



Thank you for taking time to look at our prospectus.

For a full picture of life at Pannal Primary School please visit our website:

[www.pannal.ycst.co.uk](http://www.pannal.ycst.co.uk)

If any information you require is not included in this prospectus or on our website please do not hesitate to call the school.

*Look out for these blue quotes and see what our children think about our school!*

#### **Useful Information**

Pannal Primary School

Pannal Green

Pannal

Harrogate

North Yorkshire

HG3 1LH

Telephone No: 01423 872407

Email address: [admin@pannal.ycway.uk](mailto:admin@pannal.ycway.uk)

Head Teacher Mrs. Jane Turner

Chair of Governors Mrs. Jo Thompson

Pannal Primary School is administered by:



**Yorkshire Causeway Schools Trust, a charitable company limited by guarantee registered in England and Wales with company number 07663935. Registered Office: St. Aidan's Church of England High School, Oatlands Drive, Harrogate, North Yorkshire, HG2 8JR**

Also on our site:

Busy Bees Playgroup (2 1/2 -5 years)

School House Nursery – Kids at Heart (0-5 years)

## The Aims and Ethos of our School

### **Vision Statement**

*Enjoying learning together, building foundations for life.*

Our aims are to:

- Inspire, motivate and challenge children to achieve their best.
- Provide rich educational experiences so that all children can enjoy their school life and develop independence.
- Encourage children to be positive and thoughtful in their attitudes and actions.
- Promote a caring and supportive community in which each person feels valued and respected.



### What do we mean when we say "Pannal-Shaped"?

**Noun:** 'Pannal-Shape'- The unique characteristic of Pannal Primary School

**Verb:** To 'Pannal-shape' an idea is to discuss it and ensure it suits our context and contributes to our vision. To 'Pannal-shape' a person is to encourage and nurture determination and perseverance; foster self-belief; develop a growth mindset; open minds to possibilities and promote recognition of life's opportunities.

**Adjective:** The 'Pannal-shaped' child or adult is self-aware and mindful; works collaboratively; respects others; is interested in the wider world and is not afraid to fail.

**Adverb:** Staff who work in a 'Pannal-shaped' way are trusting professional companions who have high expectations; value collaborative autonomy; share collective responsibility.

Staff and Children who work in a 'Pannal-shaped' way show determination and perseverance; strive to do their best; work collaboratively; value each others' strengths; appreciate others' achievements and believe everyone can.

### Admissions

Children start in the Reception class in the academic year in which they are five. The school admission number is 60 for the Reception classes. Places are normally provided for all those living within the catchment area. If parents from outside the catchment choose our school, places are allocated on the basis of availability. To apply for a place at school parents need to fill in a preference form which is available to fill in online at: [www.northyorks.gov.uk/primaryadmissions](http://www.northyorks.gov.uk/primaryadmissions)

In the half term prior to admission, arrangements are made for children to spend some time in the Reception classes. This will familiarise the children with new routines, facilities and faces and the Reception class teachers are able to offer information and answer questions, as well as offer the opportunity to see the class in which their child will be working. In addition, we hold "Stay & Play" sessions for children joining our Reception class at the start of term.

We provide flexible starting arrangements for children who transfer to us mid-year from another school, in order to meet the needs of individual children. This will usually involve an opportunity to look round and spend some time in school before starting.



## **The Curriculum**

The curriculum is the whole learning experience offered by the school. It is not only all the lessons and activities which are planned and organised, but also the ethos of the school – the attitudes and values we promote. In addition to the National Curriculum we have developed 4 Distinctive Dimensions which we promote throughout the school:

**Active** – We have a strong tradition of excellence and participation in a wide variety of sporting activities and provide high quality specialist PE and Outdoor Education teaching across the school.

**Arts** – We value the special contribution of art, dance, drama and music and promote these skills through a wide and varied range of opportunities.

**Environment** – We have a rich and exciting outdoor environment at our school including a wildlife area, woodland and wind turbine. We plan for outdoor learning opportunities and promote conservation activities.

**Global** – We recognise that our immediate environment does not offer many opportunities for experiencing other cultures and traditions and so we plan carefully to ensure that our children have an understanding of the diversity of our world.

