

**Sheriff Hutton Primary School**

# Prospectus



**West End  
Sheriff Hutton  
York  
YO60 6SH**

**Tel. no. 01347 878441**

**Fax. No. 01347 878441**

**Email: [admin@sheriffhutton.n-yorks.sch.uk](mailto:admin@sheriffhutton.n-yorks.sch.uk)**

**Website:**

**[www.sheriffhuttonschool.org](http://www.sheriffhuttonschool.org)**



# Welcome to Sheriff Hutton Primary School

Dear Parents /Carers

Sheriff Hutton Primary School is a welcoming and friendly school. All of us – staff, pupils and governors – are extremely proud of our school, and hope that the information in this prospectus will answer your questions about the school and give you a clearer picture of what it is like. If you would like to visit the school, see the children at work and have a chat to us, please do not hesitate to get in touch.

**Beverley Stell**  
Headteacher



**At Sheriff Hutton Primary School we aim to:**

- ★ Ensure all children are encouraged and supported to reach their full potential in an environment which is safe, stimulating and exciting; where everyone is valued for all of their efforts and achievements.
- ★ Introduce children to a wide range of experiences and challenges which motivate and enrich their learning now and in the future.
- ★ Enable each child to develop a true feeling of self-worth and a sense of responsibility to themselves, others in school and the wider community.
- ★ Provide an environment in which all members of the school are happy, have respect for those around them and develop positive relationships founded on mutual trust.
- ★ Value all people equally, upholding their rights regardless of gender, ability, disability, race, religion or culture.
- ★ Promote links with other schools and the global community to enrich the experiences we offer and to inspire confidence and pride in the work of our school.
- ★ Nurture the skills and attitudes which enable children to work independently and collaboratively.
- ★ Encourage the development of lively enquiring minds, self-esteem, confidence and perseverance.

We believe our aims provide the basis for the delivery of a dynamic curriculum, the provision of an inspiring and creative learning environment and a foundation which will prepare the children for the changing nature of society.

**Supported Happy Pupils Succeed**

## The organisation of the school

Our school has approximately 94 pupils on roll.

Children start school in the year they are 5 and stay until they are 11, then the majority of our children transfer to Easingwold Secondary School, although we also work with many local secondary schools including Ryedale, Huntington and Malton.

The year groups are as follows

Age	Name of year group	Stage
4-5	Reception	Foundation stage
5-6	Year 1	Key stage 1
6-7	Year 2	Key stage 1
7-8	Year 3	Key stage 2
8-9	Year 4	Key stage 2
9-10	Year 5	Key stage 2
10-11	Year 6	Key stage 2

We currently have four classes in school.

Bulmer Class is for our children in Reception.

Neville Class is for the children in Years 1 and 2.

Galtres Class is our Year 3 and Year 4 group.

Howard Class is for our Year 5 and Year 6 children.



## Accommodation

The main school building consists of 3 adjoining classrooms with toilets and cloakrooms, a hall, a music room, a kitchen, staffroom and our school office. There is also has a much newer building, housing one large and one small classroom. The hall is used for many school activities including PE, assemblies and as a dining room.

The school has a small playground with a netball court and a sports wall. To the side of this is an area with wooden climbing equipment on all-weather safety matting. A playing field adjacent to the school accommodates a sports pitch, which is also used for athletics, and for playtimes in good weather. There is a butterfly garden, a pond area and vegetable plots, which are maintained by the children with the support of our Gardening Club.

## School opening times

### Times of School day:

Start:	9.00am
Morning Break:	10.40 -10.55am
Lunch:	12.00 -1.00pm
Afternoon break:	2.15 – 2.30pm
Finish:	3.30pm

Children should arrive at school between 8.45 and 9.00am. Staff supervision in the playground begins at 8.45 so children should not arrive before this time.

The children are allowed to go straight to their classrooms where staff will be available to supervise them.

Please ensure that your child arrives punctually by 9.00am so that attendance and dinner registers can be completed quickly and the first lesson can begin promptly at 9.05am.

For security reasons both the school gates will be locked at .009am. To gain access to the school between the hours of 9.00am and 3.30pm please press the button on the control panel. A member of staff will ask your name and then release the gate so that you can enter. On arrival please report to reception before entering any other parts of the school or playground.



