



# Romanby Primary School

## Parent/Carer Handbook

A step-by-step guide to starting our school



# Thank you for choosing Romanby Primary School

James Foxwell, Headteacher,  
says...

It's great news that your son or daughter will be starting at our school. Thank you for selecting us!

We need some information from you

Please follow the steps in this Parent Handbook and hand in your completed forms to the school.

Answering your questions

On page 10 is Key Information and pages 11-12 are answers to Frequently Asked Questions. If you have any questions that are not answered here, please contact the school office on 01609 781178 and we will be happy to help!

Policies and term dates

On page 13 are details of some important policies you need to know about and page 14 has term dates.

Welcome

Welcome to Romanby Primary School; I look forward to getting to know you and your child.



# STEP 1: Admission Form

## Romanby Primary School

Child's Surname:	Child's Forename:
Preferred Forename:	Middle Name:
Date of Birth:	Gender: Male / Female
Home Address:	
Postcode:	
Home Telephone Number:	

In cases of emergency it may be necessary for the school to contact parents/carers during school hours. Please ensure that the person you have added as a contact knows that you have given their information to us and why. Please provide an email address as we use email to send newsletters and other information home.

Parent(s)/Legal Guardian with whom the child lives:

Mother's name:	Father's name:
Address:	Address:
Home number:	Home number:
Mobile no:	Mobile no:
Email:	Email:
Workplace name (if applicable):	Workplace name (if applicable):
Workplace number:	Workplace number:
Other emergency contacts:	
Name:	Name:
Relationship to pupil:	Relationship to pupil:
Address:	Address:
Home number:	Home number:
Mobile number:	Mobile number:

Please give details of any further information you may wish to give about your child or family circumstances (including court orders, access and contact) :

# STEP 1: Admission Form

## Romanby Primary School

If your child has a brother or sister already in this school, please give details below:

Name:

Name:

Name:

### School Meals

Would you like your child to have school meals? Yes / No

Are you entitled to claim free school meals for your child? Yes / No

If you would like to claim free school meals, you do so via this link <https://www.northyorks.gov.uk/free-school-meals>

### Dietary Needs / Requirements:

Please give us details of specific conditions requiring special consideration, e.g. if your child requires a special diet due to a food allergy. This must be accompanied by a letter from a doctor. Without this confirmation we are unable to order specific ingredients for school meals.

Ethnic Group:

Religion:

Home Language:

Does your child speak any other languages, if so please state:

How does your child usually travel to and from school? (please circle)

Walk    Bicycle    Car    Taxi    School Bus    Car share    Other (please state)

Service Family (Forces): Yes / No

Any other information you wish to share:

Signature (Parent/Carer):

Date:

## STEP 2: Medical

### Romanby Primary School

As part of our medical and first aid procedures would you please complete the following form and return it to school as soon as possible.

Child's Name:

Doctors Surgery:

Surgery Telephone Number:

Does your child wear glasses? Yes / No

Does your child have any problems with hearing? Please give details below:

Does your child suffer with Eczema? Yes / No

Does your child suffer with Asthma? Yes / No

Does your child carry their own inhaler? Yes / No

Can your child self-administer their inhaler? Yes / No

I understand that my child must have a working, in-date and sufficiently full inhaler, clearly labelled with their name, which they will bring with them every day.

Does your child have any other allergies e.g. bee stings, nuts, etc? Please give details below including any medication:

Can we apply plasters to your child if necessary? Yes / No

Are there any other medical conditions we should be aware of? Please give details below:

If there are any changes in your child's medical conditions, it is essential that you inform us immediately. Failure to do so could result in your child's health being adversely affected. This is your responsibility.

Signature (Parent/Carer):

Date:



## STEP 3: Parental Permissions and Agreements

### Romanby Primary School

#### Photography and Video

Guidance from North Yorkshire Council advises schools to allow parents to exercise their right to choose whether their child can be videoed or photographed. We use these images to record school activities which happen on a day to day basis or when on school visits. Therefore, we would request that all parents complete the permission slip below which will apply to your child whilst they are attending this school. If at any time individual parents change their mind and do not wish their child to be photographed or videoed, then they can, of course, contact the school office. Please note that we do allow videoing of all school productions, unless there are Performing Rights restrictions attached to the production, in which case parents would be informed in the initial letter. We do allow parents to take photos at school events, e.g. concerts, sports events. However in accordance with the Data Protection Act 2018, parents must not post images including children other than their own, on social media or share them with the media, e.g. newspapers, television.