For more information about our curriculum, and to see examples of our children's work please visit our website: [www.pannal.ycst.co.uk](http://www.pannal.ycst.co.uk)

## **Outdoor Learning**

At Pannal School, we recognise how the outdoor environment is a resource to enhance children's learning and believe every child should have opportunities to learn outside the classroom. We use our extensive school grounds and the adjoining woodland regularly, as a means of inspiring and stimulating children in their learning. When children join our school we seek consent for them to participate in local walks so that we can also use the area within walking distance of school to give children memorable experiences from which they learn about their inter-relationship with the world around them, the impact they have on it and their responsibility to care for it.

We have signed up to the Learning Outside the Classroom (LoTC) Manifesto. [www.lotc.org.uk](http://www.lotc.org.uk)

## **Forest School**

As part of their rich primary school experience at Pannal, every child will participate in Forest School. We have an area of woodland adjacent to the school grounds and direct access to this wonderful learning environment. Through a balance of supported and self-initiated tasks children learn to appreciate the natural world and their responsibility to care for it. They are taught to use tools safely, assess and manage risks, negotiate and cooperate with each other and value others' strengths and opinions. Research has shown that Forest School develops children's confidence, self-esteem and determination to persevere with tasks: attributes which have far reaching benefits. [www.foresteducation.org](http://www.foresteducation.org)



### Residential Visits

The year 4, 5 and 6 curriculum at Pannal School incorporates 3 residential visits. In the summer term of Year 4, children have an overnight sleepover at school. Early in Year 5 the children have a two-night stay at an Outdoor Education Centre. The aims of this visit are to give the children opportunities to challenge themselves with new experiences such as canoeing, scrambling and initiative tasks while also promoting their teamwork, cooperation and good communication.

In year 6 we offer a very different residential experience with a focus on geography fieldwork and social skills, taking the children away for four nights.

We stay in a National Park, learning about life in a rural area and comparing it with our urban existence. On this visit we aim to give them a different perspective and the opportunity to consider what they really need. Once there we have no transport so we walk everywhere; we go out whatever the weather and the children experience life without all the electronic gadgetry they believe to be so essential. Certainly plenty for them to think about! It is also a special week with the peer group they have grown up with, before they all go their separate ways to secondary school.



*"Going on the residential was the best week of my life!"*

### Foreign Languages (FL)

The learning of a foreign language provides a valuable educational, social and cultural experience for pupils. It raises awareness of the multi-lingual and multi-cultural world and introduces an international dimension to pupils' learning, giving them an insight into their own culture and that of others. Further, the learning of a foreign language provides a medium for cross-curricular links.

French is taught to all children throughout the school. At Pannal, we aim to develop speaking and listening skills, and lay the foundations for future study and transition. French is introduced at Key Stage 1 (KS1) through songs, rhymes and games. It is taught weekly throughout Key Stage 2 (KS2) in a fun and enjoyable way. Topics are interesting and relevant and engage and stimulate learning. The children learn both the language and the culture of France and other European countries. Each year we embrace this by marking European Day of Languages with a whole school themed day.

Lessons meet the needs of the children in listening and speaking skills at Lower Key Stage 2. As the children progress to Upper Key Stage 2, they learn to read and write in French and speak with more confidence, thus preparing them for the transition to secondary school. Spanish is also introduced in upper KS2.

At Pannal, we work closely with a cluster of primary and secondary schools to share good practice and meet the needs of transition from Key Stage 2 to Key Stage 3.

We consider carefully the resources we use with our children in order to ensure we are promoting positive images of other cultures and traditions and not reinforcing stereotypes.

*"I enjoy learning French because it is challenging and I learn new things every lesson"*



### Arts Dimension

We have a strong tradition of excellence in Arts education and value the contribution it makes to each child's personal development. There are opportunities for every child to perform on the stage at least annually and we enrich our curriculum with a wide range of visiting musicians, artists and performers.

All of our children have opportunities to learn instruments.

Music plays an important part in school life and we promote instrument tuition with over 100 children learning an instrument with specialist instrument tutors.

Both our singing ensembles and band meet weekly and have performed at the Royal Hall, other local venues and music festivals.

### Physical Education

By providing a balance between participation and excellence, we achieve a vibrant PE curriculum and a wide range of after school activities. We employ a full-time specialist PE teacher who works across the school and introduces the children to more unusual activities such as archery, fencing and climbing. Our teams consistently perform at a high level in a variety of sports, often representing the school at district and county events.

### Religious Education and Collective Worship

Religious Education aims to give children an understanding of different faiths, including the Christian faith. The programme of study is non-denominational and reflects the broad range of cultures and religions that make up our society.

