



Prospectus 2023-24

Welcome

Hilderthorpe Primary School welcomes you to our school. We are situated on the south side of Bridlington with the provision for 420 children aged 3 – 11 years. In 2019, we moved to a new school building, providing us with modern facilities suitable for education in the 21st century.

We hope this prospectus provides you with all the information you and your child need to feel welcome and part of our school community. We are working together to ensure that all children feel secure and confident in and around school.

School reception can be accessed from 8.00 a.m. – 4.30 p.m. and if you need any further information or have any questions, please do not hesitate to contact us.

Induction

Starting school is an important step in a child's life, and we hope to work with you to ensure that your child settles in securely and happily. This can be an exhausting time for young children so please do not worry if they are tired and do not want to talk about their day. An extra cuddle and an early night with a bedtime story will probably help.

Children can feel more confident if they can look after themselves in simple ways and it would be more than helpful if they could put on their own coats and shoes and fasten them. Lace-up shoes are not suitable if they cannot tie them themselves. Please encourage them to come into school by themselves, after the initial visits, which will enable them to settle quickly into the school day.

Foundation Stage

Nursery

Children are admitted to our Foundation Stage Nursery Unit on a part time basis the term after they reach 3 years old. Your entitlement to free child care is currently 15 hours per week. The school does offer extra hours (subject to availability) at a cost of £3 per hour. If you would like your child to attend for more than 15 hours please contact the school for more information. We also offer 30 hours funding including full days with lunch at school.

Foundation

Under the arrangements for Early Admissions we offer pupils full time places in our Foundation Stage Unit from the September of the school year in which they become 5 years old. Please note that a place in the Nursery does NOT guarantee a place in the FS2 reception class and that applications for the school must be made, as normal, in the Autumn term prior to the year in which the child would start in the reception class. These applications are made to the Local Authority and NOT to the school.

A home visit will be arranged in order to get to know the children and parents and exchange useful information before your child starts school. This usually takes place in the half term prior to when your child is due to start school. This is followed by a visit to school when you and your child will meet the foundation staff and have the opportunity to learn more about the school. We welcome any questions, requests or additional information that you may have.

The School Day

School day sessions are:

Foundation Stage Unit:

Mornings 8.45 a.m. – 11.45 a.m.

Afternoons 12.10 p.m. – 3.10 p.m.

Reception – Year 2:

8.40 doors open for children to enter school and settle in to start the day

8:50 a.m. lessons begin – 3.15 p.m. finish

Year 3 – Year 6

8.40 doors open for children to enter school and settle in to start the day

8:50 a.m. lessons begin – 3.20 p.m. finish

Children are discouraged from coming to school before 8.40 (unless attending Breakfast Club or Dancercise). The classroom doors open at 8.40 for all children across the school to enable children to access their classrooms and get settled in for the day.

Breakfast Club

This is held each morning from 8.00 a.m. If you would like your child to attend it costs £1.50 per session. A breakfast of cereal or toast and a drink is provided. All places must be booked via the office please.

Dancercise

This activity is held from 8.00 a.m. each day in the Studio for children in Years 4 – 6. Please speak to the School Office to find out if there are any places available.

Breakfast Toast

All children are welcome to join us for Toast Breakfast from 8:40a.m until 8.50 . This is served from the Hall and is completely free. Children will be provided with toast to eat before the school day begins. Children in reception and nursery will be sent their toast to the classroom and do not need to collect it from the hall doors.

There is a morning break of 15 minutes and lunch time break is staggered starting at 11:30a.m until 1p.m.

At the end of the school day the children are escorted out to the school playground and the teachers ensure that every child is released under parental supervision or nominated arrangement. Should any child not be collected as expected, the child is brought back into school and the parents contacted by telephone. If parents wish to alter arrangements for children, we ask for the details to be put in writing so that we know what every child is doing on a particular day.

The school's responsibility for pupils ceases at 3.20p.m., except when extra-curricular activities have been pre-arranged by staff. Please do collect your child promptly at the end of their day here, to avoid causing them distress. It is also important to let us know if there is any change to the child's normal routine. We understand on occasion that delays do happen. Please let us know at the office if you are going to be late. Any children whose parents/carers are late will be taken to the school office for collection.

