



# Kildwick CE VC Primary School

Learning to Live, Living to Love, Loving to Learn



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SCHOOL  
MEMBER



Kildwick CE VC Primary School  
Priest Bank Road  
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West Yorkshire, BD20 9BH

[www.kildwickceschool.org.uk](http://www.kildwickceschool.org.uk)

Headteacher – Mr Tim Whitehead

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## **Welcome from the Head Teacher**

Dear Parents

Welcome to Kildwick CE VC Primary School. Our aim is to provide a secure, safe and positive environment based on Christian values in which your child can reach their potential and become responsible, trustworthy and caring members of society.

We pride ourselves on being a happy school with a warm and friendly atmosphere. We have enthusiastic, highly motivated staff who are committed to a caring, child-centred Christian ethos. The school offers skilled teaching and a broad and balanced creative curriculum, concentrating on the education of the whole child. We also place a high importance on the teaching of the key skills of Maths and English.

Our expectations and aspirations of children are high and our end of school tests are evidence of our success. Kildwick CE VC Primary School encourages children to behave well, make healthy life choices and develop a lifelong love for learning.

The school offers a wide range of extra-curricular activities and we are passionate about affording these experiences to all children.

We are keen to forge strong links between home and school and recognise that parents have a crucial role to play in the education of their child. The success of our school is dependent upon the strength of the partnerships we build with everyone in our school community.

This prospectus has been prepared to provide you with information about our school. Please contact me if you would like to visit the school or require any additional information. Further information can also be accessed on our school website.

<https://www.kildwickceschool.org.uk/>

Mr Tim Whitehead  
Headteacher



## **An Introduction from the Governors**

On behalf of the Governing Body, I would like to welcome you to Kildwick Church of England Voluntary Controlled Primary School. In this prospectus we hope to give you a flavour of the life and work of our school. We are very proud of our school where our dedicated and experienced staff work hard to ensure that they continuously provide a caring, supportive and safe place for children to learn, and strive to provide the best possible education for each individual. Academic achievement at the school is excellent, and we set ambitious targets, but as important to the Governing Body are other aspects of the school's work, such as that to promote emotional well-being of children and their safety.

One of the Governing Body's core functions is to work with the school to provide clarity of vision, ethos and strategic direction. The vision statement we have developed with the school; Learning to Live, Living to Love, Loving to Learn, underpins the priorities the school is focusing on to enhance the development of healthy, caring, resilient children who embrace life and learning. It also reflects the school's Christian ethos derived from its Church of England foundation. Whilst the Christian ethos of the school is a very important aspect of its character, we welcome children and families from other faiths and those with no faith. The promotion of mutual understanding and respect between different cultural and faith backgrounds is extremely important to us.

We see school as a partnership between children, parents, carers, staff and governors. We believe we have a good track record of working together, yet we are continually looking for ways we can improve partnership working. As a Governing Body, we feel privileged to serve the school and support it in achieving the very best for all its children.

Thank you for taking the time to look at our prospectus.

John Perry



## **Links with St Andrew's Church**

It's such a joy to say that our school and church aren't just spiritually connected; they're next-door neighbours! The connection between Kildwick CofE School and St. Andrew's Church means the world to both our school and church families. One way we team up is through my regular visits to the school.

Plus, our 'Flapjack Friday' gatherings at the church, especially when the weather's warm, give parents and caregivers a chance to drop by for some refreshments and laid-back chats. It's all about building that sense of community. Personally, I absolutely love it when our school community gathers in the sacred space of St. Andrew's Church for special events. Think Christmas carol concerts, the Key Stage One Nativity, an Easter production, and our beloved Christingle service. We always make sure to warmly welcome parents and caregivers to join in the fun.

We're truly grateful for the lasting partnership we share with Kildwick School. It enriches the spiritual and communal aspects of our church and community life. Here's to more collaboration and the growth of our shared values in the future!

Rev'd Mike Green



## School Vision

**Our vision is simple: Learning to Live, Living to Love, Loving to Learn**

At Kildwick CE VC primary School we value the individuality of all our children. We are committed to giving all our children every opportunity to achieve the highest of standards in all that they do, underpinned by our deeply Christian ethos. We do this by taking account of pupils' varied life experiences and needs. We offer a broad and balanced curriculum and have high expectations for all children. Their achievements, attitudes and well-being matter and we offer them the opportunity to discover their gifts and talents given to them by God and experience 'life in all its fullness' (John 10:10).

