



## Cracoe and Rylstone VC C of E Primary School

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Primary School  
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## 1. Introduction

**Cracoe and Rylstone Voluntary Controlled Church of England Primary School** is situated in the village of Cracoe in Upper Wharfedale, in the beautiful Yorkshire Dales. It was established as a Church of England School in 1851. We are a small school with big ambitions for our children and all in our wider school community. We have high standards and strive for excellence in everything we do. We have been judged '**Outstanding**' in all aspects by Ofsted (Oct. 2012) and '**Outstanding**' as a Church School by the SIAMS Church School Inspection (Nov. 2013). We think that our school is a very special place and we hope you will too!

In September 2014 the school formed a 'Formal Collaboration' with Burnsall VA Primary school. This allows each school; the staff and pupils, to work together on many levels whilst preserving each schools identity.

Within school we have two well-equipped, spacious classrooms, a purpose-built ICT/library area, as well as Wi-fi access, laptops, cloakrooms, offices and a staffroom. The school benefits from it's very close proximity to the modern and spacious Cracoe Village Hall, which is used as an additional teaching space, for PE , drama, musical and social events. The tarmac playground is marked with games and there are grassed areas which can be used in the summer months. We also have the use of a playing field adjacent to the Village Hall. Class 1 also have an outside play area.

The school has a strong Church of England foundation and Christian ethos. We have close links with our parish and local church of St Peter's, Rylstone. We also benefit from a very supportive school community and an active 'Friends' association.

Cracoe and Rylstone VC C of E Primary School is one of seven schools in the Upper Wharfedale Primary Cluster. This is a very active organisation which creates a wealth of opportunities for children to work and play with others in their peer group - particularly important for our rural children. The Cluster also gives a forum for staff to share ideas and training projects. The headteachers meet as a 'Leading for Learning' group at least once every half term, sharing their knowledge and expertise. The school is also a member of the local Harrogate and rural teaching alliance (HART) of schools, which provides further development opportunities and support.

As part of the cluster, the school is an active member of the Craven School Sports Partnership, which provides a vast range of sporting experiences for the children, including weekly access to the state-of-the art facilities at our local Sports College, Upper Wharfedale School, with its purpose-built sports hall and a swimming pool. We are an active school with 'Healthy Schools' status.

We are also an Eco-Schools and were awarded Fairtrade status in 2014.





## 2. Aims and Vision Statement

**Within the Christian environment of our Church of England School, it is our aim, in partnership with parents, the Governors and staff, to help our children:**

- To enjoy learning and to become independent, self-disciplined and self-motivated and to achieve their full potential;
- To develop lively, enquiring and creative minds;
- To acquire knowledge, skills and training relevant to their own lives which will take them forward into adult life and employment in a rapidly changing world;
- To develop, recognise and value a sense of right and wrong;
- To develop an awareness of their place in society and their roles as global citizens;
- To develop and act upon a personal set of values, beliefs and attitudes, rooted in our own Christian Values, and to gain an understanding of and respect for the opinions of others, regardless of race, religion, way of life or point of view.

**Our Christian Values:** promoted by all, in everything we do...

**Friendship, Forgiveness, Peace, Perseverance, Respect, Responsibility, Courage, Trust & Hope**

**Our vision for the school by 2016 is that:**

- We will have maintained our status as an 'Outstanding' school, continuing to build upon our high standards and aspiring **to achieve excellence through teamwork in education for all**, developing the potential of all members of our learning community;
- We will have developed our new curriculum, including use of new technologies and opportunities, ensuring excellence of teaching and enjoyment in learning for the 21<sup>st</sup> century;
- We will have developed and maximised the potential of our indoor and outdoor environments, reducing our environmental impact;
- We will have maintained an outstanding level of distinctiveness and effectiveness as a church school.



### 3. Admission of Pupils

Our school catchment includes the villages of Cracoe, Rylstone and Hetton and their outlying farms. A significant proportion of our families also choose to send their children to us from areas beyond the catchment.

Children commence school at the beginning of the Autumn term in the year in which they are five years of age. Parents should apply for a school place to the North Yorkshire Local Authority (LA) in the January of that year. Our annual pupil admission number, set by the LA, is 7 pupils; but if the school has space in other year groups/overall, this number can be exceeded. Children in the school's catchment area whose parents express a preference for our school, will be allocated the available places before children who express a preference from out of the area normally served by us.