Healthy Schools

The National Fruit and Vegetable Scheme enables us to provide every child in the Foundation Stage Unit, as well as Years 1 and 2 , with a free piece of fruit at morning break.

We encourage packed lunches that provide a nutritious balanced diet.



We engage as a whole school in all opportunities to encourage a healthy lifestyle.

Children in school are encouraged to be health conscious through development in physical education, health education, science and through work related themes and topics being studied.

To enable the children to have the opportunity to enjoy a smoke free environment we seek the help of all parents and adults connected with the school and we ask you not to smoke in the school grounds.

A **No Smoking Policy** applies to the school premises and grounds and adults must be aware of our policy which also applies to school visits.

Road Safety

Road safety is part of our Health Education programme and children are regularly reminded about this important topic, particularly before school holidays.

Cycling proficiency coaching for Year 6 children takes place annually and pedestrian training is offered to children in Year 4. Scooter training is also offered to children in Year 2.

Whilst we encourage children and staff to walk to school, we realise this is not always possible and we ask parents to park away from the school gates. It is illegal to park on the yellow Zig Zag lines during the designated times. Please be courteous to our neighbouring community and operate a one-way system – up Shaftesbury Road to the school and then down Rosebery Avenue towards the traffic lights.

Please ensure children are not left unattended and be vigilant of all traffic. The front entrance to the school site is used for delivery vehicles, staff and visitors' car parking and therefore vehicles will be entering and leaving at certain times of the day.

The school has two cycle sheds but please be aware that no responsibility can be taken for the security of cycles or scooters left at school.

The school gates are locked to vehicular access/exit at the beginning and end of the school day, safeguarding our children who are entering or leaving the school site on foot. Please ensure you park safely on the streets surrounding school and adhere to all road markings. It's important we all park safely to ensure that children can arrive and leave safely.

We aim to provide a safe environment for all.

We have a duty to protect all the children in our care.

The Curriculum

The primary curriculum is based on three Key Stages as follows:

Foundation Stage	3 to 5 years old
Key Stage 1	Years 1 and 2
Key Stage 2	Years 3,4,5 and 6

The school curriculum embodies all the National Curriculum subjects within a broad and balanced framework.

The teaching staff employ a range of teaching techniques, supported by a variety of resources to enable the pupils to learn effectively. Whole class, group and individual teaching takes place in most lessons. In order to help the children make links between their learning, many of these are no longer taught as discrete subjects, but instead as part of a topic which has been designed and planned to embrace a range of key skills.

In the Foundation Stage, your child will follow an Early Years Foundation Stage play-based curriculum, enabling them to develop in the following six areas of learning:

- Personal, social and emotional development
- Communication, language and literacy
- Mathematical development
- Knowledge and understanding of the world
- Physical development
- Creative development

Open evenings are held in the Autumn and Spring terms and an annual report is sent out during the Summer term.

In Key Stages 1 and 2, children follow a broad-based, balanced curriculum which encompasses the following National Curriculum subjects.

- Maths
- English
- Science
- Computing
- History
- Geography
- Music
- Art/D&T
- PE
- RE
- PSHCE

Religious Affiliation

The school is not affiliated to any particular denomination. Assemblies are held each day. Assemblies have a moral and spiritual theme in the Christian tradition. Our objectives are to develop the children's abilities to reflect upon, respond to and evaluate ideas on

experiences of life which may contribute to the development of personal beliefs and values.

Any parent who wishes their child or children to be withdrawn from all or part of our religious education or assemblies is free to do so. All we ask is that they write to the Head Teacher for permission.

Sport

All pupils receive a minimum of two hours PE lessons including games.

Year 3 pupils will receive a minimum of ten lessons each year in a local swimming pool.

A number of lunch time clubs and after school sports take place throughout the year.

We also attend a wide range of sporting curriculum events and competitions.



Sex and Relationship Education

Sex education is part of the curriculum and children in Year 5 participate in a presentation about growing up. Year 6 pupils extend this further to include direct reference to relationships and sex education. Parents who wish to exercise their right to withdraw their child from part or whole of

the sex education should inform the school. An open event is held each year to inform parents of the content of the programme.

