



ABOUT THE SCHOOL

Middleham Primary School is a Voluntary Aided Church of England School. The present building was erected in 1977 to replace the Middleham Old School and the Primary Schools at Carlton and East Witton.

The school is equipped with good sized classrooms, a central hall, a reference library area, canteen, large playing fields, a hard playground and an Early Years dedicated playground.

Age range: Rising 5 to 11 years.

The number of places available in the reception class is **15**.

At present there are two classes, each with mixed age ranges.



MISSION STATEMENT

Welcome to our school,

Built on Christian foundations it is home to a generous, loving family where everyone belongs, is valued and nurtured.

We appreciate and celebrate the special talents and unique potential of everybody as well as fostering trusting relationships with and mutual support of those whose lives are touched by school.

We recognize that we learn from each other and with each other as we create and recreate our lives to flourish and grow.

Collective worship is at the heart of daily life where all meet in reverence and fellowship to develop a rich spiritual awareness, insightful understanding of faith and respect for the beliefs of others.

Within our school we provide a safe, exciting and supportive environment where children are happy, confident and inspired to ask questions, explore, take risks, make mistakes and share their ideas, energy and enthusiasms in a climate of possibility and curiosity.

A broad balanced curriculum provides not only basic skills, but creative opportunities for all to discover what excites their spirit, enjoy their learning in many styles and recognize its essential place in their lives.

Through collaboration and reflection, thinking and skills are combined with a sense of responsibility, a desire to do good and make ourselves and others happy- a true community of learning with heart.

Our school seeks to be at the heart of the local community through service, links with local churches and promoting understanding, equality and inclusiveness. We support a growing awareness of the rapidly changing world that offers diversity and richness of places and culture through building partnerships with others, embracing challenges and responsible stewardship as global citizens.

Let us remember that as many hands build a house, so many hearts make a school.

EDUCATIONAL AIMS OF THE SCHOOL

The Governors have agreed to the following aims for the education of the children at Middleham School:

Pupils should: -

- develop lively enquiring and creative minds, the confidence to question and the ability to debate rationally;
- acquire knowledge, skills and training relevant to a rapidly changing society;
- be encouraged to live life fully at every stage, as preparation for adult life;
- develop an appreciation of education as a life-long and rewarding process;
- develop logical thought and appropriate communication skills;
- gain an understanding of and respect for the Christian faith and its moral values, as well as the faith of others;
- develop a concern for their environment and an understanding of the world within which they live and work;
- learn to set personal goals that help them achieve their full potential;
- develop their own individuality and independence whilst maintaining a sense of community with others.



ADMISSION TO SCHOOL

Middleham Church of England Voluntary Aided Primary School

Admissions Policy 2017/18

Standard Number

Middleham Church of England (Voluntary Aided) Primary School has a Pupil Admission Number or intake of 15.

Children with a statement of Special Education Need, which names the school, will be admitted.

All applications will be considered equally.

Starting School

Admission of children below compulsory school age

Children who are offered a Reception place in the school will be able to start school in the September following their fourth birthday.

Parents may request that the date their child is admitted to the school is deferred until later in the same school year or until the child reaches compulsory school age in that school year.

Parents may request that their child attends part-time until the child reaches compulsory school age.

Requests for a child to start their schooling on a part-time basis or to defer the start until they reach compulsory school-age should be addressed to the Headteacher.

Compulsory school age is the beginning of the term following the child's fifth birthday.

Deferred entry to primary schools

Parents of children who are offered a place at the school before they are of compulsory school age may defer their child's entry until later in the school year. Where entry is deferred, the school will hold the place for that child and not offer it to another child during the remainder of the school year for which application was made.

It should be noted, however, that such children will only be allowed to start at the beginning of a term.

Parents may not defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the beginning of the summer term of the school year for which the original application was accepted.

Application Process

Application forms can be completed on-line at www.northyorks.gov.uk/admissions or a paper copy can be obtained from the school office or Local Authority. In the case of mid-year applications for a place an in-year common preference form, available from school or the Local Authority must be completed and returned to the Admissions Team. All requests will be considered by the Governors who will inform the local authority whether or not a place can be offered.

