



Appleby Primary School

Appleby Primary School, Station Road, Appleby-in-Westmorland CA16 6TX. 017683 51431

www.applebyprimary.cumbria.sch.uk



Erasmus+



National
Tutoring
Programme



Appleby Primary School



empowering creative minds,
inspiring a love of learning



Appleby Primary School is an inclusive community where together we empower creative minds and inspire a love of learning

Welcome

Welcome to Appleby Primary School. We look forward to meeting you and your child in person and hope that this prospectus provides an insight into our school's vibrant and happy learning community. At Appleby we appreciate the importance of your child's formative years at school and strive to create a setting that is warm, welcoming and supportive whilst inspiring children to become independent life-long learners. We believe that children learn best when they are actively involved and have a clear purpose for their learning. Our wider curriculum helps children develop skills for learning and skills for life through creative, exciting topics, high quality teaching and a wide variety of extra-curricular opportunities.

Appleby Primary School offers the best of both worlds - a caring and nurturing atmosphere coupled with high standards of education. Our teachers, pupils and their families form excellent positive relationships; working in partnership to learn together. Coupled with innovative and creative approach to the curriculum, this ensures that our pupils enjoy coming to school, achieve well and are instilled with an appreciation of learning which will endure.

The staff at Appleby Primary School are dedicated, talented and knowledgeable. Throughout their time in our care, your child will be both challenged and supported to achieve across the full breadth of our exciting and creative curriculum. Alongside an academic curriculum filled with both creativity and rigor, we also place great emphasis on nurturing our pupils' growth as responsible citizens. Respect, tolerance, honesty and positive behaviour are expected and fostered at all times. We ensure that all pupils play an active, positive part in their communities. We ensure that all are listened to, all are valued and through ongoing encouragement and celebration of individual success, we develop pupils' self-esteem.

At Appleby Primary School we aim for every child to learn in the best possible environment. Our extensive grounds and excellent facilities support interesting and exciting curriculum and extra-curricular activities. Two pupil gardens, a woodland classroom, large sports field, multi-use games area, orchard, music room, Breakfast and After-School Club room, Library, ICT Suite as well as additional classrooms for supporting pupils to work in smaller groups mean that a visit to our school is strongly recommended. We are excited to be developing a Technology Room in 2021/22 to support with the teaching of Design and Technology and Food and Healthy Eating.

Appleby Primary School is an inclusive school. We strive to achieve the highest standards for each and every child regardless of their starting points. Whatever your child's individual circumstances, we aim to tailor a curriculum to meet their needs; one which facilitates enjoyment in learning and with equal opportunities for all. As a Strategic Resourced Facility we are fully equipped to support pupils with wide ranging physical, medical and learning needs and our specialist team work closely with pupils and their families to ensure that pupils are fully catered for and able to access their education alongside their peers.

On behalf of the pupils, staff and Governors, I look forward to welcoming you to Appleby Primary School. We understand that choosing a Primary School for your child is an important decision. With this in mind, a visit to school is welcome and recommended and can be arranged via the school office.

Mr David Spruce, Headteacher

Appleby School Aims

At Appleby Primary School our vision is to create an inclusive community where together we empower creative minds and inspire a love of learning.

Our school aims and vision are at the core of everything we do. They underpin our teaching and learning, creating an environment which prepares our pupils as confident, happy citizens.

Appleby Primary School will help pupils to:

- Feel safe, respected and valued
- Become independent, self-motivated and confident individuals;
- Develop lively, enquiring, imaginative and creative minds;
- Be fit and healthy and understand how to maintain a healthy lifestyle;
- Develop the essential tools for life-long learning;
- Develop the ability to collaborate effectively and make a positive contribution to the school, their communities and the wider world;
- Develop a reasoned set of attitudes, values and beliefs;
- Experience awe and wonder through their learning;
- Appreciate themselves and each other as unique individuals;
- Become safe, tolerant and respectful active citizens;
- Build upon their strengths; empowered with the confidence to 'fly'.

Parents said that their children love coming to school and enjoy learning. Parents of pupils who have special educational needs (SEN) and/or disabilities spoke highly of the support and guidance they receive.

OFSTED Report



Special Educational Needs and Disabilities at Appleby

Our school has a long history of inclusive practise and holds an 'Inclusion Charter Mark'. We are committed to ensuring that all pupils thrive in our school and support pupils with a range of differing and individual needs.

Children with Special Educational Needs and Disabilities learn alongside their peers in class and are supported in our strategic resourced provision by dedicated and specialist staff.

Each pupil has a programme tailored to his/her specific needs and a timetable which ensures integration into his/her peer group as appropriate. Our Year 6 'Buddies' Scheme also plays a vital role in supporting children with complex needs who enrich our school and teach us so much.

Strategic Resourced Provision

Appleby Primary School is proud of its status as a strategically resourced school where children with additional educational needs are taught alongside their peers supported by specialist staff and facilities. We have the capacity to educate young people with a range of abilities whose needs are unable to be met in their own community school.

