

Cawood Church of England (Voluntary Aided) Primary School

School Brochure



2020 2021

Cawood CE (VA) Primary School
Broad Lane
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Welcome to our School

Our Mission Statement

At Cawood Church of England Primary School, Christian values are central to the ethos of our school and we aim to provide a curriculum that is creative, fun, enriched and challenging. We encourage all members of our school community to develop the skills and confidence to reach their full potential in every aspect of school life. We strive to provide high standards of teaching and excellent learning opportunities in a safe, friendly and supportive environment. We believe that a strong partnership between school, home, parish and community is essential to our children's development. At Cawood, everyone matters.

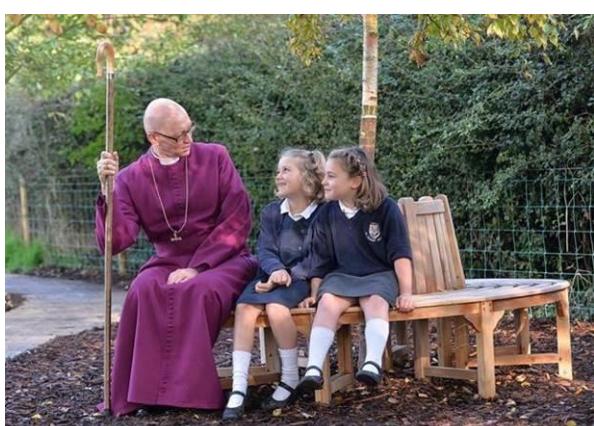
Through this partnership we can help our children:

- To be caring, thoughtful, responsible members of our community who respect others and their environment.
- To develop confidence and independence so that they grow up to be life-long learners capable of working successfully with others.
- To take their place in society as adaptable citizens in a rapidly changing world.



Cawood Church of England Primary School is a *voluntary aided* school. This means that the Governing Body is the employer, the admissions authority and contributes towards the capital costs of running the school. As a *Church of England Voluntary Aided School*, the Foundation

Governors (church elected governors) have an absolute majority over all the other categories of governors.



The school moved to its present site in 1906 and over the years the building has been extended. The buildings belong to the Cawood Feoffment Estate Educational Foundation which established the school and continues to support it financially. The school is also closely associated with the Parish Churches of Cawood and Ryther and with the Diocese of York.

The school currently has six mixed aged classes – Nursery, Reception/Year 1, Year 1/2, Year 3, Year 4/5 and Year 5/6.

Our school is currently judged as being a good school and an outstanding church school. Please access these reports via the website.

We hope that this brochure gives you an idea of what our school is like. Parents and carers who are interested in enrolling their child at Cawood Church of England Primary School are very welcome to visit. Please contact the school office to make an appointment.

Learning and Teaching

Our aims

Excellence and enjoyment are key parts of all our learning. Our school's aims seek to develop a strong partnership with parents and carers and to provide our children with a broad, balanced, challenging curriculum which will help them:

- To develop and live by a personal set of well founded moral values based upon Christian beliefs and our *5 ways to Flourish*.
- To understand the community and the world in which they live and to recognise their obligations towards it.
- To listen to and respect other people.
- To gain understanding of and respect for people whose ways of life and points of view differ from their own.
- To develop an awareness and appreciation of human achievements and aspirations, in our own and other societies.
- To acquire relevant knowledge and skills.
- To enjoy learning and to become independent, self-disciplined and self-motivated learners, achieving the highest standards possible.
- To develop lively, enquiring, imaginative and creative minds, with the confidence to question.
- To be adaptable learners in a rapidly changing, challenging world.



The Curriculum

There was a new National Curriculum for primary schools from September 2014 which has been introduced in school. All aspects of The National Curriculum are taught and, for primary pupils, this is composed of ten subjects and Religious Education (RE). Three subjects plus RE form the core of the curriculum: English, Mathematics and Science. The other foundation subjects are: Computing, History, Geography, Design Technology, Art and Design, Music and Physical Education. We also teach French as a Modern Foreign Language to all children in Key Stage 2.

The youngest children in school follow the Early Years Foundation Stage curriculum which covers Prime Areas of Learning (Personal, Social and Emotional Development, Physical Development, Communication and Language) and Specific Areas of Learning (Literacy, Mathematics, Understanding the World, Expressive Arts and Design).

