

Hunmanby Primary School



Inspire • Enjoy • Achieve
2022-23



Priest Close, Hunmanby, Filey
North Yorkshire, YO14 0QH

Telephone: 01723 890350
E Mail: admin@hunmanby.n-yorks.sch.uk
Web: www.hunmanbyprimary.co.uk
Twitter : @HunmanbyPrimary

Headteacher
Mr Conrad Fox

Chair of Governors
Mr Peter Milnes
38 Priest Close
Hunmanby
Tel: 01723 891150

CONTENTS

Page 3	Introduction	
Page 4	School Vision Statement	
Page 5	Aims of the school	
Page 6	Term Dates/The School Day	
Page 7	Absences/Signing in & out/School Org'	
Page 8,9,10,11	Aspects of the Curriculum	
Page 11,12	School Uniform	
Page 13	Health & Safety Issues	
Page 13,14	Food & Drink	
Page 14	Medical & Health Issues	
Page 15,16	Behaviour and Anti-bullying	
Page 16,17	Sex Education/Foundation Unit and Main School Admissions/PTFA	
Page 17,18	Charging for school activities/Access to files	
Page 18/19	Medicines/Videoing/Photographs	
Page 19	Complaints Procedure	
Page 20	Promotion of equalities/Safeguarding	
Page 21	Teaching Staff	
Page 22/23	Support Staff /Governors/Absences	

Dear Parents/Carers



Thank you for your interest in Hunmanby Primary School. I trust this booklet will provide some of the answers to the questions you have about our school. If you would like to know more and would like to see the school at work then you are welcome to arrange a visit.

Hunmanby Primary School is a co-educational day school which is controlled by North Yorkshire Children and Young People's Service and the school's Governing Body.

The school's catchment area includes the Parishes of Hunmanby, Reighton and Speeton. Parents who live outside the school's catchment area who wish their child to attend the school should contact the Area Education Office, Children and Young People's Service, Jesmond House, 31-33 Victoria Avenue, Harrogate HG1 5QE.

Children must by law start school at the beginning of the term following their fifth birthday. However, at Hunmanby we have a 26 place Nursery and upto 16 place 2 Year Old Provision. Children are admitted into our Nursery from the term after their third birthday and the term after they are 2 for the 2 Year Old Provision.

Wrap around Care

Our school can offer our Parents wraparound care in the form of a before and after school club called HunmanBee Hive. Please see our website for more details.

The school welcomes Parent Helpers. If you are interested in volunteering, please contact the Headteacher or the School Office.

ARRANGEMENTS FOR VISITS

Parents considering sending their child/children to Hunmanby School are very welcome to contact the school to arrange a time for them and the children to view their new school and meet the staff.

Starting school is a very important milestone in your child's life, and we want to make sure everything goes well from the beginning.

The classes are based in school year groups, where all children follow the National Curriculum (a copy of which is available in school for parents to see on our website).

Most children transfer at the age of eleven to either Filey School (Coast & Vale Learning Trust) or Norton College near Malton.

School Vision Statement

Hunmanby Primary School



Inspire • Enjoy • Achieve

Our happy, caring and inclusive school welcomes all to our proud community of learners

Inspire - We will inspire each other with our creative curriculum and stimulating environment

Enjoy - Everyone will enjoy being in the heart of our school community

Achieve - We will all strive to achieve our full potential as individuals and a community of learners

Three Pillars of Excellence



curriculum books environment

AIMS OF THE SCHOOL



We aim to ensure that all pupils:

Stay Safe
Are healthy
Enjoy and achieve
Achieve economic well-being
Make a positive contribution

We will do this by:

- + Creating a happy, caring and inclusive environment in which everyone lives and works safely and cooperatively to achieve their potential.
- + Providing a safe and secure environment that enables the development of self-discipline, confidence and self esteem for all.
- + Forging close links with the community: locally, nationally and internationally.

We will encourage all pupils to:

- + Acquire the skills, knowledge and understanding which are relevant in a modern technological society.
- + Access a broad, balanced and stimulating curriculum to support effective learning for all.
- + Respect and value the wider rural and coastal environment.
- + Develop lively enquiring minds and the ability to question and discuss rationally.
- + Develop a sense of personal, family, and wider social responsibility.
- + To adopt a healthy lifestyle.
- + To understand the importance of attending school regularly.
- + Develop a responsible, international outlook, based upon an appreciation of the global impact of peoples' personal values, varied religious practices, choices, behaviours, beliefs and lifestyles.

