

# Airmyn Park Primary School



Part of the Edukos Trust  
Exceptional. Together.

# SCHOOL PROSPECTUS

## 2022-2023

Information relating to individual schools published in accordance with the Education Act 1980 and the Education Act 1988 by East Riding of Yorkshire Council and on behalf of the Governors of Aided Schools for admissions from September 2017



AIRMYRN PARK PRIMARY,  
PERCY DRIVE,  
AIRMYRN  
GOOLE  
EAST RIDING OF YORKSHIRE  
DN14 8NZ

TELEPHONE (01405) 762086

HEAD OF SCHOOL: Mrs N. Dodds

CHAIR OF GOVERNORS: Mrs S Turner

PROJECTED NUMBER ON ROLL: 103

### INFORMATION ABOUT ADMISSIONS

The School's current admissions arrangements adhere to the published criteria contained in the East Riding of Yorkshire Schools Guide.

## AIRMYN PARK PRIMARY SCHOOL

Part of Edukos Trust

Head of School: Mrs Natalie Dodds

Telephone 01405 762086

### **OFSTED Inspection**

The school had a very successful inspection in November 2017 when Airmyrn School was judged to be a good school. The full report is available on the OFSTED website: [www.ofsted.gov.uk](http://www.ofsted.gov.uk)

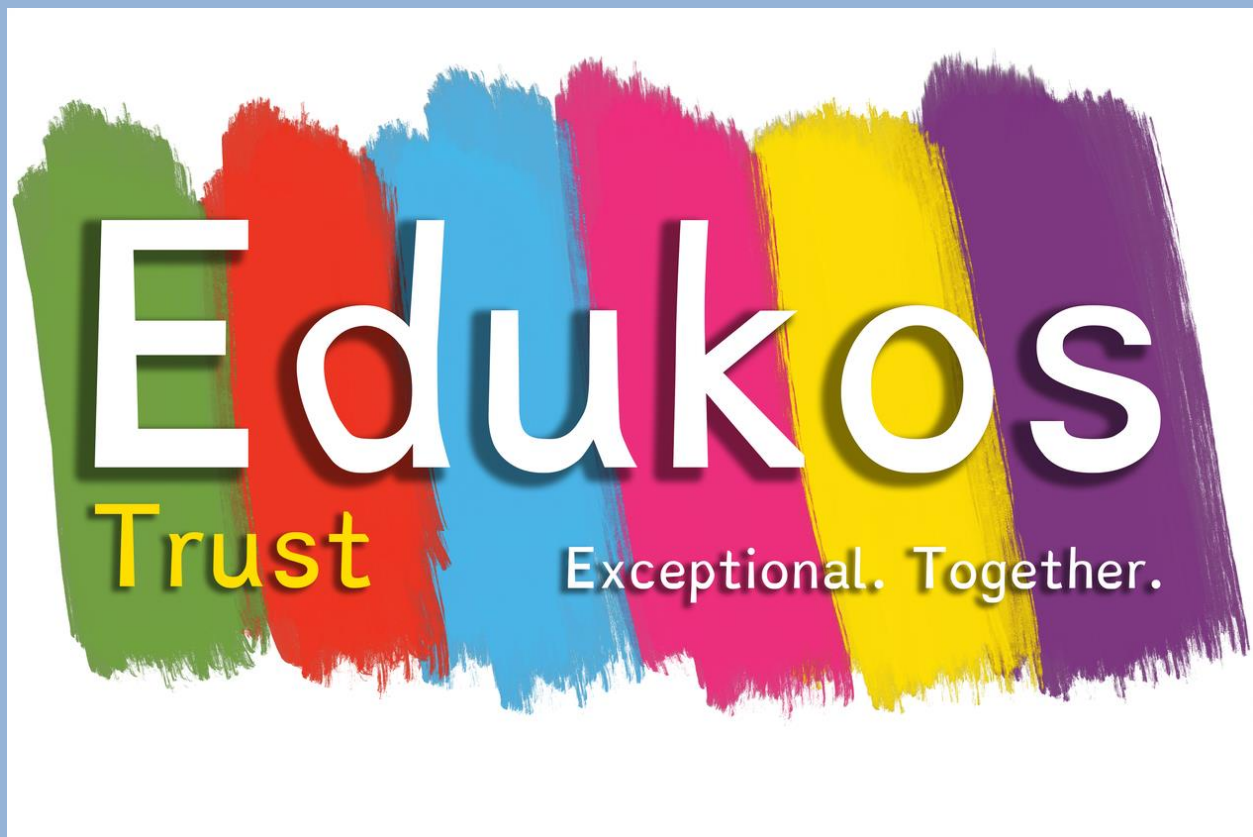
### **The School**

Airmyn is a primary school which caters for children between the ages of four and eleven. The catchment area of the school covers Airmyrn Village and the surrounding area. Children can be admitted from outside this area when places are available.