Emma's Building, our Strategic Resource Building includes two classrooms, a disabled bathroom, spa and sensory room. Pupils have the opportunity to learn alongside their peers in a main-stream school setting whilst still accessing the specialist provision, resources and qualified staff that they need.

In addition to regular curriculum opportunities children access a range of extra-curricular provision.



The School Curriculum

At Appleby Primary School we feel that it is important to instil a sense of curiosity and wonder and a love of learning in all our pupils, which will continue with them throughout their entire life.

To this end we are constantly challenging ourselves to develop a curriculum which will inspire and challenge our pupils but which will also make due acknowledgement to the changes which are taking place in our society. There are constantly changes in our global perception, changes in technology and subsequently changes in the way that we work and live and we strive to develop a curriculum which reflects this and fosters a spirit of learning for life.

Central to our vision and values is the development of an innovative and creative curriculum. Underpinning our planning and delivery of the curriculum is a recognition of the importance of instilling in children a spirit of enjoyment and enquiry and inspiring a love of learning. We believe that learning should be memorable; that children are able to make connections across areas of their learning and with the wider world and that the experiences children have in school empower them to become clear and independent thinkers, decision makers and well-rounded future citizens.

Children are provided with a rich and deep curriculum that supports and challenges all learners, matching learning to the stages of development of individual children. Although subjects may at times be taught separately, the children's learning is often made more meaningful by applying knowledge and skills across different subjects. Teachers plan this through themes which may embrace a number of curriculum areas and that enable children to make connections across their learning and to develop their understanding in a practical, real-life context. We are committed to providing enriching educational experiences that broaden horizons and encourage our children to be creative, resilient and independent

Alongside a broad and balanced approach to the National Curriculum, which is individualised to meet the needs and challenge all pupils, we believe in providing children with an exciting and varied range of memorable experiences which bring learning at Appleby Primary School to life.

The positive relationships fostered by the adults in school contribute to pupils' good behaviour and attitude towards learning. Pupils are polite, well-mannered and care for each other. OFSTED Report

Arts and Music

The Arts are a fundamental part of the curriculum. Through art, design, dance, music, literacy and other aesthetic, creative activities, we offer opportunities for children to explore, express and communicate their feelings and emotions whilst gaining experiences of the wider world.

Our work with celebrated local artists, ensures that Appleby Primary School children develop their expression, creativity and skills in a range of media and enjoy opportunities to collaborate on shared projects.

A unique project undertaken in 2021, saw pupils working with local artist Karen Babayan and representatives of Cumbria Police in a project celebrating Appleby's cultural heritage and its links with the gypsy and traveller communities. The children's work will be on show during Appleby New Fair in a giant, 18 metre mural for years to come.

In addition to our music curriculum which blends composition, performance and appreciation, pupils have the opportunity to work with peripatetic music teachers to learn an instrument. We offer lessons in guitar, violin, piano and brass instruments.

Children thrive on the confidence building and sheer fun of appearing on stage in dramatic and musical performances each year with a range of concerts, performances and productions part of our annual school calendar.

The Appleby Primary School Curriculum



Sport and PE

PE and sport have an important part in the school day and the importance of exercise for a healthy lifestyle is one of the main aims of physical education at our school. All children have access to high quality provision in PE and sport.

Whether your child likes taking part 'for fun', or thrives through positive competition, we aim to offer high quality experiences for every student, irrespective of their ability. Our affiliation with the Eden Valley Sports Partnership and relationships with a range of professional clubs and associations, means that pupils can expect to learn from an impressive array of professional coaches both in school and through our extensive extra-curricular programme.

Our participation in an array of annual events and competitions provides an opportunity for pupils to compete at local, district and county levels.

International Schools Education

Appleby Primary School is proud to hold the British Council International School Award and E-twinning Award. We believe passionately in our commitment to enabling our children to explore both their pride in where they come from and our relationship with other countries and cultures around the world.

Pupils engage remotely with their peers in schools across Europe, celebrating cultural diversity, broadening horizons and collaborating on shared projects. In 2018, we took our commitment to the next level. Over the last three years, pupils at Appleby Primary School have regularly engaged with children in partner schools in Bulgaria, Slovakia, Romania, Cyprus, Turkey, Spain, Italy, Poland and Portugal on the project.

We have welcomed pupils and teachers to our school as well as visiting them in theirs. Although travel restrictions have limited our project in its final year, we remain committed to ensuring that pupils at Appleby Primary School continue to benefit from the amazing experiences and unique opportunities that collaborating with international schools can provide.



Science, Technology, Engineering and Mathematics (STEM)

The term STEM (Science, Technology, Engineering and Math) is progressively becoming an increasingly important fixture in education and the world economy. The reason for this is that the careers of the future will most certainly be centred around STEM fields, while also invoking 21st century skills such as critical thinking, creativity, cultural awareness, collaboration and problem-solving.