At Kildwick CE VC Primary School we have six core values that surround our Christian ethos, we encourage our children to recognise these throughout daily school life.

These are the Core Values of **Forgiveness, Peace, Friendship, Courage, Trust and Respect**

**The Biblical underpinning of this is as follows**

### **Learning to Live**

John 10 v 10

"I have come that you might have life abundantly".

### **Living to Love**

The Greatest Commandment

*Matthew 22 v34 -40*

Hearing that Jesus had silenced the Sadducees, the Pharisees got together. One of them, an expert in the law, tested him with this question: "Teacher, which is the greatest commandment in the Law?"

Jesus replied: "'Love the Lord your God with all your heart and with all your soul and with all your mind'. This is the first and greatest commandment. And the second is: 'Love your neighbour as yourself'".

### **Loving to Learn**

Luke 2 v 46

"After three days they found him in the temple courts, sitting among the teachers, listening to them and asking them questions".

**Trusting in God, we aim to:**

- Ensure that each child achieves their full potential, discovering their gifts and talents given to them by God.
- Meet the needs of individual children in a caring Christian environment
- Develop supportive links between home, school, church and community
- Develop confidence, independence, self-esteem and respect for all people
- Provide high quality teaching and challenging learning opportunities
- Provide exciting and extensive extra-curricular opportunities enabling children to fully enjoy school life
- Establish high expectations of attitude, behaviour and attainment
- Prepare resilient children for their responsibilities as good citizens and develop their awareness of their role in the wider global community



## Classes and Staffing

At Kildwick CE VC School we have five classes which are broken down as follows:

**Robins Class – Year Reception Children and Year One Children**

Miss D. Akrigg supported by Mrs D. Stoney & Mrs K. Wilkinson

**Swallows Class – Year One and Year Two Children**

Mrs R. Carpenter supported by Miss J. Meegan and Mrs E. Harmon

**Kingfishers Class – Year Three and Year Four Children**

Miss H. Norton (Maternity Mrs D. Snook) supported by Mrs G. Pink

**Owls Class – Year Four and Five children**

Mr D. Horton supported by Mrs G Pink

**Eagles Class – Year Six Children**

Mrs L. Fordham supported by Mrs S. Fenlan

**Intervention Teacher** - Mrs C. Kingham

**Intervention Teaching Assistant** - Mrs J. Matthews

**Pastoral & Welfare Assistant**—Mrs K. Wilkinson

School Administrator: Mrs H. Parker & Mrs J. Bains

Lunchtime Supervisors: Mrs S. Walsh, Miss E. Haworth, Mrs J. Morgan, Mrs J. Matthews, Mrs G. Pink and Mrs E. Harmon

Cooks: Miss D. Haworth and Miss A. Smith

Caretaker: Miss. Rebecca Gott



## School Timings

We operate a 'soft start' to ensure children have a calm and positive start to their school day. Doors are opened at 8.45am and children can slowly come into school, put their belongings away and settle into an activity in their classroom ready for registration at 9am.

Monday-Thursday we have Collective Worship together as a whole school at 9.10am. On Fridays, Collective Worship is moved to the end of the school day for our celebration assembly to end the week on a high.

Children have dinner between 12.15-1.15, with the younger children eating first whilst the older children spend some time outside before their turn in the hall.

### **EYFS and Key Stage 1**

8.45am	Door open	Children arrive between 8.45-8.55
9.00am	School starts	Registration
9.10am	Collective Worship	
9.30am	Session 1	
10.15am	Playtime	
10.35am	Session 2	
11.45pm	Lunch time	In the school Hall and outdoor play
12.45pm	Registration & Session 3	
2.15pm	Playtime	
2.30pm	Session 4	
3.30pm	Home time	Children collected from school playground

### **Key Stage 2**

8.45am	Door open	Children arrive between 8.45-8.55
9.00am	School starts	Registration
9.10am	Collective Worship	
9.30am	Session 1	
10.40am	Playtime	
11.00am	Session 2	
12.30pm	Lunch time	In the school Hall and outdoor play
1.30pm	Registration & Session 3	
2.20pm	Playtime	
2.40pm	Session 4	
3.30pm	Home time	Children collected from school playground.