The purpose-built school is well designed and suitably resourced to provide a stimulating education, and located on a peaceful, spacious site off Park Road. On the school site we have an enclosed natural pond area, a meadow area, outdoor classrooms, woodland and large school field to offer enhanced learning experiences.

### **Admissions and Transitions**

The school operates an Early Admissions Policy. All pupils are admitted in the September of the academic year in which they are five. Prior to admission the children are given the opportunity to visit school for two half day sessions towards the end of the summer term. The school has an admissions limit of 16 pupils per year group, which can be exceeded for pupils living within the catchment area. Parents of pupils outside the catchment area can also apply for a place at the school for their child. Normally, children leave the school to transfer to Secondary School at the end of the academic year in which their eleventh birthday falls.



Airmyn Park Primary School converted to an academy on 1<sup>st</sup> May 2018 and is now part of the Edukos Trust (formerly Swanland Education Trust) with Swanland Primary School, Dunswell Academy and Hook Primary School. The Trust looks forward to welcoming more Primary Schools in the future.

# AIRMYN PARK PRIMARY SCHOOL

## GOVERNOR LIST

Mrs Sarah Turner–Chair

Mrs Natalie Dodds

Mrs Jennifer Hamilton

Mrs Donna Woad

Mrs Elizabeth Franks

Mrs Alison Oxtoby

### School Governors

The Governing Body of the school is responsible for the overall long-term policy of the school working in conjunction with the head of school and Board of Trustees. The head of school is responsible for the internal organisation, management and control, as well as ensuring the strategic planning of the governing body is delivered.

The Governors are made up of members appointed by parents and other community bodies. They meet at least once a term to discuss the past, present and future of Airmyn School. They, and the Board of Trustees, are responsible for monitoring financial and management issues relating to the school. Current legislation is addressed and appropriate action taken. Governors are involved with the appointment of new staff.

## Airmyn Park Primary School Staff

*Head of School:*

*Mrs N Dodds*

*Teachers:*

*Mrs D Woad  
Mrs C Grimbleby  
Mrs K Donald  
Mr R Evans*

*Teaching Assistants:*

*Mrs S Hall (HLTA)  
Miss C Pennell (HLTA)  
Mrs L Thomas (Nursery Nurse)  
Mrs J Cawston  
Mr J Trickett  
Miss M Gill  
Miss V Jones  
Mrs E Van Velzen  
Miss M Bodington  
Miss V Hovelmann*

*Extended School Staff:*

*Mrs S Betteridge-Gray  
Miss V Hovelmann  
Miss M Gill*

*Office Manager:*

*Mrs A Walker*

*Administrative Assistant:*

*Mrs S Worth*

*Senior Midday Supervisor:*

*Mrs S Worth*

*Lunchtime Assistant:*

*Mrs C Robbins*

*Kitchen Assistant*

*Miss E Green*

*Caretaker:*

*Mr P Ramsden*

*Cleaner:*

*Miss E Green*

## Organisation

There are seven-year groups in school from Reception to Year 6. Because we are a small school it is necessary to have more than one-year group in each class. Teaching assistants support pupils in all Classes.

The children have breaks in the morning, at lunch and in the afternoon. Members of staff are on duty outside at each break-time. Children in Key Stage one have free fruit daily; children in KS2 may bring fruit to school to eat during school breaks.

The school day starts at 8.50am and finishes at 3.20pm. Gates open at 8.45am to allow pupils 5 minutes to filter in.

Total teaching time for Infant children (Reception, Years 1 and 2) 4 hours 15 minutes.

Total teaching time for Junior children (Years 3, 4, 5 and 6) 4 hours 45 minutes.

The head of school has overall responsibility for welfare, health and safety of the school. When the head of school is absent then the senior teacher present has that responsibility. Each member of staff has responsibility for the children in their own class.

Administrative staff are responsible for the day to day management of the school finances, attendance, office and clerical duties and meeting visitors.

During the lunch break the midday supervisors have responsibility for the children.

## School Lunches

A cooked school lunch costs £2.50 per day for children in Key Stage 2. Children in KS1 and Reception are eligible for Universal Free School Meals under the Government scheme. Hot meals can be selected on a daily basis. Parents should use ParentPay, our online payment system, for all payments. Meals should be paid for in advance and credit will be given for meals missed due to absence. Allergenic information is available from the school office.

Children can bring their packed lunch in a named box which is stored in the cloakroom. Sweets, including chocolate bars, nuts and products containing nuts and fizzy drinks are not permitted in lunch boxes. Milk is provided and offered to the children.

## Fruit and Drinking Water

The school is currently involved in the government 'Fruit and Vegetable Scheme' which provides a piece of fresh fruit every day to the children in key stage 1. Drinking water is available to the children throughout the day. Your child should bring their own sports bottle with water from home each day. These should have a sealable sports top, not a screw top, and the bottle should be taken home each evening so that it can be rinsed and refilled. Only water should be sent in the bottle. Please name the bottle with a permanent marker. The bottles will be stored in an accessible place in each classroom so the children have access to their own water when needed and can be refilled during the school day as required.