Children are involved in first hand, practical learning. This includes the use of specialist visitors coming in to school and visits to places of interest or special events, including the offer of a residential visit for our Year 5 and 6 children. In addition, children are offered a wide variety of learning opportunities both during and after the school day. Children can take music lessons for woodwind, brass, guitar and keyboard and there is also the opportunity to join other music groups. There is a range of after school clubs including football, netball, arts, gardening, orchestra, multisports and recorder clubs. The clubs vary from each school term to give variety to the pupils.



We monitor and track children's progress through assessments made on a regular basis. This enables us to provide extra support when necessary and challenge children with gifts and talents where appropriate. Parents and carers are regularly informed of their child's progress through parent consultations, interim and annual reports, Provision Maps for children with special educational needs (where appropriate) and informal meetings with their child's teacher throughout the year.

Children undertake statutory assessment at the end of the Foundation Stage, at the end of key Stage 1 (Year 2) and at the end of Key Stage 2 (Year 6). Comparative statistical information of Key Stage 1 and 2 results can be found in Appendix 4.

Inclusion

At Cawood Church of England Primary School we place great importance on identifying special educational needs (SEN) at an early stage.

Once we have agreed that a child has special educational needs (SEN), the child's teacher will take account of the guidance in the *SEN Code of Practice*. The special needs of a child may be met by appropriate in-class support from the class teacher or sometimes a *Provision Map* will be drawn up by the class teacher in consultation with the School's Special Needs Co-ordinator and parents and carers. This map will identify the area of concern and the steps which will be taken to meet the child's needs.

Sometimes, the Local Authority's Enhanced Mainstream Schools may be contacted for help and support. Again this will always involve consultation with the child's parents and carers.



A differentiated curriculum also applies to children who are disabled. As with all pupils with special needs, any child with a disability will be assessed and his/her needs identified. Every effort will be made to provide the necessary support to enable the child to gain the maximum access to and benefit from the curriculum. Children with disabilities are encouraged to participate fully in the life of the school as with any other pupil. It is our aim to ensure that children with learning difficulties or a disability develop and learn successfully alongside other children. The physical environment of the school (which is one storey) provides good access at present for children with disabilities although we keep this under review as part of our Equalities Scheme.

The school is also concerned to identify pupils who show a special gift or talent in an area of the curriculum and to discuss these findings with parents and carers. Once identified, a particular work programme is implemented with the child.

Sex Education

Cawood Church of England Primary School has provision for Sex Education within our policy for Relationships and Sex Education (September 2020). This updated initiative, focuses on Sex Education within a broader context of relationships, and health education, including mental health and well-being. Any concerns or questions from the children are always dealt with in a sympathetic and understanding manner, as and when they arise, and always in such a manner as to encourage pupils to have due regard to moral considerations and in the context of Christian family life.

In Years Five and Six, we provide specific sessions about growing up and puberty. Parents and carers are invited to preview the online resources we use so that they can then talk about it with their children.

Parents and carers have the right to withdraw their children from the Sex Education which is not part of the National Curriculum.

Homework

We believe that it is important for children to extend their learning at home. This enables parents and carers to share in what a child is doing at school and gives them the opportunity to offer encouragement. It emphasises the fact that parents, carers and school are working together and gives parents and carers the opportunity to show children that they are interested in their work. As such, it can be rewarding for both, and supportive for the child. When successfully achieved, homework encourages a positive attitude to learning and prepares children well for the future.

As the children get older, homework helps to prepare them for secondary school by fostering good learning habits and helping them to take responsibility for their own learning. Our approach to homework varies according to the age of the pupils, the professional judgement of the teacher and the curriculum areas being studied at the particular time. We place importance on the tasks set and have planned them accordingly. Homework, particularly at Key Stage Two, will



follow a regular pattern and children will be given clear feedback on the tasks undertaken.

A Church School

As a Church school, Religious Education at Cawood reflects the spirit of the *Diocese of York Guidelines*. It is concerned with developing our children's spiritual understanding within a Christian context, supporting them in their quest for faith and enabling them to accept and value others.

The principal aim is to enable pupils to hold balanced and informed conversations about religion and belief. In school we encourage the children to explore their feelings, emotions and values in ways which will enable them to reach beyond the ordinary and everyday. Our children are growing up in a multi-cultural society with people of other faiths and none. Religious Education has therefore, a distinct contribution to make in developing mutual respect between individual and groups of people, and an understanding and an appreciation that everyone matters.

