

DONCASTER METROPOLITAN BOROUGH COUNCIL

PUPILS & YOUNG PEOPLE'S SERVICES

DIRECTOR OF PUPILS & YOUNG PEOPLE'S SERVICES

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NEW PASTURES PRIMARY SCHOOL

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PROSPECTUS 2018 – 2019

Head Teacher: Mrs P. Belnavis

Chair of Governors: Mrs K French

[www.newpasturesprimaryschool.co.uk](http://www.newpasturesprimaryschool.co.uk)

This information applies to admissions during the academic year 2018 / 2019 and was correct at the time of printing. It should not be assumed that there will be no change affecting the relevant arrangements before the start of, or in relation to, subsequent years.

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Dear Parent / Carer,

Welcome to New Pastures Primary School.

We hope that you and your family enjoy the time you spend with us. We are working hard to achieve high standards of learning, balanced by a supportive and friendly environment.

We hope that this prospectus will be useful to you as an introduction to our school. Please come in and visit us if you require any further information, the staff and I will be more than pleased to see you and your child. You will also have the opportunity to see a typical working day in our school and look at the facilities that we have to offer.

We look forward to welcoming you as part of the school community.

Mrs. P. Belnavis

Head Teacher

### THE GOVERNING BODY

The Governing Body is responsible for setting the aims of the school, managing the budget, and appointing staff to carry out the school aims. The Governors and staff have a joint responsibility to ensure that the education, welfare and development of the pupils are of the highest order.

Chair of Governors	Mrs K. French
Vice Chair	Mrs L. Lindsay
Staff Governor	Mrs D. Gedney
Parent Governor	Mrs C. Bradshaw
Parent Governor	Miss J. L. Worley
Co-opted Governor	Mr T. Purdy
Co-opted Governor	Mrs M. Roper
Co-opted Governor	Mr B. Stafford-Bennett
Co-opted Governor	Mrs S. Chappell
Co-opted Governor	Mrs R. Gamewell

A meeting of the School Board of Governors is held each term.

The minutes of the Governors meetings are available for inspection in school.

All governors can be contacted through the school if parents wish to speak to them at any time.

From time to time the Governing Body may appoint associate members to serve on one or more Governing Body committees and attend full Governing Body meetings.

### THE STAFF

HEAD TEACHER	MRS P. BELNAVIS
DEPUTY HEAD TEACHER	MR T. PURDY
TEACHING STAFF	MRS J. HAYCOCK MRS B. BAILEY MS C. FORD MRS E. MASON MRS P. AKHTAR MRS L. HUGHES MRS A. EAGER MR L. RIDGILL MRS R. BRENNAN MISS K. COOKE
TEACHING ASSISTANTS	MRS Y. NEWBY MRS S. FOSTER MRS K. SCHOFIELD MISS L. WARD MISS K. DAVIS MRS A. CARR MISS K. JARDINE MISS D. HODGSON MISS M. BALDWIN MRS S. FALEY MRS S. HOBSON MRS R. WINSTANLEY MRS A. ROBINSON MISS S. LYNCK MISS C. CHURCH MR M. HARRISON
BUSINESS MANAGER	MRS D. GEDNEY (BOTH SITES)
OFFICE MANAGER	MRS V. FISHER (UPPER SITE)
OFFICE ASSISTANTS	MRS L. NEEDHAM (LOWER SITE) MRS H. COUSINS (UPPER SITE)
SITE MANAGER	MR P. SCOTT (BOTH SITES)

## THE SCHOOL'S ETHOS AND VALUES

### School Statement

Living to learn  
Learning to live  
Together

### Our Vision

At New Pastures Primary School our vision is for our pupils to be well educated through a rich and varied curriculum, becoming self motivated, confident learners who have a desire to achieve more each day.

### Our Aims

At New Pastures Primary School we aim for our pupils to be the very best that they can be.

1. To be literate and numerate
2. To be self motivated with lively enquiring minds
3. To be able to communicate effectively and have excellent social skills
4. To respect themselves and others as individuals regardless of race, religion, culture, gender or ability
5. To take calculated risks to solve problems for themselves in an environment where it is safe to fail and then try again, rejoicing in success
6. To be able to work as an individual or as part of a team, knowing when to ask for help and when to give support to others
7. To think and act creatively in everything they do
8. To be a well-rounded citizen who is able to cope with the demands of the modern world
9. To be a life long learner

### ABOUT OUR SCHOOL

New Pastures Primary School is a county primary, co-educational school that caters for pupils aged between 3 and 11 years. The school is a new school as a result of an amalgamation between New Pastures Primary School (lower site) and Doncaster Road Junior School (upper site) in January 2016.