## Our Uniform Policy

- Black shoes should be worn by all children. These should be sensible shoes suitable for school that do not slip off their feet. Trainers should only be worn for PE lessons.
- Socks must be plain black, white or grey and tights must be black or grey.
- Only grey school jumpers or cardigans with the school badge should be worn. These can be purchased from Clothes For Little People. Hooded jumpers are for PE only.
- White or blue polo shirts with the school badge or a plain, white shirt or blouse.
- Black or grey skirts, trousers or shorts. Grey pinafores are also acceptable.
- School dresses must be blue gingham and worn in the summer term only.
- There should be no extra accessories such as jewellery (except for small studs in pierced ears which should be removed for PE lessons). Long hair should be neatly tied back with sensible hair fastenings.

All clothing should be labelled with the child's name. Lost property is stored in the cloakroom and items not claimed at the end of the will be disposed of.

## Clothing for Physical Education

All children must change for PE and Games and all jewellery must be removed. For those children with pierced ears it is requested that they remove their earrings before they come to school on PE days. Recently pierced ears can be covered with tape on PE days for the first six weeks. The tape should be applied before school or the child should be capable of doing it themselves. Parents are responsible for providing the tape. Nail polish should not be worn and we will ask for it to be removed.

### Indoor P.E.

- House colour t-shirts (the team colours of red, blue and green available from Clothes For Little People).
- Black short, either lycra or shadow stripe

### Outdoor P.E. – as above, plus:

- Trainers (if with laces, the child should be able to be tie these)
- Warm over garments (dark coloured tracksuit or jogging bottoms and sweatshirt)
- (optional) School hooded sweatshirt in burgundy

We are proud of our smart children and all these decisions are made in their best interests. Thank you for your support in implementing our uniform policy.

## Valuables in School

Children are discouraged from bringing valuable items or unnecessary jewellery to school. If your child has pierced ears they are only allowed to wear small stud ear-rings in school. Any items removed for PE remain the responsibility of the pupil. Dinner money and other payments should be paid online using ParentPay, our online payments service, and new users will be issued with log in details within the first week of school.



## Absence from school

We know that all parents will want to work with the school to ensure that their child makes the best progress possible, both academically and socially. Regular attendance at school is an important part in this process. We hope the following information will assist parents to ensure your child achieves good attendance.

Parents are requested to inform the school of their child's absence **by 9.00 am on the morning of the first day** and on subsequent days unless a specific time of absence is required. Evidence of illness will be required after 3 days absence. If your child has sickness or diarrhoea we request that they are kept away from school for 48 hours after the last time they were ill to prevent the spread of infection. The safety of our pupils is a high priority and any unexplained absences will be followed up by school staff. All children arriving at or leaving school between 8.50am and 3.20pm must be brought to Reception and signed in or out by the accompanying adult. Appointment cards, letters or texts must be presented for medical appointments.

Airmyn School has adopted the Absence From School in Exceptional Circumstances policy set by the Edukos Trust and a copy of the Information for Parents is available from the school office. There is no provision for the authorisation of family holidays during term time.

Once attendance drops below 95% school monitoring is triggered. Attendance that drops below 90% is recognised as a cause for concern and will be monitored by the school with the Education Welfare Service. Please contact the school if there are attendance issues so that we may work together to overcome any difficulties. Absences of 5 days or more, unless authorised by the Head of School, are referred to the Education Welfare Service, which may incur a penalty.

## Emergency Contact Details

We ask parents to supply the school with emergency contact numbers, as well as your own telephone number, which we will use if your child has an accident, or is unwell. Due to data protection regulations if we hold any information in school about individuals it is necessary to inform you why and how we hold it and share it. We are required to have a signature from all parents, persons with parental responsibility and persons acting as emergency contact if their details appear on the form, to acknowledge this.

The school is constantly looking at ways of improving communication with parents and we now use a text and email messaging service. Texts are sent for reminders or to inform parents of school events or club cancellations. Letters and news are sent to Contacts 1 and 2 of each child, by email, every Thursday to reduce the amount of paper used in the school. Teachers also communicate messages and information through SeeSaw and Tapestry. Log in details are sent home within the first week of your child starting school.

If any contact details change during the year please inform school so that records can be updated.

## Contact with Absent Parents

Parents who do not reside with the child should contact the school to provide us with their details. We will invite you into school to discuss your child's progress, provide you with a written report on your child's progress at the end of the year, keep you informed of any major events in school and provide you with a copy of the school's latest Ofsted report.

### Parent Helpers in School

We welcome offers of help with activities organised by the class teacher.

Parents are encouraged to work in school to help with craft, baking, computers, reading, sports, music or any other area for which they may have an enthusiasm. Talents may be used throughout school and not just with your child's class. If you can help in any way please contact one of the teachers.

We are required to register new helpers in school for DBS checks. Please contact the school office for more information.

