations. It may be a difficulty with speech and language, it might be that they find it difficult to manage their emotions or interact with friends; all areas of learning are assessed. At Gladstone Road we believe in acting straight away so that strategies can be put in place before a child develops Special Educational Needs. If we are doing something which is different for your child than we would need to do for the rest of the class, then the class teacher will contact you to make you aware of what we are doing and why.

Sometimes, even with the additional support, school might discover that there are underlying difficulties which are preventing the child from making good progress. The class teacher will work closely with the SENCo to plan a way forwards, and this might involve seeking advice from external professionals. In addition to this you will be invited to a termly meeting to ensure that the child and parents are at the centre of the planning process. At Gladstone Road we have high expectations for all children including those with additional needs and believe that children with difficulties in an area of learning will make good progress when the correct provision is in place.

Further details can be found in the school’s policy and also on the county council website www.northyorks.gov.uk > education & learning > SEND- local offer