

*Courageous Learners Inspired For Future Experiences*

# Cliffe VC Primary School



# *Courageous Learners Inspired For Future Experiences*



Cliffe (V.C.) Primary School  
Main Street  
Cliffe  
SELBY  
YO8 6NN

Headteacher: Mrs S Hay

Tel: 01757 638426  
headteacher@cliffe.n-yorks.sch.uk  
[admin@cliffe.n-yorks.sch.uk](mailto:admin@cliffe.n-yorks.sch.uk)  
[www.cliffe.n-yorks.sch.uk](http://www.cliffe.n-yorks.sch.uk)

## **MISSION STATEMENT**

Our school has a nurturing family atmosphere where children flourish and achieve. We encourage a life long love of learning in a secure and stimulating environment.

### **TEACHING STAFF:**

HEADTEACHER  
SENIOR TEACHER  
CLASS TEACHERS

MRS S HAY  
MRS S FOGG  
MRS C CAPEWELL  
MISS E WARE  
MRS J TOWNEND  
MR A PRICE  
MRS A WILSON

### **NON-TEACHING STAFF:**

OFFICE MANAGER

MRS S STACEY

ADMIN ASSISTANT

MR M MILES

TEACHING ASSISTANTS

MRS L HARTSHORNE  
MRS S PREECE  
MRS S PATERSON  
MRS L JOHNSON

ADVANCED TEACHING ASSISTANT

MRS C BARBER

HIGHER LEVEL TEACHING ASSISTANT (HLTA)

MRS S ZACHARENKO

BURSAR

MISS F ROBINSON

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SCHOOL COOK  
KITCHEN ASSISTANT

MRS L WYRILL  
MRS C CROSSMAN

MID-DAY SUPERVISORS

MRS S PATERSON  
MRS R JONES  
MISS V CHATHAM  
MR M MILES

CARETAKER  
HANDYMAN  
SCHOOL CROSSING PATROL

MR M MILES

### **GOVERNING BODY:**

CHAIRPERSON  
COMMUNITY GOVERNOR

MRS C MIDDLETON

VICE CHAIRPERSON

MRS M LUMLEY

LOCAL AUTHORITY

VACANCY

FOUNDATION

MRS M JORDAN  
MRS K COOPER

PARENT GOVERNORS

MR R ABBOTT  
DR A PICKLES  
MR R ALLAN  
MRS P TOPPING

COMMUNITY GOVERNOR

VACANCY

STAFF REPRESENTATIVE

MR A PRICE

ASSOCIATE GOVERNOR

MRS M LUMLEY

HEAD TEACHER

MRS S HAY

CLERK

MRS L RICHARDSON

## *Courageous Learners Inspired For Future Experiences*

Thank you for your interest in Cliffe VC Primary School.

This prospectus should give you a good idea of what our school is like, but to get a real flavour of our bright, colourful and happy school, please come for a visit.

We celebrate achievement in all areas, provide rich learning experiences and create a safe culture in which individuality can flourish. Our standards are high in all areas as we constantly strive to better ourselves.

Last year we had a review of our school mission and vision and in doing so we set a competition to design a new motto which would truly reflect our school. The School Council chose the winning design created by Jack Chatham, Year 6.

We are very proud of our school and stand by our motto,

*Courageous  
Learners  
Inspired  
For  
Future  
Experiences*



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### **CLASS STRUCTURE Autumn Term 2018**

|            |           |                                      |
|------------|-----------|--------------------------------------|
| North Wing | Reception | <b>MISS E WARE</b>                   |
| East Wing  | Year 1/2  | <b>MRS S FOGG<br/>MRS C CAPEWELL</b> |
| South Wing | Year 3/4  | <b>MRS J<br/>TOWNEND</b>             |
| West Wing  | Year 5/6  | <b>MR A PRICE</b>                    |

Number on roll 107

### **THE SCHOOL**

There has been a school in the village of Cliffe since the early eighteenth century. The original school was set up by the Mary Waud Trust in 1708 and since then the Trustees have voluntarily controlled the building, (hence V.C.) and given generous support. The Governors, Headteacher and staff enjoy a continued, successful partnership with the Trustees of Cliffe School. The Headteacher and the Governing Body have full responsibility for the financial running of the school.