Acts of Worship are held daily and are led by members of staff, children, clergy or outside visitors. Sometimes, we worship together as a whole school, sometimes in separate Key Stages and Class Worships. This helps to provide variety and interest.

The Acts of Worship reflect our Anglican tradition. Every year we celebrate Harvest, Christmas and Easter. On other special occasions we go to All Saints Church, Cawood and we warmly welcome parents and friends to join us in these celebrations.

Parents and carers are also invited to attend worship when it is being led by their child's class. Parents and carers are informed of dates in the newsletter.

We consider it reasonable to assume that parents who send their children to Cawood Church of England Primary School are sympathetic to its Christian character. However, parents have the legal right to withdraw their children from Acts of Worship and Religious Education.



The School Community

The staff and governors believe that education is a partnership between school and home. We want parents and carers to be informed about, and involved in, their children's learning. We send out regular newsletters, half-termly topic information sheets and annual reports. Occasionally, we arrange meetings for groups of parents and we have transition meetings with parents at the start of the year.



In addition, twice a year, we offer parents consultations to discuss their children's work and progress. We also hold an open morning when parents and carers can look around school with their child and discuss any issues informally with their class teacher. We hope, however, that parents will contact us immediately if they have any worries about their children; likewise we will inform them if we have any concerns. The school maintains an open-door policy for parental visits, preferably by prior appointment for mutual convenience. Discussions with teachers should be after school if at all possible as before school is their busiest time, preparing for the day and welcoming the children into school.

Many parents and carers help with activities in school, e.g. swimming, games, enrichment activities, reading, educational visits and so on. If you can help in any way, please let your child's teacher know. All such assistance is gratefully received as we can offer our children so much more with your support. Any adult working or helping in school is required to have a DBS check carried out prior to starting in school.



We have an active association of parents, carers and friends known as 'The Friends of Cawood School.'



The Friends raise funds and organise social occasions. All parents and carers are members and are most welcome to attend meetings. The Friends support our school in many ways. They have purchased new resources for school to enhance learning. They sponsor visits from children's authors, visiting artists and theatre groups. They have also provided funding for the redevelopment of the school building along with the outdoor peace garden and outdoor classroom. Recently The Friends have supported the school in developing the lovely new area outside of the nursery.

We are all extremely grateful to 'The Friends' for their efforts and commitment to Cawood Church of England Primary School.

Admissions

Cawood Primary School is a Church of England Voluntary Aided School in the Diocese of York and is maintained by North Yorkshire Local Education Authority. As the Church is closely involved with our school, we feel it is right that the Admission Policy should reflect this. Our school is also a neighbourhood school, serving the parishes of Cawood and Ryther.

The school provides a distinctively Christian education. Historically, Anglican schools have provided education for the community in accordance with the principles of the Church of England. Cawood Church of England Primary School was established to provide education for the children of the parish within a Christian context. This two-fold aim of being "distinctively Christian" and "serving the local community" is reflected in our admission criteria. The school is committed to serving children of all faiths and none.

The Governing Body of Cawood Church of England Primary School is the Admission Authority. It is guided in that responsibility by the requirements of law, the school trust deed, advice from the Diocesan Board of Education and its duty to the community.

The Planned Admission Limit for 2020/21 is twenty one. This figure has been calculated according to the net capacity of the school, which the law defines and has been agreed with North Yorkshire LA.

If there are more applications than the planned admission number, the Governing Body will apply the criteria as set out in the Admissions Policy (Appendix 3).

Date of Admission to Cawood Church of England Primary School for 2020/2021



It is the policy of the governors to admit children in the Autumn term following their fourth birthday. There is a familiarisation programme arranged for children, parents and carers in the weeks before admission to school. Details of this programme will be outlined at the Information Evening for parents and carers of new entrants held in the Summer term. In addition, the Governing Body would like to make it clear that:

1. These arrangements do not apply to those being admitted to the nursery provision.
2. Parents and carers of children who are admitted to the nursery provision must apply for a place at the school if they want their child to transfer to the reception class.
3. Attendance at the nursery does not guarantee admission to the school.
4. Parents and carers can request that the date their child is admitted to the school is deferred until later in the school year or until the child reaches compulsory school age in that school year.
5. Parents can request that their child attends part-time until the child reaches compulsory school age.

