

**SCHOOL YEAR: 2007 - 2008**

**St George's Roman Catholic  
Primary School  
Overdale,  
Eastfield,  
Scarborough,  
YO11 3RE**

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**HEADTEACHER; MRS V KENNEDY**

**CHAIR OF THE GOVERNORS; VERY REV J LOUGHLIN VF**

Although the information given herein is correct at the time of publication (September 2007), it should not be assumed that there will be no change affecting the relevant arrangements on some matters; -

a) Before the start of, or during, the school year in question.

or

b) In relation to subsequent years.

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## INTRODUCTION

St. George's School was opened in September 1975. It is a Roman Catholic Voluntary Aided Primary School with an age range of 5 - 11 years, with a Nursery Unit for children aged 3 - 5 years. It is a day school for boys and girls.

The Staff and I extend to you a warm welcome to our school and in the following pages we provide information about the school.

We hope that you will support us in the work we are doing with your child, since encouragement and support in the home is of vital importance if your child is to attain his / her full potential.



## **SCHOOL GOVERNORS**

### **Foundation Governors**

Very Rev J Loughlin	Chair	Mrs. S Rutter
Mrs D Temple		Mrs D Chaplin
Mr D Swales		Vacancy

### **North Yorkshire County Council**

Mrs M A Preston

### **Elected by the Parents**

Mrs S Swales

### **Elected by the Staff**

Mrs K Amos

### **Headteacher**

Mrs V Kennedy

### **Clerk to the Governors**

Mrs P Tyrer-contact at the school

### **Area Education Office**

Scarborough / Ryedale Education Office, Valley Bridge Parade, Scarborough. Telephone 361376

## MEMBERS OF STAFF

### **NURSERY / RECEPTION**

MRS K AMOS  
MRS P SMITH [NNEB]]  
MRS E DYER [part-time]  
MRS J BATES

**Y1 / Y2**

**Y3 / Y4**

MRS M DRONFIELD

**Y5 / Y6**

MRS L TRIFFITT

### **TEACHING ASSISTANTS**

MRS A C MACHIN  
MRS J GAWTHORP  
MRS L ROBINSON

### **OFFICE MANAGER**

MRS P TYRER

### **CARETAKER / CLEANER**

MR R PAINE

### **SUPERVISORY ASSISTANTS**

MRS C MACHIN  
MRS C FRANKLIN  
MRS S JOHN  
MRS L ALLCROFT

### **COOK**

MRS S BAKER

### **KITCHEN ASSISTANT**

MRS J BLAYMIRE

## **MISSION STATEMENT**

*"Christ is the foundation of the whole educational enterprise in a Catholic school. His revelation gives new meaning to life and helps us to direct our thought, action and will, according to the Gospel." In our own individual ways, all of us at St. George's share this Christian vision.*

**The school aims to: -**

- (a) foster good, caring relationships based on sound Christian values, within the home, school and Parish.
- (b) prepare children spiritually, socially and academically to be responsible and caring members of society.
- (c) stand against racism and all forms of discrimination on the grounds of ethnic origin, religion, gender or disability
- (d) offer an effective learning environment, which promotes high achievement.

**To achieve these aims, the school will: -**

- offer a broad and balanced curriculum using available resources.
- offer a happy and secure environment in which learning can take place.
- offer opportunities for children to develop personal, social, moral, economic, political and spiritual awareness.
- involve the parish, home and school in the First Communion preparation, attend church on Holy days, participate in the Rosary during the months of May and October, prepare a Harvest Festival celebration, participate in a Remembrance Day service, assist with fundraising activities.
- offer the opportunity to participate in class / school Masses.
- help the children to discover the God that dwells within them as the source of their lives and as the one who draws them on to enjoy life to its fullness.
- value each contribution made by each child in all areas of school life and promote positive attitudes to learning through frequent praise and awarding of certificates of merit.

## **THE SCHOOL CURRICULUM**

The National Curriculum comprises of Religious Education, 3 core subjects (Mathematics, English and Science) and 6 foundation subjects (History, Geography, Technology, Music, Art and Physical Education).

The Primary School is divided into two Key Stages - Key Stage 1 (5 - 7 year olds); Key Stage 2 (7 - 11 year olds). Broadly speaking pupils in Key Stage 1 will be in years R, Y1 and Y2; those in Key Stage 2 will be in Y3, Y4, Y5 and Y6.