## Admissions

All Reception age children are offered a place to start school full-time in September.

Please note that children do not have to start full-time on the first day. We make induction arrangements for the first few weeks, so children can be gradually introduced to the full school day.

Prospective parents will be issued with the current North Yorkshire County Council 'guide for parents' booklet, which outlines admission procedures, transport, appeals etc. Within the guide is a 'Transfer of pupils to primary school preference form, which must be completed and returned to the local authority (North Yorkshire County Council) prior to a pupil starting school. A copy of this guide is issued to all 3/4 year olds in the autumn term prior to their admission. Copies of the guide are also available from the school office. For other admissions please contact (0845 0349420).

Our current limit for Reception admissions for any one year is set by North Yorkshire Education Authority at 15.



## Starting School

We want to ensure that each child makes the best possible start in school. If children feel comfortable, confident and secure in school, they are more likely to become effective and increasingly independent learners.

Prior to a child starting school, parents will be invited to an open morning. The head teacher will show prospective parents around and answer any questions. The term before children start school the early years teacher also arranges visits to chat informally with parents and children.

We offer a sequence of daytime visits for the children prior to them starting school.



## Uniform

The school uniform consists of:

- A white, red or pale blue polo shirt, shirt or blouse
- A blue or red sweat shirt with the school logo
- Grey or black trousers, shorts or skirt
- A blue or red checked dress in the summer
- Comfortable, sensible low heeled footwear

Uniform can be ordered from the school office prior to starting school or from the early year's teacher when she visits playgroup to meet you and your child.

Your child will require a PE kit, which consists of:

- A plain white t-shirt ( no team football strips please)
- Plain navy or black shorts
- Plimsolls
- A plain sweat shirt and jogging bottoms for outdoor games on very cold days

In key stage 2, they will also require a games kit\_which should be brought in to school only on the appropriate day. This will vary depending on the sport being played but will probably consist of:

- Trainers for outdoor P.E
- Football boots, socks, shin pads
- Track suit (or similar jumper & trousers)

Please ensure that the child's P.E kit is in school every day and that it is in a bag with the child's name on. It is vital that all uniforms and PE kits are *clearly labelled* with your child's name.

## Absence from School

If your child is unable to attend school for any reason please telephone the school between 8.30 and 9.00am. This enables the school secretary to complete the attendance and School meals registers at the beginning of the day.

## Illness or accidents at school

Parents are asked to complete a medical form for their child before starting school to ensure that staff are aware of any illnesses.

Staff are under no obligation to administer any medicine (prescribed or otherwise) during a school day and most medicines can be given outside of a school day. However, if it is necessary to give a child medicine at school, the school ethos is to try and accommodate such requests whenever practical. Parents must make such a request in writing using the standard form held in the school office, which gives full details of the quantity, frequency and method of administration. All medicines must be brought to school by the parent and given to the class teacher or secretary with the completed form. The medicine must be clearly labelled with the child's name and should have the pharmacy dispensing label clearly legible.

All medicines will be stored in the fridge if necessary or in a locked medicines box in the school office (with the exception of inhalers, which will be kept in the classroom in a clearly labelled box so that the child has rapid access to it if they need to use it). Parents must collect the medicines from the school office at the end of each day. The medicine will be administered to the child in the office by the teacher / secretary.

If a child is taken ill or injured at school we may need to contact a parent or designated person to come into school and collect them. The school will request details of contact names and numbers when a child starts school.

Please ensure that the school is kept informed if any changes are made to these details. A record of all treatment will be kept in the school office and a copy given to parents when the child is collected or, if they do not need to go home, via the child after school.



## School Meals

The school has a well equipped kitchen adjacent to the school hall where all school meals are freshly cooked daily. The school meals are provided by North Yorkshire County caterers. They are committed to providing high quality, nutritiously balanced meals.

Freshly prepared meat, vegetables and fruit are included in the menu. Meals are served by our kitchen and supervisory assistants (our dinner ladies) who also supervise the playground, or hall during adverse weather conditions, throughout the dinner breaks. Good behaviour and table manners are encouraged at all times.