We ensure that our curriculum makes best use of new and emerging technologies to provide a range of exciting and engaging experiences for children from robotics to coding supported by our own STEM Ambassador identified through the University of Cumbria. Our participation in the First Lego League, for example, provides children with an opportunity to participate in hands-on engineering activities and compete in Robotics alongside pupils from schools across the country.

In 2020 Appleby Primary School were proud regional winners of the First Lego League Innovation Project Award for a pupil-led project exploring flood prevention in Appleby and the Eden Valley. Participation in such projects is not only great fun but enables pupils to engage with expert scientists and engineers, providing an opportunity to explore future career paths and aspirations.



Visits and Visitors

At Appleby Primary School, our teachers seek to ensure that they provide children with experiences which ignite imaginations and bring learning to life. We feel that the opportunity to participate in off-site visits to support and enrich their learning is a core part of our curriculum offer.

All children in school can expect to benefit from a range of exciting and enriching school visits which support their learning in a range of curriculum areas. This starts right from the Foundation Stage and builds to incorporate exciting residential visits for older pupils.

In addition, we seek to ensure that we welcome an array of visitors and guests to school to support children's learning.

School Performance

Please note that, whilst all statutory tests pertaining to school performance were disapplied in 2020 and 2021 due to COVID-19, a link to our most recent school performance data (2018/19) can be found on the Appleby Primary School website.



Outdoor Education

In addition to learning in the classroom, pupils at Appleby Primary School benefit from a curriculum experience which embraces the benefits of learning outdoors.

Forest School provides learners with the opportunity to engage with the natural world through practical experiences. It aims to promote holistic development for all involved, fostering confident, independent and creative learners. Sessions take place regularly in all seasons. Sessions are structured to show progression in learning but centred around the learner. Learners are encouraged and supported in taking reasonable risks and through doing this they achieve and develop confidence and self-esteem. Forest School sessions are run by qualified Forest School practitioners based permanently.

Outdoor and Adventurous Activities provide unrivalled opportunities to develop confidence, teamwork and social and emotional awareness as well as promoting positive mental and physical health and having a great deal of fun.

An annual calendar of outdoor educational activities includes a challenge for every child in Key Stage 2 to climb some of the tallest and most famous peaks in the Lake District, providing not only a sense of personal satisfaction but also opportunities to make links to the Geography curriculum and developing pupils' environmental awareness.

Outdoor Education represents a core part of Appleby Primary School's wider strategies for responding to the COVID-19 pandemic. A unique and innovative project with The Outward Bound Trust has seen outdoor educators based in school and working weekly with children to build confidence; promote positive mental health and wellbeing and to develop skills for life.

Breakfast & After School Club
8.00am to 6.00pm available for **ALL**
pupils from Nursery to Year 6

Out of Hours Provision

Wrap-Around Care

Appleby Primary School offers daily wrap-around care from 8.00am to 6.00pm to all pupils from Foundation Stage to Year 6. 'Buzz Club' is run and operated by teacher, Maxine Ransome and takes place in our dedicated Breakfast and After-School Club Room and outdoors in our extensive school grounds.

Children are provided with a breakfast each morning and a snack after school. Bookings can be made in advance for the half-term, term or full school year or simply as an individual session as required. We are pleased to also offer the flexibility to book sessions on the day.

