

Middleton-on-the-Wolds C of E Primary School



School Prospectus 2024/25



Middleton-on-the-Wolds Primary School

Welcome to our School

We hope that you find our school prospectus informative. It should give you a good overview of some of the excellent experiences that we and our pupils share together as we seek to make our school a place of high-quality learning and interaction. We value and look after the needs of every child and strive to make sure that all of our pupils enjoy their time here. It's a place to make friends and start on the lifelong learning journey. We recognise that children have one chance to enjoy their primary school lives; we do all that we can to make sure it is a special experience.

Our school belongs to a Federation of 3 schools; Middleton on the Wolds CE primary school, Beswick & Watton CE primary school and Bishop Wilton CE primary school. All three of our schools are proud of their educational heritage and the fact that generations of children have left with a love of learning, well prepared for Secondary School and adult life. The Federation values both academic and personal success and aims to provide our pupils with the learning experience, care and support they need to achieve this. We encourage pupils to develop as creative, innovative and responsible individuals within a learning community that values the input of the pupils themselves as well as parents, Governors, the Church and the wider Community.

The Federation, initially established in 2007, provides strength and stability to the individual schools. All three schools foster an ethos of care and commitment in developing the 'whole child' in the belief that each person is created in God's image. Achievement is promoted and valued across all areas of the curriculum and school life, underpinned by happiness and the opportunity to succeed. Our motto of 'Love, Laugh, Live and Learn' can be seen in all that we do.

You are warmly invited to make an appointment to visit our wonderful schools – we look forward to welcoming you!

Mrs Elizabeth Harros – Head Teacher

School Information

Address:	Middleton-on-the-Wolds Primary School Station Road Middleton-on-the-Wolds Driffield East Yorkshire YO25 9UQ
Telephone:	01377 217323
Fax:	01377 217323
Email:	middleton.primary@eastriding.gov.uk
Website:	www.thewoldsfederation.co.uk
Type of school	Voluntary controlled co-educational day Primary School, being affiliated with the Church of England but being administered by the East Riding of Yorkshire Council.
Pupils on roll:	56 as of September 2024
Type and age range:	Primary school 2-11 years
Headteacher	Mrs Elizabeth Harros
Chair of Governors	Ms Anna Trever
School hours:	Morning 08:50 – 12:00 Afternoon 13:00 – 15:30
Local Education Office:	County Hall Beverley East Riding of Yorkshire HU17 9BA
Telephone:	01482 887700



Our Christian Vision is that our children will be agents for change in their own lives, in their local community and in their global community.

“The child Jesus grew and became strong; he was full of wisdom gaining favour with God and with people. “Luke 2:54”

Middleton on the Wolds CE Primary School provides education based on the principles and practices of the Church of England. Christian values underpin all aspects of the school's work. Together, we have chosen our six main values of: Courage, Thankfulness, Forgiveness, Responsibility, Love and Honesty. All three schools in the Wolds Federation share these common values.

We aim to nurture and maximise the full learning potential of each child, and foster their spiritual, moral, cultural, mental and physical development. We aim to:

- create a happy and caring environment;
- help children to learn that courtesy, good manners and consideration for others are very important qualities;
- encourage children to be self-disciplined, independent and industrious, to take pride in their achievements, and to be generous in their friendship;
- promote good relationships;
- learn alongside the children and inspire self-motivation;
- treat each other as individuals, regardless of gender, nationality, religion or ability and provide teaching appropriate to each pupil's needs;
- have ambitious but realistic expectations of each child;
- work together closely as a team to provide a quality learning environment for our children;
- prepare our pupils for the responsibility and experiences of adult life to enable them to develop as well-rounded members of society;
- show unconditional positive regard for all.

Our motto of 'Love, Laugh, Live, Learn' is evident in all that we do.

Governors' Statement of Aims

The Governing Body, by collective endeavour and through the promotion of open and honest discussion, debate and action in all its work, will:

- Help to maintain and develop in the school a caring, safe, orderly and happy environment where effective learning and teaching provides the opportunity for everyone to achieve and attain.
- Ensure that the interests of all pupils, staff, parents and the local community are served to the best of its ability.
- Celebrate individual and collective success and continually strive for excellence.
- Promote the school as an integral part of the local community.
- Fulfil its statutory obligations and make the most effective use of all the available resources.
- Through example and practice, support the promotion of every pupils' spiritual, moral, social and cultural development.

Home-School Agreement

HOME/SCHOOL AGREEMENT

The School will:

1. Endeavour to fulfil the school aims (as set out in the School Prospectus).
2. Be open and welcoming at all times and offer opportunities for you to become involved in the daily life of the school.
3. Keep you informed about school activities through regular letters home and a weekly newsletter.
4. Contact you if there is a concern with regard to the well being of your child, attendance, equipment (e.g. P.E. kit, homework diary, indoor shoes) or behaviour.
5. Arrange parents' evenings during which your child's progress will be discussed.
6. Set and monitor homework in accordance with the school's homework policy.
7. Ensure that parents are informed about the school's guidelines and policies for behaviour.

The Parents: I/We shall try to:

1. Get to know about my/our child's life at school.
2. Let the school know about any concerns that might affect my/our child's work, behaviour or well being.
3. See that my/our child goes to school regularly and properly equipped (e.g. P.E. kit.)
4. Let the school know about absences and changes in emergency contact names, addresses and phone numbers.
5. Attend parents' evenings and discussions about my/our child's progress.
6. Support my/our child in homework and other opportunities for home learning.
7. Support the School's policies and guidelines for behaviour and encourage my/our child to keep the School's Golden Rules.