The present building was completed on this new site in 1982 and currently consists of four classrooms, teaching areas, hall, administration area, cloakrooms, stores and kitchen. The hall is equipped with wall bars, ropes and agility apparatus and is not only used for P.E. but also for assemblies, group activities, lunch times, music and drama. Our South Wing class is housed in a mobile classroom, situated at the rear of the main building. A Library was completed in December 1998 and updated in 2008. Each classroom has its own interactive screens and networked PCs. An additional teaching area/room named The Yorkshire Room has been developed over the last year to accommodate our growing numbers. The North Wing classroom is self-contained with a wet area, toilets and cloakroom facilities. The other two main building classrooms share a wet area, toilets and cloakrooms, All 3 classrooms are fully carpeted. We have 28 laptops and 20 Ipads which are timetable for use throughout the school

Equipment for Technology, including Laptops and iPads, Science and Food technology is stored in mobile trolleys, which are easily accessible to each class. There are fiction libraries in classrooms.

School meals are cooked on the premises and are of a high quality. The cook ensures that nutritional standards are maintained and the cooked

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meals are very popular with staff and children. Alongside our healthy meals, the school provides morning fruit.

The grounds of the school are beautifully landscaped with attractive gardens, as well as having large grassed and tarmac areas for recreation and sport. Raised beds have been introduced which provide the children with opportunities for growing and harvesting their own produce. For more adventurous play, we have a wooden activity trail, hard court playground and an extensive field. In 2015, a tyre park was added and our Year 6 pupils designed this, that year, as their lasting legacy to the school. The school encourages healthy play and provides equipment for this. This year the PTA purchased a staging and play area for the grounds, which is very popular at a play time and is also used as part of the teaching and learning in school.



Our pupils are able to explore our outdoor classrooms, with a large canopy that provides shelter and a further canopy for the Key Stage 1 Area.

*“My teacher has taught me  
that I CAN do it!*

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## **Our Learning Intentions**

Our School Curriculum and lessons are based around our Learning Intentions. These play an integral part in the way we work at school for we believe that learning is a continual process by which we gain knowledge and skills in an engaging and creative way within a challenging, secure environment. Learning is about creating meaning from experience

## **Drivers - these are what we believe should be the basis of our curriculum**

- ❖ Community - local, national, international
- ❖ Problem solving and challenge - most topics start with a big question
- ❖ Practical, creative and based on real experiences and interests
- ❖ Children steer the curriculum

## **Behaviours**

- Resilience
- Risk takers
- Thinkers
- Respect
- Reflect
- Independence
- Active/motivation
- Creativity

## **AIMS OF THE SCHOOL**

It is in the Primary School that the foundations of a child's life are laid. We endeavour to provide a secure and stimulating environment. Children are encouraged to be self-motivated leading to a love of learning. We aim to create a culture where success is celebrated and children are not afraid to take risks.

- \* Every child will feel happy, safe, secure and valued;
- \* Our children will develop lively, enquiring and creative minds with the confidence to question;

*“My teacher  
makes  
learning  
fun”*

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- \* Our children will develop the ability to debate rationally;
- \* Our children will develop their own individuality and independence enabling them to discover and recognise their own strengths and aspire to reach their full potential;
- \* Our children will achieve the highest standards of which they are capable, through hard work, commitment and self-discipline;
- \* Our children will gain understanding of, and respect for, religious and moral values and appreciation of other groups, races, religions, ways of life and points of view;
- \* We respect and celebrate each other's differences;
- \* Governors are supportive, involved and well informed. They are key members of the team;
- \* Parents are welcomed, encouraged and valued in all areas of school life.

### **ORGANISATION WITHIN THE SCHOOL**

#### **STARTING SCHOOL**

Children are admitted to the school in the academic year in which they achieve their fifth birthday. We have excellent links with Cliffe Pre-school and host joint sessions.

Nationally, every child is offered a place in school for the September following their fourth birthday. At our school, in accordance with the admission code, we offer each child a full -time place in September. However, we are very experienced and flexible and are keen to meet each individual child's needs. That means that if your child is still four years old, and we all agree that they would find full days difficult, we can offer a part time arrangement, where your child could attend school each morning and would come home after lunch. The legal requirement is that

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your child has to be in school, full-time, from the beginning of the term after your child's fifth birthday.

New parents for each academic year are invited to a meeting early in the summer term prior to their child starting school, to meet the Headteacher and staff for a general information evening.

### **MIDYEAR TRANSFERS**

Parents moving into the catchment area are welcome to look round the school by appointment with the Headteacher. Children resident outside the village can only be admitted to the school if their year group is not full, as priority is given to Cliffe children.