## The Curriculum

At Kildwick CE VC Primary School, we have developed a curriculum which meets all national requirements and is relevant, progressive and fun!

The national curriculum is a set of subjects and standards used by primary and secondary schools so children learn the same things. It covers what subjects are taught and the standards children should reach in each subject.

### **Early Years Foundation Stage Curriculum**

In Early Years we follow the Early Years Foundation Stage Framework. The children's learning and development is taught through seven areas of learning:

\*Communication and Language \*Physical Development \*Personal, Social and Emotional Development \*Literacy  
\*Mathematics \*Understanding the World \*Expressive Arts and Design

We learn indoors and outdoors and have recently made significant improvements to our outdoor learning area. This work is ongoing including the development of the garden area which will include the mud kitchen.



### **Key Stage One Curriculum**

The children experience a varied but balanced curriculum that addresses: Science, History, Geography, Computing and Music through a thematic approach. Throughout the curriculum we seek opportunities for performance in all areas. In addition, we teach discrete sessions in Maths, English, Phonics and Physical Education. We like to use many different environments in addition to that of the classroom and so we work outside in the school grounds, across in the Rec, as well as the local villages of Kildwick, Farnhill and its associated moors as well as beyond the boundaries of South Craven.

### **Key Stage Two Curriculum**

Key Stage Two continue to follow the broad National Curriculum. This includes: English, Maths, Science, Design and Technology, History, Geography, Art and Design, Music, PE, RE, Computing and Spanish. PSHE is a weekly subject in school, equipping children with the personal, social and health education they require. Children are given a wide range of opportunities through school trips and visitors in to school to create engaging learning environments.



## **Further Curriculum Information**

### **Maths**

Children are taught five hours of maths each week, covering various topics including number and place value, addition, subtraction, multiplication and division, fractions (including decimals and percentages), ratio and proportion, algebra, measurement, geometry, position and direction and statistics. In order to equip children with the confidence to use times tables facts quickly, all children have access to the app 'Times Tables Rock Stars', with its use pushed in Year Three when times tables become vital.

We follow the White Rose Maths guidance with teachers tailoring each lesson to the needs of their class. EYFS and Key Stage One work hard to secure key number facts and number bonds to create a secure foundation for their mathematical learning.

### **English**

Five hours of English is taught per week. This is divided into the following areas: spelling, punctuation, grammar, reading, writing and speaking. Writing lessons are often taught through a book or topic in order to make writing more engaging and meaningful. Children are taught to write for a variety of purposes with increasing accuracy and a wide range of grammatical features as they progress through school.

### **Wider Curriculum**

Science is often quoted as favourite lesson of children at Kildwick. Children have the opportunity to explore a range of topics through the five types of scientific enquiry. Investigations, experiments and visits always engage children in Science.

Design and Technology is often taught in a blocked week during each term, and the children research, plan and make a range of exciting things, from biscuits to slippers!

Computing is sometimes taught in isolation, for example, when teaching programming, but is often part of the curriculum, for example, word processing a newspaper report in English or writing and using a formula in maths using Excel.

History and Geography are taught through a half termly topic. Our History topics progress chronologically to give children an understanding of not only what happened in the past, but when in relation to other key events.

PE is taught both indoors and outdoors, and it is essential that children have their PE kit in school on 'PE days'. Over Key Stage Two, children will have had the opportunity to play football, tag rugby, hockey, netball, rounders, dodgeball, bench ball and cricket. They will also take part in athletics, dance, gym and circuit training.

All children will take part in swimming lessons between Reception to Year Five as part of their Physical Education and to meet the requirements of the National Curriculum.

### **PSHE (Personal, Social, Health Education)**

PSHE provides planned provision for all pupils to prepare themselves for the opportunities, responsibilities and experiences of life. It promotes their personal and social development through discussion and role-play encouraging them to adopt a healthy lifestyle. Social and moral awareness are key factors in our 'circle time' lessons, where pupils are given the chance to speak freely and outline their concerns and opinions on varied subjects. Health education is taught at an appropriate level throughout the school and covers topics from the programme of study within the National Curriculum, these include: healthy eating, personal hygiene, tobacco, alcohol and drug abuse.