The lower school was originally built as a board school in 1876 and over the past 7 years has been subject to modernisation, renovation and extension to meet the needs of today's learners. There is a large playing field with an outdoor classroom, Trim Trail, Twigloo, Wildflower Area and allotments. Foundation Stage 1 has an outdoor area which has a roadway, climbing frame, and a covered area for wet weather outdoor play. There is also a designed play area for Foundation Stage 2 pupils and Key Stage 1. The school also has a mobile unit which is used for parent workshops, intervention groups such as thrive, community meetings and so forth.

The upper school was first opened in 1896. There are 7 teaching areas in school, and a school library. Five teaching areas are used as class bases. The other areas are used as shared teaching spaces.

At the side of the school is the playground, and at the rear a field which is used during the summer months. There is a trim trail on the school field that pupils are able to access too. There is also a mobile unit which is used for parent workshops, intervention groups such as thrive, community meetings and so forth.

The school halls on both sites are used for a variety of activities including daily assemblies, P.E., dining areas, school performances etc.

We are security conscious and lock the entrances to the main school at 9 am. School gates are closed at 9am and reopened on the lower site briefly for nursery parents and pupils at 11.30am until 12.30pm. All school gates are reopened at 3pm. Access after 9am is only available via the main entrances on both sites. For added security all of our external doors are operated by an electronic fob system.

### PASTORAL CARE

At New Pastures School, we believe that every child has the right to thrive as well as learn. Therefore our school provides a caring, sensitive environment where shared values ensure each individual has a voice. We use pupil questionnaires to gauge pupils' attitudes to personal, social and emotional aspects of learning. We have a school council, where pupils representing each class can meet on a regular basis. The council is consulted on school matters and class representatives give feedback to the council on the views and ideas from each class. As a school, we take their suggestions and views very seriously and try to ensure we act upon their requests, when possible. We also involve pupils in the planning of class topic work to build upon their interests and needs. Celebration assemblies held each week are a time to share successes for personal/social/emotional achievements as well as academic ones.

We work closely with outside agencies and the local community to provide support to our pupils and their families, when and where necessary. Through networking with the community we can 'signpost' families to various support groups. We ensure pupils' emotional health and wellbeing is nurtured through programmes of study. For personal, social, emotional aspects of learning we follow the Jigsaw Programme and Discovery RE. We also have our 'Golden Rules' and circle times. We have themed weeks, such as 'anti-bullying' week, where role, responsibilities and rights of individuals are explored.

A very successful 'buddy system' is in place to provide a support network in school, where pupils are chosen on a weekly basis, to take responsibility for caring and supporting other pupils in school.

At New Pastures Primary School we believe very strongly in home/school partnerships and have an 'open door' policy where staff are on hand, at the beginning and end of the day, to support and provide advice if required. We endeavour to have a member of staff, usually the head teacher, to 'meet and greet' pupils and parents each morning at our lower school.

Our transition policy ensures from starting nursery to moving to the upper school that close links are made with home. For example: home visits, induction meetings, open evenings, workshops, concerts.

Through this holistic approach to education, we offer a learning environment where all pupils can flourish.

#### CHILD PROTECTION

It is the policy of the Governors that anyone employed at the school who sees or hears or has any concerns for a child, which may involve physical, sexual or emotional abuse or neglect, must contact the Head Teacher. This must then be reported to the appropriate authorities.

#### SAFE GUARDING STATEMENT

New Pastures Primary School believes that it is always unacceptable for a child or young person to experience abuse of any kind and recognises its responsibility to safeguard the welfare of all pupils and young people, by a commitment to practice which protects them.

We recognise that:

- The welfare of the child/young person is paramount
- All pupils, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation, or identity, have the right to equal protection from all types of harm or abuse
- Working in partnership with pupils, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

We will seek to safeguard pupils and young people by:



- Valuing them, listening to and respecting them
- Adopting child protection guidelines through procedures and a code of conduct for staff and volunteers
- Recruiting staff and volunteers safely, ensuring all necessary checks are made
- Sharing information about child protection and good practice with pupils, parents, staff and volunteers
- Sharing information about concerns with agencies who need to know, and involving parents and pupils appropriately
- Providing effective management for staff and volunteers through supervision, support and training.