I consent to my child appearing;

On the school website	Yes / No
In printed school materials, for example the school prospectus	Yes / No
On the school Facebook or Twitter pages	Yes / No
In local newspaper articles or publications	Yes / No
In school performances that may be videoed and may be made available online	Yes / No

Child's Name :

Signature (Parent/Carer):

Date:

#### Online Safety

Digital technology is part of everyday life and an important part of every child's education. We do all we can to keep children safe in school by having a filtering system that restricts access to inappropriate online material, and by teaching children how to use the internet responsibly and safely. It is impossible to block everything that may be unsuitable and so our focus is on helping children to understand the risks in being online and to become responsible users of technology. To work towards this children are taught aspects of online safety in all year groups. Part of this teaching is based around our rules for safe use of the internet. These are discussed with each class every term in lessons and displayed in each classroom. We also revisit them if necessary.

We want the children to know that school and home are working together so we ask you to discuss these rules with your children – you may want to adapt them for home. We ask you to sign the online safety permission form after you have talked about the rules with your child. If you have any concerns about your child using the internet at school or at home, we can provide you with further advice and information.

#### Rules for Responsible Internet Use

The school has computers with internet access to help your learning. These rules will help you use the internet safely.

- I will only use my own login or my class login.
- I will take care of the computer and other equipment.
- I won't bring in USB drives or any other form of data storage from outside school.
- I will ask permission from a teacher before using the internet.
- I will only e-mail people I know or that my teacher knows about.
- All the messages I send will be polite and responsible.
- I will never give my name, address, telephone number or e-mail address to anyone over the internet.
- I will tell my teacher if I come across something that makes me feel uncomfortable or I think I should not have found.
- I know that the school may check my computer files and will know the internet sites I visit.
- I will not play games on the internet that might upset other children or that my teacher doesn't like.
- I will tell a grown up in school if someone is using a site I don't like.
- I will search sensibly and safely for things on the internet.
- I won't click on any pop-ups or adverts as they may infect the school computers with viruses.

I understand that I may not be allowed to use the computers in school if I break these rules. Any misuse will be recorded and may be reported to the appropriate authority.

Child's Name :

Signature (Parent/Carer):

Date:

#### Pupils and Parents Privacy Notice—General Data Protection Regulation (GDPR)

This privacy notice has been written to inform parents, guardians and pupils of Romanby Primary School about how and why we process your personal data.

Romanby Primary School is a data controller as defined by the UK GDPR. This means that we determine the purposes for which your personal data is processed and the manner of the processing. We will only collect and use your personal data in ways that are compliant with data protection legislation. The school has appointed Veritau Ltd as its Data Protection Officer (DPO). The role of the DPO is to monitor our compliance with the UK GDPR and the Data Protection Act 2018 and advise on data protection issues. If you would like to discuss this privacy notice or our use of your data, please contact Veritau or Debbie Kirby, School Finance Administrator. Veritau's contact details are: Schools Data Protection Officer, Veritau, West Offices, Station Rise, York, YO1 6GA [schoolsDPO@veritau.co.uk](mailto:schoolsDPO@veritau.co.uk) 10904 554025

#### **What personal information do we collect?**

The personal data we collect about you includes:

- Personal identifiers and contact details, including name, postal address, email address, phone number, date of birth, and pupil number.
- Educational and assessment attainment, such as early years, phonics and national curriculum assessment results.
- Characteristics such as free school meal eligibility and language spoken.
- Attendance information, including sessions attended, reason and number of absences, and previous schools attended.
- Behavioural information, including exclusions and any relevant alternative provision put in place.
- Safeguarding information, including but not limited to court orders and professional involvement and support.
- Child in Need or Looked After status, including episodes of being looked after or a child in need, adoptions, care leavers and outcome information.
- Healthcare and medical information such as doctor details, allergies, medication and dietary requirements.
- Photographs or video images, including CCTV footage .
- Information relating to school trips and extra-curricular activities.
- Records of communications and interactions we have with you.
- Equality monitoring information, such as your ethnicity, religious beliefs, sexual orientation and gender.
- Medical information relevant to pandemic management, such as your vaccination status and positive test results.
- E-monitoring information about your use of the school's network and IT systems.