### **Sex and Relationships Education (SRE)**

SRE is taught through the Personal, Social and Health Education programmes and the Science curriculum. We follow guidance from the PSHE Association in order to teach a balanced and age-appropriate curriculum.

PSHE lessons focus on the emotional aspects of development and relationships, with the physical aspects of puberty and reproduction mainly being covered in Science. The importance of relationships is linked within the delivery of both programmes and our school ethos.

More specific health and relationship education is given in year six, with a discussion sessions and DVD about physical, emotional changes, relationships and sex. Parents will receive a letter about this program of work and will also be given the opportunity to view the video content before the session. It is for each family to decide whether or not they wish their children to make use of this provision.

## **Extra Curricular Activities**

We offer a range of extra-curricular activities which we believe enhance the children's school life as well as supporting their development and promoting a love of learning.

In school, there are a variety of clubs held over the year including: running club, football training, science club, dodgeball, art club, choir, gym club and a bell ringing club (mini-ringers). These sessions are delivered by teaching and support staff or by external coaches/instructors. We ensure that all children are able to access these sessions should they wish to do so.

A range of sporting activities and competitions take place across the year and are usually organised between the Craven schools partnership. Kildwick CE VC School has a fantastic reputation for involvement and achievement in sporting events. Parental consent for activities which take place after school is always sought.

## **Before and After School Club**

We offer before and after school care at Kildwick and this takes place at the church Parish Rooms. It is led and managed by Kildwick CE Primary School and run by staff that will be familiar to your child.

Mrs Pink is the club supervisor and can be contacted via the school office.

### **Staff**

Mrs G. Pink - Club Supervisor  
Miss D. Haworth - Club Playworker  
Mrs H. Crewe - Club Playworker  
Miss E. Haworth – Club Playworker

### **Opening Times:**

Before School Club - Monday to Friday 7.45 am - 9.00 am

After School Club - Monday to Friday 3.30 pm - 6.00 pm

### **Booking a place**

This is via an online booking system.

### **Food**

We serve breakfast in a morning which consists of toast with a variety of toppings and a drink. We serve a healthy snack after school which consists of wraps/sandwiches/baguettes with fruit a platter and a drink. This food is prepared by the school cook and always goes down well!



## Church Links

We are very proud of our links with St Andrew's Church in Kildwick. Christian values and beliefs are integral to our learning, behaviour and conduct as a school community. We celebrate religious events in church and we have a monthly collective worship in church. Throughout the year we ensure that each class spends time in the church and that they acknowledge and respect the importance of our Christian values.



## PTA

The PTA (Parent Teacher Association) are an integral part of our day to day life. The PTA support fund raising for the school and for charities. They also provide an important social aspect to the school and a link between the staff and parents. There are numerous events which are organised, some on a yearly basis. For example: we have held a movie night for children, a Valentine's Day and Christmas disco, a Santa fun run on the Rec, Kildwick's Got Talent, a Christmas fayre, a Summer fayre and a curry night. All parents are welcome to join the PTA – your support is invaluable and we are always looking to add new parents to the team. It is a great way to get to know the school more.

The Chair of the PTA is Mrs Gemma Harling and she can be contacted through the school office.



## Pupil Voice

### **The School Council**

We are very proud of our school council. The school council is made up of at least two representatives from each class in KS1 and KS2. At the start of the year, classes nominate a school council member. The school council are involved in the appointment of new staff and help in decision making for their peers regarding the day to day running of the school and improvements they would like to see made. The School Council is led by Miss Spence.



### **The Collective Worship School Council**

As with the school council, at the beginning of the year, children are able to nominate themselves to join the Collective Worship School Council. These children meet frequently with Mr Whitehead to discuss Collective Worship and eventually hold whole school worship sessions. The council may also lead in class worship and help when we are in church.





## **Year Six and Reception are Buddies!**

We have a 'buddy' system where Reception children are buddied up with a Year Six child. This is always very successful in helping the children settle into their school life. Buddies come into Class One to spend time together and support learning. They have dinner together every Friday and spend time outside together at lunchtimes. It takes away the anxiety at seeing the 'big' children in school as well as developing the older children's sense of responsibility and empathy.



