

# School Information

## 2023-2024



“Excellence and Happiness for All”

## Our School

Rossett Acre is a large, successful two-form entry primary school for children aged 4–11 years, located on the south side of Harrogate. There are currently fourteen classes (2 in each year group). With the exception of our Early Years classrooms, which are open-plan, all other classrooms are separate.

The school was opened in 1971 and has had several extensions to the main building since then. The most recent development is a new purpose-built Year 6 block in the Summer of 2018, following two successful bids for grants by our Trust.

There is a self-contained bungalow, which is used for meetings/small group teaching and nurture sessions.

The school benefits from two playgrounds, a new Multi-Sports Pitch (completed in August 2021), an Adventure Trim Trail and a large playing field, as well as attractive planting and landscaping. There is also a conservation area and pond within the school grounds and a dedicated Music Room. September 2021 saw the introduction of Forest Schools, part of our enhanced curriculum to enrich children's lives. We are currently working towards achieving the Schools Mental Health Award, promoting well-being.

## Red Kite Learning Trust

Rossett Acre Primary School is part of Red Kite Learning Trust, a multi academy trust made up of 14 schools in North and West Yorkshire, serving over 9,750 children and young people, and their families.

Like all the schools in Red Kite Learning Trust, Rossett Acre is passionate about learning, providing a rich curriculum which releases potential and creates opportunities for all our pupils.

Our shared Trust mission of nurturing ambition, delivering excellence and enriching children's lives is at the heart of all we do. As part of Red Kite Learning Trust, Rossett Acre benefits from shared knowledge across schools and a central team of experts for Finance, HR, IT and Estates.

Within the framework of this supportive structure and with shared goals, Rossett Acre works collaboratively with all the schools in our Trust to continually deliver the best outcomes for every child in its care.

Red Kite Learning Trust is the Admissions Authority for all our Trust schools and works in partnership with North Yorkshire Council and Leeds City Council to administrate this fairly and effectively.

Whilst our Trustees are ultimately responsible for all the schools in our Trust, each one, including Rossett Acre, is managed locally by the Headteachers/Principals and their Local Governing Body, retaining their own identity.

When your child joins Rossett Acre you can be reassured that the future strength and success of our school is further assured by being part of a strong, effective and successful Trust.

Richard Sheriff  
CEO

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

The infographic is set against a red background with a subtle pattern of stylized feathers. It is divided into two main columns by a vertical dashed line. The left column is titled 'Our Trust Mission' and 'Our Trust Values', while the right column is titled 'Our Trust Goals'. The Red Kite Learning Trust logo, featuring a stylized bird in flight, is positioned in the top right corner of the infographic.

**Our Trust Mission**  
Nurturing ambition, delivering excellence and enriching children's lives.

**Our Trust Values**

- Collaboration**  
We pull together to deliver the best outcomes for every child in every school, working with professional generosity and openness for the common good. We share joy in our achievements - personal and collective.
- Integrity**  
We put ethical leadership and excellent governance at the heart of our Trust, serving our schools and communities with fairness, honesty and transparency and a hunger for social justice.
- Respect**  
We champion equity, equality and diversity. We treat our children, families, staff and partners with respect and kindness - modelling our values and wanting the very best for each other.

**Our Trust Goals**

- We champion learning**  
Learning together creatively with a rich and broad curriculum, where great teaching and confident reading are fundamental to enriching children's lives.
- We promote wellbeing**  
Ensuring the wellbeing of every child and member of staff in our Trust.
- We invest in our people**  
Supporting every member of staff throughout their career to be the best that they can be.
- We innovate with technology**  
Enabling all learners to harness technology, ensuring all have access at home, and innovating with technology for learning.
- We are our Trust**  
Growing together collaboratively we will strengthen our Trust for the benefit of our children, our staff, our communities and our environment.



Mosaic located at our main entrance, designed and made with some of our children by the charity Craft Aid International.

This brochure gives a brief insight into Rossett Acre Primary School. Mrs Penhale, the Headteacher, members of the Senior Leadership Team and Office staff are happy to see all new parents, show them around the school and discuss the school and its curriculum in greater depth. Please do not hesitate to make an appointment for you and your child to visit our school, we'd love to see you.

## ROSSETT ACRE'S SCHOOL ETHOS

At Rossett Acre, children are at the very heart of everything we do. Our welcoming and friendly environment is complemented by high quality teaching and learning experiences, enveloped within an inclusive and meaningful curriculum where each individual child's achievements are valued and celebrated. Our strong sense of community and commitment to nurture enables children to grow and develop to be successful, resilient lifelong learners, well-prepared for life now and in the future.

Our Ethos is driven by the Rossett Acre 3Cs of cultivating Curiosity, our unwavering commitment to Challenge at all levels and our recognition of the importance of our Community.





## **Welcome Message from our Headteacher; Mrs Corrine Penhale**

Our vision is Excellence and Happiness for All; treating everyone with respect and with kindness is extremely important to us.