#### **Why do we collect your personal information?**

We process your information for the purposes outlined below:

- To support pupil learning.
- To meet our safeguarding obligation to pupils.
- To monitor and report on pupil attainment progress.
- To provide appropriate pastoral care.
- To assess the quality of our educational provision.
- To meet the statutory duties placed upon us regarding DfE data collections.
- During a pandemic, to prevent the spread of infection and maintain adequate and safe pupil and staffing levels.
- To promote the school, including in newsletters, on the school website and social media platforms.

#### **What is our lawful basis for processing your information?**

Under the UK GDPR, it is essential to have a lawful basis when processing personal information. We normally rely on the following lawful bases:

- Article 6(1)(a) – consent
- Article 6(1)(c) - legal obligation
- Article 6(1)(e) - public task

Where we are processing your personal data with your consent you have the right to withdraw that consent. If you change your mind or are unhappy with our use of your personal data, please let us know by contacting Debbie Kirby, School Finance Administrator. There may be occasions where our processing is not covered by one of the legal bases above. In that case, we may rely on Article 6(1)(f) - legitimate interests. We only rely on legitimate interests when we are using your data in ways you would reasonably expect. Some of the information we collect about you is classed as special category data under the UK GDPR. The additional conditions that allow for processing this data are:

- Article 9(2)(a) – explicit consent
- Article 9(2)(g) - reasons of substantial public interest

The applicable substantial public interest conditions in Schedule 1 of the Data Protection Act 2018 are:

- Condition 6 - statutory and government purposes
- Condition 10 - preventing or detecting unlawful acts
- Condition 18 - safeguarding of children and vulnerable people

#### **Who do we obtain your information from?**

We normally receive this information directly from you, for example via admissions forms, or secure file transfer from a previous school. However, we may also receive some information from the following third parties:

- Department for Education (DfE).
- Local Authority.
- Other agencies working with the child/family, such as Police, Health Services etc.

#### **Who do we share your personal data with?**

We may share your information with the following organisations:

- Schools/education providers that the pupils attend after leaving us.
- Local Authority.
- Department for Education (DfE).
- National Health Service (NHS) bodies.
- Youth support services, where relevant.
- Other agencies working with the child/family, where appropriate.
- Relevant examination/awarding bodies.
- School suppliers and IT applications, where necessary.

For more information on information sharing with the DfE please visit the [DfE website](#).

We may also share information with other third parties where there is a lawful basis to do so. For example, we sometimes share information with the police for the purposes of crime detection or prevention. We also regularly share information with appropriate organisations for the purposes of arranging school trips.

#### **How long do we keep your personal data for?**

We will retain your information in accordance with our Records Management Policy and Retention Schedule. The retention period for most of the information we process about you is determined by statutory obligations. Any personal information which we are not required by law to retain will only be kept for as long as is reasonably necessary to fulfil its purpose.

#### **International transfers of data**

Although we are based in the UK, some of the digital information we hold may be stored on computer servers located outside the UK. Some of the IT applications we use may also transfer data outside the UK.

Normally your information will not be transferred outside the European Economic Area, which is deemed to have adequate data protection standards by the UK government. In the event that your information is transferred outside the EEA, we will take reasonable steps to ensure your data is protected and appropriate safeguards are in place.

#### **What rights do you have over your data?**

Under the UK GDPR, parents and pupils have the following rights in relation to the processing of their personal data:

- to be informed about how we process your personal data. This notice fulfils this obligation.
- to request a copy of the personal data we hold about you.
- to request that your personal data is amended if inaccurate or incomplete.
- to request that your personal data is erased where there is no compelling reason for its continued processing.
- to request that the processing of your personal data is restricted.
- to object to your personal data being processed.

Please be aware that usually pupils are considered to have the mental capacity to understand their own data protection rights from the age of 12 years old. The school may therefore consult with a pupil over this age if it receives a request to exercise a data protection right from a parent.

If you have any concerns about the way we have handled your personal data or would like any further information, then please contact our DPO using the details provided above. If we cannot resolve your concerns then you may also complain to the Information Commissioner's Office, which is the UK's data protection regulator. Their contact details are below:  
Phone: 0303 123 1113 or via their live chat. Opening hours are Monday to Friday between 9am and 5pm. You can also report, enquire, register and raise complaints with the ICO using their web form on [Contact us](#) | ICO.

