



# School Prospectus & Information Booklet

Essential information  
about joining our Primary  
School.

## Welcome

We are pleased that your child will be attending our school and on behalf of the pupils, staff, governors and the school community we look forward to welcoming you and your child to our school. . We're really looking forward to working with you to ensure that your child has a fantastic time with us at Dishforth Airfield Primary School.

All the information in this leaflet can also be found on our school website;



<http://www.dishforthairfieldprimaryschool.com>

We are a small school, situated on Dishforth Airfield. The majority of children in the school come from the airfield though we do have some who come from further afield.

We are very lucky to be situated on a large site, which has a good-sized playground, fixed equipment and a large field. We also have a spacious school with large, well-equipped indoor and outdoor teaching spaces.

### Our School Aims

We believe in promoting the individual child, within a happy, secure environment where children and staff feel valued and respect each other.

We aim to:

- **Ensure** each child **respects and is responsible** for themselves and others.
- **Develop** a sense of **pride and self-esteem** in each child and instil confidence so that they may become independent learners and active global citizens.
- **Promote** **high standards** in both academic achievement and behaviour.
- **Forge** close links and develop **co-operation** with parents, Governors, the local, national and global community.



## Informing the Local Education Authority (LEA):

If you are applying from within the UK, you will need to speak to your current Local Authority Education (LEA) office, who will then make contact with our LEA.

If you are applying from outside the UK, you will need to get in touch with North Yorkshire County Council and apply for a place for your child at our school via their website: <http://www.northyorks.gov.uk>

The LEA will then confirm your place with you via letter/email and send a copy to us.

## Completing our School Admission Pack

Please complete and return the School Admission pack as soon as possible before your child starts at our school.

This will enable us to put your child's information on to our Database and gather useful information about them prior to starting so we can be well prepared to offer them the best start possible.

We will also be able to contact their previous school to obtain any relevant results and tracking information which helps us to assess their progress to date.

## The School Day

**School Starts at: 08.50 and finishes at 15.15.**

Lunch                      12.00                      -                      13.00

## Uniform

We encourage all of our children to wear the Dishforth Airfield uniform which is:-

- Grey trousers/skirt
- Red polo shirts
- Navy blue embroidered school sweatshirt or cardigan
- Grey/white socks
- Black school shoes (not trainers)



In summer children can wear shorts (grey), check dresses (red or blue) and sandals

## **PE kit**

White loose T-shirt

Blue or black shorts

Plimsolls or trainers

A track suit, in navy or black, can also be worn.

PE Kit is not branded with the school logo and does not have to be bought at a specific suppliers.

**PLEASE ENSURE ALL UNIFORM AND SPORTS KIT IS CLEARLY NAMED**

## **Ordering Uniform:**

There are 2 ways you can order uniform.

Option 1: Online - There is a link on our website which will take you directly to the company APC where you can place an order (or use [www.apc-clothing.co.uk](http://www.apc-clothing.co.uk)) Your order can be delivered FREE of charge to our school if you use the voucher code **dafreepost**.

Option 2: The Uniform Shop in Ripon holds our uniform.

Address is: 64 Blossomgate, HG4 2AN - 01765 692233 Open until 16:30 (Behind Argos)

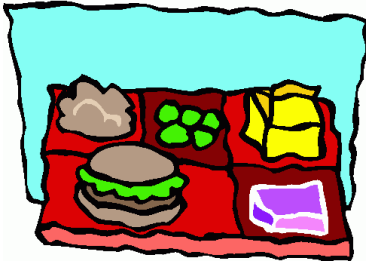
Please label everything clearly including your child's coat and footwear. If you want it back - name it!!

Early Years (Nursery to Year1) need welly boots and a waterproof coat for the outdoor area as we go outside in all weathers. Please make sure they are named.

## **Payment System**



Our school operates ParentPay for payments of dinners and trips etc. You will receive an activation letter on your child's first day and this will contain your User name and Password (which you will then be able to alter).



## School Meals / Snacks and Milk

Children in Reception, Year 1 and Year 2 are entitled to a Universal Free School Meal (UFSM).

Meals cost £2.75 (£13.75 per week).

The Menu is available to view online. You will see that a range of healthy meals are available.

Payment for meals is made on the online ParentPay system.

## Packed lunches

If you would rather your child had a packed lunch then please ensure that their packed lunch box is clearly labelled with their name and year group.

We are a healthy school and in line with our Food Policy this means that children are not allowed to bring sweets and / or chocolate in their lunch box.

Drinks must be water or squash, nothing fizzy.

We are a **nut free** school so please do not send anything containing nuts or nut oils.