## **Parking**

Parking is a real problem on the narrow road outside school. In the interest of the children's safety, it would be greatly appreciated if parents could park in the church car park or at the White Lion pub (we are grateful to the Parochial Church Council and the owners of the White Lion for allowing use of their car parks – please park considerately). Please do not block the drives of the houses on Priest Bank Road.

The path into school is a much safer route for the children to take. Parents should NEVER park on the yellow lines outside the main school gates.

## **Accessibility Plan**

At Kildwick CE Primary School our values reflect our commitment to a school where there are high expectations of everyone. Children are provided with high quality learning opportunities so that each child attains and achieves all that they are able to. Everyone in our school is important and included. We promote an ethos of care and trust where every member of our school community feels that they truly belong and are valued. We work hard to ensure there are no invisible children here by recognising everyone's uniqueness and success. We recognise learning in all its forms and are committed to nurturing lifelong learners. We are a safe school, committed to improving children's confidence and self-esteem.

The full plan can be accessed via the following link:

<https://www.kildwickceschool.org.uk/learning/special-educational-needs/accessibility-plan>

## School Meals

All children in Reception, Year One and Two are offered the opportunity to have free school meals subsidised by the government. So far there has been 100% uptake in our school. Our school dinners are cooked on site by Donna Howarth with the assistance of Danielle Johnson. They are all freshly cooked and prepared daily following a North Yorkshire menu. They are nutritious and children are able to choose between a choice of two meals each day. Children with allergies and intolerances can still enjoy school meals as their needs can be catered for. The current cost of a school meal for Year Three upwards is £2.76 per day payable via ParentPay.



## Snacks

We are proud of our Healthy School status. As such children are not allowed sweets in their packed lunches. We believe healthy eating and drinking is achieved by maintaining a balance of healthy food and drink and occasional treats. Snacks are allowed for children to eat during playtime as for some children it is a long time between having breakfast and their mid-day meal. Class One and Two children are provided with a piece of fresh fruit or vegetable each day.

If parents wish to send an additional or alternative snack the following food items are allowed:

- Piece of fresh fruit
- Plain dried fruit e.g. raisins
- Piece(s) of vegetable e.g. cucumber, celery, carrots

**No nuts, or anything containing nuts, are allowed on the school premises.**

The following food items **are not** considered appropriate for school on account of the litter they create in the playground, additives, high salt, sugar or fat content:

- Cereal bar
- Cheese dipper
- Peperami
- Fruit winders
- School bars
- Fruit flakes

## Uniform

Uniform is available from MC Sports and Skip to School in Skipton. Our PTA also collect and sell (for a small donation) pre-loved uniform to raise funds for school and perfect for those children who enjoy messy play!

### **Children wear:**

Dark grey or black trousers  
Plain grey or blue tartan skirt or pinafore with tights  
Blue crested jumper  
Blue crested cardigan  
White or blue polo shirt (crested or not)  
Black footwear

In summer children can wear, as an alternative to the above:

Black or grey shorts  
A blue and white checked dress



Children often wear Kildwick fleeces and summer hats; however these are by no means compulsory. We also ask that children have appropriate clothing for outdoor play. We spend a great deal of time outdoors in all weathers!

### **P.E.**

Children wear black or navy shorts, a white or blue t shirt/polo shirt (optionally crested) and black pumps. A P.E. bag is available to buy.

We do request that all items of clothing (including P.E. kit and shoes) are named so we can return any mislaid items to their rightful owner.

We encourage parents to purchase the school book bag (not a rucksack) and a separate PE bag.

## Medicines

We are very mindful of the hazards involved in the storing and administration of medicine and tablets during the school day at the request of parents. As you read this please bear in mind that there are certain regulations which all schools are bound to follow. It is strongly recommended that where a child is on a short course of antibiotics or similar medicine, they should either be kept at home for the few days required, or the antibiotics given at times around school (i.e., morning before school, on collection from school and night time). If there are circumstances where this cannot be done, parents should contact the school office so arrangements can be made using the follow procedure:

1. A completed 'Medications in Schools' form from the parent/carers should be given to the class teacher - to the effect that it is necessary for the child to take medicine during school hours. The form should be completed in full.
2. The medicine should be brought to school by a parent and delivered to the class teacher via the office.
3. Medicines must be clearly labelled with contents, owners name and dosage.