Appeals

Parents who have not been successful in gaining a place at the school have the right to appeal. Appeals should be made in writing to the Chair of Governors, c/o the school, within 20 days of notification that their application was unsuccessful. (see Appeals Code 2.1)

Waiting List

In the event of over subscription, applicants who have been refused a place may request to be placed on the waiting list. The waiting list is maintained in the order of the over subscription criteria, and will be maintained in school until 31st July annually.

Criteria for over subscription

In the event that more applications are received than there are places available, places will be allocated as follows:

1. A 'looked after' child or a child who was previously 'looked after' but immediately after being looked after became subject to an adoption, residence or special guardianship order.
2. Children with special social or medical needs for whom an appropriate professional has provided a written reference to say that attending this school is essential. ***
3. Children living within the parish of Middleham, with Coverdale, East Witton and Thornton Steward who will have a brother or sister already in school at the expected point of entry. Please see *note. A map showing the parish boundary is attached.
4. Other children living within the parish of Middleham, with Coverdale, East Witton and Thornton Steward. A map showing the parish boundary is attached.

5. Children, or one or both parents, who attend a Church of England Church on average at least once a month for a minimum of one year. A written priest or minister reference will be required to verify applications under this criterion. It is the parental responsibility to ensure that the school has received this at the same time as the application form is received by the local authority. Please see **note below.
6. Other children who will have a brother or sister already at the school at the expected point of entry. Please see *note.
7. Children, or one or both parents attend a Christian Church other than who fall into criteria 5 above. A written priest or minister reference will be required to verify applications under this criterion. It is a parental responsibility to ensure that the school has received this at the same time as the application form is received by the local authority. Please see **note below.
8. Other Children.

Tie Breaker

If we cannot meet all preferences within any one of the above criteria, we will give priority to children living nearest the school. Please see **** note.

Notes

*note: All references to brother or sister include blood relatives, step brothers or sisters, adopted and foster children living at the home address

**note: Applications falling within criteria 5 and 7 will be required to submit with their application a letter from their priest or minister confirming that the criterion is satisfied.

***note: We will only consider applications in this category if they are supported by a written professional recommendation from a doctor, social worker or the appropriate professional which says that it is essential for the child to go to this school which is received at the same time as the application form.

****note: 'All distance measurements are based on the nearest route recognised by the County Council's electronic mapping system from a child's home to school. The routes measured to determine the allocation of places will be those recognised by the electronic system used by the school admissions team.



STARTING SCHOOL

Prior to starting new children will be invited to spend some afternoons in their new class towards the end of the summer term. Parents are encouraged to look around the school and discuss their child's education with the Headteacher and Class teachers.

We expect new entrants to be able to dress themselves; use the toilet independently; and to use a knife and fork if they eat school lunch. All children are expected to show good manners.

THE SCHOOL DAY

Morning session:

Class 1:	8.55 a.m. - 12 noon
Class 2:	8.55 a.m. - 12.10 p.m.

Afternoon session: All classes: 1.00 p.m. - 3.15 p.m.

During the morning session there is a 15-minute break.

Weekly taught time, excluding registration, breaks and the daily act of worship are as follows:

Class 1:	22hrs 15 minutes.
Class 2:	23hrs 30 minutes.

Children should not arrive before **8.40 a.m.** as there is no supervision provided. Parents should be aware that they are responsible for their own child's safety up until that time.

SCHOOL DINNERS

School meals are cooked on site and served in the hall. Parents of children in Reception and Key Stage 1 are entitled to free school meals. Parents in receipt of Income Support maybe entitled to free school meals for their children. Application forms are available from the school office. Dinner money **must** be paid for on **Monday** each week. We encourage parents to use ParentPay, an online payment facility, however we can still accept cash or cheque sent in a named wallet or envelope. Parents may wish to pay for school meals for a full term or half term if this is convenient.

Part time reception children are welcomed to stay for school lunch and to be collected at 1pm.

Parents who wish to send their child with a packed lunch may do so. We ask you to provide a healthy balanced meal avoiding sweets, chocolate, crisps, fizzy or sugary drinks and processed foods. There are no refrigeration facilities for packed lunches and we ask you to bear this mind when preparing a packed lunch.

Fresh tap water is available throughout the day and children may purchase a water bottle from the school council.