We are also committed to reviewing our policy and good practice annually. Head Teacher Mrs P. Belnavis is the Designated Safeguarding Officer. Mrs. Haycock and Mrs. Eager are Deputy Safeguarding Officers. Mrs K. French is the Designated Safeguarding Governor.

#### USE OF VIDEO AND PHOTOGRAPHS IN SCHOOL

The safety and well-being of the pupils at New Pastures Primary School is the responsibility of the Head Teacher, the staff, the governing body and the parents / carers / guardians of those pupils. The Head Teacher has overriding responsibility for pupils in the school, both during normal school hours and during extra curricular activities.

We must be mindful of the need to safeguard the welfare of the pupils in our care and therefore this policy will apply to all forms of publications; print, film, video, DVD, on websites and in the professional media.

Photographs and videos for school and family use are a source of innocent pleasure and pride, which can enhance the self esteem of pupils and young people and their families. Parents / carers are not required to comply with the data protection act 1998 when taking photographs for their own personal use of their pupils at an organised event.

New Pastures Primary School recognises the value of personal photographs and videos for families and wishes to continue with the policy of allowing this. However this does need the cooperation of everyone.

#### Use of images

Photographs are taken in school by staff using school equipment to:

- Capture special events e.g. dressing up days, charity events, school concerts and assemblies, offsite visits
- To provide evidence of work completed by pupils
- To provide evidence that a child has achieved a particular target
- To use in displays
- To use as a teaching resource with the class

### Guidance for Parents and Carers

- The school will decide if the event is one at which photography and videoing will be allowed
- When informing parents of the event, they will be informed of the school's decision on photographs
- Parents/carers helping in school will not take photographs without seeking permission from the Head Teacher
- If two parents disagree over consent for their child to appear in photographs or in DVD recordings, then it will be treated as if consent has not been given

When photographing / videoing are allowed then parents / carers should follow the following simple rules in order that we can proceed safely and with regard to the law.

- Remember that parents/carers and others attend school events at the invitation of the Head and Governors
- The Head and Governors have the responsibility to decide if photography and videoing of the school performances is permitted
- The Head and Governors have the responsibility to decide the conditions that will apply so that pupils are kept safe and that the performance is not disrupted in any way
- Parents and carers can use photographs and videos for their own personal use only. Such photos and videos must not be sold or put on the web / internet, including social networking sites e.g. Facebook. To do so would likely break data protection legislation
- Recording or / photographing other than for your own personal use would require written consent from all the other parents whose pupils may be included in the images
- Parents and carers must follow guidance from staff as to when photography and videoing is permitted and where to stand in order to minimise disruption to the activity
- Parents must always sign the declaration form provided at school events
- Remember that for images taken on mobile phones the same rules apply as for other photography, you should recognise that any images taken are for personal use

If there are any cases of misuse of photographs or a failure to comply with these rules then that could result in the school withdrawing permission for photographs to be taken at any school event.

## E SAFETY

At New Pastures Primary School, we take E-safety very seriously. It is our duty to ensure every child is safe and the same principles apply to the 'virtual' or digital world as would be applied to the school's physical buildings. The school has an E-safety policy to protect the pupils, the staff and the school. Our policy ensures education for responsible ICT use by staff and pupils. The school has a secure, filtered broadband and the school network complies with the National Education Network. In each classroom, guidelines for using the Internet safely are displayed near the computers.

We continue to be proactive with ensuring the safety of our pupils within an ever advancing technological world. We will continue to implement other e-safety guidelines as recommended by CEOP, Child Exploitation and Online Protection, and continue to update our policy and website accordingly. If you would like to read the E-safety policy, a copy is available from the school office. You can also find the policy on our school website at [www.newpasturesprimaryschool.co.uk](http://www.newpasturesprimaryschool.co.uk)

## CAR PARKING

At our upper site, parents are welcome to use the car park when dropping off and collecting pupils. If you wish to use the car park, we respectfully request that you adhere to the following rules.

- Please park in the bays that are provided
- Leave the disabled bays for disabled badge holders only
- Use the correct entrance and exit to the car park
- Escort your pupils from your car to the pupil entrance
- Instruct your pupils to remain in the 'blue zone' whilst waiting for you to come into the car park

Our lower site does not have a car park for parents. We appreciate parking is a problem on Pitt Street but please do NOT park on the yellow hazard lines outside school. Parking on the yellow lines at any time is a traffic offence. Please ensure if you are dropping your child off at school by car that you escort them to the school entrance.