Day to Day Arrangements

The School Day

Morning Session	9.00am until 12.00pm
Afternoon Session	1.00pm until 3.30pm

Children should arrive at school no earlier than 8.45am. The doors open at this time and children will have activities ready for them in their classrooms. Registration is at 9.00am and everyone should be in school by this time. If they are late arriving after 9.00am, we ask that all children enter through the front of school via the School Office.

Journey to School

We do ask parents who deliver and collect their children by car to park carefully away from the school entrance and zig-zag lines. Please do not reverse or drive into the school car park when you deliver or collect your child. **The safety of the children is paramount and we do ask that you are particularly vigilant over this matter.**

There is the provision for a 'Park and Stride' zone using the car park of the Castle Inn at the beginning and end of the school day. This allows for a short walk to and from school and reduces the amount of cars using Broad Lane. If you could use this facility, it would ease the traffic congestion outside the school. Children are also able to cycle to school and leave their bikes in the cycle rack at the back of school.

School Dinners

Dinners are freshly prepared daily in the school kitchen. Parentpay is our online pre booking payment service, for parents/carers to book and pay for their child's school meal in advance. From September 2014 every child in Reception, Year 1 and Year 2 has been entitled to a free school meal and we ask that these free meals be booked via Parentpay. Details of how to use Parentpay will be sent to you before your child is due to start school.



Children may of course bring packed lunches. We do ask that sweets and chocolate are not included as part of your child's packed lunch. **In addition, we have a number of children with life threatening nut allergies and also ask that no nuts or products including nuts are put in packed lunches.**

Children may bring fresh fruit to eat at playtimes. All Reception and Key Stage 1 children are entitled to a free piece of fruit each day. Milk is also available at playtime. Forms are available in school.

Letters Home

Newsletters are sent home via the teachers to parents text and email service on a monthly basis to keep parents and carers up to date with term dates and forthcoming events etc. A hardcopy of the newsletter can also be sent home with your child on request and spare copies are also available in the school entrance. We aim to send out the majority of our letters on a **Wednesday**. Further information on the school can be found at the school website www.cawoodprimary.co.uk

Charging Policy for School Visits and Activities

Educational visits and activities are a very important part of the curriculum and each child is expected to participate. Under the terms of the 1988 Education Reform Act, the school is not allowed to make a charge for activities and visits but we are permitted to ask for voluntary contributions.

We are sure that you will understand that we are unable to pay for visits, including swimming, from the funds available to us. However no child will be excluded if his or her parent or carer does not make a voluntary contribution. If however insufficient voluntary contributions are received, then regrettably visits and activities may have to be cancelled.

Building Community

Our vision for building community recognises and celebrates the diversity within our catchment area and welcomes the contributions which different groups and individuals make to the community. Differences between groups of people can cause misunderstanding and friction. A key commitment of our school is to build and promote community links within the school, the parish and with the wider community. Building community incorporates and goes beyond the concept of race equality and social inclusion.

We believe that a cohesive community is one where:

- there is a common vision and a sense of belonging for all communities
- the diversity of people's different backgrounds and circumstances are appreciated and positively valued
- those from different backgrounds have similar life opportunities
- strong and positive relationships are being developed between people from different backgrounds in the workplace, in schools and within neighbourhoods.

Cawood Church of England Primary School provides education for all, acknowledging that the society within which we live is enriched by diversity and based on fundamental British Values. We strive to ensure that the Christian culture and ethos of the school reflects the diversity of all members of the school community, where everyone is equally valued and treats one another with respect and fairness. Pupils are provided with the opportunity to experience, understand and celebrate diversity.

Our values reflect that:

- Diversity is a strength; having many different groups, cultures, and faiths in our society makes us stronger.
- We should all work for greater respect and equality of opportunity between different groups, cultures, faiths and ages in our society.
- The different groups, cultures, faiths and ages in our society will benefit from meeting each other, listening to one another, and getting to understand each other more.
- We must all work to overcome disadvantage as it is a major barrier between communities, especially where it is experienced more by one group than another.
- Racism and prejudice undermine community cohesion and must be confronted.
- Partnerships with parents, carers, governors and the wider community are essential to promote equality, diversity and community cohesion

Looked After Children (LAC)

Children and young people become 'Looked After' either if they have been taken into care by the Local Authority, or have been accommodated by the Local Authority (a voluntary care arrangement). Most LAC will be living in foster homes but a smaller number may be in a children's home, living with a relative or even be placed back at home with their natural parent(s). LAC will have a care manager who arranges their care plan.