**We do not register children and are not able to guarantee spaces.**

**This is all arranged through Harrogate Local Education office. (TEL. 0845 0349420)**

*"My teacher knows me"*

### **THE CLASSES**

At present, the school is organised into four similar sized classes. This obviously means mixed age and mixed ability groups. The class teachers plan accordingly, teaching the children individually, in groups and as a class, catering for each child's ability and needs.

Mrs. Zacharenko (Mrs Zach) is a Higher level Teaching Assistant and works across the school, supporting children and taking small groups. She also covers teacher's planning, preparation and administration (PPA) time.

At the beginning of the each year the staff invite Parents to a Curriculum Meeting for each year group so they can explain the plans for the year and answer any questions.

Every child becomes a member of one of our 8 *Tree Families*. These special *Tree Families* come together for activities at different times throughout the year.

### **NORTH WING**

#### **Miss E Ware - Early Years Foundation Stage**

In the North Wing we continue to deliver the Early Years Foundation Stage Curriculum that started in your child's Nursery/ Preschool. We believe that each child is an individual and that children learn best through play and active learning. We provide a play based learning

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environment where your child can access a wide range of learning experiences both inside and out. We want your child to feel safe, happy and encouraged to pursue their own learning journey and achieve their full potential. We have a balance between child- initiated learning and focused work. The children's interests lead our topics.

We believe that your child's education is a partnership between you and us and that communication is crucial for us to share our knowledge of your child. We provide many opportunities for you to talk with us about your child/share information, these include; 'Stay and Play Sessions', 'Open Afternoons' and of course an 'Open Door' policy each day.

Above all, in our caring environment, we provide high quality learning experiences for your child and lots of fun!

### **EAST WING**

#### **Mrs S Fogg/ Mrs C Capewell Years 1 and 2**

In the East Wing we firmly believe in learning through experience and build upon the foundations laid in Early Years. All areas of provision are set up to combine a balance of more structured sessions alongside a play based learning environment where we can explore and develop. We plan topics from our interests as a class and love to investigate both inside and outside our classroom. We learn in lots of different ways and work together to develop our talents and interests. We are taught as single year groups at different times utilising the classrooms, outdoor areas, Yorkshire Room and hall.

We learn to be independent and to take responsibility for our learning. East Wing is a fun and exciting place to learn!

### **SOUTH WING**

#### **Mrs J Townend Years 3 and 4**

The children are taught as a class and in groups for Mathematics and English lessons, working at their particular academic levels following the Year Group Curriculums. Topic work, which embraces the disciplines of Science, History, Geography and Technology, is organised differently. For these activities the children may work in mixed ability groups or year groups. The curriculum is delivered in a variety of ways to meet different learning styles.

Topics are planned in a two-year cycle to cover a wide variety of aspects and all the attainment targets, in both Core and Foundation subjects in Key Stage 2. Thus ensuring the essential content of the National Curriculum is delivered. Reading and spelling skills are highly valued and

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receive important emphasis. Most of the children are fluent readers by the time they leave the class. Handwriting is also considered important and receives considerable attention to enable the children to develop a fluid cursive style.

### **WEST WING**

#### **Mr A Price Years 5 and 6**

The children work individually, in groups or as a class, depending on the task. Work is appropriately differentiated to match all abilities. Language skills are extended and reinforced with pupils able to share their views and opinions of the world and our community. Reading activities are ongoing and include reading for information and for pleasure.

Having mastered the basic Mathematical concepts, the work in the West Wing is intended to present the children with opportunities for the application of their knowledge, further problem solving and investigations.

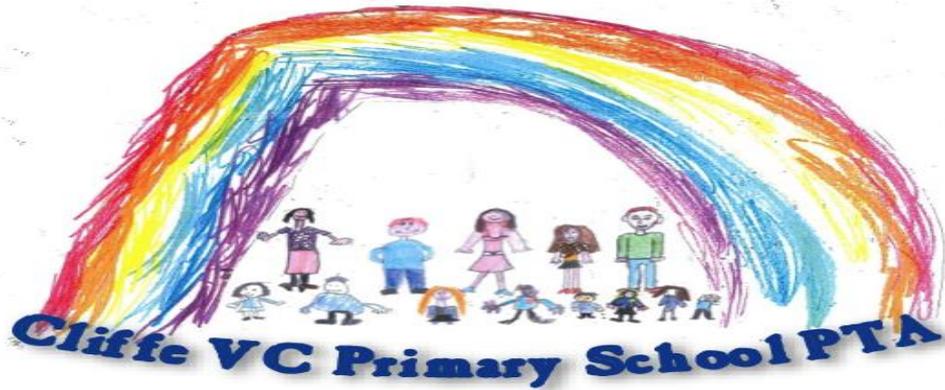
Research plays a large part in other work, again encouraging an independent approach with some elements of choice. Science and Technology assignments provide opportunities for exploration and investigation.