### Family and Friends Association

Family and Friends is the school's parent teacher association. The committee and many other parents of the school work extremely hard to support the school in a variety of ways. Throughout the year they organise many fund raising and social events all of which contribute greatly to the life of the school and the community. Please see the letter from the Family and Friends Association at the back of this booklet.

Informal meetings are held in school on a regular basis to discuss ideas and to organise events. In the past we have worked towards purchasing an additional computer system, new equipment for sport and games, educational toys and other equipment which is used by every child in school. The funds also buy Christmas presents, Easter eggs and help to subsidise coach travel and visiting attractions in school. The Family and Friends Association has raised funds to improve the playground area and provide playground games and playground markings. Family and Friends are always happy to welcome new members!

### Parking Outside School

We are aware that a large percentage of our pupils live outside of the catchment area and may be transported in cars. The parking has been discussed and we are doing our best to monitor and improve the situation. Under the School Streets initiative, parking or driving on Percy Drive is prohibited from 8.15-9.15am and 2.45-3.45pm. Park and Stride venues, where you can park your car and walk to the school, are available at the Village Hall and Percy Arms. The main concerns are:

- Parking on bends, road junctions and other dangerous places
- Blocking access for large emergency vehicles
- Blocking access to drives
- Driving too fast or carelessly around the local area
- Using the unmade section of Park Road as a short cut
- Driving down Beech Avenue, which is privately owned

We ask for your co-operation in helping to resolve the problem. If you live out of the village and must transport your child, please park in a safe place, such as our Park and Stride venues, without causing congestion or disturbance to the local residents. The school car park is for staff and authorised persons only.

### Arriving at and Leaving School

Children should arrive at school by 8.45 am. Once on the playground they have been told they should not go back out onto the pavement. Lessons start at 8.50 am

If you are arriving after 8.50am you will need to come to the front door and ring the bell as the school gate and the cloakroom doors are locked at 9 am for security purposes.

At 3.20 pm children in KS1 will be handed on to their adult. KS2 children will be monitored by school staff when meeting their adults. If your older child is walking home alone you must send your permission for them to do so in writing to the school. Staff are available to answer queries and children will remain safe in school until they are collected. Please inform the school if you are going to be late or if someone different is collecting your child.

### First Aid Arrangements

First Aid Boxes are located in all areas around school. Members of staff in school are trained in Emergency First Aid for minor and more serious injuries. Accidents are recorded in a book by the member of staff on duty. If a child has a significant injury or bump to the head a notification slip is completed and sent home with the child, if the parents have not already been contacted.

### Medical Inspection

The school liaises with the health service and the school nurse so that any matters arising can be dealt with quickly and efficiently. Your child will be offered a hearing and vision test, and will also have their height and weight measured. They may also be offered a nasal flu vaccination. You will be notified of these appointments, which do allow for an opt-out, and you will not be required to attend. The school nurse can follow up any concerns you may have.

### Medicines in school

Staff are trained to administer medicines in school for those children who are well enough to attend school but whose parents may be at work during the lunch time period. If it is essential that a prescribed medicine should be taken in school time, it is requested that the parent call into the office in order to complete the required forms and the school's procedures can be explained.

If your child needs to have other regular medication in school, please contact the school office so that your child's needs can be assessed. Where necessary, care plans will be agreed between school and parents and shared with all relevant staff.

No medicines, including lozenges or lip balms, should be sent into school with your child.

For the wellbeing of your child, please inform the school if your child suffers from an allergy or other medical condition.

### Protection from the Sun

We need to be aware of the dangers of exposing children's skin to the sun's rays. If the weather forecast predicts a particularly hot day it may be necessary to apply sunscreen to your child's skin before they come to school. This should then protect them for the day and you can reapply the sunscreen when they return home, if necessary. Sun screen lotion should not be sent to school with your child as this can cause problems if misused. We do have shaded places on the playground and field where the children can sit on a hot day during their break times. Children are encouraged to bring a sunhat to wear when they are out doors.



### Head lice in school

This is a problem that occurs from time to time. The following advice will help us to reduce the problem:

- Check your child's hair on a regular basis,
- As soon as you suspect infestation treat with special shampoo from the Chemist (don't forget that head lice love clean hair, so don't let your child be ashamed)
- Inform us of the problem,
- Repeat the treatment after seven to ten days to catch any hatched eggs, and check the hair of all people in the household for two to three weeks afterwards to make sure all head lice are gone.
- Comb the hair at least twice a day with a fine-tooth comb. This will catch any head lice acquired during that day before they have a chance to lay eggs.

### Other Illnesses in school

There are many illnesses which cause skin rashes such as chicken pox, scarlet fever, 'Slapped Cheek' syndrome and impetigo which can easily be spread. Please seek advice from a healthcare professional for any skin condition as you may need to keep your child away from school or require other treatment. It is also important that these are registered on your child's medical record. Information on school policy is available from the office.