For each subject in the National Curriculum there will be: -

## **ATTAINMENT TARGETS**

The knowledge, skills and understanding pupils are expected to have by the end of each Key Stage.

## **PROGRAMMES OF STUDY**

The matters, skills and processes which must be taught to pupils during each Key Stage.

## **S. A. T.'s**

The arrangements for assessing pupils at or near the end of, each Key Stage, for the purpose of ascertaining what they have achieved in relation to the attainment targets for that stage.

Each child in the school will approach the Curriculum through cross - curricular, topic-based themes and subject areas.

## **ARRANGEMENTS FOR THE INSPECTION OF DOCUMENTS**

Schools are required to make available certain documents under the Education (School Curriculum and Related Information) Regulations 1989. If you wish to see any of these, please contact the Headmaster.

## **THE TIMES OF THE SCHOOL DAY ARE AS FOLLOWS; -**

08. 55	-	10. 30	
			MORNING SESSION
10. 50	-	12.00	
1. 00	-	2. 15	
			AFTERNOON SESSION
2. 30	-	3. 25	

## **SEX EDUCATION**

Sex education is taught through the "In The Beginning" scheme which pays due regard to the teachings of the Catholic Church and age and maturity of the children concerned.

## **HEALTH EDUCATION**

All the year 5 are offered a course of talks on personal health and hygiene by the school nurse, usually in the summer term.

Parents are informed of the content of the talks and may be present if they wish. (Pupils are only given the talks with parental permission.)

## **St George's R C Primary School Admission Policy 2007-2008**

St George's RC Primary School is a voluntary Aided School in the Diocese of Middlesborough and is maintained by the North Yorkshire LEA.

The Governing Body of the school has responsibility for admissions to the school up to a maximum admission limit to the reception class of 14 pupils for the school year beginning September 2007.

The Governing Body has agreed it is desirable that all applicants declare their positive support for the aims and ethos of the school.

Whenever there are more applications than places available, priority will always be given to Catholic applicants in accordance with the over subscription criteria listed below.

Roles and responsibilities of the headteacher, other staff and governors.

The headteacher will ensure that:

- Pupils are admitted only in accordance with this policy
- The school is represented on the LEA admission forum
- Where places are available, pupils are admitted in accordance with an agreed declaration of support for the school & its ethos
- Where there are more applications than places available, pupils will be admitted only in accordance with the agreed over subscription criteria.

All staff are expected to have knowledge of this policy and follow it when advising prospective parents and admitting pupils.

The governing body will ensure that:

- The admission arrangements are reviewed annually, and consultation takes place on changes with all other admission authorities
- Admission arrangements are published in the prospectus and made available to parents and potential pupils
- An admission register is kept up to date
- An appeal panel is in place to hear parent appeals against non-admission
- The net capacity formula is reviewed annually and proposed variations communicated to the LEA's school organisation committee.

## **Over subscription Criteria**

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority:

1. Children who are baptised according the Roman Catholic Church and are resident or intend to be resident in the parishes of St. George's, Eastfield and St. Mary's, Filey.
2. 'Looked after' children from Catholic families.
3. Catholic children who are resident outside these parishes.
4. Catechumens, children whose parents are catechumens, those who are candidates for reception into the church and members of an Eastern Christian Church.
5. Other' looked after' children.
6. Non-Catholic children with siblings in school.
7. Other Non-Catholic children who are practising members of a Christian denomination, supported by the testimony of a minister of religion.
8. Children whose parents are seeking a Christian based environment for their children's education, supported by a written declaration to confirm their respect for the Catholic ethos of the school.
9. Other children with special circumstances for requesting a place in the school, supported by appropriate evidence, eg Doctor, Social Worker.
10. Any other applicants.

Arrangements have been made by the Governors to admit children who are covered by these regulations at times other than the September admission.

Where the offer of places to all applicants would still lead to over subscription, the governing body would offer admission to those living nearest to the school, up to the maximum admission number

## ***St George's RC Primary School*** **Admission Declaration**

*"Christ is the foundation of the whole educational enterprise in a Catholic school.*

*His revelation gives new meaning to life and helps us to direct our thought, action and will, according to the Gospel."*

In our own individual ways, all of us at St. George's share this Christian vision.

### **Aims and Objectives**

- To foster good, caring relationships based on sound Christian values, within the home, school and community.
- To prepare children spiritually, socially and academically to be responsible and caring members of society.
- To stand against racism and all forms of discrimination on the grounds of ethnic origin, religion, gender or disability.
- To offer an effective learning environment, which promotes high achievement.