Religious Education is planned from the North Yorkshire Agreed Syllabus. Parents may see a copy of this syllabus in school. All children will be involved in a daily act of worship, often known as assembly, which is broadly Christian. Parents may withdraw their child from Religious Education provided that such a request is made in writing to Mrs Turner. Alternative provision would then be made following consultation with parents.

### Relationships and Sex Education

The school governors, following consultation with parents and staff established our sex education policy. We believe that Sex education in school should be complementary to that given at home. The purpose is to prepare pupils to cope with the physical and emotional challenges of growing up, and to give them an understanding of human reproduction. We aim to present the facts in an objective, balanced and sensitive manner. The school nurse works alongside teaching staff for some lessons.

From Year 4, information is given about puberty in the context of a carefully planned science and health education programme, focusing on bodily changes. Parents are always given prior notification of these lessons and invited to preview the video material that is used.

All parents have the right to withdraw their children from sex education lessons.

### Current Class Organisation

|                  |              |                                   |
|------------------|--------------|-----------------------------------|
| <u>Reception</u> | Wrens/Robins | Mrs Jackson/Mrs. Toy/Mrs. Comley  |
| <u>Year 1</u>    | Starlings    | Mrs Merrett/Mrs Pilmer            |
|                  | Owls         | Mrs. Davies/Mrs Binks             |
| <u>Year 2</u>    | Swallows     | Mrs. Brewer/Mrs Mulryan           |
|                  | Curlews      | Mrs. Armstrong                    |
| <u>Year 3</u>    | Swifts       | Mrs. Norton/Mrs Hill              |
|                  | Nightingales | Mrs. Minors/Mrs Waterman          |
| <u>Year 4</u>    | Woodpeckers  | Mr. Curtis                        |
|                  | Kingfishers  | Mrs. Whiteley/Mrs. Hill (Fridays) |
| <u>Year 5</u>    | Kestrels     | Mrs. Robinson                     |
|                  | Ospreys      | Miss Ford                         |
| <u>Year 6</u>    | Kites        | Mr. Knipe                         |
|                  | Eagles       | Mr. Law/Mrs. Williams             |

The teaching staff work very closely in phase teams when planning pupils' work, so that each child's learning progresses smoothly throughout the school. Each teacher carefully matches the work to the child and employs a wide range of teaching strategies to enable children to learn. Children are taught as individuals, in groups, in year groups and as a whole class. Within each classroom teachers and assistants use their skills to achieve the correct balance between these different grouping arrangements. This allows each child to develop to the full. All teachers have some time when they are not teaching in class. This may be their weekly timetabled planning time, when they go on courses, or may be when they are involved in some aspect of leadership and management of the school. At these times the class will be taken by one of our skilled Higher Level Teaching Assistants or another teacher employed by the school. Children are encouraged to work at their full potential. This means that a child's progress, particularly in Mathematics and English, is very much dependent on the efforts of the individual child, and it is not uncommon to find children who are able in these areas of the curriculum, working at a higher level than that generally regarded as appropriate to their age.

### **Phonics**

We teach phonics, starting in Reception, teaching children how to identify, say and write their initial sounds. We also have a practical focus on hearing, blending and segmenting sounds. This provides a good basis for starting to put sounds together and to begin to read and segment sounds in words to be able to write them. This synthetic phonics programme is introduced in Reception and consolidated throughout Key stage 1. In KS1, children are assessed and placed into appropriate phonics "phase" groups. Phonics teaching continues into KS2 and further consolidation and specific intervention support is given in KS2 as appropriate. We use Bug Club Phonics books in KS1 & Barrington Stoke phonics in KS2 where necessary.

### **Special Educational Needs**

Children with special needs are supported in their learning and, where necessary, have different provision made for them in school. These children range from those who need a little extra help in some area to those who need specialist help with their educational or physical needs.

It is our policy that all children should be fully integrated into the activities of the whole school and we are proud to be successfully integrating a significant number of children with additional needs and EHCP's across the school.

Pannal School aims to provide a caring and supportive environment for all pupils including those with disabilities and special educational needs. The school's SEN provision and policy are in line with the SEN Code of Practice.

If any child is felt to be experiencing significant difficulties in learning, or is exceptionally able in a particular area, parents are approached by the class teacher or SENCO (Special Educational Needs Co-coordinator). Equally, any concerns felt by parents should be brought to the attention of the class teacher, SENCO (Mrs. Plummer) or Mrs. Turner.