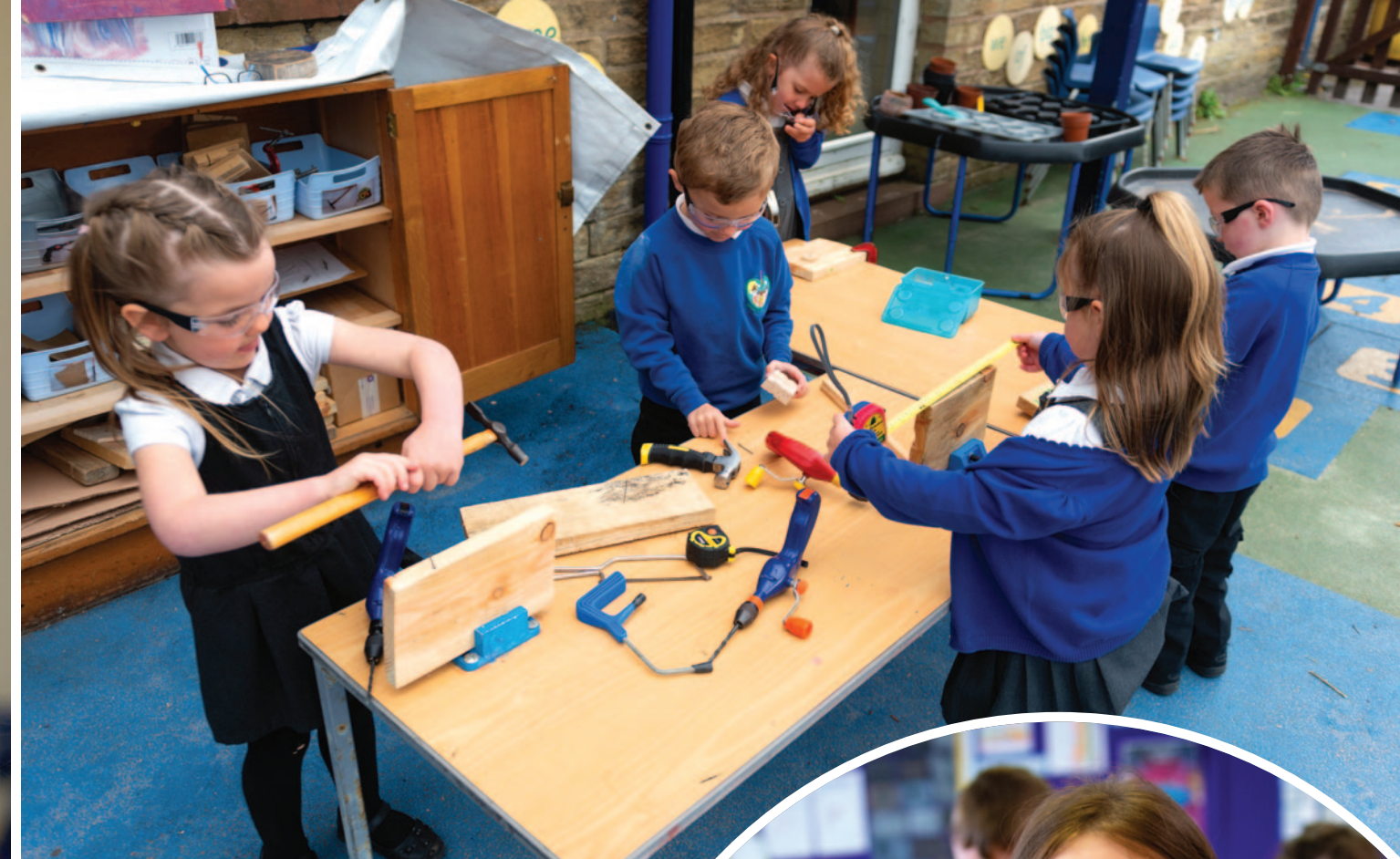
Sessions offer parents the opportunity to access high-quality, competitively priced childcare or simply the chance for children to meet up and socialise with their friends before or after school in a fun, safe and supervised environment.

Extra-Curricular Clubs and Activities

At Appleby Primary School children benefit from a wide range of extra-curricular activities led by both staff in school and professional coaches and providers. There is something for everyone and we encourage participation as an important part of our wider curriculum offer.

Some recent examples of our many clubs include:

- | | | |
|---------------|----------------|---------------|
| ■ Football | ■ Cricket | ■ Running |
| ■ Netball | ■ Art & Design | ■ Robotics |
| ■ Archaeology | ■ Woodwork | ■ Multisports |
| ■ Tri-Golf | ■ Lego | ■ Choir |





Appleby Primary School Staff and Governors

Leadership Team

Mr D. Spruce	Headteacher
Mr T. Caygill	Deputy Headteacher

Teaching Staff

Mrs C. Barker	
Mrs D. Brown	
Miss C. Dickinson	
Mrs M. Hearn	
Mrs K. Johnston	
Mrs N. Matenczuk	
Mrs R. Palmer	
Mrs M. Parsons	
Mr A. Tyrrell	
Mrs J. Tyson	
Mrs J. Umpleby	
Mrs N. Willacy	SENDCO

Support Staff

Mrs R. Bell
Mrs C. Chappel
Mrs S. Chieze
Mrs M. Clifford
Mrs C. Cooper
Mrs K. Forster
Miss H. Johnston
Mrs E. MacKenzie
Miss B. Osborne
Mrs J. Poole
Mrs H. Rooke
Mrs J. Verity
Mrs L. Wilkinson

Business & Administration

Mrs. D. Parkin	Business Manager
Mrs R. Bousfield	Administrator

Lunchtime Team

Mrs S. Raine	Kitchen Team Leader
Mrs C.Cannon	Kitchen Team
Mrs K.Earl	Kitchen Team
Mrs D.Park	Kitchen Team
Mrs E. Bainbridge	Midday Supervisor
Miss L. Colclough	Midday Supervisor
Mrs C. Cooper	Midday Supervisor
Mrs L. Dent	Midday Supervisor
Mrs A. Dixon	Midday Supervisor
Miss L. McHugh	Midday Supervisor
Mrs F. Morland	Midday Supervisor

Site Team

Mrs C. Ritson	Cleaner in Charge
Mrs T. Birbeck	Cleaner
Mrs C. Cannon	Cleaner

Wrap-Around Care

Mrs M. Ransome	Breakfast and After School Club Leader
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The Governing Body

Mr M. Hutt	Chair
Mrs C. Birtles	Vice Chair
Mr D. Spruce	Headteacher
Mrs C. Barker	Staff Representative
Mr T. Caygill	
Mrs J. Crone	
Mrs S. Lightfoot	
Mr J. Miller	
Ms A. Parker	
Mr F. Potts	
Mrs A. Wilby	
Mrs D. Parkin	Clerk to the Governors

Leaders identify any gaps in pupils’ learning and pupils receive the help that they need to catch up quickly. Leaders ensure that pupils who need help with their social and emotional development are given the support and guidance that they need. This has a positive impact on pupils’ attitude to learning and contributes to the good progress that pupils make.