During the term prior to admission, several afternoon sessions are allocated to be an introduction to school. These dates are sent out to parents in good time in order for arrangements to be made. Wherever possible, young children are welcome to attend school functions with their parents, as another introduction to school life.

As a gradual introduction process, the new entrants into the Reception year attend school for half days only for the first week of term. During this period of time they will return home after lunch.

#### Transport

Children arrive at school by a variety of means: walk, cycle, bus ,taxi or by car. Those arriving by car are able to park in the Cracoe Village Hall car park, allowing their children safe access to the playground by the bottom gate.

If you think that you may be eligible for assistance with transport to and from school, contact the School Transport Department at County Hall, Northallerton: **telephone 01609 780780.**

## 4. School Organisation



The school is organised into two classes: Class 1 for the Foundation Stage/Reception and Year 1 and 2, Key Stage 1 (KS1) – ages 4-7; and Class 2 for Years 3-6, Key Stage 2 (KS2) – ages 7-11. Miss Dodd is responsible for teaching the Foundation Stage and KS1 children and Mrs Christine McQueen is responsible for KS2. Specialist teaching is also provided in PE and Music. The Class teachers are supported by experienced TAs, Mrs Karen Walker, Mrs Sally Walker, Mrs Vetch and Mrs Amandine Driver.

### The School Day

Registration	9:00am
Morning break	10:30 - 10:45am
Break for lunch	12:00 - 1:00pm
Afternoon break	2:15 – 2:30pm
Close	3:30 pm

Each day includes a 15 minute act of Collective Worship or Assembly.

### School Lunch

A **healthy two course meal is cooked on site** every day by our cook, Mrs Julie Geldard, who works for North Yorkshire County Caterers. Lunch is served in the Village Hall at 12:00 noon. This is seen as an important social occasion in the school day. The children sit in small 'family' groups to eat, with the oldest children taking responsibility for the care of the others on their tables. At least one lunch time supervisor with additional staff also looks after the children both at meal times and during lunch break. Payment may be made weekly (money brought in on Mondays in a separate, marked envelope please) or half termly, by cheque made out to Cracoe & Rylstone Primary School. Maels should be paid for prior to their consumption.

Information about free school meals can be obtained via school or direct from: The Welfare Team, CYPS tel: 01609 533405 email: [schoolwelfare@northyorks.gov.uk](mailto:schoolwelfare@northyorks.gov.uk) or via the North Yorkshire county website: [www.northyorks.gov.uk/freeschoolmeals](http://www.northyorks.gov.uk/freeschoolmeals)

All children are provided with **fruit** for morning break, this is provided under the Government 'Fruit for Schools' scheme with additional funding being added from school funds.



## 5. The Curriculum

Our curriculum is organised to enable all pupils to follow their own personalised learning journey. We provide exciting learning experiences that will help our children to achieve their potential, give them greater self-awareness and foster an attitude to the wider world which is sensitive and well-informed.

In Class 1, the Early Years Foundation Stage Curriculum is followed up to the end of all pupils' first Foundation Stage/Reception year in school. The teaching of reading is phonics-based. From Year 1 to Year 6, the National Curriculum is followed.

### **The Wider Curriculum**

All children are entitled to a broad and balanced curriculum that is relevant and suited to their needs. At Cracoe and Rylstone, we aim to make this curriculum stimulating, vibrant, enjoyable and focused on each child developing the skills and knowledge required to be successful in later life. We aim to enable each child to reach the highest standard to which s/he is capable through providing a challenging yet supportive learning environment in which all pupils feel safe and secure to take risks and rise to challenges.

The curriculum is delivered through curriculum areas. These areas are planned over a rolling programme thus ensuring that all areas of the National Curriculum are covered. These Topic themes are the focus for delivering the Geography, History, Art, DT and Science curriculum.

As a Christian School, the SMSC (Spiritual, Moral, Social and Cultural) development of our pupils lies at the heart of all that we do. Our Curriculum threads SMSC across all subjects areas and school life and ensures pupils are aware of Christian values and the history and values of Britain. It also helps to prepare our pupils for life in modern Britain.

We teach children how to keep safe; through a range of different learning experiences. These include teaching PSHE, in collective worship and sessions from specialist support agencies, for example related to internet safety, road awareness and puberty.