We are a friendly, vibrant and welcoming school which embraces newcomers and we recognise the importance of our school within the community; we focus on purposeful learning which encourages our children to be independent, inquisitive and enterprising, preparing them for life now and in the future.

We are a community which wants the very best education for all our pupils. We are a caring school and provide a secure environment where children can thrive. We provide a rich diet of varied, interesting and fun educational experiences to really capture our children's imaginations.

Our standards are high and we strive to continually raise these, supporting every child to achieve their potential in all areas of life, championing learning.

We are committed to inclusion and providing a good quality education for all, working in partnership with children, parents/carers, staff, our Trust schools, external agencies and our local community.

I hope you enjoy reading our prospectus and that you get a sense of what our school is all about.

**Corrine Penhale**  
**Headteacher**



## Starting School

The admissions criteria for securing one of the 60 Early Years class places is as follows:

1. Looked after children and all previously looked after children for whom the school has been expressed as a preference.
2. Children without an EHC Plan but who have Special Education Needs, or with exceptional medical, mobility or social needs, that can only be met at the school.
3. Children with a sibling who is attending the school on National Offer Day and is living at the same address.
4. Children who have a parent or carer employed by the Red Kite Learning Trust at Rossett Acre Primary School at the time of application.
5. Children living in the catchment area of the school.
6. Any other children, by distance from the school.

For further detailed information please visit:

<https://www.northyorks.gov.uk/education-and-learning/school-admissions/school-admission-policies-and-statistics>

The LEA decide on out of catchment places.

Please see our Admissions Policy for further details:

<https://www.rossettacreprimary.co.uk/our-school/admissions/>

Parents wishing to visit the school before their child starts should contact the school office for an appointment. In addition, two Open Days are arranged for parents and children. In order to aid transition between home and school we offer a number of "preparation for school" sessions. The children are gradually brought into the life of the school and starting school becomes a natural step.

## Staff

Headteacher:	Mrs Corrine Penhale
Deputy Headteacher & Inclusion Manager:	Miss Kate Woodcock
Assistant Headteacher:	Mrs Anna Ingle
Teachers:	Mrs Perveen Aslam Mrs Ashleigh Lamb Mrs Stephanie Cook Miss Claire Dodgson Mrs Eleanor Haslam Mrs Anna Ingle Mrs Julie Jones Mrs Sarah Kilner Miss Sophie Kirkwood Mrs Kelly-Ann Mansfield Miss Eilidh MacGillivray Mr Tim Marshall Miss Emma Matthews Mrs Carolyn Nimick Mrs Carla Reddish Miss Izzie Rogers Mrs Libby Sims Mrs Michelle Williams Mrs Alison Bridge Mrs Jonquil Wood
Business and Operations Manager:	Mrs Kirsty Macnair
School Administrator:	Mrs Donna Misseldine
Clerical Assistants:	Mrs Estelle Rodney
HLTAs:	Ms Siobhan Dolan Mrs Anna Eglin Ms Lauren McKeown Mrs Sara Shave and Mr Ashley Latty provide supply HLTA in addition to GTA
Learning Mentor:	Miss Gail Bland
Nurture Team:	Mrs Tammie Tinfina Mrs Alice Littlefair

Teaching Assistants:

Miss Catherine Bolton  
Miss Vikki Blyde  
Mrs Nicola Clark  
Mrs Paulina Clarkson  
Mrs Becs Harper  
Miss April Kennedy  
Mrs Michelle Lang  
Mr Ashley Latty  
Mrs Mandy Nunns  
Miss Nicola Pearson  
Mrs Liz Rainey  
Mrs Sheryl Ramsay  
Mrs Jenny Robinson  
Mrs Sara Shave  
Mrs Alison Smith  
Mrs Tammie Tinfina  
Mrs Gail Vlack

Site Manager:

TBA

Cook:

Andrea Dodsworth

Senior Midday Supervisor:

Mrs Sara Shave

Midday Supervisors:

Mrs Maggie Stanton  
Miss Laura Winfield

## **Governors**

Chair of Governors:

Miss Natalie Jones  
c/o Rossett Acre Primary School  
Pannal Ash Road  
Harrogate  
HG2 9PH

Other Governors:

Corrine Penhale (Headteacher)  
Stuart Pierce (Vice Chair)  
Jo Masterson  
Carolyn Nimick (Staff Governor)  
Helen Rant (Parent Governor)

School address:

Rossett Acre Primary School  
Pannal Ash Road, Harrogate, HG2 9PH  
Telephone: 01423 561579  
e-mail: [office@rap.rklt.co.uk](mailto:office@rap.rklt.co.uk)  
Website: [www.rossettacreprimary.co.uk](http://www.rossettacreprimary.co.uk)



## The School Day

Children can arrive from 8.40am and go straight into class which provides a calm and settled start to the day. The school day starts at 8.50am when children are registered. Any children who arrive after 8.50am must make their way into school via the main reception entrance, where they are required to sign in.