If your child has any special dietary needs or food allergies please complete the relevant part of the admission form so that we ensure what your child eats is appropriate.

TUCK

Children are not permitted to bring sweets to school but may bring fruit to eat at morning play time. A Fairtrade tuck shop, organised by the school council, is run weekly. The tuck shop sells a variety of cereal bars and cartons of fruit juice. Children aged 4 - 6 will be provided, daily, with a piece of fruit or vegetable free of charge as part of the National Fruit Scheme.

UNEXPECTED SCHOOL CLOSURES

Occasionally the school has to close due to emergencies. This is most likely during winter when there are bad snowfalls, flooding, or heating failures.

It is important that families are prepared for such eventualities and that in the event of children being sent home, arrangements are made for parents or friends to be at home. Please ensure that your contact numbers are up to date, especially mobile phone numbers.

SCHOOL TRANSPORT

All children who travel home on transport provided by the County must report to a member of staff, in the hall, immediately at the end of school. On the occasions when alternative arrangements are made, the School **must** be informed by written note.

(These can be downloaded from our school website www.middleham.n-yorks.sch.uk)

Please note that the journeys are unsupervised and that parents take responsibility for their child's behaviour. Seatbelts **must be worn** at all times.

If parents have any queries regarding transport they should contact the Headteacher or the School Transport Section at County Hall.
Telephone 01609 785785.

HOLIDAYS

Dates of holidays are circulated to parents regularly and can be obtained from the office or on the website.

In line with Government legislation, parents should arrange holidays out of term time to prevent disruption to their child's education. If parents wish to withdraw their child during the term time they need to seek permission from the Headteacher. Leave of absence would only be granted in exceptional circumstances at the discretion of the Headteacher. All absences are placed on the child's records.

ILLNESSES AND INJURIES

If a child is absent from school due to illness, the school must be informed by note or telephone call, on each morning of their absence.

(A copy of the schools absence procedure can be downloaded from our school website www.middleham.n-yorks.sch.uk) On the website, click on Parents, then Forms and Letters.

At the beginning of each morning and afternoon session the class teacher will take registration. This will close at 9.00 a.m. and 1.05 p.m. Children arriving after this time will be classified as late.

Any child unable to attend school for any reason whatsoever must be reported by telephone to the school before **9.15 a.m.** on the first and subsequent days.

Diarrhoea and Vomiting. Parents need to contact school to confirm that a child is allowed to return to school. The school will follow the guidance in 'Infectious and communicable diseases.' (NYCC Guidelines).

If notification of absence is not received the school will contact parents/carers using contact details held at school. IT IS IMPORTANT THAT THESE ARE KEPT UP TO DATE.

Should it not be possible to establish the whereabouts of a child then, in line with NYCC safeguarding procedure, the Children Missing from Education team will be informed. The Police may also be informed.

Please *do not* send children who are feeling ill to school.

At Middleham School we do not administer medicine to children unless it is in an emergency, such as an Epi-pen. Pupils are not allowed to bring medicine to school, unless it is either long term (such as an inhaler) or emergency (such as an Epi-pen).

Inhalers and Epi-pens must be provided by the parent, clearly labelled with the child's name and will be kept in the first aid cupboard.

If a child is taking a course of antibiotics please discuss with us whether they are able to attend school. If a child does require medicine during the school day, a parent or other nominated person must attend school with the medicine and administer it.

If a child becomes ill whilst at school, parents will be contacted and asked to take their child home.

If a child suffers an accident in school, simple first aid will be administered by a member of staff who has had paediatric first aid training. Where the injury is more serious, parents will be informed. Parents will always be informed when a child has bumped their head.

In all circumstances, the welfare of the child is paramount.

PASTORAL CARE

Note: Parents should be aware that N.Y.C.C. provides **no** personal accident insurance for pupils.

Together with the head, the class teacher is responsible for the day-to-day pastoral care of each child. If any emotional or academic problems occur then parents will be informed. We encourage parents to let the school know of any concerns that they may have related to school or home, either by personal visit, telephone call or via the Home/School reading record or Homework Planner.

An Educational Social Welfare Officer can also offer support in matters related to child welfare. They are based at Catterick Garrison and can be contacted on 01748 832351.