The Child:

I will follow the School's Golden rules:

Do be gentle

Do be kind and helpful

Do work hard

Do look after property

Do listen to people

Do be honest

Visiting Arrangements

We encourage prospective parents to visit our school. Parents/Carers can telephone if you are considering sending your child to the school and an appointment will be made for you to visit. You will be welcome to look around the school and have the opportunity to meet all staff and the appropriate teacher who would be concerned with your child's education.

Children who are to be admitted to the school in September of the school year in which they reach age of 5 years will be invited to attend some half-day sessions during the last half of the Summer Term previous to their starting date (if they are not already attending our Nursery). This helps children and parents familiarise themselves with the school, building, staff and daily routines and it enables them to meet their peers.

A meeting for all these new parents and entrants is held prior to the half-day visits to give more information about the school.

The school's current admission arrangements adhere to the published criteria of the East Riding of Yorkshire Council.

School Times

The school sessions are:

08:45 a.m. - 12:00 noon
1:00 p.m. - 3:30 p.m.

Children are requested to arrive at school not more than ten minutes before the start of the morning and afternoon sessions and parents are asked to note that no responsibility can be accepted for children who arrive earlier. Those children who arrive at school prior to 08:40 a.m. and are unsupervised will be sent to Breakfast Club and parents/ carers will be charged for this service.

At 8:40am the teacher unlocks their classroom door and goes out to collect the children from the playground and lead them into the classroom. If there are any messages that parents need to make the teacher aware of, this is a good time to pass these on. We ask that the parents stay in the playground at this point and do not come into school with the children. There is another member of staff in the classroom to meet them. There is five minutes for the children to get settled and lessons will start promptly at 8:45am.

Children in Reception come into school through the Foundation Stage door. This door is also unlocked at 8.40am. The door for the nursery children to enter the classroom remains open until 9:00am.

Children who attend breakfast club are taken straight to the classroom at 8:40am. Children who arrive to school on the bus are met by a member of staff who supervises the children safely to the playground and takes the foundation stage children to their door.

If children are not in the playground by 8:40am, they will need to come into school by the main entrance. All children who arrive after 8:45am must be signed in at reception. Any children who arrive in school after the register is taken at 8:45am will be marked as late. Any children arriving after 9:15am, unless they have a medical appointment, will have an unauthorised mark.

Leaving School Early

We would ask parents to note that children who have appointments for the dentist etc., can only leave school during normal school hours if collected from school by parents and signed out by them in the office. They will only be released from school care to another named person if that person is on our records as allowed to collect. Written permission must be given by a parent or carer for any person not on the data collection sheet.

School Uniform

Our uniform gives the children a feeling of identity and helps promote an atmosphere of equality with high standards of behaviour and achievement.

All uniform can be purchased from Drury Sports in Drifffield.

Our recommended dress is:

Grey or black knee length skirt, pinafore dress or trousers
White or pale blue blouse/polo shirt (polo shirt available with logo)
Navy jumper, sweatshirt, fleece, or cardigan (Sweatshirt, fleece & cardigan available with logo)

In Summer: Blue & white check dresses, culottes or playsuits can be worn or if preferred grey or black shorts may be worn.
We encourage the wearing of baseball caps and other sun hats during sunny weather (baseball caps available with logo)

Also available in our uniform range with the school logo embossed is a navy blue waterproof coat.

The children are asked to change their footwear when coming indoors, especially in the wintertime. Just as at home, we have many areas which are carpeted and we encourage children to take care of school and not to come indoors with wet or muddy shoes. It is therefore important that each child has a suitable pair of indoor only plimsolls (also used for P.E.), which can be left at the school during term time.

Please label all school wear, P.E. kit, shoes and indoor shoes.

Clothes for P.E.

It is essential that children bring a suitable change of clothing and footwear for P.E. and games, especially when in Key Stage 2 (Juniors).

(Please note: P.E. is not an option and all children should be suitably kitted out. P.E. should only be missed if a letter is received from parents explaining any medical problem which prevents participation.)

For indoor activities:

Black or navy shorts. PLAIN white round-necked T-shirt or white T-shirt with printed school logo. Plimsols.

For outdoor activities:

KS1 - In the summer term suitable footwear required for outdoor activities. Children will only be invited to change for athletic type activities in the summer term.

KS2 – Black or navy shorts. PLAIN white round-necked T-shirt or white T-shirt with printed school logo.

Tracksuit as the weather gets colder.

Trainers.

Football-Hockey boots (optional)

Jewellery

It is essential, for their own safety that pupils are appropriately dressed for the activity in which they are taking part, and that all jewellery is removed. In the case of pierced ears, please note that studs are advised and these should be removed for P.E. or parents should provide sticky tape to cover the earrings.

Hair

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

The Curriculum

When children join us in Reception the children follow the Foundation Stage Curriculum, which covers the six areas of learning these are:

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

This provides the foundation upon which all other learning is based. We try to build the work around the same themes as Key Stage 1 (the rest of the class), so there is some integration with the class. The outdoor environment is also a very special part of the Foundation Stage curriculum. As such it is carefully planned for and available each day. The reception class has it's own specially equipped outdoor area. The teaching to achieve these early learning goals will be through firsthand experience and structured play. The areas of experience will be linked to the National Curriculum. As children move from Reception into Year 1 and until they leave us at the end of Year 6, we follow the National Curriculum.

WE BELIEVE:

Effective learning is at the heart of teaching. We regard all children of equal value but recognise that each has different strengths and weaknesses and have different needs. We aim to help each child in every area of their development by offering them a varied, but balanced programme of learning in which each can find success and grow in confidence and independence. Each child needs to be given opportunities to develop an enquiring and creative mind; a reasoned set of attitudes, values and beliefs, and to help them to become effective members of a group and the wider community in which they live, as well as society generally.