Morning lessons start at 9.00am and continue until 11.45am for Early Years, 12.00pm for KS1, and until 12.10pm for KS2. The afternoon session is from 1.00pm to 3.20pm for Early Years, 1.00pm to 3.30pm for KS1 and 1.10pm to 3.30pm for KS2.

There are whole school/key stage assemblies daily and once a year a class assembly which parents are invited to. Our midweek whole school assembly focuses on sharing a book with the children. We love to read at Rossett Acre and sharing diverse books is important to us.



Morning break is from 10.30am-10.45am for KS1 pupils and 10.45am-11.00am for KS2 pupils.

In the afternoon children have a slot to go outside with their teacher and carry out a daily activity. This can be walking, running, skipping or hula hooping.

Early Years children access the outside area on a free flow basis during the day and use the outdoors each day. They are able to go outside even in poor weather, so please provide your child with a pair of wellington boots and a warm coat for use in school.

## Access to School

The gate on Richmond Avenue and the gate at the main school entrance are open at the beginning and end of the school day between 8.40am-9.00am and 3.10-3.50pm only. At all other times, school should be accessed from the main office reception area off Pannal Ash Road.

Cloakroom/classroom exits can be used by children and parents at 3.20pm for Early Years and 3.30pm for KS1 and KS2.

If you experience a problem and you know you will be late for drop off/pick up, please contact school as soon as possible. We prefer to have the children in late than not at all. Please also ensure that you contact the school and inform us of any changes to pick up arrangements as we do not allow children to go home with other parents or relatives without being informed in advance.

## Bikes and scooters

Bikes and scooters are welcome in school, however, please ensure that they are locked securely in the bike shed and not ridden inside the school grounds. Additionally, appropriate clothing should be worn (eg helmet).

Bikes and scooters are left at your own risk.



## Parking

Rossett School kindly allow us to use their Sports Centre Car Park. Please do not park on the double yellow lines during drop off/pick up.

Similarly, please be considerate to our neighbours if parking around the Richmond Avenue/Arthurs Avenue area. Please do not block driveways or leave your engine idling while waiting. Thank you.



# SCHOOL UNIFORM

So that no child feels singled out, it is expected that children wear school uniform.

## For Early Years only:

Black/grey school trousers or joggers.

This is our school preference to facilitate the curriculum requirements for Early Years, where a key area is physical development. This ensures children are comfortable and able to move freely. However, if you prefer, you may send your child in normal school uniform (see Years 1-6).



## For Years 1-6:

- Grey long or short trousers.
- Grey skirt/pinafore or trousers.
- Optional in the summer term: blue & white checked school dress.

## For all years:

These items are readily available from most high street shops.

- White/light blue shirt or polo shirt.
- Navy blue cardigan/jumper or Rossett Acre sweatshirt.
- White/navy blue/grey socks or tights.

Items with the school logo (eg sweatshirts, t-shirts, fleeces, book bags etc.) can be purchased directly from:

Emblazon 37-39 Tower Street, Harrogate, HG1 1HS

Rawcliffes 63 East Parade, Harrogate, HG1 5BG

My Clothing Limited (was previously Tesco Clothing) -

[www.myclothing.com](http://www.myclothing.com)

No jewellery should be worn in school with the exception of: A **small** pair of stud earrings. **Please note:** The Headteacher's decision is final in relation to what is accepted as 'small stud earrings.'

## Smart Watches

Smart Watches or other similar style watches with internet connectivity must not be worn at school for safeguarding reasons. Many of these watches have internet connectivity and cameras, which if used within school could pose a safeguarding risk. In addition they can become a distraction during the school day. They are costly items, which could easily be damaged or get lost.

A simple analogue or digital watch can be worn if necessary with any sounds/alarms switched off during the school day. Watches that count steps are allowed as long as they do not have internet connectivity.

Rossett Acre is a safe and fun place because everyone is kind".

## Lost Property

We have two lost property bins which are located in the Sports Hall doorway, which can be accessed from the playground.

It is really important that all uniform is named, particularly cardigans and jumpers. If they are named, they can easily be returned to your child.

At the end of the year, any unclaimed logoed jumpers and cardigans will be donated to our PTA, who will then sell them on to our parents.

# PHYSICAL EDUCATION

## PE Clothing

For indoor gymnastics or dance work:

- a pair of shorts (not leggings, tracksuit or Lycra pants).
- a plain t-shirt (not a huge baggy one as this can become caught on apparatus). T-shirts are available in house colours/designs from Emblazon or Rawcliffes (details on the school uniform page) should you wish to purchase one. Alternatively, depending on which house your child is chosen to represent, a plain blue, red, yellow or green t-shirt will be needed. Please don't buy a coloured t-shirt until you know your child's house colour.



Please do not send children into school in a branded football kit for PE. These should be kept for casual/treat days when children can wear their own clothes.

## Early Years

T-shirt and shorts only.

PE shoes and tracksuits are not required. The class teacher will inform you if this changes.

## For outdoor games:

### KS1

PE shoes/trainers (Velcro type)

Warm top and jogging bottoms for outdoor games.

