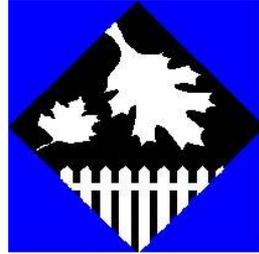


# Rokeby Park Primary School

‘Aim to be the best you can be.’



## School Information Book 2015/16

Rokeby Park Primary School  
Gershwin Avenue,  
Anlaby Park Road North,  
Kingston upon Hull  
HU4 7NJ

Website: [www.rokebyparkprimary.co.uk](http://www.rokebyparkprimary.co.uk)

E-mail: [admin@rokeby.hull.sch.uk](mailto:admin@rokeby.hull.sch.uk)

Enquiries should be addressed to: Mrs. K. Barnes

Telephone: 01482 508915

Fax: 01482 562494

Twitter: @rokebypark

**Headteacher:** Mrs. Karen Jackson  
**Chair of Governors:** Mrs. Lorna Jarvis  
**Parent Governors:** Mr. David Shepherd  
Ms. Hayley Ball

**Number on roll:** 173 including a 26 place nursery

**School classification:** Community Primary  
Co-educational Day School



‘Aim to be the best you can be.’



## **1. ADMISSIONS POLICY**

### *First Admissions*

The school's current admission arrangements for children of school age (Reception Class or 'Foundation 2') adhere to the published criteria contained in the 2015/2016 Hull City Council Primary Schools' Booklet. Children are admitted into school in the year in which they are five years old.

Applications for a place in Foundation 1 (Nursery) follow our own admissions policy. This is available on request from the School Office.

### *Later Admissions*

Parents are very welcome to transfer pupils to the school. We work hard to help children make a smooth transition from their existing school to Rokeby Park Primary School. Our admissions procedure for pupils of school age is in line with the Local Education Authority's policy.

## **2. VISITING ARRANGEMENTS**

Parents wishing to enrol pupils at Rokeby Park Primary are most welcome to join us to see the school in action. Our staff welcome the opportunity to meet parents and the Headteacher is always very happy to show carers and future pupils around our facilities.

Parents/Carers of prospective pupils are cordially invited to telephone the school office to arrange a visit.

Families are also invited to visit the school the term before their children begin in the Foundation Stage unit.

We operate an open door policy, welcoming parents/carers into school to discuss individual concerns or queries they have regarding the education of their children. Formal Open Evenings take place each term. Contact is maintained with our families through weekly newsletters sent home, the website, regular family events and weekly 'Special Mention' assemblies.

## **3. RELIGIOUS AFFILIATIONS AND COLLECTIVE WORSHIP**

The school is not affiliated with any particular religious denomination. In line with Government legislation, the daily collective act of worship is 'broadly Christian in character'. The school regularly invites visiting speakers to share information with the children in assembly.

#### 4. VALUES AND ETHOS

At Rokeby Park Primary School, our motto is 'aim to be the best you can be.' We encourage children to work hard, keep trying to do their best and not to give up if something is difficult. We have a strong commitment to ensuring that each and every pupil achieves well by creating a happy attractive learning environment in which the academic, physical and social potential of individual pupils is fully developed in an inclusive, nurturing, stimulating and caring atmosphere.

We are committed to providing good quality teaching and learning by providing a creative, themed curriculum which will ensure that all pupils make good progress.

Through the development of a positive ethos within the school we aim to encourage the children to have enquiring minds, be open minded and develop personal interests both of a curricular and extra curricular nature so that these become an integral part of their current and future lives.

Pupils participate in concerts and class assemblies on a regular basis. At least once each term visiting artists, actors and musicians help to enrich the curriculum. Pupils also gain a range of physical skills and interests to make satisfying and worthwhile use of leisure time. It is an important aim of ours to support each child in their development of self-esteem, self-confidence and respect for the needs of others. It is a process built upon mutual respect and understanding. We employ a specialist P.E. teacher and a specialist Music teacher to enable pupils to achieve their best.