## THE SCHOOL CURRICULUM

### The aims of the school

The general aims of the school, outlined below, are intended to allow pupils:

- 1 To develop a sense of self-respect and self-confidence leading to satisfaction and personal fulfilment at each stage of development.
- 2 To develop lively, enquiring minds, imagination and the ability to question and to reason.
- 3 To apply themselves to a variety of tasks and to see those through to the end.
- 4 To acquire knowledge, skills and attitudes relevant to their future lives in a rapidly changing technological world.
- 5 To develop proficiency in the use of language and number.
- 6 To develop a morality based on religious and family values and a respect for other races, religions and ways of life.
- 7 To build up and preserve good, lasting traditions of fairness, duty and service to individuals, the school and the community.
- 8 To develop strength, agility and high standards of physical health.
- 9 To understand the world in which we live and the interdependence of individuals, groups and nations.
- 10 To appreciate past and present achievements and aspirations.

The school aims to establish a stimulating environment in which the learning process may take place. A range of experiences is offered, flexible enough to take account of the individual differences in the way that children acquire knowledge and understanding. We hope to provide opportunities that will encourage all children to realise their full potential.

Everyone in school - teachers, support staff and the children themselves work very hard to maintain an atmosphere which is happy, calm and purposeful.

### Religious Education

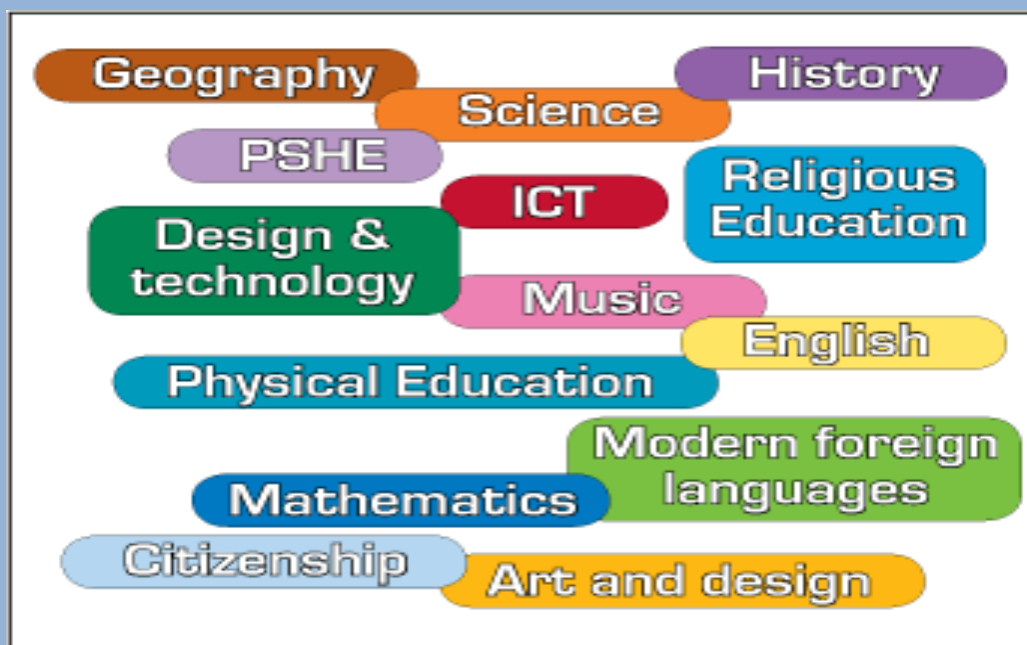
Religious Education must be taught to all children unless exempted. Religious education is not subject to national guidelines or testing.

### THE EYFS CURRICULUM (Reception)

Through a rich learning environment children are provided with opportunities to develop key listening skills.

### THE NATIONAL CURRICULUM – Key Stage 1 (Years 1 and 2) and Key Stage 2 (Years 3-6)

The school provides a rich and varied curriculum and the various areas of the Curriculum are defined as subjects:



### Reporting to Parents

An annual written report is produced for each pupil at the end of each academic year. This is shared with parents in July.

Parents are invited into school, by an appointment system, during the year to discuss their child's progress. The school also organises open days when you are welcome to visit the school to see the children working and to look at examples of work throughout the school.

At all other times we have an Open Door policy and welcome parents into school to discuss any queries or concerns they may have at any time. Queries that require more involvement may be set a specific time for discussion.

## Literacy

The school follows Talk4Write and implements Literacy activities with all children.