We try to present the school as an attractive and cared for learning environment which is both stimulating and aesthetically pleasing. In all areas of our work we shall be following the National Curriculum which consists of the core subjects: - Mathematics, English, Science and Information & Communication Technology. Foundation subjects: - History, Geography, Design Technology, Personal, Social, Health & Citizenship, Art, Music, Physical Education, French and R.E. We use a thematic approach, which makes maximum use of the children's interest, the environment, community, and the expertise of local people and encourages first hand experience. By providing a broad-based curriculum, we enable knowledge and ideas, skills and attitudes to be built upon and developed in a meaningful context. Underpinning this thematic work are what are importantly basic subjects, and throughout the school each child follows carefully graded work in Numeracy and Reading and Writing.

Through long, medium and short-term planning we incorporate continual teacher assessment into our curriculum.

The school has a computer suite with interactive whiteboard and Internet connections with the use of broadband and this enables the teaching of skills related to computer assisted learning to take place. We also have computers in every classroom to promote this learning across the curriculum. As the amount of Internet work has increased, additions to our ICT Policy have been agreed to cover its use. We have rules for Internet use agreements, which is renewed each year at parents' evening, where your child will take part in a workshop about the agreement. Please find below a copy of the agreement.

Internet Agreement

Using the Internet at School

As part of our school's curriculum enhancement and the National Grid for Learning Project, we are providing pupils with access to the Internet. This access will increase in the future.

Pupils will be able to research information from museums, libraries, educational organisations, and suitable Websites, and obtain a rich variety of resources from around the globe to enhance their studies. They will also learn to exchange email with pupils in partner schools.

The access to the Internet comes through ERIL, the East Riding Intranet for Learning. The Intranet is a secure community network for schools and provides a number of safeguards from 'undesirable materials' including 'filtering' and 'blocking' software. ERIL is managed on behalf of the Local Education Authority to ensure a customised service for our pupils and teachers.

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

School Rules

1. Permission is sought from a teacher, each time, before you log on.
2. When using the Internet, you stay on task, using and researching only the specific areas as outlined by your teacher.
3. You log off immediately you have completed your set task/research.
4. You tell the teacher or another adult (nobody else) if you accidentally access inappropriate material.
5. All emails are to be checked by your teacher before they are sent/received.

Collective Worship

As a Church School we have strong links with the Parish and Diocese. Our Worship Policy states, "

At the Wolds Federation we consider collective worship to be a significant and educational activity that reflects and explores the school's distinctive Christian character and contributes to the academic, personal development and wellbeing of all learners. Acts of collective worship are inclusive, that is aimed at all those gathered. They are regarded as special times within the day and aim to develop the whole child, contribute towards fulfilling the ethos and vision of the School and enhancing R.E. The school has links with St. Andrew's Church, Middleton-on-the-Wolds. Children attend the Church for a variety of services throughout the school year. Representatives from the Church also visit school to take assemblies.

The School recognises the right of parents to withdraw their child from collective worship but members of staff feel that pupils so excluded would miss a lot of the corporate life of the school. We therefore request any parent thinking of exercising their right to discuss the matter with the Headteacher and/or the Chair of Governors before taking further action.

RE

As a voluntary aided Church of England School, we follow the Hull and East Riding Agreed Syllabus for Religious Education. The children learn about Christianity as a major world faith but also learn about other faiths and belief systems.

Health & Sex Education

Health Education helps children to develop self-esteem, self-awareness and a sense of general safety and well-being through understanding their body, the relationships they form with others and the effects of the environment and community in which they live.

At Middleton School, we do not believe in formal sex education lessons, but sex education is incorporated into the curriculum, through the study of me looking after myself, me and my relationships and me and my community and environment.

We also want to develop an awareness of how drugs are used and misused and the subsequent effects on individuals, families, and our society.

Our Health Education Policy and scheme of work (including sex education) is available at school for any parent to read. Also, the Headteacher is willing to talk through our approach with any parent who has concerns.

Every parent has the right to withdraw their child from sex education but if any parents wish to exercise their right, they are asked to discuss the matter with the Headteacher and/or the Chair of Governors before taking further action.

Sporting Aims & Provision

The sporting aims of the school are met through both curricular input and the provision of extra-curricular activities. All children are expected to participate in all P.E. activities. Throughout their time at Middleton School children will have experience of dance, gymnastics, athletics, and outdoor games. Together these promote the children's physical development, an awareness and understanding of the body, the development of skills and imagination and an appreciation of creative performances. Most importantly, it is hoped that the children will gain enjoyment from physical education and pursue sporting activities in their private lives, thus promoting a healthy lifestyle.

There are numerous opportunities for the children, as they get older, to take part in sporting activities such as rounders, cricket, netball, football, rugby, tennis, hockey and athletics. All Years 3 & 4 children attend swimming lessons at Driffeld Sports Centre. From 2020, any children in Years 5 & 6 who have not gained their level 2 will also attend the lessons.

A games club operates during late autumn, spring and summer terms. The school is affiliated to the Driffeld Sports Association and takes part each term in a range of knockout tournaments. Home and away matches in each sport are also arranged during the school year. We take part in various tournaments with our cluster group of schools, known as "The Wagoners." Help with transport for away matches is essential for them to take place.

The school has its own Sports Development Officer, providing a wealth of sporting opportunities for each and every child.

Music Tuition

Local Education Authority Music Service

There is now available, for Year 4 children onwards, the possibility of violin or guitar tuition by the East Riding Music Service. The exact details of this provision will vary from year to year, but parents will be kept informed of availability and conditions.

Recorder Playing

Every child in Year 1 upwards has the opportunity to learn the recorder during the music lessons. A school recorder is available to all children who wish to play.