The school endeavours to work with families to create a safe environment in which all children are encouraged to lead healthy, happy and fulfilled lives, take responsibility for their actions and show consideration for others.

We believe in effective partnerships beyond school, including with other schools, churches, external support agencies, as these all help us to provide a good quality of education and help the children to develop ambition in later life.

Our staff are professional, enthusiastic and dedicated to supporting each child's needs. They, together with the governing body and in partnership with parents, seek to provide the best possible school environment for all our pupils.

#### 5. SCHOOL CURRICULUM MATTERS

The school provides a broad, balanced and relevant curriculum which meets the requirements set out by the Local Authority's document 'The School Curriculum'. We base all our teaching on the National Curriculum which is available online at <https://www.gov.uk/government/collections/national-curriculum>. All documents from the school, LA and the DFE regarding the curriculum are available to be seen at school. Each term, parents are sent a 'Curricular Letter' giving details of the themes and different aspects of the curriculum that their child will be participating in.

##### *Foundation Stage*

Foundation Stage staff follow the 'Early Years Foundation Stage (2014)' curriculum, a National Strategy that provides pupils with learning opportunities in seven distinct

areas of learning and development. There are three *prime* areas -Communication and Language, Physical Development and Personal, Social and Emotional development. There are also four *specific* areas- Literacy, Mathematics, Understanding the World and Expressive Arts and Design. We have a well planned learning environment, which affords children the opportunity not only to acquire social skills but also to develop their language and pre-reading skills, as well as helping them with the concrete aspects of early Mathematics, and Science. A variety of forms of creative work that help to stimulate and develop the imagination also take place. For further information please see:

[https://www.gov.uk/government/uploads/.../2014\\_EYFS\\_handbook.pdf](https://www.gov.uk/government/uploads/.../2014_EYFS_handbook.pdf)

### *Key Stages 1 & 2- Overview*

On leaving the Foundation Stage, children transfer to Key Stage 1 where we provide a thematic Creative Curriculum that engages and inspires our children whilst ensuring compulsory National Curriculum coverage.

It is our aim to develop the moral, spiritual, cultural, physical and intellectual potential of every child. With this in mind we provide a programme appropriate to the needs of each individual pupil. All classes are taught through a mixture of whole class and group teaching methods. Children at Key Stages 1 & 2 work 855 hours per year. This time excludes the daily act of worship, registration, breaks (including lunchtime) and is based on a school year of 190 days.

As part of this, the following common elements are taught:-

Maths - Numeracy	Music	Design and Technology
English - Literacy	PE/ Movement	Information and Communication Technology
Science	RE	History
Art	Geography	PSHCE (Personal, Social, Health & Citizenship Education)

\*NB Children in KS2 are also taught French.

At Key Stage 2 a gradual progression takes place with new concepts being presented and new skills taught according to the needs of each individual. As children progress, the content and emphasis of the various curriculum elements change. Children are encouraged to work independently and to develop self-discipline and enterprise skills. For PE, Sport, Drama & Music, lessons are sometimes taken by specialist coaches. An integral part of this process involves preparing older pupils for secondary school life.

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

The Governors' policy on SRE has been discussed and approved by Governors. Parents will be informed when SRE is to be taught and have the right to withdraw their children if they wish. The curriculum for SRE follows national guidelines.

### *Personal, Social, Health & Citizenship Education (PSHCE)*

PSHCE begins at the earliest opportunity in the school and builds on the work of parents, to help children understand and cope with this important aspect of growing up.

### Teaching and Learning

At Rokeby Park Primary School we believe in the concept of lifelong learning and the idea that both adults and children learn new things every day. We maintain that learning should be a rewarding and enjoyable experience for everyone. Through our teaching we equip children with the skills, knowledge and understanding necessary to be able to make informed choices about the important things in their lives. We believe that appropriate teaching and learning experiences help children to lead happy and rewarding lives.