### **Core Subjects**

The core subject skills of reading, writing and mathematics are vitally important and are taught daily within the context of our personally designed 'creative curriculum'. This curriculum, which is organized into topics, provides relevant learning opportunities for pupils of all ages, as part of which they develop independence, questioning skills, the ability to investigate and ask questions and a well-rounded appreciation of the world around them in addition to a sound grounding in the '3 Rs'.

We place great emphasis on our core subject teaching and knowledge as we believe that the skills and knowledge learnt in these lessons are vital to enable pupils to access the full range of opportunities available to them in later life. Mathematics, reading and writing are taught daily and pupils are given regular homework tasks that enable them to extend or consolidate the skills learnt in class.

### **Mathematics**

Mathematics is taught as a subject daily in all classes as well as being taught as a tool across the curriculum. Pupils at all levels are given the opportunity to develop new skills and

processes, investigate number patterns and rules, solve problems and puzzles, explore shape, space and measures and learn key facts by heart.

In The Foundation Stage, pupils learn mathematical processes and number facts through a range of play based and investigative activities. They learn songs that help with counting and recognising numbers and use the environment around them to learn more about shape and space.

## **Reading**

Pupils in Key Stage 1 and 2 are encouraged to read daily to develop their independent reading and comprehension skills. We teach reading in a variety of ways. Our younger pupils read to an adult regularly to develop their ability to recognise common words, breakup unknown words into segments and begin to understand the texts that they are reading. As pupils get older, they take part in 'guided reading' where the teacher works with a group of children reading at a similar level and, through setting focused reading and comprehension objectives, is able to help the group progress with their ability to read more challenging texts and comment on what they have read. Pupils in the Foundation Stage experience books in a range of contexts, listen to stories, retell stories using puppets and begin to recognise letter sounds and common words.

## **Writing**

Writing skills are taught within our English lessons. Pupils are also given a wide range of opportunities to write for real purposes across the curriculum. A confident and skilled writer has the ability to write in a range of contexts such as letter writing, emails, reports, persuasive texts and fiction writing. Our topic based curriculum provides many opportunities for children to develop their writing skills in real and relevant contexts. Pupils are taught Spelling patterns and rules of grammar discretely and within literacy lessons.

Pupils in the Foundation Stage develop early writing skills by engaging in a range of gross and fine motor play activities. When ready, they develop their early writing skills on paper by learning letter formations and writing familiar words and short sentences.

## **Phonics**

The children are taught to read using systematic synthetic phonics within Early Years and Key Stage 1. They are taught to decode and blend words using the sounds they have learnt in Phonics and to use picture clues and syntax clues to help them when reading books.

## **Science**

Science is taught within our long term plan of topics. As part of our science teaching, pupils are given the opportunity to develop the following skills and processes:

- Observe and measure
- Classify and conclude
- Identify patterns and relationships
- Make predictions and explain results
- Devise and carry out investigations
- Handle equipment and a wide range of materials safely and effectively.

## **Religious Education and Collective Worship**

We follow the North Yorkshire Agreed Syllabus for RE teaching in Key Stage 1 and 2. Pupils are given the opportunity in RE lessons and as part of the wider curriculum to learn about aspects of the Christian faith and other major faiths as well as discuss feelings, values and moral issues that are pertinent to them. All pupils take part in an act of daily collective worship which is broadly Christian in nature. These sessions are led by teaching staff and members of the local clergy. Parents can request in writing that their child does not take part in RE or collective worship should they so wish.

## **Personal, Social and Health Education**

Our policy is briefly that children's questions regarding family life, physical, social and emotional development will be answered truthfully and with regard to the child's age and maturity. Staff are deeply conscious of the need for an understanding and sensitive approach to children's curiosity, but must be mindful of the world our children will inherit, including the dangers of ignorance and indifference.

Children should have opportunities to learn about and discuss personal issues, regarding relationships within and without families; drugs and our society's response to them; their own feelings, physical and emotional development.

As with RE and Collective Worhsip, parents have the right to withdraw their children from sex education. Please contact the Head if you intend to do this.

## **Computing**

In a world where computers, electronic communication, mobile phones and virtual learning environments are becoming a bigger part of daily life, it is vital that we prepare our pupils for the future in providing opportunities across the curriculum for them to develop IT and programming skills. We are well equipped to teach IT skills as part of our wider curriculum and our pupils enjoy a range of opportunities to use ICT in the different subject areas. We are lucky in as much as we have a range of computers, desk tops , Laptops and I pads.