Having a range of abilities in the class, we endeavour to cater for a variety of individual needs - academic, social and pastoral. Year Six also have the offer of a full week at Beverley Park, a North Yorkshire centre of Education.

By the time the children leave the class we aim to have prepared them for the transition to secondary school. We hope they will have developed a caring attitude towards others, self-motivation, self-discipline and lively enquiring minds.

*“My school is special because we have fantastic teachers and when you learn something new they make you feel good about yourself”*

## **Our Parent/ Teacher Association**



We have a vibrant PTA group who meet regularly and support the school through Discos for pupils, Family Fun Day and lots more. This is a great way to meet other parents and become involved in the life of our school.

Cliffe Family Fun Day is a very important part of School Calendar and is held in the Summer Term. It is an event to which the whole village is invited and a great fun had by all. The PTA now also host a Christmas Market Event in December.

### **SCHOOL TIMES:**

|        |   |
|--------|---|
| 8.35am | School Gates Unlocked   |
| 8.45m  | Doors open<br>Prior to this time the staff are preparing for the day. |
| 9.00am | The school day begins.  |
| 12.00  | Lunchtime   |
| 1.00pm | Afternoon session begins  |
| 3.30pm | School closes   |

*"I love this school because we go outside in all weathers and in all lessons"*

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### **SCHOOL DINNERS:**

School meals are cooked on the premises. The current cost is £2.10 per day. The preferred method of payment for school meals is by an easy to use online system called Parentpay. Please see the separate leaflet or ask at the school office for further details.

We offer a menu of school hot meal or jacket potato, both served with bread and desert. Meal orders are completed before the beginning of the term.

Children having packed lunches should have a lunch box marked with their name. Drinks should be in unbreakable containers. In the interests of establishing good eating habits and healthy teeth, we do not allow sweets or fizzy pop in school.

To encourage good eating habits, the children are strongly encouraged to eat a piece of fresh fruit or vegetable every day provided by the school.

Some families qualify for Free School meals. Please visit the NYCC website for details or ask Mrs Stacey for a leaflet.

*“My school is special  
because it has special  
people in it”*

### **A NOTE FROM MRS WYRILL -SCHOOL COOK**

Lunchtime at Cliffe is a very important part of school life. The school hall is transformed into a dining room where the whole school sits together to enjoy their lunch.

School meals are prepared and cooked on site, fresh each day to a set menu by enthusiastic staff, using top quality, locally sourced ingredients. Where we may differ from other local schools is we sometimes 'tweak' our menus to suit our children. If your child is allergic/intolerant to certain ingredients, or simply does not like them, just lets us know and we will strive to please. Menus are available termly and have a three week cycle.

We regularly hold special events where we serve 'themed menus'- from French days to Roman Banquets. If there is an event, we celebrate it, if there is a costume to wear, we dress up in it! We also enjoy hosting family days when the children are able to invite someone in for a special meal.

We believe that lunchtime is not just about food. From decorations to competitions, we celebrate food and celebrate enjoying it!

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Approximately 80% of the school take a school meal on a regular basis, drastically rising for special events.

French Day



Reading Awards Celebration



Cliffe Food Festival March 2018

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Gym Club



Learning about life in the class



An exciting Christmas Party Day with a visit from Santa

### **School uniform**

- Trousers, shorts and skirts are to be dark blue or black. Three quarter length trousers will not be allowed.
- Jumpers, cardigans and sweatshirts are royal blue.
- Blouses, shirts and polo shirts are to be white or blue. Whilst these do not have to have the Cliffe logo, they must have a collar.
- Gingham dresses are to be blue
- Socks/tights should be white, grey, blue or black.
- Shoes that are dark in colour.

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There is no expectation that children have to wear uniform that has the Cliffe logo, but if you wish to purchase these please see Tesco website [www.clothingattesco.com/icat/embschoolwear](http://www.clothingattesco.com/icat/embschoolwear) 5% cash donation will go towards school. You may also seek your own supplier for these items.

Further to the above the P.E. uniform is

- Black/ dark blue shorts. These should not be longer than the knee.
- White round neck T shirts

These should be plain and if possible without logos. For games outside, a sports sweatshirt and long trousers to be provided for cooler weather.