SATs

In the summer term for Year 6 and during the year for Year 2, the children carry out the required Standard Assessment Tasks and Tests (SATs.) The class teacher assesses each child's development in speaking and listening, reading and writing, mathematics and science. In addition, each child undertakes a test in reading, writing, spelling and mathematic. Parents are informed of how their child has done at the end of the summer term as part of their child's annual school report. These results are also published in the school prospectus if for each of the year groups concerned there were 10 or more children taking the tests. It is considered by the Government that if the number of children taking the assessment falls below 10 then confidentiality would not be safeguarded if the results were to be published.

Inclusion

Within our mixed age range and ability classes we cater for all children through flexible groupings and differentiated tasks so that no child is held back, and learners are able to work at their own level.

We are very aware of the need to make provision for each individual child. Each child develops at their own pace and has their own strengths and weaknesses. Every teacher takes the needs of all children, in the class, into account when planning the tasks to be completed over a week/fortnight and matches appropriate tasks to children's needs to enable every child to achieve success.

If concerns about a child's progress are felt then the teacher will consult the parents and Mrs Leatherland, the School's Inclusion Co-ordinator. Advice on appropriate work will be given, targets set and progress will be regularly reviewed. Mrs Leatherland will also assist in the setting of appropriate individual learning programmes and oversee the delivery of these. Reviews of individual programmes of work will take place in October and March and involve parents, all teachers working with the child, any support assistants and the child. Parents receive copies of all agreed targets for the child and progress reports.

Some children have other special needs in that they are exceptionally able. We recognise these needs and provide appropriate support.

Ms Trever is the Governor with responsibility for Inclusion.

Child Protection

This is an important piece of information which is common to all schools.

In the event of a member of staff suspecting that a pupil may have been deliberately harmed or neglected by his or her parents or carers, the Child Protection Co-ordinator has a duty to inform the local Social Services Team Manager. If the Team Manager shares our concern, he or she will contact the Police to agree the best way of carrying out an investigation.

The decision about when and how the child's parents or carers are informed of any investigation is made by Social Services and the Police, not by the school.

These procedures, which take account of guidance issued by Central Government, are described in detail in the East Riding of Yorkshire Child Protection Committee's Guidelines and Procedures, a copy of this and the School's Policy you are welcome to look at in school.

We feel sure you will realise that these safeguards are necessary to ensure the welfare of all children, and that referrals have to be made in all cases where harm to a child is suspected.

The school's Child Protection Co-ordinator is Mrs Harros

Homework Policy

Why we want a Homework Policy

To promote the growing partnership between home and school in educating children.

Aims

To consolidate and complement learning that has taken place at school.

To acknowledge that learning takes place in many environments and throughout life.

To raise standards in academic work.

To give variety to curricular activities.

Objectives

To encourage shared and individual reading.

To learn how to spell specific words.

To learn number bond & multiplication tables to 10.

To promote a platform for parents to work with their child, at an appropriate level.

To revise topics and vocabulary in science especially in Y5 and Y6.

To inform parents, once a term, of the topics their child will be covering and a suggested ideas list of how to help.

Inclusion

Providing appropriate learning experiences for the full ability range of pupils is a difficult task and requires careful planning. There is a need to be able to match the task to the child's capability. Activities must challenge and at the same time provide all with success at some meaningful level.

Equal Opportunities

We regard all children as of equal value but recognise that each has different strengths and weaknesses, and all have different needs. We aim to help each child to reach their full potential and aim to offer them a varied but balanced programme of work including homework.

Conclusion

This document is the result of a review of homework at Middleton School. It has been discussed, developed and agreed upon by all members of staff. The Policy will need to be reviewed regularly.

Homework Diaries with relevant information operate on a daily basis. Additionally, parents may use the comments section to send a message to the class teacher if necessary.

Standard of Behaviour

Parents play a crucial role in shaping the attitudes which produce good behaviour in school.

We believe that the teaching of good behaviour, self-discipline and an attitude of co-operation are very much the responsibility of parents, therefore we expect entrants to the school to be ready to work hard, to take a full part in school life and keep the rules of the school.

We expect polite, good behaviour from everyone at all times. There should be mutual respect and consideration for others. Co-operation and a positive attitude to others are encouraged. This applies between adults, between children, and between adults and children.

While we aim to treat everyone in a fair and just manner, we do however recognise that we are dealing with individuals and people re-act in different ways and therefore this needs to be taken into account when dealing with a situation.

Praise and encouragement is given for good behaviour, particularly to those who have previously been in trouble. Younger children may receive a sticker for good manners or good behaviour. Stickers and achievement certificates are given in our "Golden Assemblies" which is a celebration weekly assembly when all kinds of attainments and achievements are recognised, by staff and fellow pupils.

If a child needs to be disciplined beyond being spoken to by the teacher, then a normal punishment will be to miss playtime and sit on the hall floor. The Head or Deputy will usually enquire of the child why they are there.

Children are not punished by having academic work to do but they may be asked to:

- write a letter of apology
- write down what action needs to be taken for future improvement

If the reason for the discipline is insufficient or unsatisfactory work rather than bad behaviour, then the child may be asked to do extra in their own time e.g. playtime.

All parties involved in a "dispute" at playtime will be **immediately** sent to sit on the hall floor for a cooling down period before discussions with a member of staff. It may then be decided that further playtimes are to be missed.

For children who are not able to behave a special behaviour management programme will be developed with advice from Learning Support Services and the Educational Psychologist. If this is necessary, parents will always be consulted prior to advice being sought.

We do not keep a punishment book, but a record of incidents is kept for lunchtime and for certain children at particularly difficult times. A Home/School Communication book may be set up for any children experiencing behavioural problems for the school and parents to work together closely to resolve issues.

This policy document is the result of discussions and agreement by all members of staff and is approved by Governors. The policy will need to be reviewed regularly.