We believe that people learn best in different ways. At our school we provide a rich and varied learning environment that allows children to develop their skills and abilities to their full potential.

We offer opportunities for children to learn in different ways. These include investigation and problem solving; asking and answering questions, use of the computer and creative activities.

We teach English in Key Stage 1 using a programme called 'Read, Write, Inc'. We also use 'Big Writing' to develop written literacy skills throughout the school. All children learn Maths using a programme called, 'Big Maths'.

We encourage children to take responsibility for their own learning, to be involved as far as possible in reviewing the way they learn and to reflect on how they learn, what helps them learn and what makes it difficult for them to learn.

### Assessment

Teachers continually assess each child's achievements so that they can plan their work effectively. Pupil progress in Maths, Reading, Writing and Science is tracked termly. This enables us to set challenging individual targets for each child and ensures that we give appropriate help to any child who is not making the expected level of progress. This helps children to 'aim to be the best they can be'.

In the Foundation Stage, each child has an ongoing individual profile on which their teacher records progress across the seven areas of learning and development. Children are observed and assessments recorded throughout the year.

Each Year the Foundation Stage Profile, Key Stage 1 and 2 assessments are completed and available from the school for inspection by parents.

### Attainment

At the end of 2015 our results were as follows:

<b>Foundation Stage 2015</b>	% at a Good Level of Development (GLD)	52%
<b>Phonics check 2015</b>	<b>Year 1</b>	<b>Year 2</b>
	83%	100%

## National Curriculum Tests for 7 and 11 Year Olds.

Key Stage 1 2015	Level 2+	Level 3
Reading	89%	14%
Writing	76%	0%
Mathematics	96%	10%

Key Stage 2	Level 4+	Level 5
Reading	90%	30%
Grammar, Punctuation and Spelling (GPS)	60%	37%
Writing	89%	13%
Mathematics	63%	7%

### Pupil Premium

Current Year allocation 2015-16	How the allocation will be spent	How was the previous year's allocation spent	Effect of expenditure on Educational attainment.
£94,311	The school has appointed a full-time HLTA who works across the school supporting pupils with Speaking and Listening skills, Reading and Writing. We have purchased the 'Read, Write Inc' scheme and training for staff. TA's are employed to deliver different intervention strategies across the school. We have also purchased support from Huddersfield Early Excellence centre to help us support the Early Years pupils and to buy necessary resources to support outdoor and indoor learning.	Learning resources were purchased and Big Maths training was purchased for staff to deliver the interventions effectively. Staff target the pupils on free school meals who are falling behind for additional interventions. We employed a Bridging the gap family liaison officer for 2 days a week to work with families to improve attendance.	Reading results improved with 100% of pupils in Year 2 passing the phonics check and 83% of Year 1 pupils passing the phonics check.  78% of disadvantaged pupils achieved Level 2 in Reading, Writing and Maths combined.  By the end of Key Stage 2 100% of disadvantaged pupils made expected progress in Reading and Maths. 57% of pupils made more than expected progress in Reading.  92% of disadvantaged children made more than expected progress in Writing in 2015.

## 6. EXTRA CURRICULAR ACTIVITIES

Extra curricular activities are part of the life of every school and the same is true of Rokeby Park Primary.

Opportunities provided vary throughout the year and include: *football, cricket, boxing, dance, multi-skills, tag rugby, athletics, cycle training, choir, fun clubs, music tuition, concerts and gardening.*

We also encourage outside specialists to come into school to assist in sports coaching or to provide drama activities.

The school has a playing field that is used both for lessons and extra curricular sports activities. There is also a hall that is used for indoor games and gymnastics.

Off site visits provide essential opportunities to bring the curriculum to life. For this reason regular educational visits are arranged for all children as part of their work.