### SCHOOL SESSION TIMES

#### Lower school

Morning session	9.00 – 12 .00 noon
Morning break	10.40 - 10.55 am
Lunchtime	12.00 – 1.00 pm
Afternoon session	1.15 - 3.10 pm

We open the doors at 8.45 am to allow an opportunity for parents to work with their child in class, for example practising spellings and reading books. Please do not bring your child to school before 8.40 am unless your child is attending breakfast club.

#### Nursery

Morning session	8.45 – 11.45 am
Afternoon session	12.15 – 3.15 pm

#### Upper school

Morning session	8.55 – 12.15 pm
Morning break	11.00 – 11.15 am
Lunchtime	12.15 – 1.15 pm
Afternoon session	1.15 – 3.15 pm

At the upper school site, with the exception of pupils attending breakfast club, pupils are not allowed into the school building before 8.55am. Pupils should not arrive on the school premises before 8.45 am.

## SCHOOL UNIFORM

- A white plain polo shirt
- A royal blue sweatshirt or cardigan with school logo
- Grey or black school pinafore dress or skirt
- Grey or black tailored school trousers
- Grey or black tailored school shorts
- Navy blue or pale blue checked summer dress



### Footwear

- All pupils wear black shoes with no heels or smart black trainers with black laces.

### PE kit

- Black shorts
- Plain White T-shirt
- Black school pumps or trainers
- Black or grey plain jogging bottoms for colder weather

Sweatshirts/cardigans with the school logo can be ordered from school at cost price. An order form will be available in June / July and at intervals during the year. Pupils should have their names inside their coats and on as much of their clothing as possible.

In the interests of safety and natural growth and development, flat heeled shoes are much better for your child and we strongly recommend this type of footwear. During the summer months we encourage parents to provide sun hats for pupils to wear during playtimes and dinnertimes – these can be purchased in school.

### Jewellery

Pupils must not wear bracelets, necklaces or rings in school at any time. In Key Stage 1 earrings are **not allowed**. In Key Stage 2 we do allow one pair of small, plain stud earrings to be worn. Earrings must be either removed or covered with surgical tape for all PE and games lessons and are not allowed to be worn at all during swimming lessons and afterschool clubs. Watches may be worn but are the pupil's own responsibility. They must be removed for PE and games lessons.

### Private Property

Please note that school cannot accept liability for private property lost or damaged. All clothing should be clearly marked with the pupil's name in indelible ink or using nametags or some other means. Pupils should not bring unnecessary money or valuable items of property to school. Pupils should not bring toys, mobile phones or games consoles into school.

### BREAKFAST CLUB

We hold breakfast clubs on both our school sites every weekday during term time. The clubs start at 8am and run until the start of the school day. The cost to attend is currently £1.00 a day and this entitles pupils to a breakfast consisting of: milk or orange juice, cereal or toast and jam, spaghetti or beans. There are activities in the hall for pupils attending the lower school or sport activities/ICT suite for pupils attending the upper school.

### SCHOOL MEALS

#### Lower school

*SCHOOL MEALS ARE FREE FOR RECEPTION AND KEY STAGE 1 PUPILS.*

Pupils may be collected and taken home at lunchtime, bring a packed lunch to school or have a school meal. Parents are asked to decide which option to take for a half term and then advise the office staff if any changes are to be made.

School meals are prepared and cooked at Denaby Main Primary School.

If you would like your child to stay for school dinners they will have a choice of a hot or cold meal. A dinner menu is displayed outside classrooms and you are welcome to have a look and talk to your child about their choices for the day or week. Hot and cold meals are a healthy option and include a vegetarian choice. There is a salad bar and fresh fruit is available every day.

In the lower school, at various times throughout the year we hold family lunch times when parents are invited to have a school meal with their child. These have proved very popular. Parents who have a school dinner are asked to complete a short questionnaire about the meals service so that we can continue to improve our provision.

#### Upper school

The current price of a school meal is £2.00. Pupils can choose from 2 hot choices every day. Dinner money must be brought in every Monday to the school office for the full week ahead, meals cannot be ordered later in the week and no meals can be ordered without advanced payment. To avoid confusion, please place dinner money in a sealed envelope with your child's name and class on it. Packed lunches may be brought from home. Drinks should not be fizzy and should be brought in a plastic container or carton. Cans and glass flasks are not allowed in school. In order to promote healthy eating, chocolate bars, sweets and energy drinks are not allowed.