The school does not have an indoor and outdoor shoes policy, however in wet winter months pupils may be asked to change from outdoor footwear to their P.E pumps. Shoes need to be practical and dark in colour. As usual, everything needs to be named. We recommend that your child's outdoor shoes are appropriate for what they like to do at break time. The class teachers will let you know if different shoes are needed for sport/games.

Children in North & East Wings are asked to have plimsolls in their P.E kit. On wet days it is a good idea to provide wellington boots for outdoor play as the Foundation outdoor area does get very muddy at times. A few pairs of wellington boots are available for the children to borrow.

Pupils are expected to have a separate PE Bag and a specific book bag in which to carry their reading book and Home/School Journal. These can be purchased from the school Office.

## **CLIFFE (V.C.) PRIMARY SCHOOL**

### **BEHAVIOUR POLICY**

In school we have recently reviewed our Attendance and Behaviour policy in consultation with children in the School Council.

The ethos of the school is based on mutual respect and consideration for each other. In relationships between children and children, staff and children, courtesy and caring attitudes must be displayed at all times. Staff are seen to be firm, fair and 100% consistent.

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Class Charters are decided by each class and are displayed within every classroom and common work areas.

Our School Golden Rules are

- Always be gentle with others
- Always be kind and helpful to others
- Always work hard in everything you do
- Always look after property
- Always respect and listen to people
- Always be honest

If you wish to read a copy of our latest Attendance and Behaviour Policy please ask at the office.

### Statement of complaint

We welcome suggestions for improving our work in school. Be assured that, no matter what you want to tell us, our support and respect for your child will not be affected in any way. Please tell us of your concern as soon as possible. It is difficult for us to investigate an incident or problem properly if it took place some time ago. We do appreciate the assistance we receive from parents in addressing any problems that arise. We receive very few complaints. Problems sometimes arise from misunderstandings, which are easily addressed. Most concerns and complaints can be sorted out quickly by speaking with your child's class teacher. When parents and teachers treat each other with mutual respect and support, this provides a very good role model for all our children.

If, having spoken to the class teacher, you still have concerns, you should see the Headteacher. She will investigate the problem and discuss her findings with you so that we can find a way forward together which serves the best interest of both the school and your child. In the unlikely event of the problem remaining unresolved you can put your complaint in

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writing and, if necessary, could subsequently refer it to the Chair of Governors.

The procedure to be followed in the event of a complaint being made is summarised in the following stages:

### Stage 1: Informal Action

- Parents discuss concerns with the class teacher
- If the teacher is unable to deal immediately with the matter, a clear note is made, including complainant's name, phone number and date, and the parent is contacted as soon as the matter has been investigated. The teacher may also consult the Headteacher at this stage.
- The teacher ensures that the parent is clear what action or monitoring of the situation has been agreed.
- If no satisfactory solution has been found, parents are asked if they wish their concern to be considered further.

### Stage 2: Referral to the Headteacher

- The Headteacher acknowledges the complaint, orally or in writing, within 3 working days
- A meeting is arranged with the complainant to clarify and supplement any information given.
- The Headteacher investigates further, interviewing witnesses as appropriate. If the complaint centres on a pupil, the pupil would normally be interviewed with a parent present or, if this is not possible, with a member of staff who is not directly involved.
- The Headteacher keeps written records of meetings, telephone conversations and other documentation.
- Once all relevant facts have been established, the Headteacher responds. If the complaint was in writing, a written response will be sent.
- If the complainant is not satisfied, they are advised to write to the governing body

If the complaint is against the Headteacher, the Stage 2 procedures are carried out by the Chair of the Governing Body.

### Stage 3: Review by the Governing Body

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- The Chair acknowledges receipt of the written complaint, informing the complainant that the complaint is to be heard by a Committee of three members of the School's Governing Body within 20 working days.
- The Chair arranges to convene a Complaints Panel elected from members of the Governing Body. The members should have no prior involvement with the complaint and they should elect a Chair for the committee. All relevant documentation regarding the complaint should be given to the members of the committee as soon as possible.
- The Chair of the Committee will write and inform all concerned of the date, time and place of the meeting at least 5 working days in advance. The notification to the complainant should also inform him/her of the right to be accompanied to the meeting by a friend and the right to submit further written evidence.
- It is the responsibility of the Chair of the Committee to ensure that the meeting is properly minuted.
- After the meeting, the Committee will consider the evidence and a written decision will be sent to the Headteacher and the complainant within 15 working days.

### Stage 4: Beyond the Governing Body

Complaints can be taken to the Secretary of State for Education under Education Act 1996 on the grounds that a Governing Body or LEA is acting or proposing to act unreasonably or has failed to discharge its duties under the Act.