In Years 5/6 pupils are able to participate in a residential visit. Such visits are educationally very valuable. The children are able to enjoy experiences of the wider world whilst learning about how to organise themselves away from home. Residential visits are not only useful and enjoyable for pupils, but also provide a good introduction to 'Outdoor Education' in preparation for the longer visits that they may make later in their school life.

## 7. TERM DATES 2015/16

### Autumn term 2015

Number of days: 69

Re-open	Close for mid-term holiday	Re-open	Close
Tuesday 8 September	Friday 23 October	Monday 2 November	Friday 18 December

### Spring term 2016

Number of days: 53

Re-open	Close for mid-term holiday	Re-open	Close
Tuesday 5 January	Friday 12 February	Monday 22 February	Thursday 24 March

### Summer term 2016

Number of days: 68

Re-open	Close for mid-term holiday	Re-open	Close
Monday 11 April	Friday 27 May	Tuesday 7 June	Friday 22 July

## 8. ATTENDANCE

Life only provides one chance to gain a childhood education. Good attendance raises achievement and enhances success in later years. Failure to attend school results in missed opportunities. It disrupts a child's education and impacts on his/her long-term attainment and life-chances.

The law states that all children of 'statutory' age must attend school.

At Rokeby Park Primary school we believe that every child deserves the opportunity to partake fully in the life of the school. We celebrate good attendance in various ways. Each week classes are presented with a certificate stating the overall class attendance. Classes with 100% attendance are rewarded with a prize. Individual pupils who achieve 100% attendance are rewarded in a special celebration assembly at the end of term.

If your child is ill and absent from school please inform us as soon as possible of the reasons for the absence. We have to keep careful records of attendance and explain any absence.

Appointments should be made outside the school day.

If we have not received a reason for absence parents will be contacted on the day of absence by a member of the admin staff to ensure that pupils are safe and have not 'disappeared' on their way to school.

Attendance is monitored weekly and parents will be informed if their child's absence is causing concern. Our Attendance Officer will also check registers frequently and will make home visits when a concern over a child's attendance is raised.

### Holidays in term time

The Governors do not authorise holidays in term time at Rokeby Park Primary School.

### Lateness

Registration at Rokeby Primary school is at **8.50am**. Please try to ensure your child arrives at school at least 5 minutes before the start of the school day.

## **9. RATES OF AUTHORISED AND UNAUTHORISED ABSENCE**

- Total number of registered pupils of compulsory school age – 158
- Attendance in 2014-15 was 94.4% (In line with National Average)

## **10. COMMON DISEASES -MINIMUM PERIODS OF EXCLUSION**

Chicken Pox	5 days from onset of rash	Rubella	6 days from onset of rash		
Measles	4 days from onset of rash	Mumps	5 days from onset of swelling		
Slapped cheek	none	Hand, foot and Mouth	- none	Conjunctivitis -	none
Diarrhoea and/or vomiting	48 hours from last episode of Diarrhoea and/or Vomiting				

## **11. RELIGIOUS EDUCATION POLICY**

Religious education is planned by the class teacher following the Local Authority Agreed Syllabus of Religious Education. Where appropriate, the school will make arrangements for parents to exercise their statutory right of withdrawal of their children from religious education or collective worship.

## **12. DISABILITIES AND SPECIAL EDUCATIONAL NEEDS (DSEN)**

### Inclusion & Ensuring Equal Opportunities for all pupils including those with specific disabilities

The school has a very good reputation for supporting all pupils with Special Educational Needs including those with specific disabilities:

- We are an inclusive school that welcomes children from all backgrounds and abilities- educational and physical. We do not discriminate against any child.