OFSTED Report

The School Year 2021-2022

Autumn Term 2021

Start of Term	Thursday 2 September 2021
Half Term	Monday 25 to Friday 29 October 2021
End of Term	Friday 17 December 2021

Spring Term 2022

Start of Term	Wednesday 5 January 2022
Half Term	Monday 14 to Friday 18 February 2022
End of Term	Friday 1 April 2022

Summer Term 2022

Start of Term	Tuesday 20 April 2022
Good Friday	Friday 15 April 2022
Easter Monday	Monday 18 April 2022
May Bank Holiday	Monday 2 May 2022
Half Term	Monday 30 May to Friday 3 June 2022
End of Term	Friday 20 July 2022

The School Year 2022-2023

Autumn Term 2022

Start of Term	Wednesday 7 September 2022
Half Term 2022	Monday 24 to Friday 28 October 2022
End of Term	Tuesday 20 December 2022

Spring Term 2023

Start of Term	Tuesday 4 January 2023
Half Term 2023	Monday 20 to Friday 24 February 2023
End of Term	Friday 31 March 2023

Summer Term 2023

Start of Term	Tuesday 17 April 2023
Good Friday	Friday 7 April 2023
Easter Monday	Monday 10 April 2023
May Bank Holiday	Monday 1 May 2023
Half Term	Monday 29 May to Friday 2 June 2023
End of Term	Friday 19 July 2023

The School Day

Appleby Primary School's classes all follow the same daily timetable:

Start time: 8.55am	Collection time: 3.10pm
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Nursery Sessions are available as follows:

Morning session:	8.55am - 11.55am
Afternoon session:	1.00pm – 3.10pm
Full days:	8.55am – 3.10pm

School Lunches at Appleby Primary School

Our team create a great menu of fresh, home-cooked and nutritionally balanced school meals every day which our children thoroughly enjoy. Our online platform, 'Lunchshop' allows parents and children to choose meals online together in advance. Meals can be paid for online, with balances topped-up easily whenever you need to. Children can choose from up to three hot meal choices each day, or from a range of delicious sandwiches.

In September 2014, the Government introduced free school meals for all primary school pupils in Reception, Year 1 and Year 2. However, if you receive one of the qualifying benefits from Free School Meals and the School Clothing Grant, please still apply as this will qualify your child to receive the 'Pupil Premium', which is additional funding for the school to help your child. Full details of this can be found in the Pupil Premium section of our website.

Packed Lunches

If your child wishes to bring a packed lunch instead, please note that we are a 'healthy school'. Your child's packed lunch must be an appropriate portion size, include a range of healthy foods and must not contain fizzy drinks or sweets (including chocolate bars).



Leaders endeavour to ensure that pupils are in the right place emotionally so that they are ready to learn. OFSTED Report



Appleby Primary School Uniform

In-Class Uniform

The Appleby Primary School Uniform consists of the following:

- A royal blue sweatshirt or cardigan featuring the school logo (Years N-5).
- Year 6 pupils wear a red sweatshirt or cardigan featuring the school logo.
- Trousers, pinafore or skirt in charcoal grey or black.
- Charcoal grey or black tights.
- White polo shirt, school logo optional.
- Smart, sensible shoes in black with low heels (NO trainers or sports shoes are allowable).

PE Kit

- Plain, white round neck T-shirt, school logo optional.
- Plain black shorts.
- Trainers.
- Dark coloured tracksuits may be worn in winter months.

Pupils are proud of their achievements and this is reflected in the good quality of their work. Leaders have developed a broad, balanced curriculum which ignites pupils' interests. OFSTED Report

Summer Wear

- During the Summer Term and during the Autumn Term up to the October Half Term, pupils may wear charcoal grey school shorts or a blue checked summer dress.

Optional items

- Pupils in Reception may wish to wear a set of waterproofs and wellingtons for their Forest School Sessions.
- A school book bag is available from the school office.
- A school water bottle is available from the school office.
- Other optional items can be purchased online from www.myclothing.com

Jewellery

It is recommended that jewellery is NOT worn at all in school, unless (by prior agreement) it is worn for religious reasons.

Children may wear a watch or plain studs in pierced ears, however these must always be removed by the child during games and PE lessons. If a child is unable to remove their ear studs themselves, they may not be worn to school on days when PE or games are timetabled.

NO other items of jewellery are permitted in school at all.

Uniform Supplies

Items of school uniform bearing the Appleby Primary School Logo may be purchased from:

Sam Scotts, 14 Little Dockray, Penrith CA11 7H,
Telephone: 01768 866 961

...or alternatively online from www.myclothing.com

Please note that for any orders made online from My Clothing, Appleby Primary School receives a 5% donation.