Literacy unites the important skills of reading and writing and during the week the children will:

- ◆ share some text with the teacher
- ◆ examine sentence structure and grammar
- ◆ build up vocabulary and spelling strategies
- ◆ work from a reading book guided by the teacher in small groups
- ◆ carry out independent work related to lesson objectives
- ◆ reflect on what has been achieved in the lesson

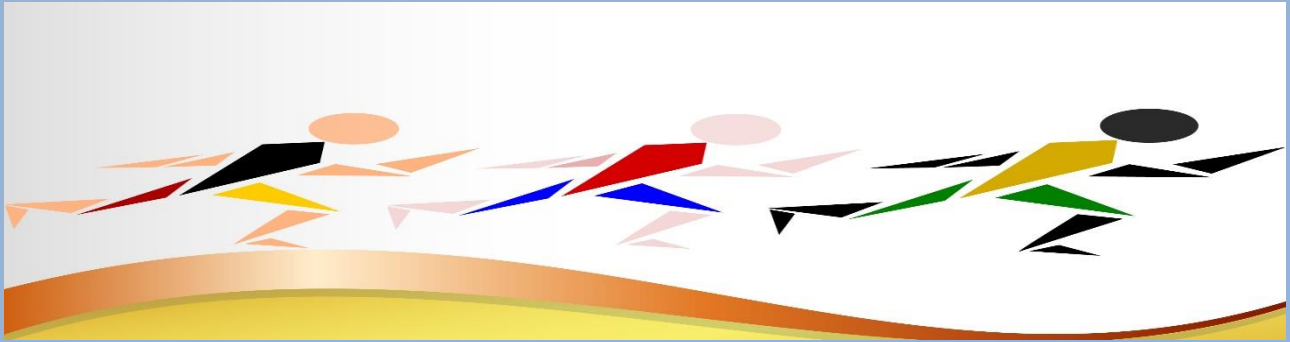
## Numeracy

The school follows the Mastery approach for teaching Maths, allowing pupils to embed their knowledge through fluency, reasoning and problem-solving skills.

## Special Education Needs

Throughout the school the progress of individual children is closely monitored, when children with special needs may be identified. This may be short-term and specific to a particular skill or area of knowledge; it may be a more general difficulty associated with a slower pace of learning; it may be an emotional problem; it may be a difficulty linked to a minor physical disability. In most instances, this will be tackled as part of the everyday work of the class with the teacher providing a modified programme of work for the child or group experiencing difficulty. Where necessary, the school is able to call upon the support and advice of external professionals. When a child is experiencing such difficulties we keep parents fully informed and involved.

The teacher identifies any child with special educational needs within their class. After discussion with parents, internal records are kept and support is given. A register of pupils with Special Educational needs is kept by the special needs co-ordinator. All children have access to school curriculum and their needs are assessed accordingly.



### Health Education

The school aims at all times to promote quality of life and the physical, social and mental well-being of each child.

The purpose of our Health Education programme is to give pupils the knowledge and skills to enable them to understand their own bodies, know how to keep them healthy and have regard to the health of the community. Through the whole school environment, we aim to cultivate respect for others, understanding of different lifestyles, consideration for the handicapped and an abhorrence of physical and mental cruelty.

Sex education forms part of the health education programme throughout the school. It is considered of paramount importance that sex education is presented in the context of family life, of loving relationships and of respect for others.

Through our health education programme, we hope the child will develop responsible attitudes and behaviour patterns which they will carry with them into adult life so producing a healthy population. We work to develop the child's self-esteem so that they can make confident and responsible decisions and build up a positive system of values which they can share with others both in and out of school.

### School Swimming Programme

It is the policy of the Education Authority to provide swimming lessons for all pupils. The lessons are organised by the Authority using qualified staff at the Leisure Centre. You will be advised when your child is to be involved in the swimming programme, usually in Year 3 and 4.

### School Activities

A range of activities is available throughout the year including gardening, sports and music.

All children are invited to take part in a Cycle Safety/Scooter Training Programme.

There is a school choir which children are encouraged to join. Music tuition, provided by the Schools' Music Service is offered to pupils in KS2 for a small charge.



## Extended School Facilities

We have a very successful Breakfast Club which operates daily in the school Hall from 7.30am to 8.45am. The children are welcomed by members of our own school staff and provided with a healthy, nutritious breakfast comprising of cereals, toast and other bread products, juice or milk, fruit and yoghurt. After eating their breakfast, the children enjoy socialising and playing together before the start of the school day, in a warm, friendly, family environment. Please ask for a booking form from the school office. The price per session per child is £4.00.

Also, our very popular After School Club offers a wide range of activities throughout the week suitable for children of all ages and with varied interests.

Our club runs each day from 3.20pm to 6.00pm and is available for pupils from Reception through to Year 6. There are two options for parents to choose from to suit their requirements. The cost per full session is £8 per child, to include a snack such as sandwiches, beans on toast or homemade pizza with fresh fruit and vegetables and can be booked through the school office. Alternatively, children can attend from 3.20pm to 4.30pm, without a snack, at a cost of £3.00. The club is run by qualified Play Workers who provide a wonderful warm welcome to all our children and create a family atmosphere which enables those attending to extend their day in a caring and fun environment.

The program of activities is varied and includes cookery, crafts, games, and film sessions. The children thoroughly enjoy taking part and socialising with their friends. There is a discount available for parents using the club for both the morning and afternoon session. If interested, please contact the school office for further details. Bookings for 'one off' sessions can be made subject to places being available.