### SCHOOL MILK

Milk is available for all reception and Key Stage 1 pupils in school via a milk scheme provided by Cool Milk. Milk money should be paid directly to Cool Milk, either via the internet or at a pay point once you have registered your child with them. Forms to register your child are available from the lower school office. No refunds are given in the case of absence.

Parents receiving Income Support are entitled to free school meals and milk. Please contact the office. All enquiries are treated confidentially.

Forms for Free School meals are available from the school office or The Directorate of Financial Services, Colonnades House, Duke Street, Doncaster.

As from January 2012 pupils do not need to pay for milk until their 5<sup>th</sup> birthday. Payment is calculated from their 5<sup>th</sup> birthday date until the end of the term.

#### WATER BOTTLES

All of our pupils are encouraged to bring a water bottle to school each day. Water fountains are situated on both sites for pupils to refill bottles throughout the day. Water bottles can be purchased from the school office. A smaller bottle costing £1.00 can be purchased at the lower school office. A larger bottle costing £1.40 can be purchased at the upper school office. All pupils starting year 3 in Key Stage 2 are given a water bottle at the beginning of the year.

#### THE NATIONAL SCHOOL FRUIT AND VEGETABLE SCHEME

Every child deserves the best start in life. Pupils in the Foundation Stage and Key Stage 1 are encouraged to recognise the importance of eating a balanced diet, keeping healthy and physical exercise. The National School Fruit and Vegetable Scheme provide a variety of fresh fruit and vegetables such as carrots, tomatoes, apples, pears and bananas for Foundation Stage and key Stage 1 pupils to enjoy every day.

#### HEALTHY SCHOOL

In February 2012 parents were asked for their opinions on further developing our Healthy Schools Programme in line with concerns from some parents about pupils having sweets, rock and cake / buns. We had an overwhelming majority of parents in favour of supporting the school. Therefore we ask the following.

Please support school and the majority of parents by:

- Not giving sweets to your child in the playground at home time
- Not bringing rock to school for the class to share
- Not providing cakes or buns for the class to share on birthdays

We understand that your child's birthday is a very special occasion and celebrate this day in school i.e. birthday cards / sing happy birthday / wear special birthday hats (early years) / we encourage them to talk about their special day i.e. their presents / parties / birthday teas etc.

We will continue baking and cooking in school as part of the pupils' learning experience. Parents complete a data sheet at the beginning of the year and this will tell us if your child has allergies or any medical conditions that we should be aware of. We use this information to make sure that we provide suitable ingredients for baking or cooking and always check with parents / carers if we are unsure. Parents are informed when their child's class is baking or cooking and some parents

volunteer to help with this activity in the lower school. A wide range of activities are offered linked to topic work during the half term, for example, making soup from produce grown in school, making bread or pizza, fruit salad or a healthy drink and much, much more. If you would like further information regarding this please talk to your child's class teacher.

## **CURRICULUM**

### **The Early Years Foundation Stage (EYFS)**

The Early Years Foundation Stage is the period of education from birth to five years. During the Nursery and Reception Class the pupils follow the Early Years Foundation Stage Curriculum and work towards the Early Learning Goals.

At New Pastures Primary School we offer a broad and balanced Foundation Stage Curriculum based on the seven areas of learning:

- Personal, Social and Emotional Development
- Communication & Language
- Physical Development
- Reading & Writing
- Mathematics
- Understanding of the World
- Expressive Arts and Design

We aim to embellish and enhance this curriculum, offering pupils as many learning opportunities as possible whilst continuing to place a strong emphasis on the acquisition of basic skills vital to the pupil's further education.

We are aware that pupils enter the Foundation Stage at a variety of stages in development. We understand that pupils learn the same thing in different ways and that progression in their learning happens at different times and at different rates. Some will learn more readily looking at books and talking about things they see, others will learn more through being outdoors or through music and dance. We cater for pupil's individual needs within each area of the curriculum, building on from their existing understanding and experiences.



Pupils learn most effectively through a mixture of self-initiated experiences and adult led learning. In play, young pupils learn much about themselves and the world around them. The pupils are, therefore, given daily opportunities to explore and investigate in child initiated activities alongside more formal teaching.

Knowing that all pupils are unique individuals with their own specific needs we encourage them to develop their individual skills at their own pace in a supportive environment where they are valued and respected.



Pupils starting Nursery (Foundation Stage1) at the beginning of the school year (September) usually join in small groups over the first few weeks in order to allow them to settle in. Pupils may also join the Nursery in the spring or summer term depending on their birth date.