We expect everyone in school to have the highest standards of behaviour, both on the premises and whilst representing the school. We work to a set of Golden Rules, which have been developed as part of our personal, health and social education programme.

GOLDEN RULES

Do be gentle

Do be kind and helpful

Do work hard

Do look after property

Do listen to people

Do be honest

Educational Visits

From time-to-time special events and visits are organised. Educational visits off the premises are normally arranged for class groups and are closely linked to and support the theme the class are working on that term. An extended visit, for the older children, takes place each year. Special events within the school are often for the whole school and are a valuable educational experience. These usually incur expenses and therefore can only take place if voluntary contributions are made by parents.

We do make it a school policy to book only coaches, which are supplied with seat belts. This inevitably means the transport costs involved can be higher.

Note from Middleton-on-the-Wolds Governors

The Education Reform Act 1988 considerably restricts the charges that can be made to parents for school visits and activities but enables schools to invite voluntary contributions. Educational Visits as well as special events such as visiting speakers and drama groups form a very important part of the educational philosophy of the school. These activities will continue to be organised and parents will be asked to make voluntary contributions to cover the cost. If sufficient contributions are not forthcoming proposed activities will have to be cancelled. As in the past parents experiencing financial difficulty can discuss the matter with the Headteacher who will do her best to advise and help.

Insurance Cover

The school takes a personal accident insurance to cover the children while attending school or participating in school organised activities. Please note that "whilst travelling between school and home" is specifically excluded under this policy. If you wish to read the policy, it is available at the school office.

Transport

Children living in Bainton and North Dalton will be provided with a free place in specially LEA arranged school transport. The school bus stops at various points to pick up and drop off children. Other parents will, I'm sure, be glad to pass on information to parents of children new to school of where these are. Others may be entitled to transport according to the distance away from school that they live. Advice on this may be sought from school or directly from County Hall. Telephone 01482-395529 and ask for schools transport department.

Adverse Weather Conditions

Snow and ice can, in extreme cases, cause difficulties at school. We will, of course, make every attempt to keep the school open. If, however, we do need to close the school or if road conditions make it unwise for the school bus to run, every effort will be made to get an early message out on Radio Humberside and Viking Radio if possible. In the event of conditions deteriorating rapidly during the day it may become necessary to send children from North Dalton and Bainton home on the bus early. If this is necessary, we will make every effort possible to contact you by telephone first. If this is not possible it is helpful for us to have a named person (and their telephone number) in your village who could look after your child in these circumstances. However, be reassured no child would be sent home early without us knowing where they are going to.

Safety

We do ask parents who deliver and collect their children by car to park sensibly away from the school drive, bus lay-by and zigzag lines. **PLEASE DO NOT REVERSE OR DRIVE INTO THE SCHOOL GROUNDS** 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.

Years 5 & 6 children leave the school premises along the pathway near the playground at the front of the school. All other children leave the school premises from the back of the building along the pathway, and we ask parents of children in Reception to wait near the Reception classroom door, KS1 parents to wait near the Reception outdoor play area and parents of children in Years 3 & 4 to wait near the mobile.

To visit the school office, please follow the pathway marked out in the school car park, whilst also being observant of vehicles entering and leaving the premises. Please do not encourage children to cross the car park.

After School Clubs

A wide range of school clubs and activities take place during lunchtime or after school until 4:30pm and are free of charge. Present activities include Gardening, Crafts, Bike Skills, Hockey and Multi-skills. If children sign up for a club, we ask that they make a commitment to attend the clubs for the whole half-term.

The range of activities during the year are Netball, Gardening, Art, Sports Skills and Forest Schools..

All clubs are run by either the teaching staff or Mr Lapworth our Sports Development Officer; however if they are absent or on training courses then clubs will be cancelled.

Please note that if your child wishes to attend an extra-curricular after school club when they normally attend Childcare Club, they will be able to do this and then go in to Childcare Club afterwards although this will be charged from 3:30pm.

Breakfast Club

The school operates a Breakfast Club from 8:00 a.m. until 08:40 a.m. every morning. Children receive cereal, toast, a piece of fruit or yogurt and a drink consisting of either milk or fruit juice. The cost of this is £3.00 per session. Alternatively, children can attend from 08:25 a.m. at a cost of £1.00 and this does not include breakfast.

Foundation Stage 1 (Nursery)

2-Year-Old Provision

We are pleased to be able to offer places at our school for children from the ages of 2 years old. The cost per session (9am-12 or 12:30-3.30pm) is £13.50 (3-year-olds) & £15.75 (2-year-olds). For further details, please contact the school office.

Our Foundation Stage 1 unit admits children from the term after their third birthday. The majority of children attending the Foundation Stage join us in Reception. The Foundation Stage caters for children aged between 3 years to school age and offers facilities and provision for children with a range of abilities. The key focus is on play and experience. If you would like any further information on the above or funded hours, then please call in to the school office.

After School Care

The After School Care Club runs between 3:30 – 5:30pm. It offers after-school care for children of working parents and families whose children attend Middleton School. The cost is £2.50 per half hour and includes a drink and a snack. The club is run by qualified staff and offers a range of different activities. If you would like your child to attend any of the sessions, then please call the school office for further information.

Attendance

The Education Act states that parents have the primary responsibility for ensuring that children of compulsory school age receive a suitable education. At Middleton school we ask parents and families to support in promoting good attendance in the following ways:

- Ensuring that children attend school regularly and arrive on time. (Registration is often a time when teachers will discuss with children the programme for the day.) If your child is ill, please contact the school on the first day of absence so we can up-date our records. Staff will be concerned if they don't hear anything. We are now obliged to follow up any unaccounted for absences.
- Avoid taking holidays during term time. Term dates are published a year in advance to give you a clear idea of the following year's holidays. These are listed at the back of the prospectus. Holidays will not be authorised under any circumstance, other than those listed in the local authority's term time absence policy.