HUNMANBY SCHOOL TERM DATES 2022/2023

	SCHOOL CLOSES	SCHOOL OPENS
		Tues 6 th September 2022
Autumn Half Term 2021	Fri 21 st October 2022	Mon 31 st October 2022
Christmas 2021	Fri 16 th December 2022	Wed 4 th January 2023
Spring Half Term 2022	Fri 10 th February 2023	Mon 20 th February 2023
Easter 2022	Fri 31 st March 2023	Tues 18 th April 2023
May Day Holiday 2022	Fri 28 th April 2023	Tues 2 nd May 2023
Spring Bank Holiday 2022	Fri 26 th May 2023	Mon 5 th June 2023
Summer 2022	Fri 21 st July 2023	

THE SCHOOL DAY

Main School starts: 8.45 a.m. Yr 1, 2 & 3
8.50 a.m. Yr 4, 5 & 6
Lunchtime: 12.00 noon – 1.00 p.m.
School finishes: 3.15 p.m.



Nursery: 8.45am – 11.45am
12.15pm – 3.15pm
Nursery lunch: 11.45am – 12.15pm

The nursery and reception age children have their own separate entrances where parents are encouraged to accompany them into school and share an initial activity with them.

Classroom doors are open for both Key Stage 1 and Key Stage 2 children to make their way to their classrooms at 8.45am. Parents are requested to leave their children in the playground, where they will be taken into school by the class teacher.

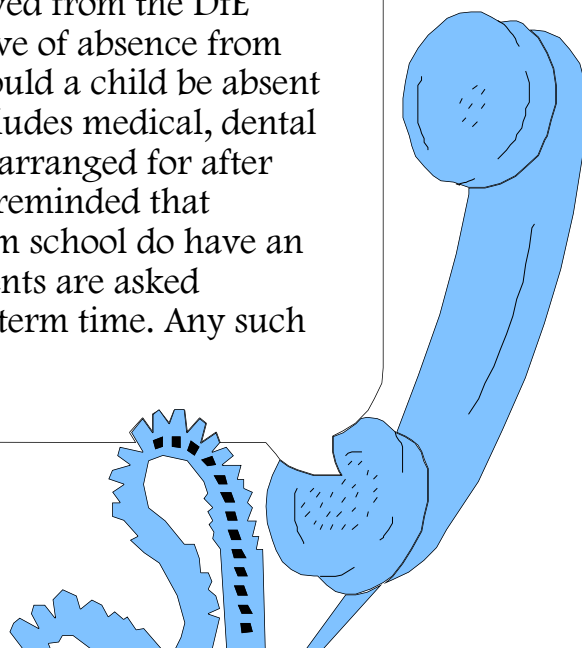
Playground supervision is provided from 8.45 – 8.55 a.m.

At Playtimes Key Stage 1 children are ‘based’ on the lower playground in the winter months, with a changeover to the upper playground after the Easter Holidays (or as soon as weather permits). Younger children have a break both mid-morning and mid-afternoon. From Year 3 they no longer have an afternoon break.

Children, who go home for dinner, should not return to the school premises before 12.50 p.m., unless they are involved in extra-curricula activities.

ABSENCE OF CHILDREN

The school is required to record all instances of lateness by children, as well as unauthorised absences. The school should be informed by telephone, note or by personal contact of any absences on the first day of absence. The school will try to contact home if a message has not been received by 9.25 a.m. The latest guidance and information received from the DfE states that children will not be granted leave of absence from school. Only in 'special circumstances' should a child be absent from school during term time and this includes medical, dental and other appointments, which should be arranged for after school or during holidays. All parents are reminded that national data has shown that absences from school do have an adverse effect on children's learning. Parents are asked therefore, to avoid taking holidays during term time. Any such absence will be recorded as unauthorised.



SIGNING IN AND SIGNING OUT

All visitors to the school should sign the Visitors Book on arrival. All visitors and staff wear badges; signing out should take place on departure. A signing out book for children leaving school for authorised purposes (e.g. dental / doctor's visits) is kept in the Reception Office. Children should sign in on their return to school. Children are not allowed to leave school during school hours for appointments without adult supervision.

SCHOOL ORGANISATION

In 2022/2023 there will be NINE classes (inc. Early Years) in the school. Each class is of mixed ability.