## **Music**

In addition to music teaching within the school curriculum, all pupils have the opportunity of learning to play a **musical instrument** as part of the normal curriculum. More specialist tuition for voice, piano, strings, wind, brass and percussion instruments is available through the NYCC Music Service and peripatetic music teachers work weekly with pupils at the school. A fee is charged for this service from which parents on Income Support or in receipt of the Pupil Premium are exempted. We also offer very popular accordion tuition through the Craven School of Music. Details of charges are available at school. We usually offer after-school Band where children who are learning instruments can experience playing together.

## **Modern Foreign Languages**

French is taught with a focus on the acquisition of spoken skills. This follows the North Yorkshire Syllabus. This teaching is informal for younger pupils and consists of simple spoken commands, counting and the learning of phrases. For our older pupils, French is taught more formally and pupils are given the opportunity to develop early conversational skills.

## **PE and Sport**

All children take part in PE. In Foundation/KS1 the children are taught on site. The children in KS2 also travel to Upper Wharfedale School weekly to take advantage of their specialist sports facilities, including the swimming pool. If the weather is fine we will also make use of our outdoor areas. Children who wear earrings (stud-type only allowed in school) will be asked to remove them for PE, in accordance with safety standards in the County. For PE lessons, children wear black shorts and a red t-shirt, and do their work in bare feet or gym shoes. Out of doors, depending on how warm it is, they wear shorts or jogging trousers and gym shoes/trainers. We also have a specialist professional school team strip provided by the local Tarmac Quarry for use by pupils playing sports for the school in local and county championships.

If a parent should wish a child to be excused from PE due to illness or injury, children should bring a letter of explanation prior to the lesson. PE is a compulsory subject and every effort should be made for every child to participate in the lesson in some capacity. Those with special needs or disabilities will have the lesson objectives differentiated so that they may participate.

On occasions parents are asked to contribute towards the cost of transport.

## **Special Educational Needs**

A child with special educational needs, whether with learning difficulties or behavioural problems, is cared for in the first place by the class teacher within the classroom. Agreed procedures are followed under the direction of the Special Needs Coordinator (SENCo). If a child has a specific special need or disability, his/her needs will be met in consultation with parents, class teacher, SENCo and, where appropriate, Local Authority representatives.

## **Homework**

The School has a policy for homework to support our work in school both at KS1 and KS2. We see homework as an important means to support, enhance and practise our daily work in school and it forms a key part of our work in partnership with parents at home.

**KS1:** We expect reading and maths to be the main focus of homework and this should be undertaken every day.

**KS2:** Reading should be undertaken daily, as well as weekly spellings, English and Maths Activities and other specific homeworks. Children should also spend time regularly learning their Maths Key Instant Recall Facts (KIRFs) e.g. times and division tables.

Once a half term all the children will be set an additional homework. This is called a 'Learning Log' activity. This is an open ended activity on a subject which is open to interpretation.



## 6. Testing, Assessment and Reporting

In this area, it is important to be aware of the different agencies and their particular requirements in the testing, assessment and reporting of children's work.

### **Statutory requirements**

Children are continuously assessed throughout their school lives and currently, formal testing in the form of End of Key Stage Assessments take place at age 7 (the end of Key Stage 1) and at age 11 (the end of Key stage 2). Parents will be informed at the end of each Key Stage and given details of their own children's performance in these tests and how it compares with the performance of other national expectations. These tests will be reported without the use of levels from July 2016. There will instead be a scaled score, where expected will be 100.

A written report is provided for parents once a year.

### **School Requirements**

In addition to the above, school keeps very thorough records of pupils' progress and achievements, which contain standards achieved, skills acquired and future action and targets required throughout each year. Standardised tests will also be used by the class teacher to validated judgements on progress and to identify areas of weakness.

Twice a year, parents are invited into school to discuss their children's learning. Parents are also always welcome to speak to teachers informally before or after school about day-to-day progress. If a parent wishes to discuss something in more detail, they are asked to make an appointment and will be invited into school for a consultation. There are other occasions where parents are invited into school to share pupils learning.

### **Local Authority (LA) and Secondary School Requirements**

In addition to the above, all Y6 children in the Skipton area have the opportunity to sit entry exams to selective secondary schools during the Autumn Term. Information regarding this is available via the local secondary schools at the appropriate time. The schools which our pupils usually move on to are either Upper Wharfedale School, Skipton Girls High School or Ermysted's Boys Grammar School.