Behaviour and Discipline

Children are taught to consider the effects of good and bad behaviour and are helped to make the “right” choices. Throughout school we provide positive reinforcement and praise. We promote good behaviour through a system of rewards which includes stickers, certificates and team points. Celebration assemblies are held and children’s hard work and behaviour is recognised and celebrated by the whole school. Where behaviour choices are inappropriate a consistent system of sanctions and consequences is in place.

All cases of unacceptable behaviour are investigated further in order to establish circumstance and reasons surrounding the incident.

We have extensive support from highly experienced staff that provides pastoral care in our Hub. The Hub offers support to both pupils and families who could be experiencing difficulties. The Hub operates on a daily basis.

Individual behavioural plans are developed in consultation with parents to improve behaviour for challenging children.

It is expected that teachers, children and parents will work together to achieve the aims of our behaviour policy. All class teachers have a responsibility to ensure that their class provides a safe and secure learning environment.

Internet Safety

As part of our school’s curriculum enhancement we provide pupils with access to the internet.

Pupils will be able to research information from museums, libraries, educational organisations and suitable websites and obtain a rich variety of resources from around the globe to enhance their studies.

The access to the internet comes through the intranet. The intranet is a secure community network for schools and is managed by the East Riding of Yorkshire Council Education Authority. It provides a number of safeguards from 'undesirable materials' including filtering and blocking software and ensures a customised service for our pupils and staff.

Children will be introduced to a set of rules, which they will have explained and be asked to agree to. They will be taught how to use the Internet responsibly by using the safe environment of the Intranet. When they are given access to the Internet they will be supervised and directed towards specific curriculum activities and suitable websites. However, it is not possible to ensure – even with these controls – that a child will not, at some point, come across material intended for adults.

E-Safety Lessons

With more and more children using computers, and especially the internet, on a daily basis, it is important that they know how to stay safe online. All children are taught the importance of staying safe online throughout our Computing Curriculum. Hilderthorpe Primary School also takes part in Safer Internet Day every February. Parents are invited in each term to participate in their child's e-safety lesson.

Child Protection

At Hilderthorpe we recognise that your child is our responsibility and concern. We want to work in partnership with you and discuss with you any concerns we may have or that you may have. It is a

priority to inform and involve you at every stage during your child's time at our school.

Since the first priority is your child's welfare, there may be rare occasions when our concern about your child means that we have to consult other agencies even before we contact you. The East Riding Safeguarding Children Board has laid down the procedures that we follow and the school has adopted a Child Protection Policy in line with this, for the safety of all.

The child protection policy is available on request from the School.

Designated Safeguarding Lead – Mrs J Brown

Deputy Safeguarding Lead –Mrs S Hall (Headteacher)



Mrs S Hall

Headteacher



Mrs J Brown

Designated Safeguarding Lead

Special Educational Needs

Upon admission to school, each child's needs are assessed.

The school's special educational needs co-ordinators, supported by teaching support assistants, offer learning support individualised to pupils' needs developed through individual education plans.

The school site caters for disability access for pupils and visitors. We have a dedicated disabled toilet which incorporates special facilities. Reception is designed to be welcoming to all.

The curriculum is designed to be inclusive for all children and can be adapted to suit particular needs.

School Clubs

In addition to the subjects taught under the National Curriculum the school likes to offer a range of activities and clubs that can enhance the pupils' experiences at school and further promote healthy living.

Some of the activities offered at lunch time/after school or during curriculum enrichment are:



- Science Club
- Cooking
- Games
- Choir
- Orchestra
- Tap dance
- TTR
- Reading Club
- Library

A number of children receive brass, strings, drumming and woodwind tuition each week from visiting music teachers from the East Riding Schools' Music Support Service. Parents are informed by letter when any vacancies become available and the cost involved.

School Visits

Visits are planned with clear educational objectives. They provide valuable opportunities for learning and stimulate a great deal of work. They are led by staff and supported by parent helpers. However, the Local Education Authority does not fund such visits,

and schools are not allowed to charge parents. In common with most schools, we usually request a 'voluntary contribution' from parents that has been calculated to meet the majority of the costs.

We are grateful for parent support in this matter. Some of the transport costs will often be funded by the schools' budget but without contributions the trips could not go ahead.

In cases of financial difficulty, the school may be able to help with excursion costs and you should contact the Headteacher if you wish to discuss this.



The school offers an overnight residential trip to year 5 which is a trip to Edinburgh and Year 6 with a two night stay at the PGL Activity Centre.