ASPECTS OF THE CURRICULUM

Teaching and Learning

At Hunmanby Primary School we value all learning experiences, which contribute positively to the rounded development and achievements of our pupils. We strive to improve the quality of our teaching and are systematic in doing this. Everything we do is focused on improving pupil's standards; their attitudes and behaviour; and their attendance to enable all our pupils to extend and develop their skills, knowledge and understanding and to achieve their full potential.

We aim to provide a broad and balanced curriculum which offers opportunities for children to learn from first hand experience; utilising outdoor activities wherever possible and in developing key skills for life. We have a curriculum that sets out knowledge for pupils that builds on prior learning. Many classes participate in a variety of educational visits, have visitors in school and use the school grounds and wider environment to support learning. More details of the school's Teaching and Learning policy are available from school or via the school website.

The progress of every individual pupil in school is tracked and monitored each term and ongoing formative teacher assessment throughout the year enables staff to provide appropriately for individual needs. Children in KS1 and KS2 are encouraged to be involved in their own assessment, setting termly targets with the teacher. These are then reported to parents each term via termly reports.

National Testing of Year 6 in English, Mathematics takes place annually during May – Science and Writing are teacher assessed.

Children in Year 4 do the multiplication tables checks and Year 2 children undergo teacher assessments during May annually, results of which are reported to parents.

Children in Year 1 undertake a Phonics screening test in June annually with a re-test in Year 2 for those children who did not achieve the expected level.

Children in Foundation Stage work towards the Foundation Stage Early Learning Goals.

Health & Wellbeing (PSHE)

Promoting the wellbeing and learning of all our learners is one of the core purposes of Education and Skills. We have a team that works in partnership with schools and educational settings to promote high quality inclusive provision that meets the statutory Relationships and Sex Education and Health Education (RSE) responsibilities, the safeguarding curriculum and non-statutory duties.



An effective PSHE programme for school (Inclusive of the RSE curriculum) supports the health and wellbeing of learners by developing their knowledge,

skills and attributes they need to keep themselves healthy and safe, and prepare for life and work in modern Britain. Aspects can include: emotional and mental health, healthy relationships and sex education, drugs, alcohol and tobacco education, growing up and body changes, difference and diversity, risk taking behaviours, citizenship, financial education, careers and online safety.

Parents Consultation Evenings

These are held at the end of each term with a termly report being sent out prior to the meeting. We seek to involve parents in their child's learning and progress and attendance at these meetings is actively encouraged. We will be using an on-line booking system whereby you can choose either face to face or on-line consultations with your child's class teacher.

Special Needs

The school is fully inclusive and ensures that the needs of all children are met. Children with special educational, behavioural, emotional or physical needs are provided for through in-class differentiation, small group activities or specific intervention programmes carried out by our highly skilled teaching assistants. All SEND provision is coordinated by our Special Needs Coordinator (SENDCo) Mrs J. Tanner. She works closely with Class Teachers to monitor progress made by SEND pupils and to implement additional support and/or intervention, where appropriate.

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

Disability Discrimination

The school has specific policies to cover all aspects of this and these are updated annually by the school's Governing Body. An annual accessibility plan incorporates provision in school for all users of the school site and aims to continually review and develop provision. A copy of the policy can be obtained from school or via the school web site.

Support for Looked After Children

The Headteacher is the school's Senior Designated Lead for all Looked After Children (LAC). Regular training ensures that the SDL is fully aware of the latest developments and needs of the pupils.

Able, Gifted & Talented Pupils

An annual register is maintained in school of all pupils considered to be 'gifted or talented'. A detailed policy is available from the school or via the website defining the terms. Children may enter or leave the register throughout the course of their time in school and the school works hard to meet the needs of all pupils – however gifted or talented they may be.

Equal Opportunities – The Equality Act 2010 aims to prevent discrimination. It is illegal to discriminate against people based on nine protected characteristics:-
*Age, *Disability, *Gender reassignment, *Marriage and civil partnership, *Pregnancy and maternity, *Race: can refer to colour, nationality, ethnic or national origins, *Religion or belief: can refer to religious or philosophical beliefs, including a lack of belief, *Sex: refers to a person's gender, *Sexual orientation.