The Governing Body of Cawood Church of England Primary School is committed to providing quality education for all its pupils, based on equality of opportunity, access and outcomes. Our governing body recognises that, nationally, there is considerable educational underachievement of Looked After Children, when compared with their peers, and is committed to implementing the principles and practice, as outlined in the Children Act. This Act places a duty to safeguard looked after children, to promote their educational achievements and to ensure that they are able to "achieve to and reach their full potential". The Guidance recognises the collective responsibility of local authorities and schools to achieve good parenting and sets out six principles:

- prioritising education;
- having high expectations;
- inclusion – changing and challenging attitudes;
- achieving continuity and stability;
- early intervention – priority action; and
- listening to children.



The Guidance introduced two key measures:

- To ensure Designated Teachers are nominated in every school – in our school this is Nick Payling, Headteacher
- To ensure Personal Education Plans (PEPs) are in place for all Looked After Children.

Equal Opportunities

At Cawood Church of England Primary School we have adopted North Yorkshire County Council's Equality Policy Statement which states that:

"We oppose all forms of unlawful or unfair discrimination, whether because of race, colour, ethnic or national origin, sex or gender reassignment, marital status, family status, sexuality, religion or beliefs, disability, age or any other condition or requirement which places a person at a disadvantage and cannot be justified".

We have an Equality Scheme (a copy of which is available in school or on the school website) which sets out how our school will:

- eliminate discrimination;
- eliminate harassment related to any aspect of social identity or diversity;
- promote equality of opportunity;
- promote positive attitudes to all aspects of social identity and diversity;
- encourage participation by disabled people and people representing different aspects of social identity in public life;
- take steps to take account of difference even where that involves treating some people more favourably than others.

School Uniform

Cawood Church of England Primary School has a uniform which all children are expected to wear. The uniform gives children a feeling of identity and helps towards developing a sense of unity within the school. Our nominated supplier is APC clothing Ltd in Tadcaster. Parents and carers can order uniform via the website, phone or over the counter and choose to pay delivery or collect direct from APC clothing Ltd. <http://www.apc-clothing.co.uk>

GIRLS

Navy skirt or pinafore dress or grey tailored trousers
White blouse
Navy knitted V-neck jumper or cardigan
White, grey or navy socks or navy or grey tights
Dark shoes **NOT** boots or trainers
Summer dress: short sleeved, light blue and white check

BOYS

Grey trousers or shorts
White shirt
Navy V-neck jumper
Dark socks
Dark shoes **NOT** boots or trainers



PE KIT: BOYS AND GIRLS

Black cotton shorts
White plain cotton t-shirt
Plimsolls
Dark coloured tracksuit for winter (optional)
Trainers for outdoor games (but please note trainers will **not** be allowed indoors)

PE kit should be kept in a **named** bag and should be in school every day.

Children in Reception and Key Stage 1 are also permitted to wear polo shirts in place of school shirts.

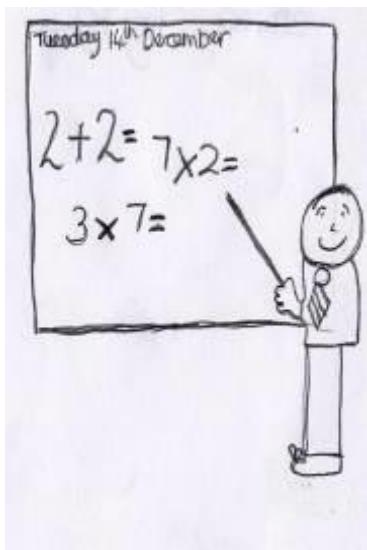
IT IS VERY IMPORTANT THAT EVERY ITEM OF CLOTHING BEARS THE OWNER'S NAME

Jewellery

We would ask that you do not send your child to school wearing unnecessary jewellery. We cannot take responsibility for lost items and more important is the health and safety element especially during P.E. and Games when the wearing of any jewellery is not allowed.

Only earring studs are acceptable and must be removed for P.E., Games or Dance. If the ears have only recently been pierced and it is inadvisable to take them out, the ears **MUST** be covered for the lesson with plasters or micro tape. This is in the best interest of your child's health and safety.

Children with shoulder length hair are asked to wear it tied back at all times especially during PE/Games activities. This is recommended for the best interest and welfare of your child.



Pupil attendance and Absence from School

Pupil attendance at Cawood Church of England Primary School is very good.