Recovery Curriculum

COVID Recovery Curriculum

The Covid-19 pandemic has had a significant impact upon the education and wellbeing of children globally. At Appleby Primary School we have developed a rigorous and evidence-based response designed to meet the varied needs of all pupils and our wider community.

We have developed our own Curriculum for Recovery based upon a Tiered Approach to ensure that not only are pupils supported to address gaps in their learning but to address the wider impacts of Covid-19 and to ensure that all pupils make rapid and Sustained progress.

High Quality Teaching

To support the provision of the highest quality teaching and learning, we have taken the decision to further enhance our team of experienced and dedicated class teachers. Since September 2021 children are taught in single year group classes significantly smaller in size than the national average. Teachers are enabled to focus provision to meet the needs of every child based upon their intimate knowledge of the pupils that they teach, underpinned by a rigorous system of continue formative assessment.

Direction of additional funding to enrich our programme of staff training ensures that our teaching is constantly improved and enhanced to reflect the latest developments in cognitive science and best practice.

A state-of-the art online learning platform enables pupils to access the full extent of our rich and deep curriculum and continue to make good progress in their learning even when unable to attend school face to face.

Targeted Academic Support

A wide range of focussed intervention programmes have been developed and delivered by our specialist teaching support staff. Dedicated teaching support classrooms enable pupils to benefit from additional targeted intervention to address gaps in their learning.

Extensive engagement with the National Tutoring Programme enables pupils to benefit from one-to-one and small group tuition in English and Mathematics. This is delivered both remotely and face to face in school.

Our successful engagement with our wider community has also seen the advent of an innovative project which aims at ensuring that children are provided with regular and frequent opportunities to read one-to-one with a Reading Role Model. We have identified and trained a volunteer workforce of professional and retired members of our wider community to support children to improve and develop their confidence in reading. Children benefit both socially and academically as they work closely with their Role Model over the academic year.



Recovery Curriculum, continued...

Wider Strategies

At Appleby Primary School we recognise that children learn best when they feel safe, secure and happy. We have developed and introduced a comprehensive range of wider strategies aimed at developing positive physical and mental health and promote effective self-regulation and learning behaviours such as resilience, perseverance and metacognitive skills.

Lessons in the classrooms are augmented by an emphasis on Outdoor Learning; further enhanced since 2020 through the employment of a team of specialist Outdoor Education teachers to deliver a bespoke programme which develops confidence, socialisation and problem solving. Children thrive in an environment of exploration and enjoyment, bringing the lessons they learn in the outdoors to their academic work in the classroom.

Fundamentally, our support for all of our children is founded upon excellent relationships with our families. A dedicated specialist teacher engages with a wide range of outside agencies to lead a comprehensive programme wider support both in school and at home.

Appleby Primary School in the community

We strongly believe that our school's place is at the heart of our community and our community is at the heart of our school.

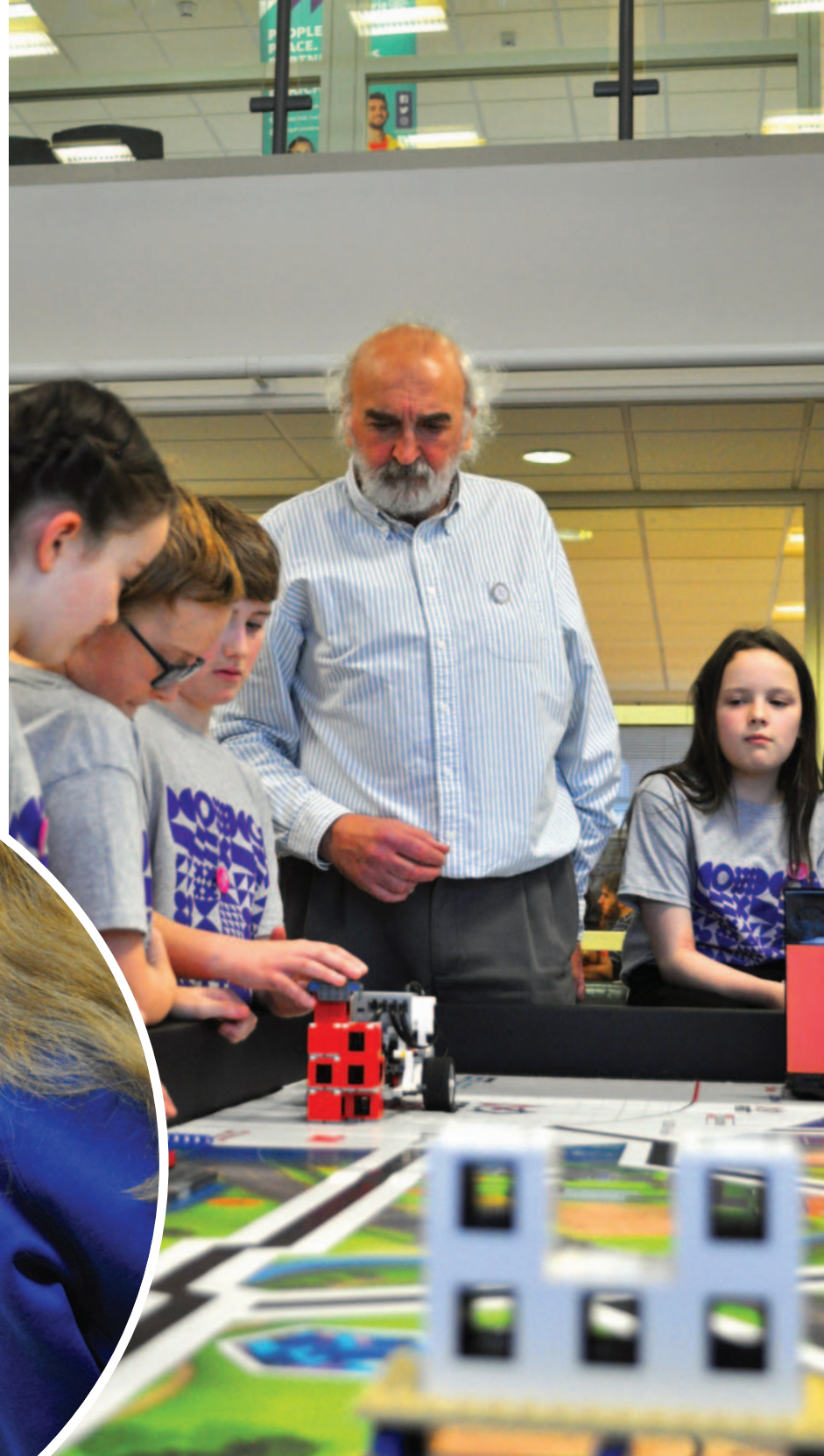
When your child joins us at Appleby Primary School, we encourage that the whole family makes the most of every opportunity to get involved with the wider life of our school.