### KS2

Trainers

Warm top and jogging bottoms for outdoor games.

**Please note:** Black or dark coloured school shoes should be worn in school on a day to day basis and **not** trainers or brightly coloured shoes. If trainers have been worn for a specific reason (that has been discussed with your child's class teacher and agreed), then a different pair of trainers will be needed for PE as trainers used for PE often get very muddy. Additionally, clean trainers are a requirement of using our Multi-Sports Pitch.

These clothing requirements also apply to all after-school clubs. All clothing **must be labelled** and it would be helpful if a PE bag (of the string-pull type) could be provided to house the kit. This needs to go home at least every half-term to be washed.

A large, old shirt to be used as a painting overall should also be provided, or you can purchase an overall from Emblazon (see above for contact details). If your child is in Early Years, they do not need to bring a painting overall.

No jewellery should be worn in school with the exception of a **small** pair of stud earrings. Earrings must be taken out where possible or taped over **by the child** for PE and Games.

Watches are allowed (no Smart watches eg. those that can make phone calls or connect to the internet or those that can take photographs or record). See uniform page for further information.

Hair – shoulder length or longer should be tied back for PE and Games. Please bring a hair band into school for this purpose.

## Swimming

Swimming usually takes place in Years 2 & 4 at Starbeck Pool. However, year groups swimming are subject to change. Year 5 and 6 children may receive top up swimming lessons if they are unable to swim 25 metres.

Swimming hats must be worn and boys must wear trunks.

## Organisation and Approach

The school is currently organised as follows: EYFS in two classes, KS1: Years 1 and 2 in four classes and KS2: Years 3, 4, 5 and 6 in eight classes. Subjects are either taught in themes or individually, as appropriate. The themes sometimes have a predominantly scientific theme and at other times the emphasis may be on History or Geography.

We constantly look at our curriculum and how improvements can be made. We provide a broad, balanced and creative curriculum which considers our children's needs/interests and makes learning even more relevant, developing essential knowledge and skills for the children which can be transferred into everyday life. This includes using our surrounding environment. We are lucky to have Rossett Nature Reserve on our doorstep!

Take a look at our website for more information.

### **We are currently working towards the following awards.**

The Carnegie Centre of Excellence for Mental Health in Schools  
North Yorkshire Healthy Schools Award — silver/gold.

### **We are proud to have achieved the following awards:**

#### **We are a Centre of Excellence for Financial Education.**



#### **An Eco friendly school, receiving the green flag for distinction in 2022.**



#### **Bronze Healthy Schools Award**



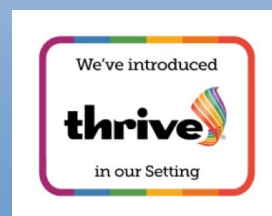
#### **School Games Gold Award**



#### **Primary Science Quality Mark**



#### **Whole-School Emotional Health and Wellbeing**



The school has close links with a number of local sports clubs; Sporting Influence, Harrogate Town and Inspiration Tree who provide in school and out of school coaching, as well as hosting their own competitions. Children from Years 1 to 6 are invited to take part in these inter-school competitions.

Competitions include cross country, swimming galas, tag rugby, football, netball, hockey, tri-golf, badminton, table tennis, tennis, rounders, cricket, athletics and dodgeball.

## Sports Funding

We use the Sports Funding we receive to:

- Support the engagement of all pupils in regular physical activity
- Develop the profile of PE and sport across the school, using this as a tool for whole school improvement
- Increase the confidence, knowledge and skills of staff in the teaching of PE and sport
- Provide a broader experience in the range of sports and activities offered to pupils
- Increase the participation in competitive sport

"In PE we do lots of different sports, I love going on the multi-sports pitch". Year 6 pupil.

## Sports Crew and Play Leaders

Our older children (in Years 5 and 6) have the opportunity to become Play Leaders or members of our School Sports Crew. Play Leaders lead games and activities for our younger pupils during lunchtimes.

## Sporting Aims

We aim to provide a range of skills in Early Years, Key Stage 1 and Key Stage 2 for our children. This leads to small groups and then team activities. Good sportsmanship is encouraged at all times. We build up to competitive activities in Key Stage 2. Children have the chance to play in small teams by attending the club activities offered.

## Clubs

We have a range of clubs available to our children, both at lunchtime and after school. The school employs a number of outside coaching providers to assist in the delivery of these clubs.

Examples of clubs currently running in school are:

KS1 Choir	Multi-skills	Gymnastics	Netball	Football
KS2 Singing Squad				

Previously the school has offered the children the opportunity to take part in:

Lacrosse coaching	Football	Tag rugby	Athletic skills activities	Lego
Fencing	Golf coaching	Archery	Cricket coaching	Colouring
Tennis	Gymnastics	Eco Club	Gardening Club	Cooking



# HEALTH ISSUES

## Medicines

Only medicines prescribed by a doctor, with the child's name and dosage instructions on the original packaging from the pharmacy, can be given to children by staff (unless otherwise authorised by the Headteacher).