Religious Education

Under the terms of the Education Reform Act 1988, R.E. has equal standing in relation to Core and other Foundation subjects. The daily act of worship has to be “broadly Christian in nature”. A number of faith Ministers lead School Assemblies on a regular basis. Parents may withdraw their children from religious worship and religious education if they so wish. It is necessary for such requests to be put in writing to the Head Teacher.

Collective Worship

In line with the 1988 Education Reform Act, which states that collective worship should be ‘wholly or mainly of a broadly Christian character’, we normally base our assemblies on the teachings and traditions of the Christian Church. However, we conduct our assemblies in a manner that is sensitive to the individual faith and beliefs of all members of the school as outlined in NYCC Agreed Syllabus revised in 2019 ~ 2024 and is reflective of the multicultural society in which we live.

While the majority of acts of worship in our school are Christian, our assemblies may reflect other religious traditions that are represented in the school, the wider community and our 21st century society.

Health and Safety

The school has a Health and Safety Policy that was developed in consultation with North Yorkshire Children and Young People's Service and our Governing Body. A broad range of risk assessments have been produced, covering many aspects of school life, and we are pro-active in ensuring that all members of the school community flourish within a healthy, safe and secure environment.

P.E. and Sports Activities

P.E. and sports activities are an important part of the School's Curriculum. All children are expected to participate in the sessions and to have a change of clothing. All children should come to school in appropriate PE clothing. It would be appreciated if all items of clothing, particularly P.E. and Sports clothing could be marked with the child's name.



The following are examples of indoor and outdoor Games and Activities that may be offered to the children:



Football
Netball
Indoor Hockey
Kwik-Cricket
Short Tennis

Rounders
Potted Sports
Basketball
Cross-Country
Rugby

Athletics
Orienteering
Swimming
Running

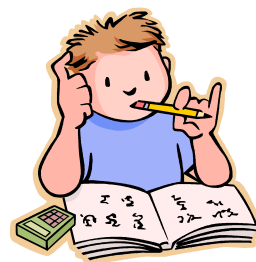
Children in KS1 & KS2 participate in swimming and water confidence building throughout the year. Instruction is provided and parents are asked to make voluntary contributions towards meeting transport costs.

Extra-Curricular Activities

Clubs and Activities operate on the school premises at the end of the school day until approx. 4.00 – 4.30 p.m. Some of the activities on offer are :- Rugby, Football, Netball, Athletics, French, Infant Keep Fit/dance, Choir, Cookery, Gardening and Book Club, Chess, Crafts and Dance.

Homework

Children are given a variety of homework tasks regularly throughout the school year. This could be either completing class work or being asked to do a piece of discovery work. All children are encouraged to read for pleasure and information. Home Reading Books are available for all children in school. Foundation Stage children are able to choose a book daily with their parents to read and enjoy at home. From Year 1 onwards, all children receive a school reading book, special reading folder and are encouraged to read regularly at home. Reading for pleasure has a high profile in our school and by reading at home, parents are able to share in the development and progress of their children's learning in partnership with the school. Children will also bring home spellings to learn for the following week. Parents are asked to support the school in checking that all homework tasks are completed and returned to school the following day.



SCHOOL UNIFORM

Our school uniform for all children comprises:

- Royal Blue school sweatshirts or cardigan (School logo required)
- Grey school trousers with the option of long or short trousers all year round.
- Grey school skirts or grey pinafore dresses throughout the year. Blue gingham dresses are an option for the Summer Term. (Logo not required)
- White polo shirts for all year, wear under sweatshirts. (Logo not required)

- Royal blue outdoor fleeces or fully reversible school jackets or a dark coloured school coat. (Logo not required)
- Black school shoes or black leather type trainers (High heels, bright coloured training shoes are not acceptable)
- Indoor PE, Warm Weather ~ Plain white T-shirt & plain black shorts for PE. Any type of PE trainer/football boot is acceptable.
- Outdoor PE Wear for Inclement Weather:- Black sweatshirt , Black Joggers and outdoor trainers. Please note Hoody type PE tops are acceptable for 2022-2023, but we would encourage parents to buy the safer non-hoody sweatshirt ready for September 2023.
- Expectations for PE and swimming kit – swimming trunks (not Bermuda type shorts) and girl's one piece swimming costume.
- Expectations for jewellery and hairstyles (taking into account the requirement described above to avoid discrimination in line with the Equality Act 2010) – studs for boys and girls are acceptable but must be taped for PE. No 'dangly' earrings. No necklaces or bracelets unless it is a protected characteristic.
- Expectations for shoes, bags and coats – black school shoes (can be black 'leather type' trainers). Manageable rucksack type bags. A blue book bag provided free by school.
- 'Hoody' type PE tops are acceptable for 2022-23, but we would encourage parents to buy the safer non-hoody sweatshirt ready for Sept 2023.
- Where it is necessary to wear Wellingtons or Boots, in adverse weather, then the child will need a change of footwear for inside school.

