

## Introduction from the Headteacher

Dear Parents / Carers and friends of Appleby Primary School,

May I take this opportunity to introduce myself and send you a warm welcome to Appleby Primary School.

As Headteacher, my main aim is to ensure that each child has the opportunity, whilst at Appleby Primary School, to reach their full potential academically, socially, physically, emotionally, spiritually and morally. I place learning at the heart of everything. I believe education is a partnership between the home and school and where this link is strong children have more opportunities to excel.

I believe that in order to learn all the skills necessary to succeed in life, children need to be in a place where they feel safe and secure. The staff at Appleby work hard to provide the right environment for our children to learn in.

Any parent / carer who wishes to see me about any aspect of their child's education is openly invited to come see me at school. For lengthy discussion an appointment may be necessary and this can be arranged through the school main office.

I look forward to working with you for the very best education for your family.

Yours sincerely

Mrs. Rachel E. Pearson

### School Address and contact details

Appleby Primary School  
Station Road  
Appleby-in-Westmorland  
Cumbria  
CA16 6TX

Telephone: 017683 51431  
email: [admin@applebyprimary.cumbria.sch.uk](mailto:admin@applebyprimary.cumbria.sch.uk)  
Website Address: [www.applebyprimary.cumbria.sch.uk](http://www.applebyprimary.cumbria.sch.uk)

## School Staff

**Headteacher:** Mrs. Rachel Pearson  
**Deputy Headteacher:** Mr Terry Caygill

### Senior Leadership Team:

**Mrs. Denise Cathcart** – EYFS Co-ordinator, Literacy Co-ordinator and Assessment Co-ordinator

**Mr. Terry Caygill**– Numeracy & Foundation Subjects Co-ordinator and Assessment Co-ordinator

### Management Role:

**Science Co-Ordinator:** Mrs Nicola Willacy

**SEN Co-Ordinator:** Mrs Carol Barker

### Teaching and Learning Teams:

#### Foundation Stage including Seedlings and Reception (1:1)

**Teachers:** Mrs. Maria Hearn / Mrs. Jane Umpleby

**Nursery Manager:** Mrs. Kerry Johnston

**Teaching Assistants:** Mrs Marie Clifford  
Mrs Sally Simpson

### Key Stage One:

**Teachers:** Mrs. Denise Cathcart  
Mrs Carol Barker / Mrs Maddy Parsons

**Teaching Assistant:** Mrs. Helen Thompson  
Mrs. Dawn Brown  
Mrs. Marie Clifford

### Key Stage Two:

**Teachers:** Mrs Cathcart  
Mrs Hilary Braithwaite  
Mrs. Nicola Willacy  
Mr. Terry Caygill

**Teaching Assistants:** Mrs. Dawn Brown  
Mrs. Helen Thompson

### Integrated Resource Facility:

**Teachers:** Mrs Rachel Pearson / Mrs Carol Barker

**Teaching Assistants:** Mrs. Helen Rooke  
Mrs Maria Yarker  
Ms Maxine Ransom  
Miss Rebecca Strong

### Office Staff:

Office Administrator: Mrs. Rachel Bousfield  
School Business Manager: Mrs. Debra Parkin  
Curriculum Administration: Assistant Mrs. Linda Kipling

### Visiting Teachers:

Violin Teacher: Mrs. Sue Hutt  
Guitar Teacher: Mr. Rob Steels

**Kitchen staff:** Mrs. Sheila Raine  
Mrs. Irene Hogg  
Mrs Sheila Rebanks  
Ms Karen Earl

**Midday Supervisors:** Miss Joanne Harrison  
Mrs Clare Cooper  
Mrs. Linda Ousby  
Mrs. Jackie Richardson  
Miss Nicole Blackmore  
Mrs Lynda Dent  
Ms Maxine Ransom  
Miss Rebecca Strong