CHILD PROTECTION

Middleham School is committed to ensuring the welfare and safety of all children in school. All North Yorkshire schools, including Middleham School, follow the North Yorkshire Safeguarding Children Board procedures. The school will, in most circumstances, 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 on request.

SCHOOL CURRICULUM

The school follows the National Curriculum syllabus. This consists of the core subjects of Mathematics, English, Science and Religious Education. The other foundation subjects are History, Geography, ICT/DT, MFL, Art, Music and Physical Education.

Equal opportunities are provided for all pupils regardless of sex, race and cultural background. We encourage children to respect each other regardless of race, creed or ethnic origin and expect parents to support this.

The outline of the curriculum is planned by the whole staff to ensure coverage of all aspects of the National Curriculum and progression throughout school.

Mathematics

We follow the National Numeracy Strategy.

The Mathematics curriculum is based on practical experiences and real life problems. Experiences are often based on school, shops and the home.

Children are expected to have working knowledge of the four rules of number by the age of seven. Tables and number bonds are to be learnt by heart, after practical experiences, in order to help mental agility within mathematics.

A wide range of mathematical ideas are covered throughout the school. Published maths schemes are used to help supplement teacher generated work.

Parents can help support their child by discussing four rules of number at home. Space Mission Instant Recall Facts (SMIRFS) are sent home to learn and are tested regularly within school to develop children's mental maths skills.

English

Speaking and Listening

The National Literacy Strategy is used in school.

We encourage children to express their ideas freely and to listen to others. The children's vocabulary is enlarged through discussion, story-telling, poetry and drama.

Parents are encouraged to find quiet times, free from distractions, to talk with and listen to their children.

Reading

We believe that the teaching of reading is all important as it is the vehicle by which all knowledge can be accessed. We are eager that all children should enjoy reading and develop a love for books.

Children will be given opportunities for shared and guided reading as part of the literacy hour. The Oxford Reading Scheme is our core scheme. It provides a supportive structure and an enjoyable range of books. When children are reading with ease and understanding, they transfer to free reading books.

Children of **all** ages are encouraged to take books home and to read and discuss their books with their parents and as they progress into class 2 to bring their own books from home. Please ensure the books brought from home are named and are suitable reading material for school.

Writing

We teach the children a wide range of writing skills, including the use of grammar, handwriting and spelling.

We encourage the children to become independent, confident and imaginative in their written work and to be able to write for a variety of audiences.

Science

The children are taught how to explore the world in which they live through:

- practical experience
- planning, hypothesising, and predicting.
- designing and carrying out investigations.
- interpreting results.
- drawing inferences
- communicating their findings.

Religious Education

The school is a Voluntary Aided Church School. Religious Education lessons are taught regularly and are in line with the locally agreed Diocesan guidelines.

If parents wish to withdraw their child from religious education, they should make a request in writing to the School Governors.

Collective Worship

Collective worship takes place daily in accordance with the Law. These are led by the Headteacher, staff and the Vicar. Occasionally guests will be invited to share in the

worship. Children's gifts, talents and achievements are regularly recognised as part of assemblies. If your child is involved in something special please let us know. Each term the children are taken to the local parish church for an act of worship. Parents and members of the wider community are welcome to share in school worship.

Parents have the right to withdraw their child from acts of worship and should make a request in writing to the School Governors if they wish to do so.

History

Children are taught to use investigative skills when looking at evidence in order to find out about the past and to compare their findings with the present day.

Geography

Children are taught to take an interest in their local surroundings and in the wider world and its diverse cultures, and are introduced to basic geographical skills.

Modern Foreign Language

A 4 year rolling program operates for children from Y3 to Y6, during which time children will experience a varied programme of language learning and intercultural understanding, covering listening, speaking, reading and writing the language.

Physical Education

Our aim is that all the children should be physically active and develop flexibility, strength and skills. All children are encouraged to develop skills to the best of their abilities.

The school is well equipped for PE, including having a hall and large playing field.

At present there is extra-curricular provision for multiskills, allowing children to develop specialist skills further and take part in competitive games. When the opportunity arises school encourages children to take part in Cluster events such as cross country, tag rugby, rounders etc.

Computing

Each class has access to computers and iPads. Pupils are given opportunities to use a variety of programmes that support development of their skills in data handling, word processing and problem solving. Where possible the use of ICT is incorporated into other curriculum areas.