The practices and beliefs of different social identity groups are respected and taken into account. Please do not hesitate to contact Mr Fox Head Teacher if our uniform policies are unsuitable for your requirements.

4.2 Where to purchase it

Various items of school uniform with School Logo are available to order from:-

- The School Office at competitive prices, we use a local firm called Identity. ~ (Please see a member of the school admin team for more details)
- In store at K & A Sales, Prospect Street, Bridlington.
- Items of clothing not requiring the School Logo can be purchased from the High Street/Supermarkets.

Second Hand Uniform

- We also have some items of second hand school uniform available – please contact the school office if you would like to see it - FOC

HEALTH AND SAFETY ISSUES

- Jewellery should not be worn in school. Ear studs are allowed but must be removed prior to P.E./Games/Swimming sessions. NB If ear studs are not able to be removed by your child themselves, please provide a small roll of micro pore tape to enable them to cover their studs for the duration of the P.E. lesson. (Tape not allowed in swimming pools)
- Dangerous or electrical toys or appliances (including mobile phones) should not be brought to school. Children should not bring toys to school in case of loss or damage.
- Sweets/confectionaries are not allowed in school. Children may bring a piece of fruit for break time snacks. (All Foundation and Key Stage One children receive free fruit daily through the 'Fruit & Veg Scheme').
- There is a school tuck shop at morning break for all Key Stage 2 children providing a range of healthy snacks and drinks



- The school provides 'cool water' for all children from plumbed-in dispensers. All children have free access to it. Water bottles are provided for all children on entry to school.

- Pupils in Years 3,4,5 & 6 may cycle to school once parents have completed a Cycle to School Request Form. Please Note children in Years 3 & 4 must be accompanied by a parent when cycling to school. All children riding bicycles to and from school must wear cycle helmets.



- It would be appreciated if parents could ensure that bicycles are in a good condition and that their children have some road sense. Year 5 & 6 children may take the NYCC Bikeability programme annually.

FOOD AND DRINK

School Milk

The school participates in the Welfare Food Scheme (Department of Health) that enables children under 5 years of age to receive milk free of charge.



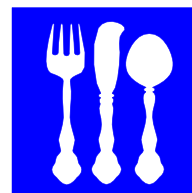
Older children in the school benefit from milk subsidies under the EU School Milk Subsidy Scheme. Milk needs to be ordered in advance and payments are collected in the half-term prior to the children having the milk. If you would like to order daily milk for your child, please call at the School Office.

Fruit and Vegetable Scheme Foundation Unit (EYFS) & KS1

The school participates in the School Fruit and Vegetable Scheme, which entitles infant children to a free piece of fruit or vegetable each school day. The aim is for your child to have a positive and enjoyable experience of fruit and vegetables. The Department of Health are keen to increase the variety not just of fruit but also vegetables on offer as part of the overall 5 A DAY programme, and to increase produce grown in the UK.

School Meals

The school is able to provide a healthy school lunch for your child. The meals served follow National Food Standards. A choice of either a hot meal or sandwich bar are available daily (including vegetarian) and we are able to adapt further to accommodate nut allergies, religious needs etc. Please let us know of your particular requirements. Menus are published in our regular school newsletters and on our school website.



We operate a cashless system and any monies due are to be paid online via ParentPay.

Parents in receipt of Income Support or certain benefits may be eligible to claim for free school dinners. Claim forms are available from the School Office or obtainable on the school website.

Children who wish to bring a packed lunch, may do so. All lunch boxes should be clearly marked with the child's name. Whilst we cannot dictate the contents of children's packed lunches, we would ask that parents provide a balanced, healthy lunch. Fizzy drinks are not allowed. Water is provided for all children including packed lunch children.