## 7. General Information

The key policies are also available on our website.

Parents are invited to take the opportunity of coming into school to read the **policies** pertaining to the school, if they wish. Please ring to make an appointment.

### **Religious Ethos**

Cracoe and Rylstone School is a voluntary controlled, co-educational, Church of England, Primary establishment. While having an essentially Christian basis, our approach to RE is as wide and varied as possible. All staff promote the Christian ethic through teaching and example. Our daily acts of Collective Worship have been identified as 'exemplary' by our recent SIAMS church school inspection (Nov. 2013). They attempt to give children a feeling that they are part of a much wider world and although our locality is small, rural and somewhat isolated, we hope to develop the children's sensitivities to and understanding of our multi-cultural society. We also use our Collective Worship time to urge the children to be self-critical and have consideration for themselves and others through reflection on our Christian values. We have a close link with our local church and parish of St Peter's, Rylstone, and the local team of clergy regularly visit school to lead worship. We also visit the church several times during the year for worship and celebration of some of the major Christian festivals. Our vicar, Rev David Macha is one of our school Governors. We have a Collective Worship Committee made up of pupils and staff who meet regularly with Rev Macha to help plan and organise worship. All pupils also enjoy and benefit from leading worship themselves on a regular basis.

Parents have the right to withdraw their children from RE lessons and Collective Worship, but are first encouraged to discuss any concerns with the Headteacher.

### **Disability Access**

All ground floor areas of the school are accessible, via a ramp situated at the front entrance. There are disabled toilet facilities.

### **Child Protection**

Cracoe and Rylstone School is committed to ensuring the welfare and safety of all children in school. All North Yorkshire schools follow the County's 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 school's Child Protection Policy is available on the web site and on request.

### **Equal Opportunities**

The aim of our policy is to maintain a fair and positive approach to all our children's needs both educational and pastoral. Children will receive the same opportunities and the help they need regardless of background or ability, gender, race or culture. The school's Equal Opportunities Policy and Equality Statement is available on request.

### **Special Educational Needs (SEN)**

From time to time, children may need some extra help to succeed in school. As in all other areas of school life, parents will be involved with their children's progress and we will work together with parents to ensure individual needs are identified and met. Several levels of additional provision are available to support pupils within school. If a pupil is

deemed to require further assistance, a wider professional support service for special needs is available to the school as required.  
The Special Needs Co-ordinator is Mrs McQueen.

### **Education of the More Able and Talented**

Providing the necessary level of challenge to able, gifted and talented children is important to us. This is achieved using a range of resources as well as through open-ended challenges specially designed to extend the thinking skills of gifted children. In our small school with mixed-age classes, it is also easy to allow more able pupils to work alongside those in older year groups in order to provide further challenge. There are also enrichment opportunities where more able pupils can work together.

### **Behaviour**

We operate a positive behaviour management system in school which is framed within the context of our Christian Values. The pupils are involved in setting the school's rules at the start of each new school year and are helped to understand how to keep these. They are rewarded for following these through our achievements awards and house points system. We expect that children will have respect for others and their property and know how to conduct themselves both in and out of school. The pupils also have a graded system, appropriate to their Key Stage, to support their understanding of unacceptable behaviour.

Staff take any information about and allegations of bullying very seriously. All complaints are dealt with promptly and confidentially and parents are informed.

### **Dress Code**

The school has a uniform in the school colours of dark blue, white and grey/black, which all children are expected to wear. Students are expected to arrive at school dressed appropriately for the day's activities. For safety reasons, it is recommended that children with medium to long hair should be tied back.

#### **Uniform:**

- Navy sweatshirt/fleece/cardigan top with or without the school logo
- Pale blue shirt or polo shirt\*
- Black, navy or grey trousers #, skirt/pinafore
- Blue checked/gingham dress in the summer months
- Black shoes (Not Trainers)

#### **For PE:**

- Red polo shirt\* or t-shirt
- Black shorts
- Trainers/Pumps, with non-marking soles

#jogging trousers, leggings and jeans are **not** suitable as part of school uniform

All school clothing is available to buy or order from MC Sports, Sackville Street, Skipton (situated near the cinema) tel: 01756 791688. A donation of 10% is given to school funds for every school logo item purchased via MC Sports.

\*Polo shirts are available with the school logo.

Jewellery should **not** be worn in school, for safety reasons.