### Snack Shop

At morning playtime we offer a small selection of healthy snacks and juices. These include items such as toast, bagels and ciabatta as well as fresh apple or orange juice. There is a small cost for each item. Children can bring their snack time money in on a daily basis and give it to the class teacher during morning registration.



Also, as part of our commitment to health, each child has access to water throughout the day in order that they stay hydrated and better able to learn. Parents need to provide a plastic, non-spill water bottle for their child to keep at school which will be filled daily with chilled filtered water. The bottles will be sent home on regularly to be washed and must be returned to school the next day.

### Milk

The school is part of the Cool Milk Scheme which provides a fresh portion of semi-skimmed milk every day. If your child is under 5 they will receive this free of charge. Milk for children over 5 is offered at a subsidised rate which is payable directly to Cool Milk.

**Free school meals** If your child is in Key Stage 1 or Reception you are entitled to a free school meal. These are also available to you if your family income falls below a certain level permanently or for a short period only, either through unemployment or prolonged illness of the wage earner, one or more of your children may be entitled to free school meals. You can apply for or enquire about free school meals by contacting the local authority office (0845 0349421).

**Packed lunches** Children who prefer to have a packed lunch eat their meal under supervision in the dining hall. We ask parents who provide a packed lunch for their children to support the schools work on Healthy Eating by discussing healthy options with their children. Please label the box clearly with your child's name.

## Behaviour

We believe strongly that the best way to achieve high standards of behaviour is through encouragement, praise and raising a child's self esteem. Our behaviour policy clearly states how this will operate, and the way we will deal with any behaviour which falls below the standards we expect. Governors, parents, pupils and staff were all consulted about this policy, and the staff and pupils have agreed a set of clear, simple school rules.

## Charging for School Activities

### School Visits

We will often request that parents make a voluntary contribution towards the costs of a school visit to cover items such as admission charges, coach hire etc. Parents are under no obligation to contribute and there will be no discrimination against children whose parents have not contributed. However, the school reserves the right to cancel a proposed activity if it is apparent that there is inadequate funding for it to go ahead.



### Residential Visits

In Year 6 all children are given the opportunity to go on two residential trips during the summer term. One of these visits is to Sweden to meet with children from our partner school Gadden Scholan. The other visit is within the UK and is focused around outdoor adventurous activities.

The school can help to cover the cost of the residential visit to a North Yorkshire Outdoor Education Centre for those children whose parents are in receipt of Income Support or Family Credit (eligible for Pupil Premium).



## Payments to School

Throughout the school year there are occasions when payments are made to school such as dinner money (Key Stage 2 children only), school visits etc. Cash is accepted at the school office but we would encourage all parents to use an online payment scheme called ParentPay.

## Community and Parental Involvement

Support of the school's activities from parents and from the wider community is an important feature of school life. Parental and community involvement in school affairs is fostered as a result of a firmly held belief that a successful teaching situation is based on a four cornered partnership between children, teachers, parents and community. If the school is to function effectively and successfully it must earn the respect and support of all these vitally important agents.

We aim to ensure that our school is fully involved in the life of the local community. Children are encouraged to take part in annual local events e.g. the Village Show, Village Fair, and also in specific events such as the village celebrations at the local castle. We also encourage members of the local community to come into school and share their skills and knowledge with the children, and to participate in school events. We have been extremely grateful for the way that the local community has supported the school in raising funds for different improvement projects.

## The Parents Teachers and Friends Association (PTFA)

The school has the support of a Parent Teachers and Friends Association. All parents are automatically members and are represented by a Committee elected at the beginning of each school year. The PTFA organise a range of social and fund raising events throughout the school year.



## Parent Helpers

We are fortunate to have a number of parents and other members of the local community who contribute to the daily life of the school. They help in many ways, working with groups of children for activities such as reading, maths or other curriculum activities, including art, craft, sewing, and baking, helping with games, and accompanying educational and sporting visits. The presence of parents in school and their active support is really important to us. If any parent would like to help in any way, please talk to a class teacher or the Head teacher.