MEDICAL AND HEALTH ISSUES



At various times during your child's stay in the school there will be routine medical and dental inspections. You will be informed well in advance when these will take place. Vision and hearing checks are routinely conducted; parents are not automatically informed in advance of these checks although they will of course be informed by the School Health Clinic if particular problems are identified.

Please do not send your child to school if they suffer from:

- A temperature of 99.6 or higher
- Acute cold, sore throat, persistent cough or constant runny nose
- Undiagnosed skin rashes
- Earache
- Nausea or vomiting

After an illness your child should be well for 24 hours before returning to school.

An item of regular concern to parents is head lice. From time to time these unwelcome visitors are found in children's hair.

Head lice (or 'nits') are a community problem and can come from a variety of sources. Parents are asked to:

- ◇ Encourage children to groom their own hair with an ordinary comb twice a day.
- ◇ Check their children's hair once a week looking closely at the scalp for eggs.
- ◇ Avoid using lotion/shampoo as a prevention (the louse becomes immune eventually).
- ◇ Buy or have prescribed by your GP, the necessary lotion and treat anyone in the family who is found to have live head lice.



Information Leaflets are available from the School Office.

BEHAVIOUR AND ANTI-BULLYING

Behaviour



The school considers good behaviour to be essential for effective learning and positive relationships to flourish. We have a clearly defined set of school rules which encompass every aspect of life in school. They are called our “Golden Rules”, and are as follows:

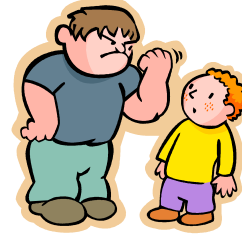
- *We are gentle*
- *We are honest*
- *We are kind and helpful*
- *We listen to people*
- *We look after property*
- *We work hard*
- *We are polite and respectful*

We encourage all children to take responsibility for their own behaviour and make the right choices. We reward these children by looking for positive behaviour and celebrating those children in Achievement Assembly and Celebration Assembly. Those children who choose not to follow our “Golden Rules” lose 15 minutes of their dinner playtime, where they reflect on their behaviour. Class Dojos can also be awarded for behaviour.

The vast majority of children in our school are able to behave well. Our behaviour policy outlines other rewards and sanctions for behaviour. A copy is available from the School Office, should you require one.

Anti-bullying

We believe that everyone in school has the right to feel valued, safe and secure and free from threat or intimidation. We have a clearly defined anti-bullying policy and have worked hard with children, staff and governors to identify what bullying is, what the school policy is on bullying and what they should do if bullying arises. Topics such as cyber and homophobic bullying are part of our anti-bullying policy and we have a zero tolerance policy towards all forms of bullying.



Many of our Year 6 pupils have been trained as “Playground Leaders” and assist other children in school and during playtimes by being available on the playground to help when required, and supporting them in constructive games and activities.

We take all incidents of bullying very seriously and each one is investigated and followed up by a member of staff when reported. Our anti-bullying policy is available from the School Office or website, if required.

Policy for Sex and Relationship Education (SRE)

All maintained primary schools have a legal responsibility to provide a sex and relationship education programme. SRE is one element of our school’s work in Science and Personal, Social, Health and Education (PSHE).

SRE is about the physical, emotional and moral development and changes children will experience through their formative years. In SRE lessons children acquire knowledge, understanding and skills and develop beliefs, attitudes and values about their sexuality and relationships as well as about sex, sexuality and sexual health.

Parents have the right to withdraw their child from SRE lessons if they wish. Our SRE policy sets out clearly how each year group in school is taught. It is available on our school website or by request in school.

FOUNDATION UNIT AND MAIN SCHOOL ADMISSIONS

Applications to start the 2 Year Old Provision and Nursery must be completed by the following deadlines and will be considered under Local Authority (LA) Criteria for admissions.

For September admission – applications to be returned by 31st May

For January admission – applications to be returned by 31st Oct

Please note that 2 Year Olds and Nursery children are not on the roll of the main school. There is no link between admissions to a Nursery class and admissions into Reception. Application is made on line to the local authority. All other in-year applications can be made by contacting the school and a preference form completed.



HUNMANBY PRIMARY SCHOOL PARENTS, TEACHERS & FRIENDS ASSOCIATION

The group was formed in October 1988 with the following aims:

- ◇ To further the education of the pupils of the school by providing additional facilities and equipment through fund-raising activities.
- ◇ To enable members of staff, parents and friends interested in the school, to mix together socially.
- ◇ To organise events of an educational nature which relate to activities within the school.