Small stud ear-rings may be worn, but **should be removed on PE/swimming days.**

**Please ensure that all items of clothing, including coats and Wellies/pumps/indoor shoes are clearly marked with the child's name.**

### **Non-Smoking Policy**

Cracoe Primary School is a smoke-free zone this includes the buildings and playgrounds.

**Dogs**

Dogs are not allowed in the school or school property. This may be difficult for some families to manage, but we must make the welfare of all our children a priority. Please wait outside the gates with your dog on a lead. If you do need to come into school to see a member of staff, please arrange to leave your dog with a friend outside the gate.

## 8 Parents and School



Cracoe has an open door policy and we are always available for consultation or discussion. Children will usually bring home information in letter form, detailing forthcoming events. Most letters sent home and reminders about events and news can also be accessed via our school website: [www.cracoeprimaryschool.co.uk](http://www.cracoeprimaryschool.co.uk) We also operate a useful text-messaging system to relay short messages, emergency information and reminders. It is our intention to keep parents fully informed on all matters. From time to time, however, miscommunications may occur and a telephone call may be necessary to remedy these.

Staff are responsible for children from 8.50, when they are brought to school until when they are collected in the afternoon. Children should not be delivered to school before 8:50 a.m. and should be collected promptly from the playground at 3:30 p.m. unless they are staying for an organised activity.

At home-time, staff will always wait with children whose parents have been detained. If you are going to be late, a phone call would be appreciated.

In an emergency, staff will always make suitable arrangements for the supervision of your children.

### **'Friends of Cracoe School'**

The school has a 'Friends' association with a wide and varied membership, the mainstay of which is parents, but which also enjoys the support of local industry, members of the community and past pupils. The function of the association is to promote and facilitate an enriched educational and social environment at Cracoe School. They organise several successful fundraising and social events each year and have generously funded a variety of educational visits, visitors and resources to the benefit of all our pupils.

The structure of the 'Friends' is determined by the requirements of the Charity Commission, from whom they have gained charitable status. Anyone who is interested in the well-being of the school is welcome. The more people who are involved, the greater will be the benefits to the children!

### **Governors**

We are very fortunate to have an enthusiastic, knowledgeable and supportive Governing Body, made up of parents, members of our church and the local community, who oversee the work of the school. See Section 9 below for further information.

### **Concerns and complaints**

We always welcome suggestions for improving our work and the children's learning experiences.

If you have any concerns, we would like you to tell us about them as soon as possible. It is often difficult for us to properly investigate an incident or problem that happened some time ago. Staff and Governors trust that should a difficulty arise concerning any aspect of school life, parents would feel able to approach the member of staff involved in the first instance and resolve the situation informally.

The Head may be contacted to discuss the matter. Most concerns will be sorted out quickly in this way.

However if you feel that your complaint is still unresolved, our established complaints procedure should be followed. A copy of this can be seen in or collected from the office, or via the school website.

## **Attendance**

Legislation requires the school to keep accurate records of attendance and reasons for absence. These are checked annually by the Local Authority and any families with significant absences are noted and will be contacted by the LA welfare officers. Any unauthorised absence is reported to the LA.

Parents are requested to inform the school by telephone on the first day of absence due to illness and by letter when the child returns to school. School should be informed by telephone or letter as soon as possible if a child is to be absent for attendance at a doctor, dentist or hospital appointment.

If a child becomes ill during school hours, we will contact parents at once. Please ensure that we have up to date details of home/work contact numbers, as well as an emergency contact person in case you are unavailable.

The Governors together with the LA and Government believe that attendance at school is important and that absence can lead to poor progress and poor attainment. Families taking holidays during term time is a cause of absence which has been highlighted nationally as a disruptive factor in pupil's education.

## **The Law says that parents/carers do not have the right to take their children out of school for a holiday during term time.**

Should a parent/carer wish to take their child out of school for exceptional circumstances, they must apply in advance directly to the Head teacher. The Head teacher will then consider the application, with reference to the LA for advice if necessary, and will make the final decision.

**If parents/carers decide to take their child out of school for the purpose of leave of absence in term time without the permission of the school, the absence will be coded as unauthorised and as such may result in a Penalty Notice (fine).**

## **Charges for School Activities**

Since the 1988 Education Act, no charges can be made for activities that are directly related to the curriculum and are undertaken during school time. However, parents will be aware that school would find it impossible to meet the cost of such visits and activities and without financial support they would have to cease. Therefore, we will often ask for a small voluntary donation towards the cost of such events and leave it to the discretion of parents.