**Cleaning Staff:** Mrs. Christine Ritson  
Mrs. Tracy Birbeck  
Mrs Shirley Simpson  
Miss Clare Watt

**Education Welfare Officer:** Miss. Allison Goodwin: Telephone: 01768 242072

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## School Governors

**Chair of Governors** Mrs Sarah Lightfoot  
Mrs Rachel Pearson  
Mr Terry Caygill  
Mrs Carol Barker  
Mr Freddie Potts  
Mr Martin Smith  
Mrs Helen Stevens (Co Vice Chair)  
Mr Philip Jackson  
Miss Charlotte Birtles (Co Vice Chair)  
Mrs Debra Parkin (Associate Member – non voting)

**Clerk to the Governing Body:** Mrs. Susan Hutt

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# Teaching and Learning and Appleby Primary School

## The Curriculum for Key Stages One and Two

**Literacy:** The school co-ordinator for Literacy is Mrs. Cathcart.

Currently, Literacy is based upon the Revised National Curriculum using a range of teaching and learning techniques that cater for the needs of each individual learner.

**Reading** is taught in a range of ways including whole class reading using shared texts, Guided Reading across the school, one-to-one work with an adult, the home-school reading scheme, phonics (using Phonics Play), and sight vocabulary work. Phonics is tested nationally at the end of Year One.

The “Power of Reading” is used across the school, it focuses on learning using specific texts and supports learning reading and writing across the school.

Each child undertakes a reading and writing assessment at least once each term to ensure that they are making progress. For any child who experiences difficulties, the school has a support structure in place to cater for this.

The school follows a graded reading scheme which operates until the child is onto free reading books. Children move through the scheme at their own pace and we encourage children to read a wide range of texts at both school and home to improve their reading skills and to encourage reading for pleasure.

**Writing** is also taught using a range of skills which are used both in the daily Literacy lesson and across other curriculum areas. Children in Key Stage Two take part in “Big Write”, where they learn the skills of writing a certain type of text, then have time to independently write in this genre. Children in both Key Stages are encouraged to write across all curriculum areas.

All children are assessed each term to ensure that they are making the required progress and support groups are in place for children who, from time to time, may need a little extra support.

**Speaking and Listening** is taught through all lessons and children are assessed by the class teacher at the end of each term to show their progress.

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**Mathematics:** The school co-ordinator for Mathematics is Mr. Caygill

All children from years 1 - 6 will follow the 2014 curriculum in mathematics whereas nursery and reception follow the Early Years Foundation Stage (EYFS) curriculum. Children, regardless of ability, will follow a curriculum designed for their age group. This is differentiated by class teachers and other adults working with the children to meet the needs of all learners in the school.

The mathematics curriculum is split into several learning areas, which are:

- Number
- Geometry (formerly shape)
- Measurement
- Statistics (formerly data handling)
- Algebra at KS2

Problem solving is something that runs throughout the curriculum and is used to encourage application of numeracy skills both within and outside the numeracy curriculum. Regular mathematics homework will be sent home to reinforce key skills learnt in school. Times tables remain a focus and children should now know these by the end of Year 4.

Termly assessments will identify strengths and areas for development and allow us to use interventions to help when children are struggling with their learning.

Outside the mathematics lesson all classes have a ten minute slot each day to develop mental calculations.

## The Foundation Stage Curriculum

In the Foundation Stage (including Seedlings and Reception) the curriculum is divided into the following areas of learning:

Personal, social and emotional development

Communication & language

Mathematics

Understanding of the world

Physical development

Expressive arts & design

All activities are planned and assessed around these areas of learning and focus on each child's individual development and needs. Assessment is continuous throughout the Foundation Stage.

At Appleby Primary we aim to provide opportunities for children to play, learn and succeed in an atmosphere of care and feeling valued.

Forest School is part of the weekly programme for children in the Reception Class.

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### Curriculum and Residential Visits / Charging Policy

Educational visits provide first hand learning experiences for the children that are invaluable for their education. At Appleby Primary we have a wide range of educational visits across the year for each age group.

