
Broomfield Primary School

School Prospectus

2017/2018



BROOMFIELD SCHOOL
BROOMFIELD AVENUE
NORTHALLERTON DL7 8RG
Telephone: (01609) 774050
e-mail: admin@broomfield.n-yorks.sch.uk
www.broomfield.n-yorks.sch.uk

Dear Parents/Carers

The governors and staff extend a very warm welcome to you and your family to the Broomfield Family. A sense of family is very important to us and we want our children, parents, staff, helpers and members of the wider community to work together.

We know, of course, that our children are the future, that we are preparing them for a life that we cannot predict; for jobs that haven't been invented yet. We need to enable our children to learn skills that will allow them access to learning wherever and whenever it may be.

We have built our reputation on providing learning that is of high quality; it is not about the coverage of subjects but about the impact of subjects on learning.

We want our children to explore values, develop empathy, to be resilient and resourceful and to make connections with the wider, global community.

Self evaluation is central to our teaching and learning and we aim to offer a modern, relevant and distinctive world class curriculum to our children.

It is a big task. We have a dedicated team of staff who are passionate about developing every child's potential. They are committed to providing an excellent curriculum and to promoting high standards of achievement and attainment.

Come and see us, you will be most welcome. Help us to build in our children an appetite for learning.

With very best wishes

Peter Wilkinson
Chair of Governors

Susan Gill
Headteacher

Your support for your child's education is crucial to their progress. Please tell us if there is any adjustment we need to make to help you support your child, for example: letters in large font; letters in different languages; wheelchair access; explaining things over the phone; a discussion with a school colleague of the same gender.

BROOMFIELD SCHOOL
Everyone Learning Together

We aim to be an outstanding learning community where:

- **parents, governors, staff and pupils are all engaged in learning**
- **teachers have high expectations and meet the needs of all learners**
- **we recognise and celebrate the achievements of each person while continually striving to improve**
- **we are all reflective learners**
- **we all place great value on respectful relationships and work hard to listen, understand and support others**
- **we are all resilient; we don't give up when we find learning difficult**
- **we are resourceful; we ask questions, imagine 'what if ...?' and make links**
- **we take risks, have a go and we are not scared of being wrong**

The Staff

Headteacher

Mrs S Gill

Deputy Head

Miss R Tromans

SENCO

Mrs A Stirk

Teachers

Miss G Armstrong

Miss A Smith

Miss K Rogers

Mrs K Beck

Mr D Simpson

Mrs J MacGregor

Miss C Wainfor

Mrs F Coy

Miss L Roberts

Mrs S Beckwith

Higher Level

Miss J Bellamy

Teaching Assistants
(HLTA)

Miss G Ross

General Teaching
Assistants (GTA)

Mrs K Bateson

Mrs S Ridley

Mrs J Chester

Mrs C Geach

Mrs C Forth

Mrs S Davenport

Miss G Mason

Mrs C Kennedy

Mrs H Webster

Miss J Bellamy

Miss G Ross

Mrs C Smith

Mrs T Verity

School Admin
Officer

Mrs P Newcombe

Clerical Assistant

Mrs K Bateson

Clerk to Governors

Mrs A Barnes

Caretaker

Mr S Hadwin

Cleaner

Mrs B Thewlis

Cook

Mr C Burn

Catering Assistants

Mrs T Bowers

Mrs S Khanswanna

Mrs A Susanti

Midday Supervisory
Assistants (MSA)

Mrs A Foster

Mrs B Thewlis

Mrs C Weighell

Mrs L Willoughby

Miss J Armstrong

Mrs T Heaton

Our School

Broomfield School is a Community Primary School catering for children between the ages of 4+ and 11+.

It is situated on the southern edge of Northallerton and has extensive grounds and playing fields.

The school opened at Easter 1972 and has been extended to provide nine classrooms within the main building and two mobile classrooms adjacent to the playground. One of the mobile classrooms is used to accommodate a before and after school club as well as providing a teaching area during school time.

Admission Policy

Children with birthdays between 1 September and 31 August may be admitted full-time in the September following their fourth birthday.

Early application for admission assists future planning and contact with parents of children of pre-school age is encouraged. Application for admission is made by completing a Local Authority preference form which can be obtained from school or completed online at www.northyorks.gov.uk

Parents and children are always welcome to visit the school before making an application for admission. Please contact our school administrator, Mrs Newcombe to make an appointment on 01609 774050.