We reserve the right to change this privacy notice at any time. We will normally notify you of changes that affect you. However, please check regularly to ensure you have the latest version.



### What are our school times?

#### EYFS/Key Stage 1

- Morning session 8.50am to 12.00pm
- Morning break 10.10am to 10.25am
- Afternoon session 1.00pm to 3.25pm

#### Key Stage 2

- Morning Session 8.50am to 12.10pm
- Morning break 10.45am to 11.00am
- Afternoon Session 1.10pm to 3.25pm

### Wraparound care

Cabin Crew is an independent provider of before and after school childcare located on our school site. Please phone 01609 778352 for further details.

### Arrivals and departures

Parents should be aware that supervision cannot be guaranteed before 8.50am when the school doors are opened and it is therefore unwise to allow children to arrive any earlier than this time. Lessons start straight away so please try to make sure that children arrive at school on time.

Parents are asked to arrive promptly at the end of the day to collect their children. If there is an emergency which means you will be late, please ring the school and let us know.

Children should not use the adventure play equipment before or after school

### Uniform

We have a school uniform and encourage our children to wear it with a sense of pride. All clothing should be labelled with your child's name. We have two suppliers for school clothing who provide dedicated websites where you can buy our clothing online.

[www.school-shop.co.uk](http://www.school-shop.co.uk) and <https://myclothing.com/romanby-primaryschool/23251.school>

The websites display the specific products for our school.

Our uniform is:

- Navy sweatshirt or cardigan
- Red or white shirt / polo shirt
- Plain dark coloured trousers, shorts, skirts, summer dresses or pinafore dresses
- Black school shoes.

### P.E.

Our PE kit is:

- Plain white T-shirt
- Plain dark coloured shorts
- Trainers for outdoor work

A tracksuit or sweatshirt / jogging bottoms can also be worn in colder weather. We do not allow football strips or t-shirts with logos. Children can come to school in their PE kit on the days that they have PE lessons.

### Outdoor clothing

Outdoor clothing should be suitable and appropriate to the school environment and the playground. The outdoor environment is used to support teaching across the curriculum and so children should bring an outdoor coat each day.

### Food in school

#### School meals

Our school meals are prepared using fresh ingredients with choices ranging from traditional recipes such as roast dinners to pasta dishes and curries. Children choose their meal each morning. Water is available at every meal.

Children are encouraged to be independent by collecting their own meal, carrying it to their place and clearing away afterwards. We encourage children to try new things, with a particular emphasis on trying fruit and vegetables.

The cost is £2.95 per day or £14.75 per week and dinner money should be paid online using ParentPay. There is a minimum transaction amount of £2.95 on ParentPay. Children in Key Stage 1 are currently all eligible for a free school meal.

#### Free School Meals

Some children may be entitled to free school meals if their families meet the criteria. If you think you are entitled to free school meals please ask at the school office for a form if this is the case.

#### Packed Lunches

Children may bring a healthy packed lunch instead of having a school cooked dinner. As we have children in school with allergies we ask that packed lunches do not contain nuts and, as part of our commitment to healthy eating, we do not allow fizzy drinks or sweets.

Lunch boxes should be clearly labelled with your child's name.

#### Drinks

Children can bring named water bottles to school if they wish. We have water dispensers so that they can re-fill their bottles at break time.

#### Snacks

Children are welcome to bring in a healthy snack such as a piece of fruit for morning break. All children in our Foundation Stage / Key Stage 1 classes receive a free piece of fruit each day as part of the national fruit scheme. Please note that sweets are not allowed in school and biscuits are not allowed at breaks.

### Child Protection and Safeguarding Children

Romanby School is committed to ensuring the welfare and safety of all children in school. All North Yorkshire schools, including Romanby School, follow the North Yorkshire Safeguarding Children Partnership procedures. The school will, normally, 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 the school website.

### Frequently Asked Questions

Here are our answers, to what we find, are the most frequently asked questions. If you have any further questions that are not answered here, please contact the school office and we will be happy to help.