## **Communication**

A child will only reach his/her full educational potential if parents and teachers work in close co-operation. Communication, therefore, is of great importance and we try to achieve this in the following ways:

- 1) All parents are welcome to visit the school in order to discuss matters concerning their child. It would be appreciated if a telephone call could be made in order to arrange a convenient time.
- 2) Parents will be formally invited into school in the autumn term for an informal chat with their child's teacher, and again in the spring term to discuss their child's progress. In addition, a written report on each child will be sent home with your child towards the end of the summer term.
- 3) Newsletters giving dates from the school diary, information for parents concerning school visits, functions, etc. are sent home every week, often via email.
- 4) Class newsletters are sent home each term giving details of the curriculum for that term, any special activities, and ways in which parents can support their child's learning.
- 5) We are pleased to see parents and friends at the various school events arranged during the year.
- 6) We often use a text messaging service to inform parents of important information.

## **Governors**

Over recent years the role of school governors has changed dramatically. They now have a high profile in the actual running of the school.

The governors:

- must ensure that the curriculum is fully accessible to all children
- that the premises are fit for their purpose and that it is a safe, secure and happy environment for children and staff.
- are responsible for the finances of the school and agree on the annual budget for the school
- are responsible for all personnel issues regarding the school including the appointment of all teaching and support staff.

The school Governing Body meets half termly and consists of 12 members in total (6 parent governors, 5 community governors, 1 Local Education Authority governors and 2 staff governors)

## **Assemblies**

Each week there is a whole school assembly led by a member of the senior staff as well as class assemblies led by the class teachers.

There is a weekly achievement 'star of the week' assembly in which children are recognised for their achievements both in and out of school.

Pupils take part in the harvest festival and Christmas services in our local churches.

## Reading books and home learning activities

All children will bring home a reading book, which must be kept in a book bag at all times. Book bags are available to buy from the school office.

Please spend time each day sharing books with your child. For the younger children this will consist of informal activities to support their work in school. As your child progresses through the school the work will become more formal with activities such as reading, learning tables, number facts, spellings and other curricular activities. Please share in this important extension of school work and if you are concerned about anything please talk to your child's teacher. More information on home learning can be found in the school home learning policy.



## Child Protection

The school is actively concerned with promoting the welfare of the child and we follow Local Authority guidelines. In the event of a member of staff suspecting that a child may be the subject of some form of abuse they will inform the Headteacher who will take appropriate action as outlined in the Child Protection policy.

## Curriculum

Children learn best when they are interested and excited by what they are being taught and when the curriculum is varied and relevant to them. At Sheriff Hutton Primary School we aim to ensure that all children can learn effectively and enjoy their learning. We believe that it can and should be fun! However, in order for it to be effective it needs to be carefully planned so that it covers all the appropriate objectives, and builds upon earlier learning. We believe strongly that in order for children to make the best possible progress they need to know what they are learning and why, how well they are achieving this, and what they can do to improve and progress. They will then become active partners in their learning, and motivation and progress are much improved.



All classes have daily Literacy and Mathematics lessons. We aim to develop confidence and high standards in all aspects of these key areas. To achieve this, well-planned and well-structured lessons are delivered effectively in each class by teachers with excellent subject knowledge, and a thorough understanding of how children learn.

We comply with all the statutory requirements for the National Curriculum, and have regard to the range of non-statutory advice from the Department for Education and the Local Authority. The range of subjects taught is very broad, including the key “Core” subjects of Literacy, Maths, Science and ICT (Information, Communication Technology), and the “Foundation” subjects of Geography, History, Music, Religious Education(RE), Physical Education(PE), Art, Design Technology, PSHE (Personal, Social, Health Education and MFL (Modern Foreign Languages).

We arrange our curriculum around whole school themes for example ‘Chocolate’, ‘The 21<sup>st</sup> Century’ or ‘OurWorld’. Careful planning ensures that the whole curriculum is covered – the long-term plans for the school curriculum are grouped into a 2-year rolling programme.



The school has excellent ICT facilities including interactive whiteboards and at least 1 computer in all classrooms, laptop computers and ipad tablets. Physical Education is strongly represented at the school. Children will have experience of many different sports including cricket, Tag Rugby, tennis, football, hockey, netball, gymnastics, athletics and orienteering.