To achieve these aims the school will:

- offer a broad balanced curriculum using available resources
- offer a happy and secure environment in which learning can take place.
- offer opportunities for all children to develop personal, social, moral, economic and spiritual awareness.
- involve home and school in parish events, Holy Days, Christian celebrations and fundraising activities.
- offer the opportunity to participate in school and class masses.
- help children to discover the God that dwells within them as a source of their lives and as the one who draws them on to enjoy life to the full.
- value each contribution made by individuals in all areas of school life and promote positive attitudes to learning through frequent praise and awarding certificates of merit.

I hereby agree to support and uphold the above aims and objectives for the period of time that my child(ren) attends St. George's R C Primary School.

Name of child \_\_\_\_\_ Date of birth \_\_\_\_\_

Name of child \_\_\_\_\_ Date of birth \_\_\_\_\_

Parent signature \_\_\_\_\_

Headteacher \_\_\_\_\_ Date \_\_\_\_\_

## **RELIGIOUS EDUCATION**

Religious Education in the school is provided in accordance with the Roman Catholic denominational requirements. Guidance is received from the Middlesbrough Diocesan Religious Advisers. The scheme followed is "Here I Am" and "In the Beginning".

We expect our children to be regular churchgoers and we look for parental co-operation in this important matter.

We require details of the child's baptismal certificate, which is necessary before any child may receive the Sacraments of Reconciliation and Holy Eucharist.

Since Religious Education is an essential part of the ethos and purpose of the school, it is difficult to see how a pupil could be withdrawn from our teaching of faith and morals.

## **CHARGING FOR SCHOOL ACTIVITIES**

The full cost of board and lodging on any residential visits will be charged (see remission policy para; a).

Where tuition in the playing of musical instruments is specifically set up for a single individual, an appropriate fee is charged to cover County Council's costs (see remission policy para; b)

This will not apply where a group declines in number to a single individual.

A charge will be made for the full cost of activities which take place wholly or mainly outside school hours, but which are not provided as part of the syllabus for a prescribed public examination and are not required in order to fulfil statutory duties relating to the National Curriculum or to Religious Education.

Where a pupil enters a public examination not prescribed in regulations, a charge is made for the full cost of entering the pupil for the examination and for any tuition provided to prepare the pupil for the examination. (see remission policy para; c)

A charge will be made for the full cost of examination entry for a pupil re-sitting an examination where no further preparation has been provided by the school.

## **REMISSION OF CHARGES FOR SCHOOL ACTIVITIES**

a) On residential visits wholly or mainly in school hours in the definition of the Act or, provided as part of the syllabus for a prescribed public examination or, in order to fulfil statutory duties relating to the National Curriculum or to Religious Education, charges for board and lodging will be remitted for pupils whose parents are in receipt of Income Support or Family Credit, the costs to be found from within existing school resources. (N.B. This does not apply to Humphrey Head, Bewerley Park and East Barnby, where the cost of remission will be borne by the County.)

b) Where a charge is made for individual tuition in the playing of a musical instrument remission is given for pupils whose parents are in receipt of Income Support and Family Credit.

c) Where the Education Committee determines to recognise an examination not prescribed by the Secretary of State, no charge will be made for examination entry or for tuition.

## **VOLUNTARY CONTRIBUTIONS**

The Headteacher may seek voluntary contributions from parents. These might be in connection with any activity - in or out of school hours - provided the contributions are genuinely voluntary and that a parent's inability or unwillingness to pay does not prevent a child from taking part in the activity.

## **DAMAGE TO SCHOOL PROPERTY**

The Headteacher may ask a parent to pay for any damage for which the child is responsible.

## **ARRANGEMENTS FOR VISITING THE SCHOOL**

Parents are always welcome at the school at any time to discuss the education of their children. We are only too willing to help with any problems and we are always pleased to see you. It would be of great help to us if you could give us a little prior notice of your intention to see the Headteacher or your child's teacher.

Parents who are new to the area are welcome to visit the school prior to the admittance of their children.

School reports are sent out to parents once a year, usually in June. We ask you to comment on your child's report and to come to the school to discuss your child's progress on Parent's Open Days / Evenings.

Parents are also given the opportunity to discuss their child's transition to a new class in the autumn term of each year.

Christmas concerts and sports days provide further opportunities for parents to meet staff.

Parents are asked to attend school for their children's medical inspections.