Attendance

It is a legal requirement that children should attend school and arrive on time. Good attendance enables pupils to take full advantage of their education.

Authorised Absence

For illness, the procedure is as follows:

Contact the school on day 1 before 9 a.m. to inform the staff of the reason for your child's absence. Please be specific about the

illness as some illness is notifiable by the school to the Health Authority (such as measles / Scarlet Fever / Chicken Pox). It is essential that an infectious or contagious disease be reported to the Head Teacher or Jo Brown 07955550176 (Attendance Lead).

Contact will be established with all parents and carers to ensure all day one absences are authorised. In the event contact is unsuccessful within a 24 hour period, families will be supported with a visit to the family home undertaken by The Designated Safeguarding Lead. If this visit is unsuccessful and all second contacts listed for the child cannot provide relevant information, further consultation with Education Welfare and Children's Social Care may be undertaken

If your child suffers from sickness or diarrhoea please do not send them to school until 48 hours have passed.

How You Can Help

- Encourage your child to attend school
- Arrive at school for 8:50am start
- Contact the school office if your child is too unwell to attend school providing details of the illness.
- Avoid making appointments that take your child out of school during the school day
- Take your children on holiday during the school holidays
- Collect your child promptly at 3.20 p.m

Schools are required to provide 190 days a year education and it is expected that children who are registered at the school will attend for this time. Parents / carers are required under the Education Act (1996) to ensure children in their care attend school regularly. Parents / carers do not have an automatic right for their children to

have time off school to go on holiday. If a term time holiday cannot be avoided you will need to contact the Head Teacher to discuss the request. The school will have to consider the details set out below when deciding whether to authorise the holiday absence.

For your request for your child's absence from school to be authorised, it must fall in to one of the following categories:

- Where you have to take holidays at a time specified by your employer
- Where a holiday is recommended as part of rehabilitation from a medical or emotional issue
- Where you are considering emigration and wish to visit the country as part of your consideration
- To attend a wedding or funeral of a close member of the family that is taking place in another area
- Other unavoidable circumstances

Evidence will be required in each case.

If your request is approved, you are required to ensure your child catches up on any missed school work. This is your responsibility and school will not normally provide work for your child to complete. If excessive absence from school is recorded this may result in legal proceedings against you, either through a penalty notice or the Magistrates' Court.

Advice and support can also be made available to you through the Education Welfare Service who can be contacted on 01482 392146.

School Meals

School meals are cooked on the premises and we often hold themed dinners which are popular with children and staff alike!

PLEASE INFORM THE SCHOOL IF YOUR CHILD HAS ANY FOOD ALLERGIES . The kitchen can then be made aware and will provide an alternative.

Universal Free School Meals are provided to children from Reception to Year 2 inclusive.

Once your child reaches Year 3 meals will need to be paid for, unless you are in receipt of universal free school meals. Our school dinners, which consist of a healthy two course meal cooked on the premises, are excellent value for money, costing £2.20 per meal. We also provide a salad bar (menus are available from the school office).

You are asked to send in each week's dinner money at the beginning of the week in a named envelope. If you wish to pay by cheque for the week or a longer period please make cheques payable to "East Riding of Yorkshire Council". We also accept on line payments via our Cash free System. Please ask at the office for a link code letter.



Your child may be entitled to a free meal. Please contact the school for further information if you require it.

There is provision for children to bring their own packed lunches. We encourage children to eat a healthy diet and a great deal of our work in school is based on this. Our own school meals are cooked to strict dietary guidelines and we would therefore ask you to do the same with packed lunches.

Please do not include the following:

- Sweets
- Chocolate
- Fizzy drinks
- Glass bottles

Between 11:30a.m and 1pm. children are cared for by school staff and lunchtime supervisors, who are supported by the senior management team. Children must recognise the authority of the lunch time staff, who play an important role in maintaining safety and discipline at lunch times, and sanctions will be enforced against children who refuse to do as asked.



Medication

The school may be able to administer prescribed medication at the Head Teacher's discretion. It is parents'/guardians' responsibility to bring and collect the medicine to/from the school's reception. You will be asked to complete an authorisation form including dosage details and permission for your child to be given the medication at school. Children should not be carrying medicines in school and no child will be administered medicine without prior written request.