PLEASE NOTE: THE SCHOOL ACCEPTS CHILD CARE VOUCHERS.

## Home School Tasks

In Key Stage 1 & 2 children are encouraged to take home reading books to share with parents. Home work is given regularly and is to support the work taught in school. Details will be given via SeeSaw.

## Charges for School Activities

The school has adopted the Charging Policy written by the Edukos Trust.

1. The school does not charge parents for:
  - Educational activities within school hours except for music tuition.
  - Books, instruments, materials and ingredients except for materials and ingredients where parents have agreed in advance that they wish to own the finished product.
  - Transport during school hours.
  - Out of school activities required to fulfil National Curriculum or Religious Education requirements.
  
2. On residential educational trips, charges can be made for board and lodging, and travel outside school hours.

3. Voluntary contributions may be requested towards activities taking place in school hours.  
(For the purposes of Clarification a 'voluntary contribution' relates to the parents' ability to pay. If you feel unable to make a payment, please speak to the Head teacher as soon as possible as you may be eligible for Pupil Premium).

With a view to maintaining opportunities for the children without an excessive call on school funds, the school has adopted the following policy regarding charges for school activities.

1. When activities, such as school trips, are planned during school time, parents of children involved will be advised of costs of the trip and invited to make voluntary contributions. If the response is insufficient and places too great a demand on school funds, the trip will be cancelled.
2. Activities which take place outside school time will be charged for, unless provided free of charge through the Local Education Authority.
3. Individual music tuition will be charged for, unless provided free of charge through the Local Education Authority.
4. Cases of financial hardship where remission of charges may be appropriate will be considered by the school.
5. Parents may be required to meet the cost of breakages and damages where this is as a result of their child's behaviour.

### **Educational Visits**

School visits enhance the learning and engagement of children. The visits are planned in advance as part of the topics in school. Where possible, school may subsidise the cost of a visit. It is necessary to seek your consent before each visit is approved, and ask for a voluntary contribution towards the cost to enable the visit to take place.

### **Residential Visit for the Older Pupils**

In their last two years at the school the children may be given the opportunity to take part in a residential visit.

The visit may be a camp, using the school tents, working with another school, a visit linked to the work at school or specific activities organised through a recognised Outdoor Pursuits Centre.

You will be given advance notice and details of the visit. The visit may be organised during the school week or may run into a weekend.

### Transfer to Secondary School

Liaison with secondary schools is an important factor in maintaining continuity and progression in our children's education. Links with the secondary schools to which our pupils transfer are forged in a variety of ways:

- ◆ discussion between primary and secondary teachers on curriculum issues
- ◆ discussion between our Y6 teachers and their Y7 secondary colleagues
- ◆ visits to this school from secondary teachers to enable them to meet their prospective pupils
- ◆ visits by our children to their new schools
- ◆ detailed pupils records which give information about work covered and levels of attainment forwarded to the school
- ◆ we accept work experience students from the secondary schools.

### Community Links

The school plays an important role in the village and wider community. During the year Family and Friends of the school hold events to which members of the public are invited. Several times a year the school supports different charities by organising fundraising activities and fun events. The school has good links with St. David's church in Airmyn, Castaways in Goole and other local organisations.

### Celebrating Achievements

Through a Hive Of Achievement children are rewarded stickers for:  
Achievement both in and out of school

Helping

Being kind and thoughtful

At various stages certificates are presented at a weekly celebration assembly. During the weekly celebration assembly children may also be recognised for their achievements outside school.

The school also operates a house points system. Children are awarded points throughout the year when they represent the school, on Sports Day, for participation in intra school activities or for one of the above reasons.

### Encouraging Good Behaviour

The aim of this code is to help sustain a positive climate for the whole school. Such a climate is based on a quiet yet firm insistence of high standards of behaviour and attitude at all times and draws its strength from consistent practice and constant vigilance. All staff in school promote positive relationships.

## Code of Conduct

There is one basic rule for everyone in school to remember:

**Everyone is expected to behave in a responsible way both to themselves and to others, showing consideration, courtesy and respect for other people at all times.**

This can be translated into a simple code for the children:

1. In class you should make it as easy as possible for everyone to learn and the teacher to teach.
2. You should move gently and quietly about the school.
3. In the playground you should make sure you do nothing that will hurt anyone else.
4. You should speak politely to everyone.
5. You should respect other people and their property.
6. You should arrive at school on time.
7. You should keep the school clean and tidy.
8. You should keep yourself and your appearance smart.
9. You should make an effort to remember everything that you need for school.
10. You should behave sensibly when you are out of school - the good name of the school depends on you.

## Dealing with Unacceptable Behaviour

The school has a behaviour policy which is available on request.

If a child deliberately breaks the code of conduct in school it will initially be dealt with by the class teacher or member of staff on duty. If the problem persists the head of school will become involved. It will be explained to the child why the behaviour is unacceptable. If required, parents will be informed and invited into school to discuss the problem. In extreme cases it may be necessary to exclude a child from school following the Local Authority guidelines. These instances are rare and will be considered as a last resort when all other possibilities have been explored.