## ORGANISATION OF EDUCATION IN THE SCHOOL

All our classes contain children of mixed ability and age groups. The compulsory age for admission to school is after the child's fifth birthday.

However, we have a Nursery allocation and the children on this list are usually assured of a Nursery place, which is part-time (younger children attending the afternoon session and older children attending the morning session).

Our Nursery is a bright and happy place where the children learn to live and work together through play. (A separate booklet is available to parents of Nursery aged children.)

## RECEPTION / FIRST ENTRY TO SCHOOL

Generally, a child who has attended our Nursery would normally transfer to the Reception class. **However, all parents will need to complete a parental preference form according to the criteria outlined in the LEA's "Guide for Parents" and to apply in writing to the Governing Body.** The Local Education Authority or Governors will write to all parents in the summer term to confirm the allocations that they have made.

Children usually transfer to the Year 1/ Year 2 at the age of five, Year 3 / Year 4 class at the age of seven and to the Year 5 / Year 6 class at the age of nine.

## **PASTORAL CARE**

At St. George's the pastoral care of the children is the overall responsibility of the Headteacher. However, each class teacher has the day-to-day responsibility for the children in his / her care.

It is our aim to foster a close link between home and school, so as to assist in the all round development of the child. To this end we appreciate you letting us know of any sickness, hospitalisation, deaths of relatives or any other relevant information.

It is helpful for the Headteacher to be made aware of any domestic difficulties between parents. We, in turn, will let you know of any marked changes in behaviour, absences or deterioration in conduct.

## **ABSENCE**

If your child is absent from school, a note should be written to the child's class teacher explaining the reason for absence. In the case of German measles it would be helpful if you would let the school know immediately. During long absences, please telephone the school.

If your child has a medical/dental appointment during school hours, an out of school pass must be obtained from the school office.

Since it is only the school, within the context of the Law, that can approve absence, not parents, it is important that a note is sent into school as soon as possible, particularly in the case of long term absence.

Should a child be involved in an accident or taken ill during school hours, parents will be contacted as soon as possible. To this end it is essential that we have your current address and / or a daytime telephone number where you can be contacted. **Please inform the school of any changes to this information during the school year.**

In the case of an accident requiring hospital treatment, children will be taken immediately to Scarborough Hospital and parents notified at the same time. If a child is taken ill, parents will be requested to call for their child or to make suitable arrangements for transportation.

If a child is to be absent from P.E. a note should be written to the child's class teacher explaining the reason for absence or exclusion.

Parents must collect their children from the Nursery/Reception every day. If alternative arrangements are made, the Nursery/Reception Staff **MUST** be given prior notice.

We would also suggest that parents should collect their Infant children from school. If your child needs to be withdrawn from school before the end of the school day, we should like prior notice of this in writing and parents must collect their children in such instances or **no child will be allowed to leave the school premises without prior notice and no child will be left with friends or neighbours unless we are specifically instructed to do so.**

## **SCHOOL MEALS**

Free school dinners are supplied to some children by reason of their parent's income level, in accordance with the income scale determined by the Education Authority. If you think you may be entitled to free school meals for your child, please contact the school for further details.

Parents are asked to send the week's dinner money on the first day of the week. The cost of a school dinner from September 2007 will be £1.80 per day, £9.00 per week. Children not having a school dinner may bring a packed lunch and a drink in a flask.

## **ROAD SAFETY**

Parents are asked to exercise maximum care when bringing their children to and from school by car. Cars should be parked **OUTSIDE** the school premises on Overdale, and not in the school car - park. Please ensure that, when you park your car on Overdale, you do not obstruct any driveway.

## **SCHOOL UNIFORM**

This was decided upon by parents and teachers in September 1993 and can be ordered from school. It usually takes two weeks from the date of the order to delivery. **These items of uniform may be ordered from the school office.**

Sweatshirts may be purchased at a cost of £7.99 for ages 3 - 13; larger sizes (S,M,L) are available at a cost of £11.50

Polo shirts with logo are £7.49 for ages 3 - 13.

Reversible Coats £12.50

Baseball caps are also available and cost £3.50.

Shoe bags £1.20

The girls may wear blue checked cotton dresses in the summer term.

**We like our children to have a change of shoes for indoor use.**

### **For P.E.**

White T-shirt, black shorts, P.E. shoes with gym bag clearly labelled with the child's name. For outside use in the colder months, a tracksuit may be worn.