If your child is prescribed a cream which needs to be applied to an intimate area, parents will need to come into school to apply.

Non-prescription medicines (eg. Calpol, creams, throat lozenges) are not allowed in school and cannot be self-administered or administered by staff (unless otherwise authorised by the Headteacher).

If a child needs prescribed medicine (such as antibiotics), 4 times a day, a form (Med 1) must be completed. Medical forms can be found in the school office or on the school website. In Key Stage 2, we encourage children to be independent in coming to the office at the correct time to take their medicine.

## Asthma

Children who require an inhaler will need a medical form (Med 1 or Med 3) to be completed.

We encourage KS2 children to carry their inhalers with them, but advise that a spare is always available and kept in the medical room. (Please give your additional inhaler to the office staff).

## Allergies

If your child has an allergy, please ensure that their class teacher and the office staff are made aware. Children who have dietary allergies (eg. nuts) are identified to all staff and further information will be required by the school.

Those children who require an auto-injector will need a Care Plan to be completed. Anaphylactic kits brought into school will be kept in the medical room.

## Headlice

If you find your child has headlice, we ask that you treat them immediately to prevent spread and also inform the class teacher. A standard letter will be sent to the parent/carers of children in that class to encourage them to check and treat their children if necessary.

## Sun cream

During the summer months we encourage parents to apply sun cream to children before they come to school. Sun cream can be brought into school but must be named and kept in a child's bag for their use only. The child will be responsible for applying their own sun cream. The EYFS staff do support children in Early Years with this, however, they will still be encouraged to apply their own, increasing independence.



# School Lunches



School meals are provided by our catering team, Hutchisons and served on a through-flow system from our refurbished kitchen.

The Universal Free School Meals initiative which provides a free hot dinner for all children in Early Years and KS1 is fully in place and proving very successful.

For Years 3 to 6, dinners must be paid for in full in advance for the full half term, before the first school day of that half term. We currently use ParentPay which is an online payment system, which allows parents to make payments on-line.

Meals are served on a cafeteria system and there is a choice of hot food each day, as well as a sandwich option. The food is cooked on the premises and we try to offer as much fresh food as possible.

It is also possible for your child to bring a packed lunch to school. We asked that children choose either packed lunch or school lunches for the term.

Menus detailing food choices each week are available from the school office or via the school's website.



# Snacks in School

At present, all children in Early Years and KS1 (Early Years, Year 1, Year 2) are provided with a free fruit/vegetable snack each morning playtime.

Children in KS2 can bring a healthy snack and suggestions below may be useful for you.

## Healthy snack suggestions for Key Stage 2 children (Years 3 to 6)

### 'Run Faster' snacks (energy giving)

Flapjack  
Malt loaf  
Hot cross bun  
Bread  
Breadsticks  
Rice cakes (low salt version)  
Fruit/cereal bars (avoid ones with nuts and chocolate on please!)  
Marmite on bread or rice cakes  
Crispbread



### Muscle growing' snacks (protein giving)

Diced cheese  
Pineapple and cheese  
Seeds eg sunflower, pumpkin

### 'Healthy bodies' snacks (lots of vitamins, help eyes, skin, resist colds etc.)

Dried fruit eg apricots, mango, banana, raisins, cranberries, cherries  
Fruit smoothies (carton, plastic bottle or home-made)  
Vegetable sticks eg carrot, pepper  
Fresh fruit eg banana, apple and kiwi (cut in half at home and please provide a spoon). Grapes can also be a great snack but please cut these in half lengthways at home to prevent them being a choking hazard.

### We do ask that snacks/lunches containing nuts are not sent into school.

If a child is seen eating a snack at break time that we do not consider healthy eg crisps, chocolate bar, they will be asked to put it back into their bag to take home.

## Milk

Children who are under the age of 5 receive free milk provided by our supplier 'Cool Milk'.

Once your child turns 5, you can pay for your child to receive milk by visiting their website at [www.coolmilk.com](http://www.coolmilk.com)



## Water

Children should bring a water bottle to school each day. There are water fountains around school should they need to refill their bottles during the day. We do encourage children to drink water rather than juice.

## Safeguarding

We take safeguarding very seriously at Rossett Acre ensuring children are safe and that they feel safe is paramount.

We are committed to ensuring the welfare and safety of all children in school. Rossett Acre Primary School, follows the Red Kite Learning Trust Safeguarding Procedures. The school will, in most circumstances, endeavour to discuss all concerns with parents about their child/ren. However, there may be exceptional circumstances when the school will discuss concerns with Social Care and/or the Police without parental knowledge (in accordance with Child Protection procedures). The school will, of course, always aim to maintain a positive relationship with all parents. The Trust's Safeguarding and Child Protection Policy is available on request. (It can also be accessed on the school website).

The Designated Safeguarding Lead in school is the (DHT) Miss Kate Woodcock who is our the Designated Senior Leader for Child Protection (DSL) and any concerns should be addressed to her. Our Learning Mentor, Gail Bland is our Deputy DSL and can be approached with any concerns. Our Headteacher, Mrs Corrine Penhale is also DSL trained.