#### Absence

Romanby Primary School is committed to providing an education of the highest quality for all its pupils and recognises this can only be achieved by supporting and promoting excellent school attendance for all. This is based on the belief that only by attending school regularly and punctually will children be able to take full advantage of the educational opportunities available to them. High attainment depends on good attendance. It is vital that your child attends school regularly and punctually.

We aim for a minimum of 96% attendance from all children. If your child is absent from school due to illness, please phone the school with the reason. If we do not hear from you by 9.30am each day, we will phone you to check that your child is safe. Please note that we have a duty to do so under Child Protection regulations.

#### Punctuality

Lateness is very disruptive for your child and the class so please be prompt at the beginning of the school day. All late marks are recorded and regular lateness, as well as poor attendance, may be referred to the Educational Welfare Officer.

North Yorkshire Council, as the Local Education Authority, may fine parents who take term time holiday, are persistently late or absent from school.

The registers will close at 9.30am and 1.25pm. Any pupil who arrives after the closing of the register will count as absent. Pupils who arrive after 9.15am but before the register closes will be counted as present, but late.

#### Attendance

The Government has stated that once a child's attendance figure reaches 90% they are classed as persistently absent. This equals nineteen school days, so please help your child by ensuring they are in school unless there is valid reason for their absence. We aim for at least 96% attendance.

#### Holidays

Amendments to the Education (Pupil Registration) (England) Regulations 2006 which came into force on 1 September 2013 remove all reference to 'family holidays' as well as the statutory threshold of 'ten school days'. The amendments make clear that head teachers may not grant any leave of absence during term time unless there are exceptional circumstances. School will consider every application for a holiday in term time individually, whilst paying heed to the statutory regulations. In line with these amendments, our policy is NOT to grant leave of absence for a holiday other than in the most exceptional circumstances. All school holiday dates are published to parents one year in advance. If you do need to go away in an emergency, there are forms to complete at the school office, and these should be completed in advance.

#### Clubs and Activities

We offer a range of lunchtime and after school clubs for our pupils. Look out for further information about the different clubs available each term in our school newsletter. A number

of after school activities are also offered by external providers at a cost to the children. There are a wide variety of after-school clubs and something for children of all ages to enjoy. Recent clubs have included:

- Football
- Choir
- iCreate
- Multi sports

Children can learn to play a variety of musical instruments and there is an annual concert to which parents are invited.

#### Jewellery

Jewellery is not allowed except for a watch and one pair of stud earrings. If your child wants to have their ears pierced during the summer holidays, please arrange it for the beginning of the break because pierced ears take six weeks (and sometimes longer) to heal.

#### Educational Visits

These visits are an enhancement to the school's curriculum and we rely on our partnership with parents to help us provide the best learning opportunities for the children in our care.

The educational value of all proposed activities and visits as well as the health and safety of the children is carefully considered by staff. Voluntary contributions towards the cost of these visits will be requested from each participating family. Each visit / activity will only take place if sufficient voluntary contributions are received to enable us to fund it. If the visit / activity goes ahead all relevant children will participate whether or not their parents have made a voluntary contribution. If the shortfall of voluntary contributions is so great that the visit / activity cannot proceed, all monies will be returned to parents.

Parental permission is always sought before any educational visit takes place. We will always seek your permission if any activity takes place after school. If we are playing a sport at another venue we will try to arrange transport – but it may involve children sharing lifts in other parents' cars. We will always inform you of the arrangements. We will ensure that children are brought back to school but it is the parents' responsibility for ensuring that appropriate arrangements are made for your child to get home from school.

#### Collective worship

We hold a daily act of collective worship. Themes are broadly of a Christian nature as well as acknowledging the major religious festivals of others. Collective Worship is a time when we show respect for others, share our feelings and beliefs and come together as a whole school community. We feel that this is an important time of the day and ask parents who are considering withdrawing children from collective worship to discuss the matter first with the Headteacher.

#### Homework

All children have regular homework. This may be reading, spellings, times tables to learn, work to complete or research to do. We are aware that many children have activities that they attend outside of school and so we aim to give a few days for homework to be completed. There is lots of information available on our website to help you support your child with the curriculum and their learning at home.

### Rights Respecting Ambassadors

A Rights Respecting School group, consisting of two elected representatives from each class, meets weekly and is supervised by a member of staff. Each year they decide on fund raising ventures and bring matters of concern from their classes to discuss or ask their classes to vote on issues arising from meetings. Children from each class are elected by their peers and the group contributes to whole school decisions.