If your child has asthma, please inform us on the appropriate section of the admission form, or whenever asthma develops. You will be asked to complete an asthma form, which gives staff more information. Reliever inhalers will normally be readily accessible in the teacher's supervised storage area within the classroom.

Medicines and ointments are not normally kept in school and will not be used for 'First Aid' purposes.

If your child has any allergies, please inform us on the admission form or whenever the allergy develops.

Throat sweets, lozenges and 'lipsil' are not considered to be medication and should not be sent to school.

Please do not put staff in the awkward position of being asked informally to administer medicine, as this is against school policy.



Data Protection

Hilderthorpe Primary School processes personal data about its pupils and is a 'data controller' in respect of this for the purposes of the Data Protection Act 2018. It processes this data to:

- Support its pupils' teaching and learning
- Monitor and report on their progress
- Provide appropriate pastoral care
- Assess how well the school as a whole is doing

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

This data may only be used or passed on for specific purposes allowed by law. From time to time the school is required to pass on some of this data to local authorities, the Department for

Education (DfE), and to agencies that are prescribed by law, such as the Qualifications and Curriculum Authority (QCA), Ofsted, the Learning and Skills Council (LSC), the Department of Health (DH), Primary Care Trust (PCT) and organisations that require access to data in the Learner Registration System as part of the MIAP (managing information across partners) programme. All these are data controllers in respect of the data they receive, and are subject to the same legal constraints in how they deal with the data.

Pupils, as data subjects, have certain rights under the Data Protection Act, including a general right to be given access to personal data held about them by any data controller. The presumption is that by the age of 12 a child has sufficient maturity to understand their rights and to make an access request themselves if they wish. A parent would normally be expected to make a request on a child's behalf if the child is younger.

Concerns

Good communications between home and school can prevent many problems. Please do not sit at home worrying about your child, or any issues concerned with school. Our staff are always willing to discuss things. Please phone and make an appointment with your class teacher in the first instance. If your complaint is not resolved, then please make an appointment with the Phase Leader, who will support you further.

KS2 Phase Leader (Years 3,4,5,6) - Mrs Grant

KS1 Phase Leader (Years 1 and 2) - Mrs Hoggarth

EYFS Phase Leader (F1 and F2) - Ms Lees

Complaints Procedure

Most complaints can be quickly resolved by talking to the teacher, phase leader or the member of staff concerned. To do this you can contact the school to arrange a time to meet with the person concerned and discuss the problem.

If you cannot resolve the matter directly with the person concerned, you should take it up with the Head teacher. Again, you can do this by contacting the school and arranging an appointment. It would be helpful if you could put your concerns in writing and let the Headteacher see them before you meet so that she is able to look into the matter and inform you of the situation at the meeting.

In a very small number of cases, the matter may not be resolved even with the involvement of the Head teacher. When this happens, the complaint should be directed to the Governing Body. In most cases, this means putting your complaint in writing to the Chair of Governors and sending it to him through the School. The Chair of Governors will then contact you.

If you do not discuss the matter with the Head teacher, it is not normally possible to proceed further with the official complaints procedure. In this circumstance, you should also put your complaint in writing, stating the reasons why you have not discussed it with the Head teacher, and send it to the Chair of Governors.

If the complaint cannot be resolved by the involvement of the Chair of Governors, you can ask for the complaint to be considered by the Governing Body's own Complaints Committee. You will then be informed in writing of the outcome.

The Local Authority does not investigate complaints directly. If a complaint is made either in writing or verbally to the Director of Children, Family and Adult Services or to any officer of the Local Authority, the Governing Body of the school is made aware of the complaint and is requested to deal with it through the adopted procedure.

If you are not satisfied with the process of the investigation, (not the outcome), you can make this known to the Director of Children, Family and Adult Services. However, further action can only be taken if it can be demonstrated that the agreed procedure has not been followed, or if the Governing Body has not correctly exercised its functions. Ultimately, you can complain to the Secretary of State for Education and Employment if you feel the Governing Body or the Local Authority has not reasonably exercised its functions. **Contact Us**

Head Teacher: Mrs S Hall

Phone: 01262 672475

Email: hilderthorpe.primary@eastriding.gov.uk

Web: www.hilderthorpeprimaryschool.co.uk

Twitter: HilderthorpeSch