## Milk

All children can have milk in school which must be ordered and paid for via Cool Milk by visiting their website to register.

All children under 5 are entitled to free milk up to their 5<sup>th</sup> Birthday, after which parents would have to register and pay.

<https://customers.coolmilk.com/Manage/parent.php>

## **Fresh Fruit**

A daily fruit/veg snack is provided free of charge to all children up to Year 2. All other Year Groups can bring fruit and/or vegetables into school for their mid-morning snack.

We would recommend that children in Y3-6 do bring some fruit/veg into school for morning break. This should be put in book bags rather than lunch boxes so it is easier to get at break time.

## **Water Bottles -**

All children get a free water bottle in September for them to keep in school and to keep in the classroom.

## **Illness and Medicine**

If your child is ill and cannot attend school please ring the office as soon as possible before 9am.

Please ensure that any medical information is reported to us in detail in the Admission Pack, particularly if your child has any regular medication eg. inhaler, anti-histamines.

If your child requires medicine to be administered during the school day Parents need to complete a form (available in the school Office) giving details of dosage and permission for a member of staff to administer the medication.

Please let us know if your child has any food allergies. We occasionally do simple cooking so it is helpful if we know if there are any particular foods we need to avoid.

If your child has had sickness and diarrhoea they must have 48 hours clear from the last episode before they can return to school.

If your child has an accident which involves a bump to the head you will be notified by telephone and a 'head bump' form in their school bag.

You will not be contacted for any other minor bumps and scrapes.

## **Suncream**

Please provide your child with a bottle of sunscreen labelled with their name and class for the academic year. Children will be encouraged to apply this themselves.

## **Jewellery**

Stud earrings are permitted but your child must be able to remove them if necessary.

It would be preferable if no jewellery was worn on swimming and PE days so please ensure no earrings on these days.

## **Swimming**

During the school year some of the children will be given the opportunity to go to swimming lessons at Thirsk pool.

There is a charge for this, payment can be made via ParentPay.

The children will need a labelled swimming costume, towel and goggles.

You will be notified via the Newsletter if your child will be taking part in these lessons which take place during the school day.

It is helpful if girls wear socks not tights on swimming days and no earrings.

## **Music**

The school takes part in the Wider Opportunities scheme and all children in Years 5 & 6 are given the opportunity to play an instrument.

We have a weekly visit from a peripatetic music teacher who leads group activities such as singing and recorder.

If you would like to organise separate music tuition for your child this can be done via NYCC, <http://www.northyorks.gov.uk/article/24161/Music-lessons-and-instrument-hire>

## **Dandelions - Wrap around care**

We offer 'wrap around childcare' for children from Dishforth Airfield School and Pre-school. The childcare clubs will be offered to children aged from 3 -11 years old.

The Dandelion Club operates from the school and offers fully inclusive and age appropriate activities. There will be a healthy range of food available for breakfast and a healthy snack in the afternoon.

### **Times:**

Breakfast Club : 7.45am - 8.45 am

After School Club : 3.15pm - 5.15pm

**Further details can be found on the school website.**

## **Clubs**

We offer a number of Lunchtime and After School Clubs, some of which are free and some of which we make a small charge for.

We try to ensure all children are given an opportunity to participate.

You will be notified by letter when clubs are available and you can pay via ParentPay if a charge is made.

## **Homework**

Homework is given out weekly and focuses on reading, spelling and maths with occasional extended tasks.

Please try to read with your child every day and record it in their reading log.

You can view information on homework on the school's website under the 'Class' tab. This is updated by the class Teacher.

If there are any issue with homework at all please do not hesitate to speak to your Class Teacher.

## **Curriculum**

Up to date information on the curriculum can be found on the schools website and is updated each term.

A separate letter from the Class Teacher will be sent out each term outlining the curriculum.



## Keeping in touch

The notice board in the playground will display an up to date copy of the Newsletter and any other community notices which may be of interest.



Newsletters go out on a weekly basis. These are emailed via your ParentPay account so it is *vital* that you register.

They are also posted on our website.

## **NEWSLETTERS ARE ESSENTIAL READING.**

### Liaising with teaching staff

If you want to have a chat about your child regarding their progress or any other aspect of their education, please don't hesitate to speak to us. Head Teacher and Teachers are outside on a morning but if you require a longer conversation please book an appointment.

### Dropping Off and Collection Your Child

All children must be on the playground for 8.40am for the start of the school day.

Please dismount from scooters and bikes at the school gate. Do not bring bikes or scooters onto the playground. There is a shelter to park them in as you enter the school grounds.