Safeguarding arrangements are secure within the school, and kept under constant review.

Safeguarding has a high profile visually within the school environment through classroom, corridor, entrance displays and notices.

We have good whole school systems in place which are monitored by Senior Leadership and Governors. We use the LA Safeguarding audit for schools. We are proactive in identifying safeguarding risks and also responsive to any safeguarding incident or concern raised. Advice and support is sought and used well, including contacting our Trust Safeguarding Lead as and when required.

## Inclusion

Here at Rossett Acre we welcome all families and children to become part of our school community. We value individuality and promote positive attitudes in our children, staff, parents and Governors to create an environment where all children can succeed. We want all our pupils to realise their potential irrespective of gender, ethnicity, impairment, age or background. We seek to remove any barriers to learning by constantly reflecting on our practice to meet the ever-changing needs of our pupils. We review our practice regularly so that we can create the best learning environment possible.

## Special Educational Needs and Disabilities (SEND)

We are an inclusive school. To achieve our whole school vision of Excellence and Happiness for All, we aim to ensure that every child will have their needs met appropriately to help them to achieve their full potential and that all children will feel valued and supported within the school community; leading to all children being confident, happy learners. We are here to support your child. Some children at different times in their school career will need some temporary additional support and sometimes, a specific need is identified and a longer-term programme of support is needed. Through carefully dedicated nurture we aim to ensure that all children have an equal opportunity to participate in the curriculum, according to their individual needs.

Our SEND policy and practice, aims to establish an inclusive framework for making effective provision for our children at Rossett Acre. Our staff are well trained and we identify SEND early, putting in place appropriate support and/or interventions. We focus on desired outcomes for our pupils and work collaboratively with parents/carers towards these. Class teachers are skilled in using quality first teaching to include all children in class learning and a graduated approach is used to ensure that all children's needs are met.

Additional support may be provided by our team of skilled teaching assistants and collaboration with other agencies is co-ordinated, if required. All of this work is carried out in discussion with parents, and with continued support, advice and input from the Inclusion Manager. We review progress regularly and continue to set ambitious targets to enable our pupils with SEND to realise their potential.

## Nurture

Children are supported by our Nurture Team; Miss Bland, Mrs Tinfina and Mrs Littlefair. Our whole-school approach to Wellbeing and the seamless use of our Nurture Team, with their tailored sessions and teacher support, is enabling our pupils to experience positive academic attachments; creating a safe and trusting environment, providing opportunities to develop relationships, provide a sense of self and enhancing communication and learning skills.

June 2022 Ofsted judgements of 'outstanding' for personal development of our children.



# Communications

## Arbor

Arbor is a cloud-based, completely secure and GDPR compliant pupil information management system. It allows us to hold accurate and up to date information, as well as enabling parents to log on from home to update their child's details.

Arbor is the main way we communicate with parents. As well as emails, we send text messages. These tend to be for urgent messages or reminders, such as school closure or an event being cancelled.

Once we have been informed that your child has been allocated a place at Rossett Acre, you will be sent an Arbor login link.

You will then be able to update your child's details and agree/decline consents, such as photo permission.

## ParentPay

ParentPay is our payment system that parents use to make payments for school lunches, trips and events.

When your child joins school, they will be issued with an activation letter which will contain login details and full instructions on how to use ParentPay.

## Tapestry - Early Years

Tapestry is an online system used to record your child's learning in Early Years. We will upload photos, videos and observations of your children. The Early Years team will supply further detailed information about Tapestry before your child starts school.

## Class DoJo - Years 1-6

Teachers use Class DoJo to communicate with parents. This is a simple and effective communication tool which allows feedback to parents. It is also an opportunity for parents to message teachers directly. Teachers can also share work and updates about the school week. This isn't an instant messaging service. Urgent messages/concerns should be directed to the school office.

## Weekly Newsletter

Our school newsletter is emailed to all parents every Thursday. It is a round up of all the lovely events, news and children's achievements that have taken place throughout the week.

## Social Media

**Twitter:** @RossettAcreSch

**Facebook:** <https://www.facebook.com/Rossett-Acre-Primary-School-106190348466041>

## Parental Consultation

Parents will be invited at regular intervals throughout the year to discuss their child's progress. Of course, parents are welcome to discuss their child's work at other times and are encouraged to make an appointment to speak to their child's class teacher at a mutually convenient time.

A written report is sent home at the end of the year via Arbor, and opportunities for discussion of this are offered.

Information, dates, invitations or requests to parents are communicated via a letter sent home (with the child) in paper form or by email.

Letters are uploaded to the school website. Information can also be sought from 'Tapestry' (Early Years) and on Class Dojo (Years 1-6) which teachers can use to send messages to parents.