Technology

Children are taught to use materials and tools safely, to plan, make, and evaluate designs, through practical problem solving activities.

Art

The children are given the opportunity to participate in a variety of art and craft activities. Whilst building up their own techniques the children acquire a knowledge and understanding of different art forms, cultures and time periods.

We encourage children to express themselves in an original and sensitive manner.

Music

Children are engaged in musical situations that develop the understanding of rhythm, pitch and notation. They are given opportunities to play, sing, compose, and listen to a variety of music.

Where there is enough interest expressed, Peripatetic music teachers are also available to come into school to teach a variety of other instruments. This is organised through the LA and we are happy to help arrange lessons for instruments.

Music is an integral part of our daily worship where the children are encouraged to listen to music, use it for reflection and join in with singing hymns and songs. The school performs musical items at special events and celebrations including Harvest, Easter and Christmas.

SEX AND RELATIONSHIPS EDUCATION

Sex education is not taught as a separate subject, but sometimes children may ask questions quite naturally as part of their personal and social development or during science. Where this occurs the questions are dealt with sensitively and with due regard for moral consideration and family values.

Relationships and families are discussed as part of 'Personal, Social and Health Education'

The year 5 and 6 children will have the opportunity to learn about puberty. When this takes place the parents are informed of the material that will be used in advance.

HELP FOR CHILDREN WITH SPECIAL NEEDS

Children assessed as having special educational or behavioural needs will receive individual support within school, where possible and additional support from North Yorkshire Pupil and Parent Support Services in the most extreme cases.

Parents will be closely consulted by all learning support and teaching staff at each stage of the child's progress.

The school's SEN co-ordinator is **Mrs Evans**

Any concerns in this area can be brought either to the Class teacher or to Mrs. Evans.

HOMEWORK

Homework will be given on a regular basis. The majority of the time this will be reading, practising spellings or tables. There will also be pieces of homework linked to topic work or occasionally where children have failed to complete a piece of work they will be asked to complete it at home. Or they will be asked to stay in at break time to complete their work.

The interest and support of parents is valued as an integral part of the child's learning. Parents can help their child by creating a quiet time when they can sit and discuss the homework with child. Homework will be set in line with the school's homework policy and will be given on a regular basis.

DISCIPLINE

We aim to encourage children to be honest, courteous and considerate. We expect good behaviour and language throughout school from our children. We hope that you share our values and support us in our actions.

To encourage *good behaviour* we have a series of rewards, as follows:

Currently this will take the form of -

- In Key Stage 1 – Children receive a “Special Ticket” which goes into a weekly draw.
- In Key Stage 2 – Children earn merits and are rewarded with certificates.
- For Friday Celebration Assembly, teachers nominate children to celebrate good work, attitude or behaviour.
- For particularly good work, a child may be sent to the head teacher to show their work and collect a reward sticker.

When the children have to be corrected the school policy is as follows:

There is a traffic light system in each classroom and every child begins the day on "Green".

If necessary the children will then work through the following system:

- Verbal warning 1 – Amber
- Verbal warning 2 – Red
- Time out – 5 Minutes
- Time out – 10 Minutes
- Isolation which will involve spending time in another class. This will be followed up by a letter or phone call home and parents will be invited into school to discuss the situation and next steps forward.
- Informing of relevant outside agencies to assist with behaviour management strategies

OUT OF SCHOOL ACTIVITIES

The Governors empower the Headteacher to seek voluntary contributions from parents in connection with any activity, in or out of school, provided that a parents' inability or unwillingness to pay does not prevent a child taking part in the activity.

Where payments are not made, these children will be paid for out of school funds.

Where insufficient total contributions are received then regrettably the activity may have to be cancelled.

PARENTS IN SCHOOL

The school holds a Parents' Evening in the Autumn Term and one in the Spring Term. At these times parents are invited to meet the teacher and discuss their child's progress. A school report is sent out in the Summer Term.

At other times parents may contact school to arrange an appointment to discuss their child's progress.

Parents are more than welcome to offer help in school. Other parents have helped at events, supported the school through backing books or going on trips.