We run a series of day visits for each year group that provide essential first hand experiences for the children to develop their learning.

We also have two annual residential visits, one for Year Five and one for Year Six. The Year Five children will visit Robinwood for a weekend in September 2017 and the Year Six residential will take place in the summer term. Residentials give children the opportunity to learn in a wider context than school and gain experiences that develop life-long skills.

**Charging Policy:** In general, school curriculum activities are paid for out of the annual school budget. However, on occasions, the school may ask parents for voluntary contributions towards certain activities such as educational visits, theatre visits, baking etc.

The school also charges for individual / group music lessons.

Families receiving income based free school meals may receive a reduction on the above charges. Please see Mrs. Pearson if the above applies to you.

All residential experiences are funded by the parents.

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# General Information

## Times of the School Day

8.55 a.m. – 12.00 p.m. 1.00 p.m. – 3.10 p.m.

(Seedlings afternoon session is 12.40-3.10 p.m).

Children in the Foundation Unit and Key Stage One classes have a fifteen minute playtime in the morning and afternoon.

Key Stage Two children have a fifteen minute break in the morning. An additional afternoon playtime on a Friday is given as a reward for children in Key Stage Two who have behaved well all week.

There is no supervision in the playground before school begins at 8.55a.m. when the school bell goes. Before this time children are the responsibility of their parents. Families are welcome onto the yard from 8.45a.m.

During very wet weather the children may be allowed to enter the classrooms from 8.45a.m. at the school's discretion.

On occasions, children may be asked by a member of staff to enter school early to help with tasks. This is always under adult supervision.

As a school we urge children to be on time as lateness can cause interruption to the learning taking place.

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### Out of school childcare

A private organisation "The Buzz Club" runs a breakfast club and an after school club.

There is a charge for this service and children need to be booked in.

For bookings please contact Maxine Ransom (Manager) on 07708 297090.

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### Travelling to School

Children travel to school by bus, car or on foot. Children are not allowed to cycle unless they have passed their Bikeability test which they can take during their Year Five, alongside written consent by Mrs. Pearson.

The car park is for the sole use of school staff, buses and taxis that transport our children to and from school. It may be used as a turning area for parents who drop their children at school by car. We are encouraging more families to walk to school and help lessen the congestion that can occur at home time.

Many children travel by bus. Details of bus routes are available from the main school office. All transport is administered by:

The School Transport Section (Primary)

Education Department,

18, Portland Square,

Carlisle,

Cumbria,

CA1 1PE

01228 606060

## Absence from School

From time to time children are unable to attend school. If your child is absent you must inform school by 9.30 a.m. at the latest on the day of the absence and subsequent days until your child returns. School can be informed by telephone or in writing. The school has an answering machine which can be used by parents informing school of their child's absence. This is switched on from 3.30p.m. until 8.45a.m. the following day.

On occasions parents find it necessary to withdraw children during term times for family holidays. This is very disruptive to your child's education and can greatly affect their attainment. No holiday may be taken without the leave for exceptional circumstances form being completed. Certain dates during the school year will not be authorised. Please see Mrs. Pearson for details of these.

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## School Meals

Appleby Primary School provides meals of a very high quality with an emphasis on healthy eating. Children are encouraged to stay for lunch as eating a healthy meal in the middle of the day can aid learning during the afternoon.

Meals are cooked on the premises using local ingredients wherever possible. A choice of three main meals and three sweet courses are available each day. Fruit and salad is always available alongside these. Lunches are served between 12.00 p.m. - 1.00 p.m. Reception and Key Stage One children eat first, with Key Stage Two children second on a rotation system to ensure that the same class does not always go last.

Meals currently cost £2.30 per day which must be paid in advance either weekly, fortnightly, monthly, half termly or termly by cash or cheque made payable to Appleby Primary School. Mrs Parkin will send out school meals payment information at the beginning of each term. Cash must be sent in an envelope each Monday morning clearly labelled with your child's name and class. Free school meals may be available and any parent who wishes to look into this can contact Mrs. Rachel Pearson. Children in Reception, Year 1 and Year 2 are entitled to Universal Free School Meals.