An energetic Parent, Teachers and Families Association, opportunities to support children in school and an engaged and active Board of Governors as well as a full programme of community events means that we offer plenty of opportunity for your whole family to make the most of your child's time with us.

The benefits of playing an active role in your child's education are something we value at Appleby Primary School.

Our STEM Ambassador Dr Alan Green, pictured right, works with the University of Cumbria. Alan, who lives locally, supports our Robotics and Coding Club. In 2020 Appleby Primary School won a Regional Innovation Project Award in the First Lego League.

Links with local artists also provide exciting and memorable curriculum opportunities, whilst our innovative 'Reading Role Models' project has led to the training of a number of local professional and retired volunteers as one-to-one mentors. Their work plays an invaluable role in boosting pupils' confidence in reading.





You are committed to enriching opportunities and broadening horizons for pupils at Appleby Primary School. OFSTED Report

Appleby Primary School Policies

Copies of many of our key school policies can be found in the policies section of our school website. These are kept up-to-date and are may be revised within an academic year.

Pastoral Care

All school staff are responsible for the pastoral care of pupils; the school has a caring and friendly atmosphere. Children are encouraged to speak to their class teacher, or the Headteacher about any problems or worries that they may have. We encourage an 'Open Door Policy' and seek to build a healthy partnership between home and school; if you have any concerns about your child, please speak to us at your earliest convenience and we will be only too happy to help.

Absences from School

Where absence through illness cannot be avoided, it is important that parents ring school to inform of the reason by 9:15am on the day of absence. Where no notification is received, this will be followed up by our staff, and marked as 'unauthorised absence' until and unless a satisfactory reason can be ascertained.

It is also expected that the school will be provided with ample advance notice of Doctor, Dentist, Hospital Appointments wherever possible. If children must be taken out during the school day, parents should collect their child from the main school office where they will be signed out.

Persistent lateness will be challenged by the school, and where necessary, the Inclusion Officer from the Local Authority will become involved.

Due to recent changes in the law, Headteachers are no longer able to authorise any holidays in term time unless there are exceptional circumstances. Any requests for a holiday to be authorised during term time need to be made in writing to the Headteacher. All applications are considered on an individual basis.

Illness at School

When we suspect that a child is ill, parents are contacted by telephone. It is important that we have more than one contact telephone number, in case this situation arises. Naturally, we care for the children to the very best of our ability until the parent arrives. There are a large number of qualified First Aiders in School.

Medication

We do not usually give un-prescribed medicine to children in school. If it is necessary for a child to have un-prescribed medicine during school hours then please discuss this with the Headteacher and arrange to come to school to give the medicine to your child yourself.

If prescribed, medication has to be administered in school, please hand it in to the school office in its original packaging displaying the named prescription sticker and complete the relevant permission form. This must be signed by a parent or guardian. All medication must be prescribed by a doctor. Should your child's requirements change over the year please inform the school office immediately. Thank you.

Where ongoing specific needs exist, a formal care plan will be drawn up and agreed between the parents/guardians, staff and the school nurse.