Pupils starting their full time education in the reception class (Foundation Stage 2) begin by attending in the mornings and lunch times only for the first two weeks.

### **Key Stage 1 and 2**

Children from Y1 – Y6 follow the National Curriculum (2014). Within this curriculum, all children are taught core and foundation subjects as follows:

#### **Core subjects:**

- English
- Maths
- Science

#### **Foundation Subjects:**

- Art and Design
- Computing
- Design and Technology
- History
- Geography
- Modern Foreign Languages (French) – compulsory for Y3 – Y6
- Music
- Physical Education
- Religious Education
- We also focus on personal, social and emotional issues using a Jigsaw approach.

In our school we aim to provide our children with a wide and varied curriculum which allows them to have as many experiences as possible. We follow a learning challenge approach in our curriculum which teachers adapt and teach with skill and enthusiasm. We have exciting starts to our challenges that often include experiences such as dressing up, visits or visitors to the school. We call these our wow moments and these help the children to be actively engaged and excited to learn.

Our curriculum aims to meet the needs and interests of all pupils and is often linked to national and local events. It successfully builds on pupils' skills and knowledge as they move through the school. Subjects are creatively linked and teachers present

exciting activities which fire pupils' enthusiasm. Our pupils say that learning in our school is fun!

Learning challenges are led by a core text which is used as a stimulus. Opportunities to extend pupils' reading, writing and mathematical skills through other subjects are utilised regularly and effectively. Subjects are linked cohesively, giving meaning and purpose to pupils' learning.

You can read more on our curriculum on our school website. Here you will find information on various subjects and also individual classes. A curriculum letter is provided each half term with more in depth information on what your child is learning in class.

### SPECIAL NEEDS

Although we treat ALL the pupils as individuals, some pupils have talents or needs beyond the range of the majority. Our Special Needs Coordinator gives support to the other staff members in order to help pupils who, from time to time, may experience difficulties in certain subject areas. Parents are always kept informed of these issues and are advised as to what measures will be used in order to help a particular pupil. This may include referring to other "outside" agencies for further support. We do have a Special Educational Needs Policy, which is available for parents to peruse.

### EXTRA-CURRICULAR ACTIVITIES

At New Pastures Primary School we encourage pupils to maintain a healthy life style and hold a variety of extracurricular activities including multi-skills, dance, cooking, football, basketball, choir and gardening. Throughout the year staff organise parent workshops which have proved very successful in the past. Pupils are invited to attend after school clubs from year 1 upwards. We consider younger pupils too tired to remain at school longer than a normal school day. After school clubs are subsidised by school and cost for attending depends upon the activity involved, for example, cost of buying ingredients for cookery club.

### SPORTING AIMS OF THE SCHOOL

All pupils are encouraged to participate in, and enjoy, all aspects of physical activity including dance, gymnastics and games. Opportunity is also given for pupils to participate in dance festivals and other events organised by the Local Authority and Mexborough Schools. The pupils are taught to appreciate effort as well as success

## HOME LEARNING

### Key Stage 1

Short activities of different kinds, for example simple games, learning spellings and number facts, and of course reading together; all provide a very important opportunity for young pupils to talk about what they are learning to an interested adult and to practise key skills in a supportive environment. The recommended time allocated is approximately 1 hour per week.

Parents and pupils are encouraged to extend learning at home, through completing learning logs or activities to support learning journeys in the EYFS.

### Key Stage 2

Pupils in year 3 and 4 will be issued with one side of English and maths homework per week and pupils in year 5 and 6 will be issued with two sides of English and maths homework per week. In addition, your child will be expected to complete a learning log, read regularly to an adult and will have the opportunity to engage in online learning through our subscription to Mathletics. We also encourage the pupils to develop their creative skills by setting home learning challenges where they may be asked to make something, e.g. an Anderson Shelter.

Teachers, at their discretion, and with their knowledge of individual pupils, will help you with this most valuable aspect of your child's education.

Parents have a vital role to play in their child's education, and homework is an important part of this process. We set homework for all pupils as a normal part of school life. We ensure that all tasks are appropriate to the ability of the child. If any parents have any questions about homework please contact your child's class teacher.

## EDUCATIONAL VISITS AND REMISSION

We try to keep a balance between activities 'in school' and visits out. Pupils use the local environment as part of their class work or travel further a field to museums, parks, field centres, farms etc. Many of these visits take place within school hours while others may extend beyond the school day. Visits make a valuable contribution to the overall education of pupils.