## Educational Visits

We have a named Educational Visits Co-ordinator (EVC) in school. The Headteacher and EVC review all school visits that take place and ensure that risk assessments have been completed and logged onto the Red Kite database. In Year 6, our children have the opportunity to take part in a residential visit (currently to East Barnby, near Whitby) to enhance their learning and develop important life and social skills. In Year 4 we run a residential visit for children to Nell Bank, Ilkley. Permission for both visits are granted on an annual basis by our school governors.

School visits form an important and necessary part of the curriculum.

These include:

- Day visits away from the school and residential visits (Year 4 and 6 only) connected with current learning.
- Museums, exhibitions or farm. Contributions will include entrance fees, travel and insurance costs.
- Visits to school by outside bodies (ie. Theatre-in-Education, visiting orchestras, visiting speakers).

"I conquered my fears at East Barnby. Body boarding was awesome".  
Year 6 child

## Charging Policy

The school requests a voluntary parental contribution for all visits outside of school. If, after requesting the contribution, there is not enough money to cover the costs then the visit may be cancelled and parents would have monies refunded. We also hold 'Casual Days' (where children can dress in their own sensible clothing) throughout the year at the end of each half term to raise money for activities, such as, cooking and providing animal food and bedding. We currently have chickens in school.



## Homework

Parental support at home is an essential aid to your child's educational development. It provides a valuable link between home and school, and as your child moves up the school, it helps them prepare for the routines of Year 7 and beyond.

Homework is provided from Early Years onwards, increasing in amount and variety through Key Stages 1 and 2. Homework supports children in building self-discipline, self-study skills and good work routines whilst gaining improved knowledge and skills.

Further details can be found in our Home Learning Policy, which is available on the school website, or on request from our office. If in doubt, please read with your child daily and ask them questions about what they have read. This will really improve your child's reading fluency.



## Behaviour

We expect high standards of behaviour at Rossett Acre so that the children are able to benefit from the high-quality teaching and educational experiences which we offer. Developing sensible and confident children who are well equipped to face the challenges and choices of life during and after their primary school years, is our aim.

In order to maintain these high standards and for continuous improvement in all areas of school life, we have a whole school Relationships Practice: Relationships and Behaviour Policy which was developed in consultation with governors, staff, parents and pupils. Within this, appropriate behaviour is reinforced through constant positive encouragement and praise; whereas, less desirable behaviours are corrected within a supportive and nurturing framework.

Behaviour at Rossett Acre is of a very high standard; however, on the rare occasions that relationships break down, the restorative approach focuses on an obligation to repair the harm done, within a continuum of respect and support. Parents are involved in this when required.

Ready, Respectful and Safe (RRS) was introduced in April 2019 as our school rules; our overarching Golden Rule is 'treat others the way you would like to be treated'. All children attending Rossett Acre are expected to adhere to these. It follows from the rules that bullying, racism and sexual harassment is not tolerated at Rossett Acre and we deal with incidents seriously, involving parents. Furthermore, class charters are developed each September with the children and are firmly grounded in the Articles of the UN Convention on the Rights of the Child.

Our Behaviour Policy, Anti-bullying Policy and Safeguarding and Child Protection Policy, Sunshine Rules (for Early Years children) can be found on our school website.



**Ofsted June 2022**

**Behaviour and  
attitudes judged as  
'outstanding'.**

# Absence and Illness

Rossett Acre has a healthy, punctual and hard-working school population. We ask that parents support their children by reinforcing their punctual attendance at school.

The Department for Education has issued guidance with regard to school attendance and in particular the categorising of absence. These procedures are within the context of the law which states that "The parent of a child of compulsory school age registered at school and failing to attend is guilty of an offence, punishable in law."

Set out below is the school's procedures for reporting absence and how these will be recorded on your child's report.

Attendance at school may be the law but it is also essential for a sound education. Time away for odd days or longer periods is disruptive for both the child and teacher.

## Absence due to illness

School should be informed as soon as possible before 9.00am with the reason for absence and the likely length of absence. Please use our absence email address [absences@rap.rklt.co.uk](mailto:absences@rap.rklt.co.uk) or telephone 01423 561579 and press option 1, to leave a message on the absence answerphone.

Genuine illness is categorised as an **authorised absence** on your child's record.

## Absence in Term Time

From time to time events happen when it is important for a child to attend them during term time. These occasions may be authorised. Please submit a Leave of Absence Form giving details (available on our website or from the school office). This does not include a child's birthday. Children should attend school on their birthday if it falls within term time.

## Appointments

We understand that medical and dental appointments are necessary, but these should whenever possible be made during out of school time. If this is not possible it is important your child comes into registration and returns to school after the appointment. A short appointment should not mean a full or half day absence.

## Time Keeping

At Rossett Acre we also monitor lateness. Arriving late into school is very disruptive to both your child's and others' education. Teaching commences immediately, therefore if your child is late she/he will be missing important learning time. Should you be late to school, you will need to enter via the school office where you will be required to sign your child in on the InVentry signing in system.