### **Parents Evenings and Pupil Reports.**

In the Autumn Term a Welcome Evening is held early in the term which enables parents to meet their child's new teacher to discuss how children are settling to work in their new classes, with their new peer group and their academic progress. Later in the Autumn term & again in the Spring term, parents are invited into school to discuss their child's academic progress in individual appointments.

In the Summer Term every child will receive a written report of his/her year's work along with the results of any statutory assessments. Parents will be given the opportunity to discuss this report towards the end of the Summer term and meet new teachers at our open evening in September.



## Homework

We believe that homework forms an important part of the learning process. It should form a link between home and school, support the curriculum being taught and raise standards of achievement.

While homework is important we also recognise that children (and parents) need time for recreation and this needs to be protected. We encourage parents to contact the class teacher if they are having any difficulties with the amount of homework.

Reading is often the most valuable homework for primary aged children. Ten to twenty minutes reading with an interested adult is a very rewarding experience for all children. Older children may want to read to themselves or hear a younger brother or sister read.

Children in KS1 have a home/school book, which has a space for parents to record their children's reading at home. Children have spellings to learn each week and either 1 or 2 other pieces of homework. The home/school book is an opportunity for parents to communicate with the teacher.

In KS2, children will be set homework which will include maths and literacy. Other pieces of homework may also be set. Often, activities are placed on DB Primary, our web based virtual learning environment, so that they can be accessed from home.

Each child in Years 3 to 6 is provided with a planner. Each day the child will enter, under the direction of the teacher, at least one element of learning for the day. They also contain a plastic pocket which is useful for returning letters and slips. We encourage children to take their planners home, for parents to inspect and sign weekly and add a comment if they wish.

*"DB Primary is great because it's a safe way to learn about the internet and a fun way to give out homework."*

## Behaviour

Children learn best in a safe, orderly, secure and happy environment. We aim to provide a school community in which there are high standards of behaviour, mutual respect and courtesy between all members and a proper regard for property and the school environment.

We engender caring and responsible attitudes whilst encouraging a high degree of self-discipline and sensitivity towards others. We emphasise good behaviour and work through a system of rewards. We celebrate good behaviour by sharing it with others in assemblies and classrooms.

Recognising and rewarding good conduct largely prevents unacceptable behaviour. However, if pupils act in an unacceptable manner, then sanctions will be used as outlined in our Behaviour Policy.

Parents will be notified of unacceptable behaviour at an early stage, as cooperation between home and school usually prevents major problems arising. A full copy of our Behaviour Policy is available in the school office.



## PTA

We have a thriving PTA which organises a range of social functions and fund raising activities for the school. All parents are automatically members and are encouraged to take an active part in this friendly group. Contact details are available on the school website, and regular newsletters are distributed to inform parents of the many events that the PTA organises. Over the past few years their fundraising has paid for the decked walkway into the woodland, playground climbing apparatus, research station building, Forest Schools shelter, artificial grass, musical instruments and much more!

## The School Day (32.5 hours/week)

Reception 8.50am - 3:00pm

Y1 and 2 8.45am - 3:15pm

Y3 to y6 - 8.40am - 3:10pm

Lunch Time: Reception KS1- 11:45- 12:45, KS2- 12:00- 12:45

Parents are encouraged to use "door open" time to speak to class teachers or view classrooms or work.

Parents should contact the school at the earliest opportunity either by telephone or email when a child is absent through illness. At the end of afternoon school, if parents are delayed in collecting their child for any reason, children should return into school and, having notified a member of staff, wait in the entrance hall.

## Attendance

We aim to encourage a high level of attendance at school. Punctuality is also encouraged.

If parents wish to take their child out of school for any reason, they need to seek authorisation from the Head Teacher in advance. Leave of Absence in Exceptional Circumstances forms are available for this purpose.

## Contact Details

Parents must ensure that they notify the school office of any change in their address, place of work, telephone number, email address etc. so that we can keep our contact list up to date.

We use "Arbor App" to send out information such as newsletters and details of events at the school, so it is crucial to keep these records up to date. Regular emails of information are sent out and a texting service is also in use which alerts parents to e.g. closure of the school in exceptional circumstances such as snow.

## School Uniform

At Pannal we aim to foster a feeling of community within our school. We strongly encourage all children to wear school uniform. We believe that it is smart; it gives the school an identity and gives the child a sense of belonging.