Broomfield School is committed to ensuring the welfare and safety of all children in school. All North Yorkshire schools, including Broomfield 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/children. 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.

General Organisational Issues

The School Day

Full-time school sessions are as follows:

9am - 12 noon and 1pm - 3.20pm

The lunch-time break is from 12 noon to 1.00pm.

The doors are opened at 8.50am and children are expected to enter school for a prompt start to the morning session at 9.00am.

No arrangements can be made for the supervision of pupils earlier than 8.50am.

Rosedean out of school club at Broomfield School offers before and after school care and holiday care for children up to eleven years old. The club is registered with, and regularly inspected by, OFSTED so you can be assured that it operates to the highest standards.

The club provides a safe, stimulating but above all FUN place for children to go. They can play with a wide range of toys, games and equipment, practice their skills on computers or simply relax, read a book or get their homework done.

The breakfast club is open from 7.30 a.m. to the start of school. The after school club is open from 3.15pm to 6.00pm. Each club is available on Monday to Friday during school term time.

Out of school provision also extends into the school holidays and a full time programme of activities and games is provided to keep the children busy and stimulated during their breaks from school. The holiday club runs from 8.00am to 6.00pm during school holidays.

For more information or to arrange to have a look around call Sunflowers Out of School Club Co-ordinator on 01609 781755.

Absence from School

Whenever a child is absent from school, we ask you to phone in the first instance before 8.50am, and a note of explanation on returning to school is required. Children who need to leave school during the day for whatever reason must be collected from the office by a responsible authorised adult and a note or telephone message indicating the need for absence should be provided. Children must be signed out (and back in if they return) at the school admin office if they leave school during the school day for any reason

School is supportive where there are genuine excuses for absence. Trivial reasons e.g. shopping are not generally supported.

Wherever possible parents should take holidays during school holidays. We would respectfully remind parents to bear in mind the effect that a holiday during school time will have on their child's learning.

Parents do not have a right to take children on holiday in term time. Leave of absence in exceptional circumstances may be granted by the school. Forms requesting leave of absence are available in school and should be completed at least ten days prior to the holiday taking place and passed to the Headteacher for consideration.

Local Authority advice regarding holidays during term time can be found on our website, or requested from the school admin office.

Rates of Pupil Absence

Academic year 2016/2017

Authorised absence - 3.4%

Unauthorised absence - 0.5%

Transport arrangements

Children living over two miles from the school, within the catchment area, are entitled to free transport. Free travel permits are arranged once the child has been registered.

Entering and Leaving the School Grounds

All pedestrians are requested to use the pedestrian pathway through the gate into the school grounds and **not** the vehicular entrance to the car park. The car park has obvious hazards for pedestrians, and parents transporting their children to and from school by car are requested to **park in marked bays only** or use the designated drop-off point. Cars **must not** park in the drop-off point.

Illness or Accidents at School

Whenever possible we try to contact parents at home or at work if a child is ill or has had an accident at school. In an emergency, if the parents cannot be contacted, the Headteacher or senior member of staff accompanies the child to the hospital.

PLEASE ENSURE THAT WE HAVE A TELEPHONE CONTACT NUMBER IN ADDITION TO YOUR HOME NUMBER AND REMEMBER TO KEEP THE INFORMATION UPDATED

Minor accidents, cuts, grazes, bruises etc are attended to in the school office by trained first aiders. A letter is sent home informing parents of minor injuries and head bumps. Parents will also be informed in person or by telephone in the case of a bump on the head.

Administering Medicines

Our staff in school are concerned about the safety and welfare of your children and the difficulties that could occur if medicines were to be administered incorrectly.

It would be appreciated if parents could administer their child's medication before and after the school day. In certain circumstances administration of prescribed medicines in school can be arranged but only in accordance with the following procedures:-

1. Written authorisation from the parents/carers.
2. Written indemnity from the parents/carers in favour of the Headteacher/class teacher involved.
3. A correctly labelled container, with name of G.P.

Also on the label:

Name and home address of pupil

Name of medicine

The required dosage

Time/s of administration.

4. Parents/carers to hand the medicine in at the school office for safekeeping.
5. The class teacher to be informed that this has been done.

We are sure you will agree that proper safety precautions must be followed at all times and your co-operation in this matter is appreciated. Parents are always welcome in school to administer medication to their own child.