- We make provision for all our pupils according to their needs to achieve their full potential. We promote the principles of fairness and justice for all through the education that we provide in our school.
- We constantly strive to remove any form of indirect discrimination that may form barriers to learning. We have provision for pupils who use wheelchairs to move around the school easily using entrance slopes and wide doorways. We also have disabled toileting facilities.
- We work closely with the parents of disabled children to ensure that their induction into the school and their subsequent care and support is of the highest quality.
- We constantly endeavour to improve our premises so as to provide a physical environment that is attractive and well maintained and suitable and safe for all our pupils. This is driven by an 'Accessibility Plan'.

Our 'Single Equality Scheme' and the 'Accessibility Plan' provides further details of our commitment to inclusion for disabled pupils. It provides information on how we work hard to prevent disabled pupils being treated less favourably than other pupils. *The scheme is available from the school office.*

### Disabilities and Special Educational Needs (DSEN) - Policy Issues

We follow closely the government's 'Code of Practice' for Disabilities and Special Educational Needs. Our detailed DSEN information report explains how the school caters for the full range of children's educational needs and aims to identify any particular difficulties a child may be experiencing at the earliest possible point in her/his education. This report is available on our website [www.rokebyparkprimary.co.uk](http://www.rokebyparkprimary.co.uk).

Whether needs are short-term or longer lasting, the policy and procedures laid down within the school offer programmes to support the child. Plans are drawn up by the class teacher in consultation with parents or carers, and, where necessary, with the help and support of the appropriate outside agencies. School staff (both teachers and teaching assistants) are well trained to meet the needs of a wide variety of pupils.

The implementation of the DSEN information report is reviewed by an experienced Special Educational Needs Coordinator (SENCO), the School Leadership Team (SLT) and a member of the Governing Body.

The name of the senior member of staff having responsibility for the school's arrangements for identifying and meeting the special needs of pupils is Miss M. Ball.

The name of the governor designated to have oversight of this aspect of the school's work is Ms. Lorna Jarvis.

### Able, gifted and talented policy

The name of the senior member of staff having responsibility for the school's arrangements for identifying and meeting the needs of able, gifted and talented pupils is Miss R. East. Parents are informed of any learning issues concerning their child, records are kept and special work programmes are formulated. The policy for able, gifted and talented pupils is on our website and is available from the school office.

### Single Equality Scheme

A 'Single Equality Scheme' is also available from the school office and is published on our website. This document outlines the ways in which we ensure that the school provides equal opportunities for all our pupils. We have incorporated our individual policy for race equality, and our disability and gender equality schemes into one overarching Single Equality Scheme to create a coherent framework for promoting

equality and diversity within our school. We have identified a set of priorities to promote equality, inclusion and community cohesion. Our Scheme includes a plan of action to address these priorities over the next three years.

### Child protection

The school has a comprehensive Child Protection Policy. Staff receive training in Child Protection procedures and all adults working in school (including voluntary helpers) are required to undertake Disclosure and Barring Service (DBS) checks. In line with Government requirements, we work very closely with local social workers and other support agencies.

The school adheres to the Hull Safeguarding Children's Board Child Protection Guidelines, a copy of which is available in the staffroom or the Head's Office. A copy of our Child Protection Policy is on the website or can be obtained from the school office.

### Looked After policy

'Looked After' children are children cared for by the Local authority. The governing body is committed to providing quality education for all its pupils based on equality of access, opportunity and outcomes.

As for all our pupils, the school is committed to helping every 'Looked After' Child to achieve the highest standards they can, including out of school activities and supporting career aspirations for further and higher education.

The Child Protection and Looked After Children Co-ordinator is Miss M. Ball  
The Child Protection and Looked After Children Governor is Ms. L. Jarvis

## **13. THE ORGANISATION OF EDUCATION**

We always try to group children in each year group together however due to the imbalance of pupil numbers it may be necessary to group children in classes of reasonable size according to their birth date and stage. This may not always conform to the normal September – August pattern.

Pupils are also taught in groups to meet their individual needs. This means that for certain subjects like Read, Write, Inc and Fresh Start children may be grouped with others from different classes.