Site Security

We place great emphasis on ensuring your child is safe whilst they are in our care. All visitors must report to the school office upon arrival. All external doors are secured throughout the day and the grounds continually covered by CCTV.

Appleby Primary School Policies, continued...

Safeguarding Children

At Appleby Primary School we are committed to safeguarding and promoting the welfare of children at all times. We consider this our primary duty of care.

At Appleby Primary School we operate within the statutory framework for schools and colleges on safeguarding children and safer recruitment: 'Keeping Children Safe in Education'. All staff receive regular, continued professional development in child protection to ensure the safety and wellbeing of all pupils.

If you have concerns about the safety and wellbeing a child in school, please speak to a staff member at your earliest convenience. Our Designated Safeguarding Lead is Mr Spruce, our Headteacher, and our Deputy Safeguarding Lead is Mrs Barker, the school SENDCO.

A full copy of our Child Protection Policy can be found on our school website.

'Prevent' Duty

In-line with the Government's 'Prevent' agenda, our Child Protection Policy reiterates our commitment to ensuring our children grow as responsible, well-rounded citizens. We will do anything we can to protect our pupils from the threat of terrorism or radical ideology, and we have a zero tolerance approach to extremism in our school. Our staff are well-trained as to what to do in such circumstances.

We support and adhere to the latest guidance from the DfE which requires schools to actively promote the fundamental 'British Values' of democracy, the rule of law, individual liberty, and mutual respect for and tolerance of those with different faiths and beliefs and for those without faith. We do this through our broad and balanced curriculum which includes assemblies.

We encourage students to accept responsibility for their behaviour, show initiative, and to understand how they can contribute positively to the lives of those living and working in the locality of the school and to society more widely.

Complaints and Expressing Concerns

If you become concerned in any way about your child's education it is important that you speak to us. As a first step you should discuss your concerns with your child's teacher.

If you are still concerned you should arrange to meet with the Headteacher and/or Deputy Headteacher(s). As a staff we will do all we can to resolve your concerns and to ensure you are happy with your child's education.

Assessment

At Appleby Primary School, staff constantly assess each child to support teaching and learning. Understanding their individual development ensures that we can meet the needs of every child. Our teaching is informed by our knowledge and understanding of our children; ensuring that pupils are challenged to make the best possible progress from their individual starting points. This may include providing additional support where it is required to help children make progress or ensuring opportunities to deepen knowledge and apply understanding to a range of contexts to stretch pupils who are working above age-related expectations.

Parents Evenings are held termly. These events provide a valuable personalised dialogue between you and your child's teachers. They highlight progress and achievements and keep you fully informed on the next steps in their learning journey.

A written progress report is provided half way through the academic year and a comprehensive annual written report provided at the end of the summer term.





Very positive relationships contribute well to the welcoming atmosphere within the resource base. Pupils thrive in the nurturing environment that staff have created. OFSTED Report

Current Appleby Primary School Admissions Policy

The published admissions number for Appleby Primary School's main reception intake group is 45 children.

The application procedure and timetable are in line with Cumbria's co-ordinated admissions scheme. Application will be placed online to Cumbria County Council or received in school on the county form by 15th January 2021. The local authority will notify parents of the school place offered on 16th April 2021. Please see Cumbria County Council website www.cumbria.gov.uk for more information on applications and school places. We do not take ability into account when admitting pupils.

Requests for admission after the 13th May 2021 will be considered as in year admissions. If there are places available these will be offered. If not, the local authority will issue an SA8 to the parent. If the school is full then the late application will be added to a waiting list.

If over subscribed we will use the following criteria:

1. Children in public care and children who have previously been in public care, this extends to children who have been adopted or have become subject to a child arrangements order or special guardianship order. A looked after child is a child who is (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of their social service functions (see the definition in Section 22(1) of the Children Act 1989 below).
2. Children living in the catchment area who have brother or sisters in the school at the time of the admission, giving priority to those with the youngest siblings.
3. Other children living in the catchment area, giving priority to those living nearest the school, measured in a straight line on a map.
4. Children from outside the catchment area who have brothers or sisters in the school at the time of the admission, giving priority to those with the youngest siblings.
5. Children eligible for Pupil Premium.
6. Children living outside the catchment area, giving priority to those who live closest to school, measured in a straight line on a map.

Appleby Primary school is designated a school with strategic facilities to cater for children with special educational needs in the area of complex learning difficulties and physical / mental conditions. Up to a maximum of 5 children with needs of this nature can be catered for at any time.

Applications will be prioritised according to the above criteria. An exception will be made under the authorities arrangement for the admission of children with special educational needs where the child holds an Education, Health and Care Plan, or is currently being assessed and it is considered that attendance at a particular school is appropriate to meeting the identified needs of that child.

Section 22(1)

To prioritise in categories 2 and 4, priority will be given to those children with the youngest siblings. Brothers and sisters are those living at the same address and include step and foster children. Priority will be given where it is known at the time of allocating places that a sibling will be attending the school at the time of admission.



Appleby Primary School