Children are not allowed onto the field or into the music shelter at the start of the day to keep noise to a reasonable level and respect the families living close to the school.

Children should be collected at 3.15pm.

Children in FS2 to Y6 will line up on the playground and the teacher will send them to their parents.

Children in FS1 need to be collected from the FS1 classroom at the rear of the main building.

Please inform us if anyone else is picking your child up from school.

When walking to and from school children need to be sensible and vigilant for traffic. There are often large wagons going to A1 Feeds and the road is quite

narrow. Behaviour standards and expectations include the journey to and from school.

Please notify the school in writing if your child will be walking to and from school unaccompanied (a form is available from the school Office). Please note that this is not something we actively encourage but we do understand if this may be the case with some of the older children. They need to stick to the path and walk sensibly - no going to the park - and come straight to the playground.

If children are riding to and from school on bikes or scooters they need to wear a helmet and must be considerate towards others who may be on the path, dismounting and walking if necessary. They must have a sufficient level of road awareness to make the journey safely.

## **Extra Support**

### **Family Outreach Worker**

The school has a Family Outreach Worker, Marsha Barrett. Please see Mrs Lyon or Class Teachers for a referral.

Marsha works with the local of Primary Schools and contributes to the pastoral work of school by supporting parents and pupils through difficulties, thereby enabling pupils to be settled and happy in school and achieve their full potential and to help parents fully engage with their children's learning.

Marsha can offer parents confidential, non-judgemental advice and guidance on a range of issues that affect them and their children, so that problems are quickly resolved before they get out of hand. She can give practical strategies for dealing with their concerns and worries, and where appropriate will work with children individually or in groups. If needed, Marsha is able to advocate and mediate on parents' behalf. She can also sign-post parents and families to other sources of help and support, learning courses and activities.

### **Pupil Service Champion**

We also have extra support with the Service Pupils Champion, Annabel Hall. Annabel is one of two Service Pupil Champions who have been employed by the Local Authority through the MOD Education Support Fund to support service

children and their families. Annabel covers schools in the Dishforth, Ripon, Linton, Topcliffe and Harrogate areas whereas her counterpart, Nickie, covers Catterick Garrison.

Annabel has been part of an army family for 13 years and has experienced frequent moves, changes in home, school and work and long periods of separation while her husband has worked away. Annabel is taking the weekly Parent Away Club here at school with Mrs Kitchen and she would be very happy to meet parents as well. Annabel works independently of school and army and can offer neutral, confidential support outside the chain of command. If you would like to meet and chat to Annabel then please don't hesitate to contact her on: 07816 648163 or email [Annabel.Hall@northyorks.gov.uk](mailto:Annabel.Hall@northyorks.gov.uk)

### **Special Educational Needs**

We are very much aware that many children at some time will need additional help and support with certain aspects of school life. This need is generally identified in the first instance by the class teacher. At this stage the teacher will discuss the issues with the parents and school Special Needs Co-ordinator. The procedures used at this school follow the North Yorkshire County Council stages response and adhere to the Department of Education and Employment Code of Practice.

At later stages there may be involvement of outside specialists. The school can call upon the pupil support team, which includes an Educational Psychologist, Educational Social worker, Behavioural Support Teacher and Learning Support Teacher. Once again parents will be consulted before any child is considered for referral of any kind.

### **Safeguarding Children**

We are committed to ensuring the welfare and safety of all children in school. All North Yorkshire schools, including Dishforth Airfield Community Primary School, follow the North Yorkshire Safeguarding Children Board procedures. The school will, in most circumstances, endeavour to discuss all concerns with parents about their child/ren. However, there may be exceptional circumstances when the school will discuss concerns with Social Care and/or the Police without parental knowledge (in accordance with Child Protection procedures). The school will, of course, always aim to maintain a positive relationship with all parents. The school's child protection policy is available on request.

## Parents and Carers

Please be aware of our expectations for parents. Our policy is available to view on the website, key points are set out below.

"We, the Governing Body and Headteacher, strongly believe that our school should be a welcoming and safe place for our children, staff, parents and visitors alike and that our parents share that belief. We have legal responsibilities for the safeguarding and wellbeing of children and staff, and a duty of care to all users of our school.

All adults who enter our school site at any time set examples of behaviour and conduct which influence children and young people and we believe that they should therefore demonstrate high standards of conduct in order to encourage our pupils to do the same. Parents and carers must show respect to all other parents and carers, children and staff"

**We look forward to welcoming you and your family to our school.**

**Thank you.**

**Julie Lyon  
Headteacher**

### **Legacy:**

**After being at our school you will be....**



able to look at the wider world with a confidence that you can make a difference and that you matter.