4. The Headteacher must have the written indemnity from the parent, in favour of the Headteacher or teacher involved.
5. Use of inhalers should be discussed with the Headteacher or teacher.

A child should never, of course, be in personal possession of medicines or tablets, except when using an inhaler when this is supervised by an adult.

If your child requires an inhaler, please ensure an asthma form is completed and an inhaler given to the class teacher to be kept in school, which will be named and stored in a secure, safe place. In line with the school policy, a child will not be able to attend a school trip if they do not have an inhaler and normally require.

<https://www.kildwickceschool.org.uk/parents/consent-forms/medicines-school>

## **Attendance**

By law you are responsible for making sure that your children are educated between the ages of 5 and 16. Once your child is registered at school, he or she must go to school on time every day during term time unless there is a good reason. It is important for your child's future that he or she makes the most of their time at school. This means attending regularly and turning up on time.

If you know your child is going to be absent please inform school beforehand. If your child is unexpectedly ill please telephone the school before 9.00 a.m. We will telephone you if your child is absent and you have not contacted us. For safety reasons we need to know the whereabouts of every child each day.

Authorised absences include:

- Illness
- Medical appointments
- Special day for religious observance
- Exceptional circumstances (please see the Headteacher)

In September 2013, the Government changed the regulations for all schools in relation to authorising pupils' leave of absence during term time. Regulations now state that applications for leave must be made in advance by a parent with whom the child lives and can only be authorised by the school in exceptional circumstances. The following are examples of the criteria for leave of absence, which may be considered as 'exceptional'.

- Service personnel returning from active deployment.
- When a family needs to spend time together to support each other during or after a crisis.
- Where inflexibility of the parents' leave arrangements is part of the organisational or company policy. This would need to be evidenced by confirmation from the organisation/company.
- Where leave is recommended as part of a parent's or child's rehabilitation from medical or emotional problems. Evidence must be provided.

This is not an exhaustive list and the Headteacher will consider the individual circumstances of each case. Leave will not be granted on the basis of attendance record, academic performance or the experience being offered and the ability to access a reduced cost holiday does not constitute an exceptional circumstance.

Where the Headteacher feels that there may be exceptional circumstances that do not fit the criteria he may refer to the local authority for advice. The decision of the Headteacher is however final.

If any leave of absence is taken that has not been authorised, parents could be subject to a fixed penalty notice issued by North Yorkshire County Council.



## **Special Educational Needs and Disabilities (SEND)**

The term 'Special Educational Needs' (SEN) has a legal definition, referring to children who have learning difficulties or disabilities that make it harder for them to learn or access education than most children of the same age. If your child has special educational needs, they may need extra help in a range of areas, for example: reading, writing, number work or understanding information, expressing themselves or understanding what others are saying, making friends or relating to adults, behaving properly in school, organising themselves

Miss Akrigg is our Special Educational Needs Co-ordinator's Role (SENCO) in school. She works alongside each class teacher to co-ordinate the support for SEN children as well as working closely with parents and external agencies in order to secure the best possible outcomes for each individual.

As a school we work hard to ensure that SEND pupils are not treated less favourably than other pupils and are fully included and involved in all aspects of school life. The school curriculum is planned to allow access to all pupils. The school's SEN policy can be found on the website. In addition to a link to the 'NYCC Local Offer' which provides information on what services children, young people and their families can expect from external agencies, including education, health and social care.

## **Safeguarding Children**

The school has in place and reviews all policies and risk assessments, strategies and procedures including: Child Protection Policy, Health and Safety Policy, Emergency Procedures and the Fire Safety Policy. All policies can be downloaded on our school website or are available on request. We discuss safety issues with children during lessons and through assemblies so that pupils have a strong understanding of how to keep themselves safe, in school, at home and online.

We have recently made changes to the main entrance into school to further increase the safety of children, and improve security with regards to access to the building. Our Early Years Foundation Stage now has its own entrance door.

All visitors must sign in/out in the school office. All staff are expected to go through a Disclosure and Barring Service (DBS) check.