### The school day

#### *Key Stage 1, Key Stage 2 and the Reception Class*

The morning session begins at 8.50am -12.00 noon

The afternoon session begins at 1.00pm - 3.00pm.

Children should arrive at school as near to 8.45 as possible, particularly on wet days. On very wet days, children will be allowed into their classrooms from 8.45 a.m. when teachers will supervise them.

#### *The Nursery*

The morning session begins at 9.00am -12.00 noon

The afternoon session begins at 12.00 noon - 3.00pm

Lunch is incorporated into the sessions for pupils who stay for a full day.

There are 10 sessions every week. Reception aged children attend on a full time basis.

Nursery aged children attend every morning (5 sessions) which are free of charge. Additional afternoon sessions can be purchased, if parents wish, as long as we have space.

### Breakfast Club

Breakfast club begins at 8.00am and runs each day. Pupils are transferred to their classes from the breakfast club at 8.50am. The Breakfast club is very good value at £1 per day. There is no requirement to book in advance although families can choose to pay weekly if they wish.

### Lunch

We have meals cooked freshly on site and we also provide sandwiches, wraps, yoghurt, salads, fruit and puddings on our Deli Bar. Children are encouraged to stay at school over lunch and have either a cooked dinner or a sandwich meal from the Deli. School dinners are currently 50p for Nursery and Key Stage 2 children but are free for Key Stage 1 and Reception children. Please contact the school office if you think you may qualify for Free School Meals.

As we supply hot and cold lunches that meet the Government Food Standards we discourage the bringing to school of packed lunches. If you feel that your child must bring in a lunch from home then please ensure that packed lunches are packed in a strong container which is labelled with the child's name.

Children who stay at school for lunch will be closely supervised and not allowed to leave the school site.

## **14. PARENTAL ENGAGEMENT IN LEARNING**

We believe that education is a total process and that it does not stop once the school day is over. We appreciate the positive contribution that parents can make to the school and value the partnership between home and school. We actively encourage parents to become involved in the work of their children and therefore invite parents to work in the classroom with their child in all aspects of the curriculum including reading. Parents may be asked to assist their children at home and all children are encouraged to take reading books home. Please read with your child for 5 minutes every night. Books are changed when children have read at home. Homework is set by year group and at the discretion of the class teacher; the amount will vary according to the age and ability of the child.

Parents are also encouraged to come into school to help with school trips and at school events. We support parents to improve their own skills by offering family learning sessions in school, when they are available, and offer placement for parents engaged in adult education.

**In order to safeguard our pupils, all adults working in school must have DBS clearance.**

## **15. PASTORAL CARE**

At Rokeby Park Primary School we want pupils to be happy and so each member of staff is responsible to the Headteacher for the well-being of children in our care. Indeed we pride ourselves on providing support for all students at every stage of their primary school career. This ethos of care is underpinned by close links with a variety of outside agencies.

Parents are always welcome in school either to visit or to talk through matters that may be causing concern. Class teachers are available on a daily basis at the end of the school day. Our Family Liaison Officer, Andrea Whiteley also works with parents every Tuesday and Thursday. Never feel that a problem is too small to consult us about. It is only by working together and knowing each other that we can make sure that every child is happy, confident and secure, growing up to be a valued member of society. If you wish to make an appointment to see the Headteacher, please contact the school office on 508915.

The majority of staff have some basic First Aid training. Care plans are written for pupils with medical needs in consultation with parents and health care professionals. All staff have access to these plans to ensure that all children are cared for correctly.

## **16. SCHOOL DISCIPLINE AND BEHAVIOUR POLICY**

Rokeby Park Primary School is renowned for being a happy and friendly school where pupils exhibit excellent standards of behaviour.

This reputation is underpinned by a consistent standard of discipline where rules are clear and concise and where children, staff and parents work together to achieve an atmosphere of respect, both for each other and the school environment.