Our school uniform is as follows:

ALL CHILDREN: school sweatshirt or cardigan  
black school shoes (not boots or trainers)  
blue polo shirt  
grey trousers (short or long)  
grey skirt, pinafore dress, culottes or trousers (short or long)  
summer school dress in royal blue checks or stripes  
white/grey socks (If tights are worn, these should be either dark blue, grey or black in colour, hair-bands should be similar neutral colours)

WINTER UNIFORM FOR YEARS 3-6

(Autumn half term to Easter) :

Pale blue shirt/blouse with tie replaces the polo shirt (year 6 have their own tie)





All of the above items are obtainable from our school uniform supplier who has a shop in Knaresborough or either of the Harrogate based uniform suppliers.

Jewellery should not be worn, with the exception of watches and stud earrings, on the understanding that school can accept no responsibility for loss or damage.

We ask that children do not wear nail varnish or hair ornaments.

If sandals are worn, these should be navy, black, white or brown and always be worn with socks.

Please no boots, crocs or flip flips. If wellies are worn for winter journeys, please provide an indoor shoe.

We ask parents to name all school clothing so that we can return it to the owner if it gets lost.

## PE

All children will need to have a PE kit comprising:

- School T-shirt which can be bought from the uniform shop
- Royal blue shorts
- Plimsolls (pumps) or trainers

In colder weather we encourage children to bring warmer layers such as royal blue hoodie/joggers.

All children in Years 5 and 6 have an outdoor pair of shoes/trainers/wellies in school at all times.

Children who have pierced ears who are unable to remove earrings, please provide tape to cover them.

For swimming each Year 3 child will need a towel, swim wear and hat.

Some art and craft activities can be messy! Parents are asked to provide children with an old shirt, t-shirt or some covering for their clothes.

*"PE lessons vary widely. They are fun and interesting and something new every week!"*

## Extra-curricular activities

We believe that clubs and activities are an important part of the life of our school. They provide an opportunity to enrich children's experience beyond the curriculum. They develop pupils' social skills and promote a positive attitude towards school.

We therefore offer a broad range of clubs and activities, some of which change on a half-termly basis, for example: choir, band, football, netball, computers etc.

There is before and after school care run by FunClub (local childcare provider). Breakfast club opens at 7.30am and after school club closes at 6pm. Further information about both of these can be obtained by contacting the school office or by using their website – [www.funclubs.co.uk](http://www.funclubs.co.uk)



*"Breakfast Club is really fun and a great way to start the day."*

## Charging Policy

Under the terms of the Education Reform Act 1988, the school is not allowed to make a charge for activities which are directly related to the curriculum and in school time but we are permitted to ask for voluntary contributions and the Governors have authorised us to do so. No child will be excluded if his or her parent does not wish to make a contribution. However, if insufficient voluntary contributions are received, then regrettably the activity will not go ahead.

### **Pastoral Care**

We work hard to promote the health and wellbeing of all pupils and provide a wide range of services and activities to promote this. More details available on our website – [www.pannal.ycst.co.uk](http://www.pannal.ycst.co.uk)

### **Child Protection and Safety**

Your child's safety is very important to us. For this reason we ask for your help in these ways:

- We need to know how to reach you, or a person named by you, who will care for your child in an emergency.
- We will always try to contact you if we feel that your child needs urgent medical attention. In the event of emergencies we will arrange for your child to be taken to hospital.
- We will never allow your child to leave the school premises during school time without an adult. Any child who leaves the school grounds without permission will invoke school sanctions.
- We will never allow your child to be taken from school except by a parent, or a person named by the parent.

All members of staff and people regularly visiting the school and having contact with the children will first undergo DBS safeguarding checks.

### **Safeguarding**

Pannal Primary School is committed to ensuring the welfare and safety of all children in school. All North Yorkshire schools, including Pannal 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 publicly on the school website [www.pannal.ycst.co.uk](http://www.pannal.ycst.co.uk)

Our school is part of Operation Encompass. Operation Encompass is a national police and education early intervention safeguarding partnership which supports children and young people who experience Domestic Violence and Abuse and which is in place in every police force in England and Wales.

Children were recognised as victims of domestic abuse in their own right in the 2021 Domestic Abuse Act.

Operation Encompass means that the police will share information with our school about all police attended Domestic Abuse incidents which involve any of our children PRIOR to the start of the next school day.