Schools are required by law to publish annually the percentage of authorised and unauthorised absence for each academic year. Authorised absence is, for example, illness, or absence with the school's permission. Unauthorised absence is when the school receives no valid explanation in accordance with Government guidelines.

Children are not allowed out of school between 8:45am and 3:30pm without the permission of the school. If your child needs to leave school for any reason, such as dental appointments, please send a note to the class teacher beforehand. Children with such appointments should be collected from the school office and signed out by the parent/guardian. Children will only be released from school care to another named person if written permission to do so is given by a parent or carer.

Change of details

All emergency contact details for your child must be kept up-to-date. If you or one of your emergency contacts changes a telephone number, particularly mobile phone numbers, then please inform the school office A.S.A.P. If a change of address necessitates a change of school, please inform the school office A.S.A.P., as information has to be transferred to the new school.

Medication

The school nurse team visit school at least once a year to carry out vision and hearing tests where necessary. A cross section of new entry pupils may also be asked to attend an arranged medical examination. You would of course be informed in advance if your child had been selected for this procedure. Parents are always invited to be present for a full examination of their child. The school nurse sometimes comes to school to talk to children or parents about hygiene.

Headlice

A persistent problem, in many schools, over the years has been that of head lice. Automatic, regular head inspections no longer take place within school and therefore it is important that all parents check their own child's hair once a week.

What is a Headlouse?

It is a flesh coloured insect about 3 millimetres long, which darkens after feeding. They stay close to the scalp enjoying the warmth, to enable the female to lay her eggs and to allow them to hatch. The live eggs are small, dull and flesh coloured and adhere to hair shafts just above the roots.

Please don't panic or be embarrassed if you find head lice. Anyone can catch them. However, if you do find that a member of your family has headlice then may we please ask you to contact school in confidence, in order that a general letter can be sent home to parents. Thank you.

A leaflet or advice is available from the School Office or from the School Nurse.

Advice on the common notifiable diseases

<u>Disease</u>	<u>Normal Incubation</u>	<u>Minimum Exclusion</u>
Chicken Pox	14-21 days	5 days from onset of rash
German Measles	14-21 days	5 days from onset of rash
Measles	10-15 days	5 days from onset of rash
Mumps	18-21 days	5 days from onset of swollen glands
Whooping Cough	7-10 days	5 days from commencing antibiotic treatment
Sickness/Diarrhoea		48 hours from last bout of sickness/diarrhoea

Advice on other diseases may be sought from the school office.

Medication in School

Information about medical conditions such as asthma is asked for on the admission form when your child first enters school, but it is very important that information about changes in medical conditions are given to school so we can continue to care for your child.

A separate register of children suffering from asthma is kept in school. For most children, i.e. those in Years R, 1, 2, 3 and 4 any asthma medication is kept out of reach in the classroom and its use is monitored by the teacher. However, the older children with inhalers keep them themselves so they can have access to them whenever required.

We prefer parents to be fully responsible for the administration of any medicines each and every case however is different and is therefore treated individually.

Pastoral Care

The children are carefully supervised throughout the school breaks and at lunch-time. If a child becomes ill or has a serious accident, we make every effort to contact the parents immediately. In the event of a minor injury, we treat the injury in school and send a standard letter home to alert the parents. (We have 7 First Aiders and 3 Paediatric First Aiders trained and Certificated on our staff).

If special problems occur, we will contact the parents and arrange a meeting to try to get to the root of the matter and decide on a course of action.

Fruit Scheme

Under the fruit scheme, each child aged four to six in LEA maintained schools are entitled to receive a free piece of fruit or vegetable each school day.

Our school continues to be being given the opportunity to participate in this scheme, which reinforces our work as a holder of the “National Healthy School Award”

KS1 children (Reception & Class 1) have fruit every morning before playtime. Although the children are provided with free fruit, donations are gratefully received from parents of children in these classes, of more unusual/exotic fruit not provided by the scheme, so that we can continue to offer a good variety each day. Staff cut up and supervise the distribution of the fruit to the children.

KS2 children (Class 2 & 3) are encouraged to bring a healthy snack each morning such as a piece of fruit.

School Meals

School dinners are available which are cooked on the premises. We are very lucky to have this facility, but this can only continue if we have enough children taking school lunches so please try to encourage your child to stay when they feel ready to do so. Your child will receive a menu in advance to help them select which meals they may like to take.

Payment for school dinners is via Parent Pay. The school will set up an account for your child once they start at the school. Dinners are £2.65 per day.

Note about packed lunches - Children eat at a table in the hall with the children eating a school meal, under the supervision of the Lunchtime Supervisors. The meal should be packed in a lunch box/bag bearing the child's name. We encourage children to eat a healthy diet and a great deal of our work in school is based on this. Our own school meals are cooked to strict dietary guidelines and we would therefore ask you to do the same with packed lunches and not include the following:

- Sweets
- Chocolate
- Fizzy drinks
- Glass bottles

Children are encouraged to drink water at any time during the school day and each classroom has a water cooler providing a constant supply of filtered cold water.

Lunchtime Supervision

Between 12:00 noon and 1:00 p.m. those children remaining at school for lunch will be cared for by lunchtime supervisors, supported by the Headteacher. Lunchtime provision is dependent upon good behaviour and parents may be asked to take children home for this period if they do not behave properly. Children must recognise the authority of the lunchtime staff, who play an important role in maintaining safety and discipline at lunchtimes.

Parents are responsible for children who do not stay at school for lunch and should ensure that their children do not return to school before 12:55 p.m.