We encourage a positive ethos in which the children thrive and use 'restorative practices' to help pupils to sort out their differences. Pupils are always encouraged to be kind, thoughtful and sensitive to the needs of others.

A copy of our behaviour policy is available on our website [www.rokebyparkprimary.co.uk](http://www.rokebyparkprimary.co.uk). Parents are reminded of our school rules regularly via the weekly newsletter. Newsletters can also be found on the school website

As well as the whole school rules, children have their own school council, where representatives of each class meet to discuss their views of the school and share ideas for improvement which could be made. The school council also organises charity events to heighten awareness of society outside school.

## **17. SCHOOL DRESS**

The school governors have approved the following uniform:

- White polo shirt or shirt
- Blue sweatshirt or cardigan
- Grey or black trousers (not tracksuit bottoms), shorts, skirts or pinafores
- In suitable weather, summer blue gingham dresses and blue t-shirts may be worn
- Shoes must be low heeled and black
- Children are required to change into a pair of indoor sandshoes when they come into School

All uniform must be named clearly. Any unnamed lost items of clothing will be donated to charity.

### PE

All children are required to have a PE Kit and should keep it at school during the week so that they are prepared for every opportunity to keep fit and healthy.

The uniform is:

- Black shorts

- White t-shirt
- Trainers for outdoor.
- In winter children may wear a tracksuit for outdoor PE

The uniform is available at school and can also be purchased at local stores.

- Jewellery is restricted to studs in ears only (one in each ear) which must be taped over during PE. No other jewellery is allowed in school. For health and safety reasons, body piercing (other than the ears) is not allowed. Watches may be worn but are the responsibility of the child.

**Uniform items with a 'Rokeby Park Primary' motif are available 'off the shelf' from the school office.**

## **18. PUPIL ROUTES**

In 2014/2015, pupils transferred to Hessle High School, The Boulevard Academy and Sirius Academy.

## **19. CHARGING FOR SCHOOL ACTIVITIES**

The Governing Body's policy is that:

The school will ask parents to make equal voluntary contributions towards the total cost of a visit, an outing or an activity. If enough contributions are not forthcoming, it is very probable that the visit will not take place. However, no child will be excluded from a visit on the grounds of inability to pay. Where appropriate the school may charge for optional extra activities.

The complete charging policy document is available on the website or from the School Office.

## **20. ANTICIPATED CHANGES IN ARRANGEMENTS**

There are no anticipated changes in arrangements

## **21. RAISING CONCERNS OR RESOLVING COMPLAINTS**

From time to time parents, and others connected with the school, will become aware of matters which cause them concern. To encourage resolution of such situations the Governing Body has adopted a "School Complaints Procedure".

The procedure is devised with the intention that it will:

- Usually be possible to resolve problems by informal means
- Be simple to use and understand
- Be non-adversarial
- Provide confidentiality
- Allow problems to be handled swiftly through the correct procedure
- Address all the points at issue
- Inform future practice so that the problem is unlikely to recur.

Full details of the procedure may be obtained from the School Office, on the website or from the Clerk to the Governing Body.

## **22. DISCLAIMER**

The information given in this leaflet was valid in October 2015. It is possible that there could be changes affecting either the arrangements generally described in this leaflet or in any particular part of them before the start of the school year 2015/2016 or in subsequent years. Parents wishing to contact the individual members of staff or governors named in this leaflet are advised to check the details with the school for any changes beforehand.

## **23. FOR MORE INFORMATION**

To access additional general information about the school, including achievement and attainment tables and our most recent OFSTED report please visit the following website

[www.ofsted.gov.uk/Ofsted-home/Inspection-reports](http://www.ofsted.gov.uk/Ofsted-home/Inspection-reports)

or visit our website [www.rokebyparkprimary.co.uk](http://www.rokebyparkprimary.co.uk)

**DATE OF ISSUE**

October 2015