### **Health**

If a child becomes ill, or has an accident during the school day, every effort will be made to contact parents so that they can be taken home. If we are unable to make contact, the child will be cared for by the School Health Worker, Mrs Barbour, who holds First Aid qualifications.

Parents can be reassured that the school has considerable experience in supporting children with a wide range of medical needs including diabetes, epilepsy and severe allergies.

### **Medicines while in school**

If children are unwell they should be kept at home. However, we appreciate there are occasions when children are well enough to be in school but need to take medicine. In such instances, parents must provide written and signed authorisation before any medicines can be administered to their children in school. We need detailed instructions informing us of the name of the medicine along with the quantity and frequency of administration for each and every episode of illness. Where long-term medication is being administered such detailed instructions must be provided at the commencement of each term and renewed with any change of drug or dosage. The medicine container itself must be labelled with the name of the prescribing person (normally the GP), along with the name and address of the pupil, the name of the medicine, dosage and time of administration.



Parents of asthmatic children should know that the school has a policy for assisting such children. You will be asked to complete a form detailing your child's current dosage and the drug concerned. You are also asked to supply the school with a spare inhaler for those occasions when your child may need it.

### **School Meals**

We use Aspens catering as the provider for our school meals. Meals are cooked on the school premises; our catering staff aim to provide a variety of good value meals. The menu is arranged on a three-week rolling basis. Payment for meals may be made in one of two ways:

- For a half term in advance, these payments being made on the first day of each half –term only. A letter will be issued at the end of the previous half-term advising the amount to pay.
- For one week in advance, payment being made on the first day of each week.

All payments can be made via our ParentPay system which is an online secure payments facility for parents to access from home. School visits are also charged via this system.

Children may, if they wish, bring a packed lunch.

At lunchtime our Senior Supervisor, and her team of assistants will supervise the children. Children can enjoy a variety of organised games or simply play with their friends. Our Year 6 Sports Leaders make sure that no one feels left out, by making sure that everyone has someone to play with.

*"I like the school dinners because there are good choices and they are tasty"*

### **Drinks and snacks**

Reception, Year 1 and Year 2 children are offered a piece of fruit each day as a mid-morning snack. Key Stage 2 children are allowed to bring a piece of fruit into school for a snack each day and are given a piece of fruit each week funded by the PTA.

We are also able to provide milk, which is free for all children under 5. For children over 5 school milk can be ordered through the "Cool Milk" website [www.coolmilk.com](http://www.coolmilk.com). Alternatively children are allowed to bring water in a sports bottle (no squash/juice or fizzy drinks please) to have during the day.

**As we commonly have children who have nut allergies we do not allow nuts or nut products into school. Please ensure you follow this rule at all times.**

### **Secondary school**

During the final year at Pannal, parents will be sent details about secondary school admission applications. Most children from Pannal transfer to Harrogate Grammar School, Rossett School or St Aidan's CE High School. To make the transfers as smooth as possible, the staff from all the schools meet to discuss many aspects of school life and our Year 6 children visit their new school in the summer term.

We liaise closely with all feeder secondary schools in order to ensure the best possible transition for our children.

### **Complaints**

Please let us know at once. In most instances you should first arrange to see your child's class teacher.

If you are not satisfied, then the Head teacher is always available to assist. Should you remain dissatisfied then the Chair of Governors can be contacted via the school office, or via the Clerk to Governors.

The school Complaints Procedure is available in school for access by parents.

### Access to Information

The following information is available from the school office should you wish to read any of it at any time although the documentation may not be taken off the school premises:

- School Policies
- Approved minutes of Governors' Meetings.

Please contact the Head Teacher giving advance notice of your request.

**We look forward to showing you our wonderful school!**



If you would like this information in another language or format such as Braille, large print or audio, please ask us.

যদি আপনি এই ডকুমেন্ট অন্য ভাষায় বা ফরমেটে চান, তাহলে দয়া করে আমাদেরকে বলুন।

如欲索取以另一語文印製或另一格式製作的資料，請與我們聯絡。

اگر آپ کو معلومات کسی دیگر زبان یا دیگر شکل میں درکار ہوں تو برائے مہربانی ہم سے پوچھئے۔

Aby otrzymać te informacje w innym języku lub formacie, np. w alfabecie brajla, w wersji dużym drukiem lub audio, prosimy się z nami skontaktować.