## In School Attendance and Lateness Monitoring

This is done by Gail Bland our Learning Mentor and supported by Donna Misseldine, our School Administrator. Gail can work with you to support you with all your attendance concerns. Gail can be contacted at school or via email [office@rap.rklt.co.uk](mailto:office@rap.rklt.co.uk)



## Requests for leave of absence for family holidays

Rossett Acre Primary School and North Yorkshire Education Authority (the body who manage our attendance on our behalf) believe that attendance at school is important and that absence can lead to poor progress and poor attainment. Because of the link between attendance and attainment school monitors any child's attendance that drops below 95%.

The government has introduced Penalty Notice fines for parents whose children are out of school without the school's authorisation. Families taking holidays during term time is a cause of absence which has been highlighted as a disruptive factor in pupils' education. North Yorkshire policy on term time holidays, which is based on legislation and government guidelines, is as follows:

- The law says that parents/carers do not have the right to take their children out of school for a holiday in term time.
- Leave will only be granted in exceptional circumstances. Details of what constitutes exceptional circumstances can be found on the Leave of Absence Form. (Please note: 'More affordable holidays in term time' is not classed as an exceptional circumstance).
- Any requests must be made 6 weeks in advance on the official form obtainable from the school.
- If absence is not agreed and the pupil goes on holiday, the absence will be recorded as unauthorised and reported to the Education Authority.
- Parents who take a child on leave in term time, without permission of the school, risk being issued with a penalty notice fine for unauthorised absences.
- Where a pupil fails to return within 10 school days of an agreed date, schools have the power to remove the child from the school roll.

Taking a holiday in term time means that children miss important school time. We would urge all parents not to request time out for holidays at the beginning of terms, particularly September. This is the time when new class routines are explained and friendships made.

Please avoid holidays in May as this is the time when tasks/tests/teacher assessments are made. Any requests for Year 6 during SATS week will **not** be authorised during this period (in May).

## Family Bereavements

Requests of this nature are always handled sensitively and requests for absence should be made in writing or by telephone. These requests will be authorised.

## Truancy

At Rossett Acre, parents are supportive in informing us of absences. Should a situation arise when we believe a child is absent without parental consent we would contact parents and Support Services, as required eg. the Police, as well as investigating the causes within school to deal with the difficulty.

# COMMUNITY PARTNERSHIPS

## Parent Teacher Association

The greatest help a school can have is the active support of the parents. Parents should feel free to come and help, ask questions and give of their own expertise. Our PTA combines social events with fund raising. Anyone can join in with the PTA's activities. There is no joining fee or membership card and the activities are managed mainly by a committee. The AGM is held annually when a new committee is elected.

Without the support of our PTA we would not have the new Multi Sports Pitch, drainage on the field, Early Years outdoor play covered structure, playhouse, iPads and so much more!

Our PTA run many fundraising events over the year including the Summer Fair/Cake Bakes, Jumble Sale, Quiz Night, Children's Christmas Cards. They even put on a very professional Pantomime each year and have been know to carry out challenges such as The Yorkshire Three Peaks. If you want to get involved email [RAPPTA@rap.rklt.co.uk](mailto:RAPPTA@rap.rklt.co.uk)

## Fun Club

There is a very popular before and after school club situated in the school's Timeline Hall and other specific areas in the school.

Fun Club operates between 7.30am-8.50am and 3.20pm-6.30pm Monday-Friday during term time and was graded 'Good' by Ofsted (June 2018). Children can attend regularly or for occasional days as required.

Please contact Fun Club on tel. 07882 297737 or via email on: [rossettacre@funclubs.co.uk](mailto:rossettacre@funclubs.co.uk) to discuss your needs. Please note; this is a paid for service.



## Volunteers in School

Voluntary help is welcomed in school for a variety of activities ranging from cooking, sewing, gardening, some themed work and school visits.

Volunteers are advised on safety issues and given the main teaching points of any activity. It is a Department of Education requirement that all regular volunteers provide the names of two referees, and will be asked to undertake a Disclosure and Barred List check via the Disclosure Barring Service (DBS).

Volunteers will also be required to undertake training such as Safeguarding: Keeping Children Safe in Education.

We also welcome volunteers to assist on school trips. Trip volunteers do not need to have DBS clearance, but are required to read, agree to and follow our guidelines for trip volunteers.



## Supporting our local community

We love supporting our local community and over the years we have been involved in many events, such as a Tea Party for our neighbours.

Last year children made and delivered Christmas Cards to the residents at Vida Grange and Vida Hall Care Homes.

We have also supported them during Dementia Week by crocheting lovely forget-me-nots which were made into badges.

Our choir have also visited a local care home and performed a medley of Christmas Songs, which certainly brought the residents some Christmas cheer.

Each year, we support the Harrogate Homeless Charity/local food banks. We collect a massive amount of donations during our Harvest Festival celebrations.

We have also worked on joint projects with Craft Aid International and Harrogate Rotary Club, planting crocuses to raise awareness 'Stop Polio Now'.

At Christmas we also have a Reverse Advent Calendar. Our wonderful parents donate food and gifts to local charities.