Events assisted with or organised by the PTFA have included Christmas and Summer Fairs, Barbecues, Fun Nights, and a number of sponsored events.

New committee members are always welcome. Please contact the School Office for further information.

CHARGING FOR SCHOOL ACTIVITIES

In order to comply with the Education Reform Act 1988, the School Governors have adopted the following Policy Statement:



That tuition in the playing of a musical instrument through the County Music Service be charged in accordance with the set level of charges. The school will

operate the Remission and Reduction Schemes in accordance with County Music Service Policy.

A charge will be made for the full cost of activities which take place wholly or mainly outside school hours except for those which are provided as part of the syllabus for a prescribed public examination or are required in order to fulfil statutory duties relating to the National Curriculum or to Religious Education.

On residential visits wholly or mainly in school hours in the definition of the Act or provided as part of the syllabus for a prescribed public examination or in order to fulfil statutory duties relating to the National Curriculum or to Religious Education; charges for board and lodging will be remitted for pupils whose parents are in receipt of Income Support and other benefits, the costs to be found from within the existing school or County Council resources. The full cost of board and lodging on any residential visit may be charged.

The Headteacher may seek voluntary contributions from parents in connection with any activity, either in or out of school hours, provided that the contributions are genuinely voluntary and that a parent's inability or unwillingness to pay does not prevent a child taking part in the activity.

The Headteacher may also ask a parent to pay for any damage caused wilfully by a child.

Parents of children receiving instrumental tuition and using school woodwind and brass instruments are required to pay a weekly (term-time) fee to the school to cover repair/replacement costs and insurance.

ACCESS TO FILES

Yellow Record Files are kept on each individual child on the school's roll. These records contain standard information e.g. registration forms, copies of school reports, copies of correspondence to parents. Parents are entitled to gain access to these files and/or the information held on the school's computer database (Data Protection Act 2018/GDPR).

MEDICINES

The legal position is that it is the responsibility of parents and not the School to administer medicines wherever practicable. However, if there is a need for medicines to be administered during school time, you must observe the following instructions:-



1. The medicine should be brought to School in a properly labelled container with the name of the prescribing person (normally the Doctor) on the label as well as the name and address of the pupil, the name of the medicine, the dosage and times when it should be taken. We cannot allow loose tablets or capsules to be taken. This applies to all medicines - liquids, capsules, pills, ointments, asthma sprays, etc. prescribed by the Doctor. No member of staff is required to apply lotions or creams.

Staff must not give prescription medicines or undertake healthcare procedures without appropriate training. In some cases written instructions from the parent or on the medication container dispensed by a pharmacist is sufficient and the Headteacher / SBM will determine this

2. The medicine must be given to the an Office Administrator who will keep charge of it until it is time to be used. Parents/guardians will be asked to complete an Instruction/Authorisation form before any medication can be administered at school. Parents to collect medication at end of period or if out of date.
3. Whenever an asthma spray is brought to School the child should be reminded of the importance of its being safely kept. In the unlikely but possible event of it being misused or frequently lost, or left lying around the premises, the Authority reserves the right to require that all inhalers be treated as other medicines and be kept under lock and key.



VIDEOING AND PHOTOGRAPHS

Parents must not photograph or video any children on school premises without prior knowledge or permission from the Headteacher. School asks that no photos of children other than your own are shared on social media.

COMPLAINTS PROCEDURE

The Headteacher can be approached should you have any concern relating to your child and/or school, alternatively the Chair of Governors. However, should it be considered necessary any parent has the legal right to institute the NYCC Complaints Procedure about the Curriculum or any related matter. Copies of the Document are available from the School Office.

Community Cohesion

The school works hard to ensure that all pupils, parents and members of the wider local, regional and national communities are welcomed into the school wherever possible.

We seek to ensure that all associated with the school are familiar with the school's vision of a diverse, inclusive, tolerant and equitable society.

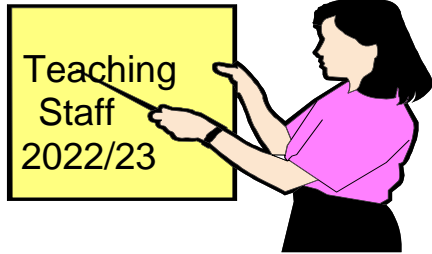
Promotion of Equalities

The school actively encourages equalities. Any incidents are reported each term to the Governing Body and appropriate action taken.