However if your child is ill and cannot attend school, please inform us as early as possible on the first day of absence - if possible by telephone before the start of the school day (anytime between 8.00am and 9.00am) stating name of child and class. You must inform school of reasons for absence - all unexplained absences are deemed *unauthorised* and have to be reported to the Department for Education (DfE).

The School Holiday List (Appendix 6) is issued in September and there are regular reminders in newsletters throughout the year. **Please try to arrange your family holidays during the School Holidays.** In line with new Government policy, holidays during school term time will not be authorised. Any request for other leave of absence during term time should be made in writing to the headteacher using the form available from the school office.

Late Arrival - School starts at 9.00am and registers are closed by 9.15am. In order for your child to avoid a 'late mark' do please notify school of any expected delays.

Emergencies

If a child is injured or becomes ill, we will make every effort to contact parents/carers. Please ensure we have up-to-date addresses and telephone numbers for your home and work. We also ask that you give us an *emergency contact* in case we cannot reach you.

Medicines and Returning to School after Illness

Firstly please be sure that your child is fit to return. If they have had sickness or diarrhoea, they should be clear for 48 hours before they return to school. If your doctor considers your child is well enough to be at school but requires medication, please arrange to come into school to administer it.

In exceptional circumstances, the staff may administer prescribed medication but only after discussion with parents who will have to complete a Medicine Form giving permission. Medicine forms can be collected from the school office.

Behaviour and Discipline in School

We have our five Rainbow Rules in school that we ask all children to follow. They are:

1. We are kind and respectful to everyone
2. We are active listeners – stop, look, listen, think
3. We look after everything
4. In school, we do as adults ask
5. We always try our best



Discipline at Cawood Church of England Primary School is firm but fair. We aim to promote a Christian family atmosphere in which mutual respect, responsibility, caring and sharing predominate. Our expectations can be found in our booklet: *Good Behaviour – Guidelines for parents, children, teachers and all who work at Cawood Church of England Primary School*. Every family is given a copy of this booklet and we hope that parents and carers will share it with their children.

Children find it hard to maintain self-discipline all the time but when there are problems, it is usually sufficient to give a clear explanation of what is expected and why. If we have a persistent problem then parents are informed and involved.

Child Protection

Cawood Church of England Primary School is committed to ensuring the welfare and safety of all children in school. All North Yorkshire schools, including our school, follow the North Yorkshire Safeguarding Children Board procedures. The school will, in most circumstances, endeavour to discuss all concerns with parents about their child/ren. However, there may be exceptional circumstances when the school will discuss concerns with Social Care and/or the Police without parental knowledge (in accordance with Child Protection procedures). The school will, of course, always aim to maintain a positive relationship with all parents. The school's child protection policy is available on request to the school office or on the school website.

If you have any concerns, please speak with Nick Payling (Designated Person for Child Protection) or, in his absence, Liz Ramsdale.

What to do if you have a Concern

Under the 1988 Education Reform Act, a Complaints Procedure has been drawn up to enable parents to express any concerns about the School Curriculum and other related matters.

Parents should discuss their concerns with the class teacher and headteacher in the first instance. If the issue cannot be resolved, the complaint should be referred, in writing, to the Governing Body using the Complaints Procedure Form available from the school. If the complaint is still unresolved, parents may then make a formal representation to the Local Authority. A copy of the Complaints Procedure is available for inspection in school or on the school website.

Statutory Documents

The school holds the following documents and they are available for inspection at any time by arrangement with the Headteacher:

1. Local Authority's statement of curriculum policy
2. A full copy of the arrangements for complaints about the school curriculum
3. Statutory instruments, including statutory orders for the National Curriculum
4. All schemes of work currently used within the school
5. Circulars and administrative memoranda relating to the Education Reform Act (The Curriculum) which are sent to schools by the Department for Education
6. Governing Body minutes and papers
7. The Governing Body's agreed syllabus for Religious Education
8. Inclusion and Special Education Needs policy
9. Health and Safety Policy
10. All other policies of the school
11. Insurance arrangements
12. HMI, OFSTED or Diocesan reports which refer expressly to Cawood Church of England Primary School



Please note

The information in this brochure was prepared and published in Summer 2020 and relates to the 2020/2021 academic year, commencing at the beginning of September, and the particulars contained in it were correct at that time. It must not be assumed that there will be no changes affecting the relevant arrangements or certain matters during the year and the school reserves the right to make any changes in policy that are necessary.