## **Child Protection Procedures**

The designated senior person (DSP) for child protection is Mr Whitehead. Any concerns about a pupil should be reported immediately to Mr Whitehead, or Miss Akrigg if Mr Whitehead is not available. Our child protection policy can be downloaded from our school website.

Concerns we would want to be reported are:

- Suspicion that a child is injured, marked, or bruised in a way which is not readily attributable to the normal knocks or scrapes received in play.
- Behaviour which give rise to suspicions that a child may have suffered harm.
- Concerns that a child may be suffering from inadequate care, ill treatment, or emotional maltreatment.
- Concerns that a child is presenting signs or symptoms of abuse or neglect.
- Significant changes in a child's presentation.
- Hint or disclosure of abuse from any person.
- Concerns regarding a person who may pose a risk to children.

## **Behaviour**

We expect a high standard of behaviour at Kildwick CE VC School and visitors to the school regularly comment on the behaviour, manners and conduct of the children in and around school. The children learn, as soon as they start school in Reception, what happens if they behave well and what happens if their behaviour is poor. We focus on a positive reward system as much as possible to encourage children to strive to be the best they can.

Good behaviour is praised in class, verbally and through core value house points. Children are also encouraged to share their achievements with the Headteacher and are awarded a Headteacher's sticker.

In Key Stage One, we have a very successful traffic light system for behaviour. Children always start the day on Green. Children maybe selected as start learner for the day, in Robins Class, they will then put their picture onto a star in the classroom. Any unacceptable behaviour results in the child being moved onto amber and encouraged to reflect on their behaviour. Further unacceptable behaviour results in children being moved onto red and the Headteacher will then spend time with the child reflecting on their behaviour out of class.

In Kingfishers and Owls Class, good behaviour and good work is rewarded with core value house points, and good work is celebrated with other staff members, including the head teacher. Inappropriate behaviour is dealt with individually.

In Eagles Class, children have become responsible for their own behaviour and set a good example to the younger children. Special privileges such as sitting on benches in Collective Worship are given to Year Six. Children are praised by both adults and their peers for good work or behaviour. Year Six love the children from Key Stage One coming to show off their work to them and encourage and support their good behaviour. Any instances of inappropriate behaviour are dealt with on an individual basis.

At the end of each week, each teacher selects three pupils in their class for a special achievement certificate linked to our vision Learning to Live, Living to Love, Loving to Learn. All children who received an award are recognised in the weekly newsletter to parents. Most unacceptable behaviour will be dealt with within the classroom, by reminding the child of the school's behaviour policy and the rights and responsibilities of being a member of our school. Should the child persistently behave in an unacceptable manner then the Headteacher will arrange to meet with the child's parents to discuss the child's behaviour.



## **Bullying**

We do not tolerate bullying at Kildwick CE VC Primary School and we deal with matters of bullying seriously and in a timely manner.

We consider bullying to be persistently hurting others. This can be physically, verbally or mentally. It is important to spot, and deal with, bullying at an early stage and children are encouraged to tell a teacher, parent or friend. All incidents of bullying are taken and treated seriously. The appropriate action is then taken to deal with the bully and support the victim.

Parents play an important role in reducing any incidents of bullying. You know your child best and can identify changes in behaviour, attitude or approach to school. We encourage parents to discuss any concern with the class teacher or the head teacher at the earliest opportunity.

We support 'Anti-Bullying' week in school each November when the children learn about what may be considered bullying behaviour and what to do if they feel they are being bullied.

Our Anti-Bullying Policy can be downloaded from our website or requested from the school office.

## **Complaints and Grievances Procedures**

The procedures adopted by the governing body merely formalise those which have been good practice in this and most other schools. The correct procedures are available to parents at the school but the following will serve as a guide to parents who have worries about their children, conduct of staff and governors, and the delivery of the National Curriculum.

1. Matters relating to an individual child's progress, attainment, welfare, classroom discipline should first be taken up with the classroom teacher.
2. For other matters such as school organisation, curriculum, discipline, meals or premises then please discuss with the Headteacher. This would also include any unresolved matters that had previously been discussed with the class teacher.
3. Matters remaining unresolved after consultation with the staff and the Head should be discussed with the Chair of Governors (Mr John Perry).
4. Any matters which are still unresolved at this stage will require application to the County's Complaints Procedure, a copy of which is available from the school.