Changes to Surnames

If you wish to change your child's registered surname school can only make the change if it is satisfied that you have the legal right to do so. This includes asking you to provide written consent(s) from anyone whose rights may be affected. Please consult school if you are unsure what will be needed in your particular circumstances. It is not possible to use any name other than your child's legal name in school.

School Meals

Meals are prepared and cooked in the school kitchen. Children are offered a choice of at least two main courses and two or three desserts. These are served on a cafeteria basis and children may sit with their friends in small groups.

Throughout lunchtime children are under the supervision of Mid-day Supervisory Assistants.

Children may choose to mix school meals and packed lunches throughout the week, however, dinner money is paid weekly in advance on Mondays, whatever day/days your child chooses school lunch. Payment for school meals should be made via the ParentPay website (full details from the office). If this is not possible, money/cheques should be placed in a named envelope and handed in to the class teacher on Monday mornings. Cheques should be made payable to "NYCC Broomfield School".

All key stage 1 children (reception, year 1 and year 2) are entitled to Universal Infant free school meals.

Free School Meals

If you think you are entitled to free school meals on economic grounds, applications should be made to the Local Authority via their website www.northyorks.gov.uk . Further details can be obtained from the school office.

Packed Lunches

Children who prefer to eat a packed lunch eat their meal under supervision in the dining hall. Fizzy drinks and sweets are **not** considered to be part of a healthy packed lunch. Water is provided at lunchtimes for all children.

Healthy Snacks

Through the National Fruit and Vegetable scheme, children aged 4 -7 years are provided with a piece of fruit or vegetable daily. All children may bring a fruit or vegetable snack to eat at morning playtime. **Sweets should not be brought into school at any time including as part of a packed lunch.** We do not consider sweets to be suitable for snacks or packed lunches.

Water

Children are encouraged to drink water throughout the school day. Our Friends Association (FOBS) provide water bottles to all Reception children when they start school. Replacements may be purchased from the school office or children may bring their own named water bottle into school, which must be clear plastic.

School Uniform

- Grey or black shorts/trousers
- Grey or black skirt/pinafore
- Red or white polo shirt
- White shirt or blouse
- Summer dress in red or red and white - in any style
- Red sweatshirts or cardigan - available from school with logo
- Red sweater or cardigan
- Grey or white socks or tights
- Sensible school shoes without heels, not trainers.
- Sandals may be worn in the warmer months but these must not be beach wear/flip-flop type

PE Kit

We are committed to ensuring the safety of all children in all lessons. The wearing of appropriate clothing during PE sessions is therefore essential and we ask for your help to ensure your child is suitably dressed.

We encourage children to bring their PE clothes to school in a draw-string bag. For all PE activities, whether they be inside or outside, a change of clothing is required. For indoor wear black shorts and a white cotton T-shirt are required - not football strip, cycle shorts or baggy T-shirts which can slip or become caught in apparatus. For outside, as well as T-Shirt, shorts and socks, tracksuits and trainers are needed by KS2 pupils.

ALL CLOTHING MUST BE CLEARLY MARKED WITH THE CHILD'S NAME

Jewellery and Other Articles of Value

The wearing of jewellery is discouraged. Watches should only be worn by older children who can both tell the time and have responsibility for their own possessions. Children with pierced ears must only wear small studs as these are most suitable for their own safety.

All jewellery must be removed for PE or not worn on PE days.

Articles of value or money should not be brought to school without the prior knowledge of the teacher as we cannot be responsible for their safe-keeping. However, anything lost should be reported to the Headteacher.

Where money is brought to school it should be in a clearly named purse or envelope and a note indicating the reason for the money if it is anything other than dinner money.

Mobile phones should be handed in at the school office at the start of the school day and collected from there at the end of the school day.

Policies and Procedures

Charging and Remissions Policy

The Governing Body have adopted the Local Education Authority's policy on Charging and Remission, a full copy of which is available for inspection in school.

In Summary

Under Sections 106 - 11 and 116 - 118 of the Education Reform Act the school is allowed to make certain charges. However, for those activities where charging has now become illegal the Governors have authorised the Head to ask for appropriate voluntary contributions. No child will be excluded from an activity because his or her parents cannot make a contribution. However, you will appreciate that if insufficient voluntary contributions are received the activity will not occur.

Equal Opportunities

The staff of this school believe that discrimination in any form is totally unacceptable. We recognise that the school's equal opportunities policy must rely on the good example and active involvement of each and every one of us.