Further details of school policy are available via the school website or from school.

SAFEGUARDING

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



Headteacher
Mr Conrad Fox
Designated Senior Lead for Child Protection

Deputy Headteacher
Mr John Rix

EYFS
Bumblebees 2 Yr Old Provision
Mrs Laura Milnes

Butterflies Nursery
Mrs J Stather & Mrs N Starkey

Ladybirds Reception
Mrs M Pearson & (Mrs S Elwick to Feb 2023)

Class JT (Year 1)
Special Needs Co-ordinator
Mrs J Tanner

Class BH (Year 2)
Mrs B Habberley & Miss H Jeffery

Class ZC (Year 3)
Mrs Z Cerexhe

Class AM (Year 4)
Miss D Butcher

Class MT (Year 5)
Mr M Tanner & Miss H Jeffery

Class JR (Year 6)
Mr J Rix
Deputy Headteacher

PE Specialist
Mr T Ellis

ECT Release Teacher
Mrs S Elwick

SUPPORT STAFF 2022/23

Finance/Bursar
Mrs L Waller

School Business Manager
Mrs J Hammond

Office Admin. Assistants
Mrs K Ware, Mrs S Kerfoot, Mrs N Kennedy

Teaching Assistants
Mrs C Adams, Miss A Bradley, Mrs L Collier-Woods, Mrs I Flett, Mrs V German,
Mr D Grice, Mrs L Jackson, Miss B Jenkinson, Mrs A Miller,
Mrs J Petch, Mrs H Robson, Mrs T Shooter, Reliefs: Miss N Smith, Miss E Warkup

Caretaker
Mr James Rogers

Cleaners
Mr J Rogers, Mrs R Simpson, Mrs P Skelcher

Kitchen Staff
Mrs D Hornsey, Mrs S Burgess, Mrs M Sellers

Senior Midday Supervisor (SMSA)
Mrs N Kennedy

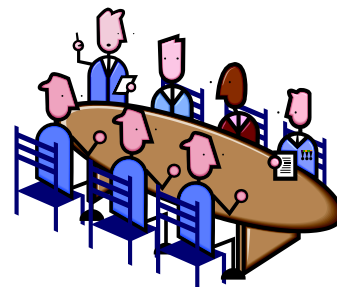
Midday Supervisory Assistants (MSA)
Mrs C Adams, Miss A Bradley, Mr D Grice,
Miss S Kaye, Mrs L Melody, Mrs M Sellers, Mrs T Shooter,
Mrs R Simpson, Mrs D Thompson, Miss B Jenkinson

Relief MSA
Miss E Warkup, Mrs L Brearley

School Nurse (based at Northway Clinic)

Hunmanbee Hive
Play Leader: Mr D Grice
Play Workers: Mrs L Collier-Woods, Miss A Bradley,
Mrs A Miller, Mrs T Shooter
Relief Playworkers: Miss B Jenkinson, Mrs L Milnes, Miss E Warkup

GOVERNORS 2022/2023



LA GOVERNORS (1)

Mr Peter Milnes

Chair of Governors

38 Priest Close, Hunmanby, 01723 891150

HEADTEACHER

Mr Conrad Fox

STAFF GOVERNOR

Mr John Rix

PARENT GOVERNORS (3)

Mr P Lane

Mrs D Armstrong

Mr M Owen

CO-OPTED GOVERNORS (5)

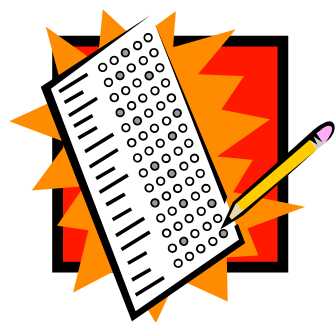
Mrs J Tiffany

Miss M Benson

Mrs C Harrison

2 x Vacancies

AUTHORISED AND UNAUTHORISED ABSENCE JULY 2022



The total number of registered pupils of compulsory school age (excluding nursery) on roll for at least one session during the reporting period to 7th Sept 2021 to 22nd July was 198.

Authorised absence as a percentage of total sessions possible as at 22/07/2022 was 5.87%

Unauthorised absence as a percentage of total sessions possible as at 22/07/2022 was 0.68%