

*The Michael Syddall Church of
England (Aided) Primary
School*



*Information
Booklet*

Headteacher: Mrs A McHarg Deputy Headteacher: Mr N Saunders

'Learning Is The Key To The Future

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School Uniform

Our school uniform consists of:

- Grey/black trousers, skirt or shorts
- white or blue polo shirt/blouse,
- navy blue sweatshirt or cardigan,
- blue and white gingham dress (summer only)
- black low heeled shoes,
- waterproof coat
- school book bag,



PE kit:



- black/navy shorts,
- white t-shirt,
- black plimsolls
- tracksuit bottoms, sweatshirt and trainers (for outside PE)
- school PE bag.

Ordering



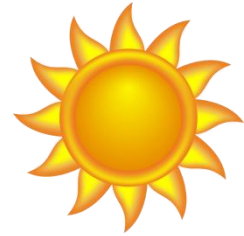
All items of uniform are available to buy from our on-line supplier at www.schooltrends.co.uk.

Simply click on the parents section and enter the school name (Michael Syddall) or school postcode (DL10 7LB) and this will bring up all the items of uniform available.

Delivery

Once ordered you can choose to have your order delivered to school free of charge or if you prefer to your home address for a small charge.

Holiday Dates



Listed below are the holiday dates until July 2018. Should there be any changes to these dates you will be notified immediately.

School closes at 3pm on

School reopens at 8.45 am on

				Tuesday	6	September	2016
Friday	21	October	2016	Monday	31	October	2016
Friday	16	December	2016	Wednesday	4	January	2017
Friday	17	February	2017	Monday	27	February	2017
Friday	7	April	2017	Tuesday	25	April	2017
Friday	26	May	2017	Monday	5	June	2017
Friday	21	July	2017	Tuesday	5	September	2017
Friday	20	October	2017	Monday	30	October	2017
Friday	22	December	2017	Tuesday	9	January	2018
Friday	9	February	2018	Monday	19	February	2018
Thursday	29	March	2018	Tuesday	17	April	2018
Friday	4	May	2018	Tuesday	8	May	2018
Friday	25	May	2018	Monday	4	June	2018
Friday	20	July	2018				

Training days for the academic year **2016/17** are: 5 September 2016, 3 January 2017, 24 April 2017 and 24 & 25 July 2017.

Training days for the **2017/18** academic year are: 4 September 2017, 8 January 2018, 16 April 2018, 23 & 24 July 2018

Children do not attend school on these dates.

Keeping Up to Date

Weekly Newsletter

Each week we publish a newsletter with important information regarding lunches, after school clubs, diary dates and other relevant information for that week. Look out for the green sheet in your child's bag.

Michael Syddall School App



In order that we can ensure our communication with you is easier, quicker and more efficient we have an app service. 'OurSchoolsApp' is a personalised app for our school and allows us to keep you up to date with school information, news, events and contact information.

Anyone with a smartphone (Android or iPhone) can download 'OurSchoolsApp' from Google Play Android or the Apple Store for FREE. Access is also available on a tablet and iPad.

When we update OurSchoolsApp with new information or news about the school, a message notification will automatically be sent to your device to inform you of this update. You can then view the notification which will then take you directly to our app.

To download the app:

1. On your phone/tablet, search for '**OurSchoolsApp**' on your app store (Google play for Android or iTunes for Apple devices) and download the '**APP**'.
2. In the search bar in the '**APP**' enter the postcode of the school (DL10 7LB).
3. Hit the search button and choose Michael Syddall School. Press OK.
4. You will now be presented with the '**APP**' for the school which contains news, information, calendar events, contacts and any other relevant details.



School Website



If you require any further information about the school then you can go to our school website at www.michael-syddall.n-yorks.sch.uk where you can find the latest news and pictures along with school policies, performance tables, copies of letters and newsheets, curriculum information and much more.

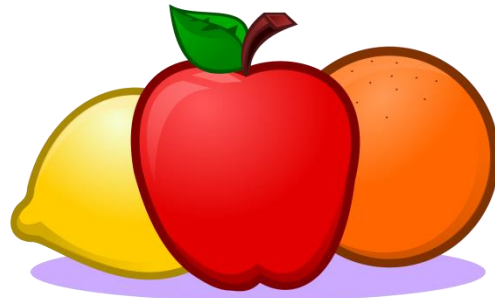
Fruit and Vegetable Scheme

Under the Government's School Fruit and Vegetable Scheme every child aged four to six in LA maintained schools is entitled to receive a free piece of fruit or vegetable each school day. Scientists agree that everybody, including children, can reduce their risk of heart disease and cancer by eating at least five portions of fruit and vegetables every day. On average, children in the UK eat only two portions a day.

We are delighted that our school is participating in this exciting scheme, which reinforces our commitment to healthy eating. The fruit and vegetables will be fresh and good quality. The aim is for the children to have a positive and enjoyable experience of fruit and vegetables.