Child Protection

The school places the protection of children in its care as one of its major priorities and responsibilities. Procedures in accordance with the North Yorkshire guidelines for Child Protection are followed where there are situations which give rise for concern.

Complaints

Should parents have any complaints, they should first approach the Headteacher who will welcome the opportunity to resolve the problem. If the complaint is not resolved at this stage, the Governing Body has a formal complaints procedure, details of which are available in school or on our website.

Homework

We want children to be enthusiastic and to share their school learning experiences with their families and therefore, welcome the support parents give to the enrichment of the whole curriculum.

Our homework policy is reviewed annually and is available on our website or from school.

Behaviour Policy

Acceptable standards of behaviour, work and respect depend upon the example of all in the school. Everyone has a positive contribution to make. Good order in school has to be worked for; it does not simply happen. We should all set high standards and apply rules firmly and fairly, treating everyone as an individual and with respect.

Anti-Bullying Policy

What is bullying?

Bullying can be physical, verbal or emotional.

Our definition of bullying is:

- **Something that goes on for a while or happens regularly.**
- **Deliberate.** The other person wants to hurt, humiliate or harm the target.
- **Involves someone (or several people) who are stronger in some way than the person being bullied.** The person doing the bullying has more power; they are older, stronger, there are more of them or they have some hold over the target.

Because these three things have to happen together for something to be called 'bullying', our children learn that bullying is not:

- A one-off argument or fight.
- A friend sometimes being nasty.
- An argument with a friend.

Full copies of our behaviour and anti-bullying policies can be found on our website www.broomfield.n-yorks.sch.uk or from school.

Secondary transfer

Children whose 11th birthday is on or before 31 August transfer to Northallerton School and Sixth Form College to embark upon their secondary education. Transition arrangements are excellent and parents are fully informed and included at every stage of this important phase of their school life.

The Curriculum

It is the Governors aim and intention that all aspects of the National Curriculum will be fully implemented in accordance with the relevant Education Acts. The early stage of school life is known as the Foundation Stage. This stage commences at age 3 (whilst a child is at the playgroup/nursery stage) and concludes at age 5 (the end of reception year).

The children work towards early learning goals, which include personal, emotional and social development, language and literacy, mathematics, knowledge and understanding of the world, physical and creative development.

From September 2002 there has been a statutory assessment for children reaching the end of Foundation Stage. This is known as The Foundation Stage Profile.

Pupils in years one and two work within Key Stage One. Pupils in years three to six work within Key Stage Two. The standards which your child achieves at the end of each key stage are assessed through ongoing teacher assessment and national testing at the end of each key stage commonly referred to as SATS.

The National Curriculum is the starting point for planning our school curriculum. This is divided into core subjects and foundation subjects. English, mathematics and science make up the core subjects, with design and technology, ICT, history, geography, art, music and PE forming the foundation subjects.

Added to these is the statutory obligation to teach **Religious Education, Personal, social and health education** and **French** (at KS2).

In our desire to provide a broad and balanced curriculum we work in collaboration with families and the local community, including the local churches, voluntary groups, local agencies and businesses.

Educational visits including residential visits enrich the children's experiences. These are linked to topics taught and are also used to promote social, moral, cultural and spiritual aims as well as an awareness of the responsibilities of citizenship.

Religious Education

This is taught alongside the National Curriculum following the locally agreed syllabus of North Yorkshire. This ensures that during their time at school, RE will predominantly focus on units of work looking into aspects of Christianity, but also allowing children to explore ideas and themes related to at least two other world religions.

Our religious education curriculum is concerned with helping pupils develop an open minded, reflective approach to life. Through the curriculum we encourage pupils to

become more sensitive and understanding towards the varied religious beliefs, values and practices of humankind.

We hope that all children, regardless of religious affiliation, will be able to take part in our Religious Education programmes. However, the views of parents who wish to withdraw their children from this part of the curriculum will be respected.

Further information can be found on our website www.broomfield.n-yorks.sch.uk including long term curriculum plans.

Collective Worship

Collective Worship at Broomfield School takes place daily in accordance with the provisions of the 1988 Education Reform Act. The whole school meets together in the school hall three times a week and key stage groups on the other days.

Assemblies are led by the members of staff and visitors including local clergy, parents and other members of the community are invited to share with us on occasions.

Parents have the right (under the 1944 Education Act) to withdraw their children from collective worship if they wish.