All help allows the school to offer more to your child. Please help the school in any way you can. **Thank you.**

INFORMATION

Weekly newsletters and regular letters are sent home to keep you informed of events in school.

The school website also contains information related to school activities. Some forms are available to download and can be found at:

www.middleham.n-yorks.sch.uk

Copies of all school policies can be obtained on application to the Headteacher. Further information about the school can be accessed on the Department for Education website at <http://www.education.gov.uk/cgi-bin/schools/performance/school.pl?urn=121614>

LOST PROPERTY

Please ensure that your child's clothing, including shoes, is clearly labelled with their name as this will help to locate any missing items. **The school cannot accept any responsibility for any items that may get lost or damaged.**

SCHOOL COUNCIL

Children are able to discuss any issues, which may affect them through their representative on the school council. We encourage the children to be part of the decision making process in school.

COMPLAINTS

Concerns relating to school issues, should in the first instance, be discussed with the class teacher in order to deal with the situation swiftly and efficiently. If the issue is not cleared up then a follow up discussion with the Headteacher should be organised and then taken to Chairman of the School Governors if need be.

SCHOOL UNIFORM

The school has a set uniform that we believe is smart and engenders a sense of belonging. Clothing with the school logo on is available to order from www.school-shop.co.uk

Trousers/shorts/skirts	plain grey
Sweatshirts/jumpers	red
Shirts/blouse	plain, preferably white

Shoes sensible, low heeled shoe or plain dark trainers

Summer dresses red and white checked

Games/PE Kit

All children should have the following kit:

Plimsolls, white T-shirt and black shorts for indoor PE. Black tracksuit bottoms and trainers for outdoor PE.

Where possible children should keep their sports kit in a *named* drawstring bag on their pegs.

Note: All clothing and footwear should be **clearly marked** with the child's name.

JEWELLERY

Following LA advice **no** jewellery, except watches, is to be worn to school. If children have pierced ears, **studs** only should worn, however pupils are **not permitted** to participate in sport whilst wearing jewellery of any kind. If children are unable to remove/replace their studs independently, we advise not wearing them to school on days when sport or Forest Schools is taking place.

TRANSFER TO SECONDARY SCHOOL

The nearest secondary school is the Wensleydale School at Leyburn.

Visits are arranged during the summer term for Y6 children to spend some time at their future secondary school. A visit is also arranged for parents.

There are some places at St. Francis Xavier School, Richmond for those children who wish to attend there on religious grounds.

THE FUTURE

We hope that all children who leave Middleham School do so with the skills and knowledge to go on to create a future for themselves, and are able to look back with happy memories and say their time at Middleham was a success.

SCHOOL STAFF

Mrs L Evans	Headteacher/SENCo
Mrs R Brown	Teacher
Mrs S Bradbury	Teacher
Mrs H Martin	Administrator
Mrs S Pearson	General Teaching Assistant
Mrs R Roberts	General Teaching Assistant/Midday Supervisory Assistant
Mrs C Mullard	General Teaching Assistant
Mrs A Fawcett	Caretaker
Mrs S Carr	Cook
Miss S Hedley	Midday Supervisory Assistant
Mrs R Roberts	Midday Supervisory Assistant

SCHOOL GOVERNORS

Mrs L Sweeting	Chair & Foundation Governor
Mrs L Evans	Headteacher
Mr D May	Vice Chair & Foundation Governor
Rev L Moody	Foundation Governor
Vacancy	Foundation Governor
Vacancy	Foundation Governor
Vacancy	Foundation Governor
Vacancy	Foundation Governor
Mr M Cade	Local Authority Governor
Mrs H Martin	Staff Governor
Rev J Payne	Ex-Officio
Mrs K Wheeler	Parent Governor
Vacancy	Parent Governor
Mrs D Adams	Clerk to the Governors

Information relating to the Governing Body can be obtained from The Clerk to the Governors.



LEVEL OF ABSENTEEISM

The following represents the level of authorised and unauthorised absence for the academic year 2016/17:

Unauthorised: 0.19%

Authorised: 2.9%

The total level of attendance is 96.9%

Note

Though these particulars are correct in relation to this document at the date given below, it should be assumed that there may be some changes that have taken place since then. The Headteacher is happy to answer any questions you may have concerning the brochure or the school.

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Parish Boundary