**No child will be permitted to wear any items of jewellery during P.E. lessons, as these can be a danger to themselves and to other children. All items of jewellery must be removed prior to the P.E. lesson.**

**ALL THE CHILDREN'S CLOTHING SHOULD BE LABELLED WITH THE CHILD'S NAME.**

## **TIMES OF SESSIONS**

**Morning Nursery**                      **8.55 a.m.** -        **11.45 a.m.**

Children will be offered five morning sessions per week.

**Afternoon Nursery**                      **12.55 a.m.** -        **3.25 a.m.**

We admit the children to this session at the age of three. At first we may suggest that your child comes one or two afternoons so that he / she does not feel too apprehensive about leaving you and participating in a new way of life where he / she has to share the teacher with other children. Within a short period of time, your child will be offered five sessions per week.

**Reception - Y6**                      **8.55 a.m.** -        **3.25 p.m.**

## **TRANSFER TO SECONDARY SCHOOL**

Children from St. George's transfer to St. Augustine's Secondary School.

Usually in July, Year 6 children and parents are given the opportunity of visiting St. Augustine's prior to their children being admitted. Staff from St. Augustine's also visit St. George's.

## **TRANSPORT**

There are school buses for the children who live at Filey, Cayton, Crossgates, Seamer, Irton, East and West Ayton and Hutton Buscel.

**(All children must carry their bus passes with them at all times)**

The Education Authority at County Hall, Northallerton, arranges transport- Telephone number **08450349494**

**We must stress that we attach great importance to good behaviour on the buses from all our children. Your co-operation in this matter will be greatly appreciated.**

## **DISCIPLINE**

Discipline at St. George's is easily maintained. In general, there is a high standard of good discipline and manners and this is passed on year by year to the new entrants. Teachers maintain class discipline.

Punishment takes the form of sanctions, such as loss of privileges (at playtime), exclusion from school teams, extra work during playtime.

Any serious breaches of discipline will necessitate the parents of the child attending school to discuss the matter with the Headteacher and to decide on a suitable solution.

On very rare occasions where the safety and welfare of the other children are at risk, the child may be excluded from school.

## **SCHOOL RULES**

These are kept to a minimum, but are there in the interests of safety and good order. The class teachers regularly bring the rules to the attention of the children at Assembly and times. Other messages and items of importance are brought to the attention of parents through the Newsletters.

All children, from the Reception upward, are expected to wear school uniform.

Children entering and leaving school **MUST** do so by the small gate at the entrance and not by the main entrance.

Children should not arrive before 8.35 a.m. and should be in front of the main entrance to the school at least five minutes before the start of school.

A bell will be rung at 8.50 a.m. The children line up outside the main entrance to the school and will be escorted to the classrooms by their teacher.

Cafeteria meals are served at lunchtime. Children may also bring packed lunches and a drink in a flask or a plastic bottle. All children who stay to lunch **MUST** remain on the school premises throughout the lunch period unless permission to leave has been obtained from the parents or Headteacher; in which case an out of school pass will be issued.

During the lunch break, the children are supervised by ancillary staff and are expected to respond to ancillary staff as they do to teaching staff.

Only essential money should be brought to school. Money should not be left in the cloakroom but kept on the child's person or given to the teacher for safekeeping.

Children are not permitted to bring knives, matches or items likely to cause damage or injury.

## **MOBILE PHONES**

Mobile phones are not permitted in school. Any child bringing a mobile phone to school must deposit it with Mrs Tyrer in the school office.

**The school will not be held liable for any loss of or damage to mobile phones.**

## **OUR CHILDREN WITH "SPECIAL NEEDS"**

As mentioned earlier, it is our aim to help each child reach his / her full potential. However, on occasions, where a child's progress, development or behaviour is causing concern, the Headteacher may seek the help or advice from specialist support services - the Schools' Psychological Service, the Pupil Support Service, the Education Welfare Service and Social Services where appropriate.

Wherever possible parents will be kept informed of this and the steps being taken to help their child in school.

If you feel your child is experiencing any educational difficulties please contact the Headteacher, who will be only too willing to help.

Further details of these services can be seen in the County Guide available from the Education Offices, Valley Bridge Parade, Scarborough, YO11 2PG

## **INSURANCE**

The County Council does not carry personal accident insurance in respect of pupils.

The County Council only insures against injury caused to children as a result of the negligence of the Authority, its servants or agents and does not insure to pay compensation following any injury suffered by a pupil.