Assistance Available to Pupils

If you receive any of the following benefits, free school meals are available for your child(ren):

- Job Seekers Allowance (Income Based)
- Income Support
- Child Tax Credit (but NOT receiving Working Tax Credit)
- Employment Support Allowance (Income Related)
- Guarantee Element of State Pension Credit
- Support under Part VI of the Immigration and Asylum Act 1999

If you think you may qualify please ask, in confidence, for a leaflet and application form. These are available from the school office or County Hall. Telephone 01482-394799.

School Council

The school council discusses how to improve our school with equipment and different activities.

The school councillors are:

Year 6: Beau Dobson and Bertie Johnson

Year 5: Kendall Penny and Frankie Shelton

Year 4: Lola-Rose Gill and Daniel Bays

Year 3: Lottie Nelson and Jacob Taylor-Smethurst

Year 2: Jimi Rollauer and Kai Penny

Year 1: Abigail Rollauer and Ben Rothwell

We have two school councillors, a boy and a girl (if possible), from each year group. We have councillors from each year because it means each class can have their say about what they might like for their year group.

The school council motto is: -

“For the children of the children”

Because the council is made up of the children and it is for the children of Middleton School.

Written by former school councillors.

Keeping in touch with Parents

All parents are welcome to visit school at any time. Homework Diaries with relevant information operate on a daily basis.

A planned programme of keeping in touch operates as follows:

Autumn Term

At the beginning of Autumn Term, you will be invited to visit the school for a parents' open evening at which you are able to discuss with staff your child's work and progress.

Spring Term

You will be invited to an open evening in order to discuss your child's progress with the class teacher/s. Your child accompanies you and you will have some time with the teacher on your own and some time, within the appointment, when your child will join you and the teacher to discuss their individual targets. You will also have an opportunity to see your child's work.

Summer Term

Each child will receive an annual written report towards the end of this term. Appointments with staff will be available if you wish to discuss these further.

All parents of children due to start school for the first time are invited into school to meet the staff, look around and find out about classroom routines etc. The children, who do not already attend our Nursery, visit the school and join the Reception class for an afternoon a week for the final half-term.

At other times you will be invited to meetings designed to help disseminate our approach to a particular subject or an aspect of the curriculum.

In addition to these formal arrangements, you are encouraged to keep in touch particularly if there is something you wish to discuss. It would be appreciated if you would make an appointment for a mutually convenient time, as the staff have full teaching timetables.

Our school newsletter is emailed on a monthly basis to parents and includes events happening during the following month. If you require a paper copy, please inform the school office.

There will be many occasions in which parents' involvement will be welcomed. There will be invitations to attend various school events and some parents are able to help in other ways, such as in the classroom, listening to readers or with clubs after school. If you are interested in helping in school, please contact the Head or any of the teachers. We value your help in the school, and all are welcome.

M.O.W.S.A.

(Middleton-on-the-Wolds School Association)

All parents automatically belong to M.O.W.S.A. and are welcome to attend any meetings of the Association.

A copy of the constitution is available from the school office.

M.O.W.S.A. offer a lot of support and help to the school and raises money for various projects and equipment. If you wish to find out more, please come along to one of the meetings and/or contact one of the officers.

Chairperson	Miss Sara Lowsley
Secretary	Mrs Karina Taylor
Treasurer	Mrs Rachel Brent

School Links

Links with Driffield School

The majority of our Year 6 pupils transfer to Driffield Secondary School. Middleton School and staff have a good relationship with Driffield School and are working all the time to improve links on all levels. Staff links are maintained by visits, joint training days and subject co-ordinators meetings across the partnership. Pupil links with the secondary school are developed by special projects, visits from Driffield School staff to Middleton and a full day induction visit in the Summer Term before they are due to transfer. We also provide work experience placements for Year 10 pupils from Driffield School.

Links with Schools in the Driffield Partnership

We belong to the Waggoners Association, which is a cluster of five schools working together and joining together for social events and supporting each other. The Waggoners consist of the following schools: Beswick & Watton, Garton-on-the-Wolds, Middleton-on-the-Wolds, Sledmere and Wetwang. The children attend visit days together at Driffield school.

Complaints

If you have a problem concerning your child, please make an appointment to see the class teacher at the earliest opportunity. Most problems can be dealt with informally by the teacher concerned. The Headteacher will normally refer parents to the class teacher if approached in the first instance. Problems will be referred to the Headteacher when standard procedures have not been effective in resolving the issue. Our Parent Governors are also available to help in any way they can. If the above procedures prove unsuccessful a formal complaint may be made to the Chairman of Governors c/o the school. Complaints about the Curriculum, Religious Education and related matters would be made under Section 23 of the Education Reform Act. The Governors adopt the Local Education Authority's recommended procedure for dealing with formal complaints. Copies of this are available from County Hall. It is hoped however that any matters of concern can be resolved by informal discussion at the school.

National Curriculum Documents, School Policies, OFSTED Report and Action Plan
A full set of National Curriculum Documents are always available in school for any parent wishing to come into school to read them. Our school policy statements and schemes of work are also available. There is a continual process of revising and up-dating these.
Our OFSTED Report (Inspected January 2020) and OFSTED Action Plan are available in school to read. A copy of the full OFSTED Report can be purchased at the school office for £1.00.

School Governors

Under the 1988 Education Reform Act the Governors take an important role in the running of the school. Decisions on issues, which have been taken by the Local Education Authority at County Hall in the past, have largely been handed over to local school Governors.