In the case of residential visits, school can ask for the full cost of board and lodging. Families in receipt of Income Support, Family Credit or the Pupil Premium are exempted from such payments, provided the visit is an essential part of the curriculum.

However, no child will be left out of an activity for any other reason than that their parents did not wish for them to participate.

## **Health and Safety**

Staff and Governors make regular reviews of safety. Staff, children and parents are encouraged to air their views on a daily basis and this way we hope to maintain a safe and healthy environment. A full policy is published and followed in school.

If your child requires medication at school, we request that parents complete a medicine form (available via the school office) and if possible, come in to school to administer it themselves, by prior arrangement. Medication for long-term conditions (such as asthma or diabetes) needs to be available in school and also requires completion of a medicine form. Parents are asked to complete an information form annually detailing any medical needs which school should be aware of.

## **Village Hall Car Park**

The school is allowed to use the Village Hall car park. This is a large space and dangerous. Parents are responsible for their children in the car park at the beginning and end of the school day.

We request that parents reverse into parking spaces in the car park whenever possible. To ensure everyone is safe **at the end of the day, parents must collect children directly from staff inside the playground, near the gate at the bottom of the path.**

At all other times of the day, parents or visitors must come directly to the main school entrance.

### **Extra Curricular Activities**

The school encourages children to participate in a variety of extra curricular activities which are organised at break/lunchtime, before and after school. Parents who have a particular interest are always welcome to share this with the children and staff will be available to help and encourage pupils to make the most of these experiences.

We currently offer after-school Sports, School Band, Art and lunchtime Chess Club.

After school care is also available out of school at the 'Woosh Club' held in Upper Wharfedale School. This includes transport from our school to the Club.

### **Insurance**

The school participates in "The Central Council of Physical Recreation Personal Accident Scheme for School children". Parents are strongly advised to consider insurance cover for their children extra to the School's. This cover is usually quite inexpensive and gives sensible compensation assurance. The LA carries no such insurance for parents.

## 9. Governing Body



### **The Role of the Governing Body**

Whilst the Headteacher is responsible for the internal organisation and management of the school on a day to day basis, overall responsibility lies with the Governing Body. This includes assisting with the appointment of staff, having oversight of the curriculum and ensuring that the premises and finances of the school are efficiently and effectively used. The Governing Body, as a whole, meets regularly throughout the year, in addition to the meetings of its various sub-committees. Members are either elected (parent governors) or appointed (community and foundation members) and each hold a given term of office.

Please see the web site for an up to date list of Governors.



## 10. Staffing

HEADTEACHER

Mrs Julie Morton Lee

TEACHING STAFF

Foundation/Key Stage 1

Miss Dodd

Key Stage 2

Mrs Christine McQueen

Part-time Teacher of PE  
Part-time Teacher of Music

Mr Paul Baines  
Wendy Turvey, North Yorkshire Music staff

TEACHING ASSISTANTS

Miss Sarah Vetch  
Mrs Karen Webster  
Mrs Sally Webster

School Secretary  
Administrative Assistant  
School Cook  
Lunchtime Supervisors

Mrs Helena Washington  
Mrs Pen Philip  
Mrs Julie Geldard  
Mrs Sally Webster, Mrs Karen Webster, Miss Sarah Vetch

Bursar

Mrs Toni Birch

Part Time Caretaker

Mr Stephen Maudsley



## 11. Administrative Information

Headteacher	Mrs Julie Morton Lee
School Address	Cracoe & Rylstone Voluntary Controlled C of E Primary School Cracoe Skipton North Yorkshire BD23 6LQ
School Telephone	01756 730259
School Fax	01756 730259
Email	<a href="mailto:admin@cracoerylstone.n-yorks.sch.uk">admin@cracoerylstone.n-yorks.sch.uk</a>
Website	<a href="http://www.cracoeprimaryschool.co.uk">www.cracoeprimaryschool.co.uk</a>
North Yorkshire County Council	County Hall Northallerton DL7 8AE  01609 780780
<b>School Admissions Office</b>	<b>01609 533679</b> <a href="http://www.northyorks.gov.uk/admissions">www.northyorks.gov.uk/admissions</a>

**\*contact for all the information you need to apply for a school place**