Music is another strength of the school. As well as whole class music teaching, children are able to join the school singing club, or learn to play a wide range of instruments with lessons from specialist music teachers.

At Christmas time KS1 children take part in a Christmas production while KS2 children perform in a carol concert.

The school is fortunate to have extensive school grounds, and these are used for many aspects of the curriculum. Each classroom has access to an “outdoor classroom” – an area where children can work and play, and the children in each class are involved in developing this area to maximise its use. Environmental education is very important to us, and children are involved in “gardening club”, thinking about how to develop the butterfly garden, vegetable patch and wild-life pond.

Visits and visitors are a regular part of school life at Sheriff Hutton and enrich and support the curriculum. KS1 pupils enjoy several visits including trips to local farms and our surrounding area whilst KS2 pupils participate in a range of excursions including travelling on the North Yorkshire Moors railway, as well as theatre and cultural exchange visits with pupils from Gadden Scholan in Sweden. Theatre groups perform at school several times each year, and we encourage a very wide range of individuals and groups to come into school. Their expertise and enthusiasm greatly enrich the curriculum.

## **Special Educational Needs**

We are an inclusive school where the teaching and learning, achievements, attitudes and well being of every child matter. Teaching activities are planned to meet the needs of all children, including those with physical, learning, social and emotional difficulties. Parents are encouraged to be fully involved in the education of their children. Where a child has additional educational needs, the school will ensure that the child’s parents are aware of how the school plans to address these needs and that they are involved as partners in the process.

## **Our Equality Policy**

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

As a parent, your support for your child’s education is crucial to their progress. Please tell us if there are any reasonable adjustments we can make which will help you to give this support.

## The Castle Club

We offer a breakfast club from 7.45am every day. The children can have a breakfast from a selection of cereals and toast with fruit juice. We currently have 8 places in our morning session.



Our after school club is held from 3:30 until 5:30pm, Monday to Friday. It can accommodate up to 16 children aged 4-11 and takes place on the school premises with the use of the outdoor area. A snack is provided then a wide range of activities are available to enable children to relax and unwind. It is proving to be a very popular club. There is a charge for this service.

## Extra Curricular Activities

The staff work very hard to provide many extra curricular activities and clubs at various times throughout the year. The school also allows outside agencies to come into school and provide specialist clubs to further broaden the choice and variety of activities it can offer the children.

These have included:

- Judo
- Football
- Netball
- Tennis
- Cookery
- Running
- Debating
- Choir
- Drama
- Cycling Awareness
- And many more!



## **The Staff (Academic year 2015 - 16)**

Headteacher	Mrs B Stell
Senior Teacher	Mr J Fewlass
Bulmer Class	Mrs S Holdsworth
Neville Class	Mrs J Bartlett
Galtres Class	Mrs D Pearson / Mrs B Stell
Howard Class	Mr J Fewlass
Secretary	Mrs S Bellwood
Teaching Assistants	Miss D Bennett
	Mrs K Thurstans
	Mrs A Priestly
	Mrs J Fenwick-Cross
	Mrs S Capper
	Mrs A Bastow
	Ms R Campbell
	Mrs S Fairclough
	Mrs C Morris
Caretaker	Mrs L Bourne
Cook in Charge	Mrs J Nicholson
Kitchen Assistant	Ms D Bendelow
Midday Supervisers	Mrs J Nicholson
	Mrs S Bellwood
	Ms D Bendelow

## **The Governors (Academic Year 2018-2019)**

Chair of the Governors	Mrs M Fisher (Community Governor)
Vice Chairs	Ms C Butt (Parent Governor)
	Mrs A Pitman(Community Governor)
Headteacher	Mrs B Stell
Staff Governor	Mr J Fewlass
LA Governor	Mrs P Southgate
Parent Governor	Mrs J Brownbridge
Parent Governor	Mr R Crabtree
Parent Governor	Mr D Noble
Parent Governor	Mr C Thorn
Community Governor	Vacancy
Community Governor	Mrs T Vass
Community Governor	Mr T Fisher
Clerk to the Governors	Mrs A Instone