### Special Educational Needs

We are committed to a broad and balanced curriculum for all our pupils. We discuss any support plans with parents and provide regular feedback on progress. Your child's class teacher, the SENCO and head teacher will work closely with you as parents to ensure that a manageable and achievable plan can be put in place for your child. External agencies may need to be consulted on some occasions but only with prior consent from parents. The needs of your child will be clearly identified and outcomes and targets will be set and reviewed regularly with the child, parents and professionals (within school and from outside agencies).

### Access

Children with a physical disability are fully supported in accessing all parts of the school. We have a lift in the school building making it accessible to wheelchair users.

### Children with high learning potential

We recognise that all children are individuals with their own specific needs, gifts and talents. Children with high learning potential are also identified and will be challenged and encouraged to develop these further.

### Charging and Remissions policy

We are committed to giving every child as many opportunities as possible. We have to charge for some of these, e.g. residential visits, instrumental music lessons, transport for various activities. The Governing Body have set general principles for the costs of such activities. These are that:

- Parents will be given clear information about the cost of visits in good time.
- The school will operate a savings system for any parent who requests it.
- Parents will be encouraged to discuss any difficulty in paying with the Headteacher, (these discussions will be confidential).

Parents can request to see the full Charging & Remissions policy at any time and it is published on the school's website. It is hoped that parents will be prepared to make the necessary voluntary contributions towards these activities. If this causes difficulties we hope you will contact the school.

### Emergency arrangements

As some teaching staff do not live near the school, it is possible that when road conditions are difficult or there are disruptions to public transport, they may be unable to reach school on time. If there is bad weather, please do not leave your child at the school or send them off to school before you check that there is someone here to receive them. Announcements will be made by text, emails and via local radio stations.

You can also check the North Yorkshire Council website for school closures.

### Illness and Medicine in School

When your child starts school you will be asked to fill in various forms to ensure that we have all the information we need to support your child in school.

Although we do the best we can, there is no comfortable and quiet place for children who are ill in school. Therefore if your child becomes ill, parents (or the nominated emergency contact) will be informed by telephone to make arrangements for the child to be collected from school by a responsible adult.

Children who are suffering from routine short-term ailments such as coughs and colds should be kept at home if they are too unwell to attend school. Children with sickness and/ or diarrhoea should not be in school until 48 hours after their last bout of sickness or diarrhoea.

If an accident occurs in school that requires immediate medical attention, parents are contacted and the child is taken to Accident and Emergency.

Administering prescription medicines to children is the responsibility of parents not the school. Where it is essential that a child takes medicine during the day and a parent cannot be available to administer the medicine a form is available from the office which needs to be signed by a parent/carer and on which we ask you to provide full instructions for the administration of any medicine. All medicines must be clearly labelled with the child's name and the dose. Staff are only allowed to administer prescription medicines.

Children are expected to carry and be responsible for their own asthma inhalers. Any other medication is stored securely in school.



### Parental Involvement

Romanby School is a very happy and friendly school. We aim to work in partnership with parents, carers and the local community to give children the best possible education. You are your child's first and most important educator. At school we value and appreciate the important role you have to play in supporting your child in developing a positive attitude to school and learning. Schools can't educate children alone. We need your support.

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

We work hard to develop links with parents and carers. Parents are welcome to call in to school if they have a concern. The class teacher or Headteacher may be able to see you immediately or, because of teaching commitments, you may be asked to make an appointment. There is also the opportunity each term for a formal meeting where you are welcome to meet with your child's teacher, discuss your child's progress and view their work.

For your reference, our website has curriculum information and we also produce a fortnightly newsletter to keep you informed about important information and events. Parents are also invited into school for open afternoons, concerts and plays. Parents are also very welcome at our wide range of sports events.

We take pride in the diversity of our school community and value the contributions made by all. Anyone wishing to help in school is asked to contact their child's teacher. As part of our child protection procedures we may ask parents who regularly help in school to be checked by the Disclosure and Barring Service.

### Contacting Parents

We use text and email as a way of communicating with parents. It is important to inform the office of any amendments to contact details including e-mail addresses and mobile phone numbers.