At various intervals pupils will undertake local visits to places such as Mexborough, Mexborough Academy, Dearne Valley Leisure Centre and other local schools. At the beginning of the school year we shall send a permission letter to all parents for you to give permission to allow your child to go on these local visits. For any visits that are further away from school we will send further information and require a permission slip to be completed. Parents will be asked to make a contribution towards the cost.

For overnight residential field trips, in Key Stage 2, the local Authority Remission Policy enables parents of pupils on free school meals or in receipt of Income Support to claim remission for the board and lodgings element of the visit.

### CHARGING POLICY

The Governing Body aims to promote and provide educational visits as part of a broad and balanced curriculum. The Education Act 1988 prohibits the charging for such outside activities. However, by requesting contributions towards the cost it will be possible for their continuation. It follows therefore, that without sufficient voluntary contributions the school may well be unable to provide certain activities. The Governing Body provides cover for all its pupils. As soon as they join the school they are automatically covered for accidents occurring during school time and during school related activities.

### SCHOOL RULES

Our school rules are simple and straightforward. They are displayed around the school as a reminder to us all. These rules are geared to words developing awareness of routines and health and safety. We also have "Golden Rules". They are the moral values which underpin all of the choices and decisions made by the school and its pupils. Our Golden Rules are:

- We are gentle – We don't hurt others
- We are kind and helpful – We don't hurt anyone's feelings
- We listen – We do not interrupt
- We are honest – We do not cover up the truth
- We work hard – We do not waste our own or others time
- We look after property – We do not waste or damage things

Our successful school discipline is based on mutual respect and the secure relationships fostered within our school. All staff are committed to encouraging good behaviour through example, praise and encouragement. On the rare occasions of persistent problem, parents will be informed so that we may work together in order to resolve the matter.

### HOME-SCHOOL AGREEMENT

At New Pastures Primary School we are committed to working in close partnership with parents. All pupils and parents, from Foundation Stage 2 upwards, are requested to sign a home-school agreement which can be found in the front of the home-school diaries.

### ATTENDANCE

Absence or lateness, for whatever reason will adversely affect pupil's education. It is a legal obligation for pupils to attend school regularly and punctually.

Please contact the school stating the reason for the absence as soon as possible or before 9.30 am.

Frequent or unexplained absences will be reported to the Education Welfare Officer.

The school attendance registers are monitored by the LA on a regular basis. Please notify the class teacher or the office of any medical or dental appointments etc.

Good attendance and punctuality is very important.

Punctuality is a good thing!      Being on time:

- Gets the day off to a good start with everyone in a positive frame of mind
- Sets positive patterns for the future
- Helps your child to make the most of his / her learning
- Helps your child to develop a sense of responsibility both for themselves and for others
- Helps your child make and keep friends
- Leads to success and self confidence

Lateness is a bad thing!      Being late:

- Gets the day off to a bad start, can put everyone in a bad mood and can be stressful
- Can be embarrassing
- Is noticed by others who might make negative comments
- May damage your child's confidence
- May lead to your child feeling confused. They will have missed out on vital instructions, information and bits of news at the start of the day
- Disrupts the learning for everyone
- Means that your child can fall behind in their learning
- Can create a bad habit that can be hard to break
- Can lead to poor attendance – if your child is late for school they can start to stay away from school

Some things that may help

- Help your child to get everything ready the night before for example – PE kit, reading book, school uniform etc.
- Find out what your child is learning about in class
- Allow plenty of time for the journey to school
- Make arrangements with family or friends if you have problems getting your child to school
- Make sure your child has breakfast or arrives in time for breakfast club
- Establish a good bedtime routine so that your child gets enough sleep
- Set an alarm clock

What should you do if you have a problem getting your child to school on time?

- Talk to your child first
- Talk to your child's teacher
- Ask for help from someone you feel you can talk to in school
- Talk to the Head Teacher

### HOLIDAYS IN TERM TIME

Government changes in legislation regarding holidays in term time with effect from *1<sup>st</sup> September 2013*. This Central Government Directive now states that Head Teachers are no longer allowed to authorise requests for holidays unless they fall under the following exceptional circumstances;

1. Where it is company/organisational policy for an employee to take leave at a specific time in the year and there is no opportunity for a family holiday in school holidays. This must be evidenced by a production of the policy document of the organisation.
2. Service personnel returning from/scheduled to embark upon a tour of duty abroad.
3. Where a holiday is recommended as part of a parent or child's rehabilitation from a medical or emotional issue. Evidence must be provided.