Middleton-on-the-Wolds, Beswick & Watton & Bishop Wilton Federation Governing Body

Chair of Governors	Mrs Liz Harros	Voting Head Teacher
Vice Chair	Mr Darren Taylor	LEA Governor
	Ms Anna Trever	Parent Governor
	Mrs Dorothy Appleby	Co-opted Governor
	Mrs Rebecca Beere	Co-opted Governor
	Miss Carrie Dean	Co-opted Governor
	Mrs Hannah Johnson	Co-opted Governor
	Mr Richard Wilkinson	Co-opted Governor
	Vacant	Co-opted Governor
	Mrs Susan Frost	Foundation Governor
	Mr Tony Pexton	Foundation Governor
	Vacant	Foundation Governor
	Mrs Claire Green	Staff Governor
	Mrs Rim Mellonby	Associate Governor
	Vacant	Parent Governor

Staff List

Executive Headteacher Head of School	Mrs Elizabeth Harros Mrs Rim Mellonby
Teachers	Miss Paige Ramsden Mrs Bryan-Smith Mrs Claire Green Miss Polly Burgess
Foundation Stage Leader	Miss Paige Ramsden
SENDCo	Mrs Kate Leatherland
Higher Level Teaching Assistant	Mrs Dawn Smith
Nursery Nurse	Miss Samantha Kitching
Teaching Assistants	Miss Em Brown (Supply) Mrs Mandy Clark Miss Molly Jones (Supply) Ms Lisa Mancais
Business Manager	Mrs Sharon Stone
Administration Officer	Mrs Rachel Johnson
Cook	Mrs Emily Rose
Assistant Cook	Mrs Natalie Husseiny
Midday Supervisors	Ms Em Brown (Supply) Mrs Mandy Clark Miss Molly Jones (Supply) Ms Lisa Mancais
After School Care Club Supervisor	Ms Lisa Mancais and Mrs Clark
Breakfast Club Supervisor	Miss Samantha Kitching
Premises Manager	Mr Steven Lingard
Sports Development Officer	Mr Scott Lapworth



Privacy Notice – How we use pupil information

The categories of pupil information that we collect, hold and share include:

- personal identifiers and contacts (such as name, unique pupil number, contact details and address)
- characteristics (such as ethnicity, language, and free school meal eligibility)
- safeguarding information (such as court orders and professional involvement)
- special educational needs (including the needs and ranking)
- medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- assessment and attainment (such as key stage 1 and phonics results, post 16 courses enrolled for and any relevant results)
- behavioural information (such as exclusions and any relevant alternative provision put in place)

Why do we collect and use pupil information?

We use the pupil data:

- a) to support pupil learning
- b) to monitor and report on pupil attainment progress
- c) to provide appropriate pastoral care
- d) to assess the quality of our services
- e) to keep children safe (food allergies, or emergency contact details)
- f) to meet the statutory duties placed upon us for DfE data collections

We collect and use pupil information under section 537A of the Education Act 1996, and section 83 of the Children Act 1989.

We also comply with:

Article 6

(1)

- a) the data subject has given consent to the processing of his or her personal data for one or more specific purposes;
- (b) processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;
- (c) processing is necessary for compliance with a legal obligation to which the controller is subject;

- (d) processing is necessary in order to protect the vital interests of the data subject or of another natural person;
- (e) processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller;
- (f) processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child.

Article 9

(2)

Paragraph 1 shall not apply if one of the following applies:

- (a) the data subject has given explicit consent to the processing of those personal data for one or more specified purposes, except where Union or Member State law provide that the prohibition referred to in paragraph 1 may not be lifted by the data subject;
- (c) processing is necessary to protect the vital interests of the data subject or of another natural person where the data subject is physically or legally incapable of giving consent;
- (d) processing is carried out in the course of its legitimate activities with appropriate safeguards by a foundation, association or any other not-for-profit body with a political, philosophical, religious or trade union aim and on condition that the processing relates solely to the members or to former members of the body or to persons who have regular contact with it in connection with its purposes and that the personal data are not disclosed outside that body without the consent of the data subjects;
- (e) processing relates to personal data which are manifestly made public by the data subject;
- (f) processing is necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity;
- (g) processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject;
- (h) processing is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems and services on the basis of Union or Member State law or pursuant to contract with a health professional and subject to the conditions and safeguards referred to in paragraph 3;
- (i) processing is necessary for reasons of public interest in the area of public health, such as protecting against serious cross-border threats to health or ensuring high standards of quality and safety of health care and of medicinal products or medical devices, on the basis of the General Data Protection Regulation (GDPR).

Collecting pupil information

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

Storing pupil information

The Wolds Federation keep information about you on computer systems and also sometimes on paper.

We hold pupils' education records securely until they change school. Their records will then be transferred to their new school, where they will be retained until they reach the age of 25, after which they are safely destroyed.

There are strict controls on who can see pupils' information. We will not share pupil data if you have advised us that you do not want it shared unless it is the only way we can make sure that the pupil stays safe and healthy or we are legally required to do so. We hold data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please visit www.thewoldsfederation.co.uk

Who we share pupil information with?

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our local authority
- the Department for Education (DfE)
- NHS
- School nurse

Why we share pupil information

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our pupils with our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

Data collection requirements

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies

commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

The Department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested: and
- the arrangements in place to store and handle the data

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact DfE: <https://www.gov.uk/contact-dfe>

Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact Data Protection Officer (Federation Business Manager)

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact

If you would like to discuss anything in this privacy notice, please contact:

Federation Business Manager

Wolds Federation

Middleton on the Wolds CE (VC) Primary School

Station Road

Middleton on the Wolds

YO25 9UQ

01377 217323

sbm.woldsfederation@eatriding.gov.uk

Disclaimer

The information in this prospectus was prepared and published in September 2024 and relates to the 2024/25 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 before the start of or during the 2023/2024 year, for example as a result of changes in numbers, or changes in Local Authority or Government policies.

Love
Laugh
Live
Learn