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## Parental Concerns and Formal Complaints Procedures

If you are concerned in any way about your child's learning it is important that you tell us immediately about it. As a first step you should discuss your concerns with your child's class teacher. If you are still concerned you should arrange to meet with Mrs Rachel Pearson to discuss the matter. The staff will do what they can to resolve the matter swiftly and efficiently.

On occasions matters may need to be taken to the Chair of Governors. These need to be sent to school in writing and the Governing Body will deal with the matter. Close working partnerships between school and home will support your child with their learning throughout their time at Appleby Primary School.

## **Admissions Policy**

Pupils are admitted to school at the start of the academic year in which they have their fourth birthday. The published admission number for our main reception intake is 45 children.

The application procedure and timetable are the same as Cumbria's co-ordinated admissions scheme. Applications will be received by school on the county form by 15th January 2018. The local authority will notify parents of the school place offered on 18th April 2018.

We do not take ability into account when admitting pupils.

Requests for admissions after 12th May 2018 will be considered in year applications. If there are places available these will be offered. If not, the Local Authority will issue a SPT/8 to the parent. If the school is full then the late application will be added to a waiting list.

### **If over subscribed we will follow the following criteria:**

1. Children in public care.
2. Children living in the catchment area who have siblings in the school at the time of their admission.
3. Other children living in the catchment area, giving priority to these living nearest school at the time of their admission.
4. Children from outside the catchment area who have siblings in the school at the time of their admission.
5. Children living outside the catchment area, giving priority to those who live closest to the school, measured in a straight line on a map.

Appleby Primary School is designated as a school with strategic facilities to cater for children with additional educational needs in the area of complex learning difficulties or physical / medical problems. Up to a maximum of 8 children with needs of this nature can be catered for at any time.

A full copy of the admissions policy is available on the school website for parents to read.

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### **Induction to School**

Children are welcome to join our school nursery class (Seedlings) the term after they turn three. To clarify if their birthday is before 31st August they can start in the Autumn Term, 31st December to start in Spring Term and 31st March to start in Summer Term. Please contact the school office for further information or to come and look around.

Parents of children who are due to become five years old during the school year beginning September 2018 and who wish to enrol their child(ren) in the full time Reception Class need to complete an online admission or an admission form available from the main school office or the local authority website.

Prospective parents and children are very welcome to visit school and meet Mrs. Pearson, the Headteacher, staff and children. Please contact Mrs. Pearson to arrange a visit.

The school welcomes children who are admitted into school mid-year and works closely with the family to ensure that the transition is smooth. Appleby Primary School has a good reputation for settling new children quickly and well into the life of the school.



## Our Wider School Community

### The Parents, Teachers and Friends Association (PTFA)

The PTFA at Appleby Primary School is a very active association to which all parents, staff and friends of the school can belong. We welcome all parents to support the many and varied activities that take place throughout the year.

The Association has a formal constitution and is a member of the National Confederation of Parent Teacher Associations. An Annual General Meeting is held at the beginning of each school year at which officers and committee members are elected. As far as possible, we try to ensure that a parent is represented from each class.

The association meets regularly throughout the year and meetings are broadly of three kinds: educational, social and fund-raising. Association funds are administered by the PTFA for the benefit of all the children in school.

A wide range of activities are organised annually including coffee mornings which are run throughout the year, a Christmas Fair, an Easter Hamper Raffle and a May Fair, which is a very large community event.

The provision at Appleby is enriched as a result of the strong support from the PTFA.

#### **PTFA Officers and Committee:**

Chairperson: Mr Caygill & Mrs Willacy

Treasurer: Mrs. Kate Adams

Secretary: Miss Linsey Fothergill

President: Mrs. Rachel Pearson

Mr Terry Caygill & Mrs Nicola Willacy represent the school staff.

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The Prospectus is correct at time of print (September 2017).