This now means that if you take your child on holiday during term time, without authorisation, as Head Teacher I will now have to inform the Local Authority who may issue a Fixed Penalty notice. If this notice is issued, the penalty is £60 per child, per parent/carer when the payment is made within 21 days, after 28 days it will increase to £120.

Please note that this is not a school policy, but Government Legislation, and therefore must be followed accordingly.

### EMERGENCY PHONE NUMBERS

Parents are asked to ensure that we have up to date information of places of work and telephone numbers and / or contact person.

This information is very important in case pupils are take ill or are involved in an accident and we need to contact you during the day. We also need to be informed promptly of any change of circumstances so that we can amend our school records.

### ACCIDENTS AND MEDICATION

Unfortunately accidents or illnesses do occur occasionally in school and when necessary contact with parents is made as soon as possible. Staff will deal with minor problems and we have staff that are qualified emergency first aiders on both school sites. In the Foundation Stage, we have staff with paediatric first aid training. If a child is feeling unwell or has been involved in an accident, the first aider will deal with the problem appropriately. Sometimes it is necessary to contact parents to ask them to take their child home.

We cannot administer any medication unless prescribed by a doctor and the medicine needs to be administered 4 times daily. In order to administer medicine we need written parental consent (the appropriate forms are available from the school office). We cannot administer 'across the counter' drugs but parents are able to come to school to administer medicine, such as Calpol, if necessary.

In Foundation Stage and Key Stage 1, parents are asked to sign a consent form for staff to be able to administer reliever inhalers for the control of asthma. Inhalers are

stored in the class first aid bag. We ask that an inhaler and Salbutamol prescription is left in school at all times. In Key stage 2 the pupils administer their own inhaler. Inhalers continue to be stored in the class first aid bag.

#### HEAD LICE

Should your child get head lice it is essential that they are cleared up immediately. Your local Health Visitor can offer advice. Your child should return to school as soon as he/she has been treated. Prolonged absence due to head lice will be unauthorised.

#### FIRE DRILL

We will have a fire drill at least once a term. The premises and fire fighting equipment are inspected regularly to ensure safety standards are met.

#### VISITING ARRANGEMENTS FOR PARENTS AND PUPILS

We are delighted to meet prospective parents and you can visit the school at any time by appointment with the Head Teacher.

#### PARENTS AS PARTNERS

We firmly believe that parental involvement in school is vital to our partnership with parents. We are always very grateful for the amount of help we receive so please contact your child's class teacher if you would like to help. From time to time, we send out letters asking for parents to join our board of governors. We believe parent governors are an important and valued addition to the governance of our school.

#### SCHOOL FUND

Money is allocated to the school by the Local Authority, which covers the basic needs of the school, staffing and building maintenance. We like to raise extra funds for the school by holding various events throughout the school year. These funds are used to enrich our provision for all the pupils. We really do value the generosity shown by parents and the community and are happy to hear from you with suggestions for fund raising.

#### MEETING WITH THE CLASS TEACHER

Parent conferences are held twice a year – during the Autumn and Spring term. Reports are given at the end of the school year. However, should a child be struggling with anything in school parents will be invited to speak with the class teacher. We also ask that if parents are concerned about their child they should contact the school. A child's education should be a close partnership between home and school.

### IF YOU NEED TO SORT OUT A PROBLEM

Your child's class teacher can deal with most problems. Give the teacher time to deal with it, then go back to find out the result. In the rare event of a continuing problem, please ask to speak to the Head Teacher. Alternatively, information detailing the full complaints procedure can be obtained from the Directorate of Educational Services, Doncaster Council Civic Office, Waterdale, Doncaster, DN1 3BU.

### ADMISSION ARRANGEMENTS

Only the Local Authority can allocate places in schools. In Doncaster, each school serves a local community, usually referred to as the 'catchment area'.

The LA's admissions policy reflects its philosophy that efficient education is particularly fostered by closely associating a secondary school and a group of linked primary schools, in a catchment area. In this way, each school becomes part of the provision for a community and the education of the community's pupils benefits greatly from the association of its school in the locality.

Application forms can be obtained either from the school or by contacting:  
Admissions and pupil services

The Civic Office  
Waterdale  
Doncaster  
DN1 3BU  
Tele :01302 737204 / 737205

Whenever a new pupil comes to New Pastures Primary School all the staff ensure a friendly welcome and do all they can to make the child feel comfortable and able to settle in quickly and painlessly.