Extra-Curricular Activities

Throughout the year, children have the opportunity to participate in a variety of activities during lunch-time breaks and after school:

Multisports	French
Football/Rounders/Cricket	Green Club
Cycling Awareness Training	Chess
Netball/Tennis	Dance/Drama
Hockey/Tchoukball	Choir
Art & Jewellery Clubs	

Teams are regularly entered for inter-school sports matches and tournaments when pupils are given the opportunity to represent their school at a sporting event.

Special Educational Needs and Disabilities (SEND)

Broomfield School aims to provide effective learning opportunities for all pupils, modifying the National Curriculum programmes of study as necessary to provide pupils with relevant and appropriately challenging work at each key stage.

We consider the three principles that are essential to providing an inclusive curriculum are:

Setting suitable learning challenges

Responding to pupils' diverse needs

Overcoming essential barriers to learning and assessment for individuals and groups of pupils

Children with SEND within a main school receive the same consideration as all other children. Staff work with due regard to the Code of Practice, fulfilling the requirements of it.

The Education Authority provides comprehensive back-up services with advisory teaching staff, who can give information and advice about individual problems.

Mrs Stirk is the Coordinator for Special Educational Needs and Disabilities (SENCO)

Able, Gifted and Talented Children

We believe that the standards of achievement of the very able are likely to be high where there is a strong commitment to the education of such pupils. At Broomfield School we accept this responsibility and acknowledge that where attention is given to the needs of the very able, the quality of teaching and learning for all pupils is enhanced.

In seeking to identify the able child, teachers base judgement on information drawn from a variety of sources. Once identified the children's needs shall be appropriately catered for.

Friends of Broomfield School

The school has the support of an association run by an elected group of parents.

Parents are automatically members of the Friends of Broomfield School and are welcome to attend any meetings.

The Friends organise functions of a social and educational nature and ably supports the work of the school through raising funds for the School Fund from which many items of extra equipment and books are purchased.

Changes to the Prospectus

The preceding information was correct at the time of publication, but it should not be assumed that there could be no subsequent changes affecting the relevant arrangements. Nor should it be assumed that no changes in detail will take place either before or during the academic year in question. You will be informed in writing of any changes.

Privacy Notice - Data Protection Act 1998

Broomfield School are a data controller for the purposes of the Data Protection Act. We collect information from you and may receive information about you from your previous school and the Learning Records Service. We hold this personal data and use it to:

- Support your teaching and learning;
- Monitor and report on your progress;
- Provide appropriate pastoral care, and
- Assess how well your school / PRU is doing.

This information includes your contact details, national curriculum assessment results, attendance information ¹ and personal characteristics such as your ethnic group, special educational needs and any relevant medical information.

We will not give information about you to anyone outside the school without your consent unless the law and our rules allow us to do so.

We are required by law to pass some of your information to the local authority, North Yorkshire County Council, and the Department for Education (DfE) and where appropriate we will send to relevant national health service personnel (e.g. school nurses) information on individual pupils changing school (or address) to ensure continuity of health care. If a child moves to another school we will ensure a handover of appropriate data we hold, and we will cooperate with other schools s/he has attended to endeavour to complete any outstanding issues.

If you want to see a copy of the information we hold and share about you then please contact Mrs S Gill
Broomfield School
Broomfield Avenue
Northallerton
DL7 8RG

If you require more information about how the Local Authority (LA) and/or DfE store and use your information, then please go to the following websites:

www.northyorks.gov.uk/schoolrecords and

<http://media.education.gov.uk/assets/files/doc/w/what%20the%20department%20does%20with%20data%20on%20pupils%20and%20children.doc>

<http://www.education.gov.uk/researchandstatistics/childrenandyoungpeople/a0064391/who-the-department-passes-pupil-data-to>

If you are unable to access these websites, please contact the LA or DfE as follows:

Data Management Officer
North Yorkshire County Council,

¹ Attendance is not collected for pupils under 5 at Early Years Settings or Maintained Schools as part of Censuses for the Department for Education.

Financial Services,
County Hall,
NORTHALLERTON,
North Yorkshire,
DL7 8AL

website: www.northyorks.gov.uk

email: datamanagement.officer@northyorks.gov.uk

Telephone: 01609 533219

Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT

Website: www.education.gov.uk

email: <http://www.education.gov.uk/help/contactus>

Telephone: 0370 000 2288