We do not tolerate bullying in school. The children are told what to do if they think they are being threatened by another child. Any concerns you have about your child should be put in writing and addressed to the Head of School.

## Home School Agreement

We are required to provide you with a copy of the Home School Agreement before your child starts school. The agreement should be signed and returned to school with a copy kept at home.

## Data Protection Act

Schools, local education authorities and the Department for Education and Skills (the government department which deals with education) all hold information on pupils in order to run the education system, and in doing so have to follow the General Data Protection Regulations which came into force on 25<sup>th</sup> May 2018. This means that the data held about pupils must only be used for specific purposes allowed by law. The following information explains the different types of data that is held, why that data is held, and to whom it may be passed on.

The school holds information on pupils in order to support their teaching and learning, to monitor and report on their progress, to provide appropriate pastoral care, and to assess how well the school as a whole is doing. This information includes contact details, National Curriculum assessment results, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information.

From time to time we are required to pass on some of this data to the Local Authority (LA), to our Academy Trust, to another school to which the pupil is transferring, to the Department for Education and Skills (DfES), and to Qualifications and Curriculum Authority (QCA) which is responsible for the National Curriculum and associated assessment arrangements.

The **Local Authority and Edukos Trust** uses information about pupils to carry out specific functions for which it is responsible, such as the assessment of any educational needs the pupil may have. It also uses the information to derive statistics to inform decisions on (for example) the funding of schools and to assess the performance of schools and set targets for them. The statistics are used in such a way that individual pupils cannot be identified from them.

The **Qualifications and Curriculum Authority** uses information about pupils to administer the National Curriculum tests and assessments for Key Stages 1 to 3. The results of these are passed on to DfE in order for it to compile statistics on trends and patterns in levels of achievement. The QCA uses the information to evaluate the effectiveness of the National Curriculum and the associated assessment arrangement, and to ensure that these are continually improved.

The **Department for Education and Skills** uses information for statistical purposes, to evaluate and develop education policy and to monitor the performance of the education service as a whole. The statistics (including those based on information provided by the QCA) are used in such a way that individual pupils cannot be identified from them. The DfE will feed back to the Local Authorities and schools information about their pupils where they are lacking this information because it was not passed on by a former school. On occasion information may be shared with other Government departments or agencies strictly for statistical or research purposes only.

Pupils, as data subjects, have certain rights under the Data Protection Act, including a general right of access to personal data held on them with parents exercising this right on their behalf if they are too young to do so themselves. If you wish to access the personal data held about your child please contact school.

## **Child Protection and Safeguarding**

All necessary steps are taken to safeguard the Children in our Care.

All staff in school are trained in child protection procedures and they all report to a member of the safeguarding team. Staff understand what action to take if a child makes a disclosure in school. If there are concerns about a child, parents will be contacted in most cases. If required, this will be followed up by a member of the safeguarding team/other agencies. There may be rare occasions concerns about your child means that we have to consult other agencies before we contact you.

The East Riding Safeguarding Children Board has laid down procedures that we follow, and the school has adopted a Child Protection Policy in line with this for the safety of all. This policy is available on the school website if you wish to view it.

If you have any issues regarding Safeguarding please speak to Mrs Dodds (School Child Protection Co-ordinator) or you may also contact Mrs Donna Woad or Mrs Alison Walker.

## **Pupil Access to the Internet**

The school encourages pupils to use the information resources available on the Internet, together with the development of appropriate skills to analyse and evaluate such resources. Parents will be given the opportunity to object, in writing, if they do not wish their child to have access to the Internet in school.

Access to on-line resources will enable pupils to explore thousands of libraries, databases, and bulletin boards while exchanging messages with people throughout the world. The school believes that access to information resources benefits pupils across a wide range of activities and life skills.

## **Photographs in School**

We sometimes have photographers in school from the local press to take photographs of school events. We also take our own photographs which are displayed in school and posted on our school website and Twitter account. To comply with data protection guidelines, we are required to seek parental permission to use these photographs, which will be done at the start of each academic year. Parents are reminded that photographs taken at school events should not be shared on any social media website.

## **Enquiries and Complaints Procedure**

Any concerns should be addressed, in the first instance, to the class teacher and, if not resolved, to the Head of School. If an issue still cannot be resolved, a copy of your written concerns will be forwarded by the school to the School Governors or Edukos Trust.

If there is anything you would like to discuss with the head of school please contact the school to arrange a mutually convenient time. The school operates an open door policy for day to day concerns.

## Awards

The school has been successful in achieving the following awards:

Active Mark Sports Award Gold

Road Safety Mode Shift Gold

Get Set Olympics

Royal Horticultural Society Level 3 Growing and Diversifying Award

Red Kite Sports Award

**School Web Site:** The school has its own web site which may be accessed at  
<http://airmynparkps.co.uk>

The school has our own Twitter account which is used for sharing information about special events and activities in school.