ParentPay is the secure online payment system used by parents for paying for dinner money, school visits swimming etc. We use Marvellous Me for sharing curriculum work. You will receive details of how to register for these services early in the new term. Please register as soon as you can so that you can begin to receive the newsletter, emails and texts from the school and can have the facility to make secure, online payments.



### Policies

#### Why do we need policies?

For a school to offer high quality education and care, it needs policies. Policies help develop and define a set of consistent rules, regulations, procedures and protocols.

#### Parents need policies

Policies are also useful to parents. For example, a prospective parent might wish to view a school's behaviour policy or special educational needs policy before deciding whether to apply for their child to attend the school.

#### High standards

At Romanby Primary School we believe policies are vitally important and help us to create standards of quality for learning and safety, as well as expectations and accountability. If you want to know what policies we have, you can call the school office or visit the school website [www.romanby.n-yorks.sch.uk](http://www.romanby.n-yorks.sch.uk), click on 'School Information' and scroll down to 'Policies' where you can read some of our key policies.

#### Key policies

Some of our key policies are:

- Admissions
- Attendance
- Anti-bullying
- Behaviour
- E-Safety
- Equality
- SEND
- Charges and Remissions
- Complaints Procedure
- Child Protection and Safeguarding



### Behaviour

Within school some rules are essential; these are mostly matters of common sense to ensure the safety of the children. The emphasis in the school is to praise good behaviour, attitude and effort and increase children's awareness of the need to make a positive contribution to their community. When sanctions are necessary they will be appropriate to the child and the incident.

We have adopted the Secrets of Success devised by Chris Quigley as a way of helping the children to learn about their behaviour, attitudes and values. After discussions with staff and children we have incorporated these ideas into our whole school expectations of behaviour.

We have based these expectations around the rights of everyone in school to be treated with respect, to have the right to learn and to have the right to stay safe.

Standards of behaviour are high but where problems arise, they are dealt with initially by the class teacher or teacher on duty in an appropriate manner. Bullying, in any shape or form, is unacceptable and is dealt with swiftly when teachers are aware of it. A copy of the school behaviour policy is available from the school office on request.

### Curriculum

At Romanby our curriculum is based around the Cornerstones Curriculum, a nationally recognised approach for delivering outstanding learning opportunities for children.

#### What is the Cornerstones Curriculum?

Our curriculum is a broad and balanced, knowledge rich primary curriculum. It is based around the evidence informed Cornerstones Curriculum model. Its content is delivered through a range of subject-specific projects, which last either a full term or half term.

We believe children learn better when they are encouraged to use their imagination and apply their learning to engaging contexts. Our curriculum provides lots of learning challenges throughout the academic year that requires children to solve problems, apply themselves creatively and express their knowledge and understanding effectively across the curriculum.

#### How it Works?

Children will progress through four stages of learning in each ILP – Engage, Develop, Innovate and Express. To find out more about these stages please click on the link through to our curriculum statement on our website:

<http://romanby.n-yorks.sch.uk/children/curriculum-2024/>

### Autumn term

Tuesday 3 September 2024	First Day of Term
Thursday 24 October 2024	Half Term Holiday begins
Monday 4 November 2024	Pupils return to school
Friday 20 December 2024	Last Day of Term

### Spring term

Tuesday 7 January 2025	First Day of Term
Friday 14 February 2025	Half Term Holiday begins
Monday 24 February 2025	Pupils return to school
Friday 4 April 2025	Last Day of Term

### Summer term

Tuesday 22 April 2025	First Day of Summer Term
Friday 23 May 2025	Half Term Holiday begins
Monday 2 June 2025	Pupils return to school
Friday 18 July 2025	Last Day of Term

### Training Days:

2 September 2024, 25 October 2024, 6 January 2025, 21 July 2025 and 22 July 2025.



If you would like this information in another language or format such as Braille, large print or audio, please ask us.

यदि आपनि এই डकुमेंट अन्य भाषाय वा फरमेटे चान, ताहले दया करे आमादेरके बलून।

如欲索取以另一語文印製或另一格式製作的資料，請與我們聯絡。

اگر آپ کو معلومات کسی دیگر زبان یا دیگر شکل میں درکار ہوں تو برائے مہربانی ہم سے پوچھئے۔

Aby otrzymać te informacje w innym języku lub formacie, np. w alfabecie brajla, w wersji dużym drukiem lub audio, prosimy się z nami skontaktować



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