The scheme is voluntary, and although there is no obligation for your child to take part, we hope you will share our belief that it has many benefits. It is a great way to help us teach our children the benefits of healthy eating.

It is essential therefore, that you inform us of any allergies your child may have so that we can ensure they are not given anything that might harm them.



If you have any questions please call into the office.

CHARGING POLICY

Voluntary Contributions

The Headteacher or Governing Body may ask parents for a voluntary contribution towards the cost of:

- School Visits – If not enough contributions, these will be cancelled.
- Residential Visits – The cost requested by the centre.
- Swimming – Contribution toward the cost of transport to and from the pool.
- Cooking / Baking Ingredients – A contribution of £5.00 at the beginning of the academic year.



Extra-Curricular Activities

The school will endeavour to offer children a range of optional extra activities to widen their experiences. Parents may be asked to help with transport and supervision. The school, however, will not be able to re-imburse parents for any transport costs.



Breakages and Lost or Damaged Books



Where a child's actions incur extra costs to the school, by breakage of equipment, damage to premises, loss or damage to books, parents will be invited to pay a contribution to cover the whole or part of the cost.

Parents and Carers Behaviour Policy

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.

Adults who do not behave in an acceptable manner may be asked to leave the site and the Headteacher has the right to further restrict their access. The process for restriction of access in relation to parents and carers who have reason to come on to the school site is set out in our Access Restriction Procedure.

Behaviour which is regarded as unacceptable includes:

- Physical abuse, threatening, oppressive or aggressive behaviour or use of offensive language towards other adults, staff or children
- Entering the school site under the influence of alcohol or drugs
- Smoking anywhere on the school site
- Bringing dogs, with the exception of Assistance Dogs, on to the school site without the explicit permission of the Headteacher

School-related issues which parents or carers have concerning school, pupils or their families must be brought to the attention of a member of staff. Parents or carers must not try to resolve any issues themselves by direct action on site. If issues cannot be successfully resolved by speaking to a staff member, parents' and carers' correct course of action is use our Complaints Procedure as appropriate

We expect all communication between parents and school to be conducted in a polite and respectful manner. Communication may be similarly restricted if it becomes unacceptable

Privacy Notice - Data Protection Act 1998

We, The Michael Syddall C of E Aided School are a data controller for the purposes of the Data Protection Act. We collect information from you and may receive information about you from your previous school and the Learning Records Service. We hold this personal data and use it to:

- Support your teaching and learning;
- Monitor and report on your progress;
- Provide appropriate pastoral care, and
- Assess how well your school / educational setting is doing.

Information about you that we hold includes your contact details, national curriculum assessment results, attendance information and personal characteristics such as your ethnic group, any special educational needs you may have and relevant medical information.

We will not give information about you to anyone outside the school without your consent unless the law and our rules allow us to do so.

We are required by law to pass some of your information to the local authority, North Yorkshire County Council, and the Department for Education (DfE) and where appropriate we will send to relevant national health service personnel (e.g. school nurses) information on individual pupils changing school (or address) to ensure continuity of health care. If a child moves to another school we will ensure a handover of appropriate data we hold, and we will cooperate with other schools s/he has attended to endeavour to complete any outstanding issues.

If you want to see a copy of the information we hold and share about you then please contact Headteacher at school (telephone 01748 818485)

If you require more information about how the Local Authority (LA) and/or DfE store and use your information, then please go to the following websites:

www.northyorks.gov.uk/schoolrecords and

<http://www.education.gov.uk/researchandstatistics/datatdatam/b00212337/datause>

If you are unable to access these websites, please contact the LA or DfE as follows:

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| <ul style="list-style-type: none">• Information Governance Manager
North Yorkshire County Council
Internal Audit Service
County Hall
NORTHALLERTON
DL7 8AL
website: www.northyorks.gov.uk
email: infogov@northyorks.gov.uk
Telephone: 01609 533219 | <ul style="list-style-type: none">• Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT
Website: www.education.gov.uk
email:
http://www.education.gov.uk/help/contactus
Telephone: 0370 000 2288 |
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School Publication Scheme

The school has adopted the model publication scheme, for public authorities (which includes schools), prepared and approved by the Information Commissioner. The model information scheme is as follows - for clarification any reference to 'authority' means the school.:-

Model Publication Scheme

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.

Classes of Information

Who we are and what we do.

Organisational information, locations and contacts, constitutional and legal governance.

What we spend and how we spend it.

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

What our priorities are and how we are doing.

Strategy and performance information, plans, assessments, inspections and reviews.

How we make decisions.

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Our policies and procedures.

Current written protocols for delivering our functions and responsibilities.

Lists and registers.

Information held in registers required by law and other lists and registers relating to the functions of the authority.

The services we offer.

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

The method by which information published under this scheme will be made available

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Charges which may be made for Information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Written Requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.