

ARCHBISHOP OF YORK'S CHURCH OF ENGLAND JUNIOR SCHOOL

PROSPECTUS AND PARENT INFORMATION

SEPTEMBER 2023/2024



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Welcome from Kerry Davies, Executive Headteacher



On behalf of the entire staff, I am delighted to extend a warm welcome to you and your child as you embark on this exciting journey with us. As the Headteacher, it is my privilege to introduce you to our wonderful school community and share our vision and values that shape every aspect of our educational approach.

We believe that each child is unique, with their own talents, passions, and aspirations. Our primary goal is to provide a nurturing and inclusive environment that celebrates the individuality of every student, fostering a love for learning and a curiosity about the world around them.

AYJS is special because of its hard-working, caring team of teachers, teaching assistants and support staff, whose contribution is valued by governors, parents and pupils. A positive ethos pervades the school, with a working atmosphere of collaboration and mutual consideration, the children are enthusiastic and their attitude to learning is exemplary. We are proud of our church school status, being a Church of England School. Our Christian values are central to the daily life of school creating a happy, nurturing and safe environment for all.

At the heart of our school community are our core values – AYJS P.R.I.D.E (Positive, Respectful, Inclusive, Determined and Engaged). Our core values are deeply ingrained in every aspect of our school community. We cultivate a positive atmosphere, where kindness, optimism, and encouragement thrive. We believe that a positive mindset is essential for personal growth and academic success. Respect is another cornerstone of our values, and we foster an environment where everyone is treated with dignity, empathy, and understanding. We celebrate diversity and strive to create an inclusive community that embraces and values the uniqueness of every individual. We promote a determined spirit, encouraging our students to set goals, overcome challenges, and persevere in the face of adversity. Finally, we foster an engaged culture, inspiring our students to be active participants in their learning journey, seeking knowledge, asking questions, and demonstrating a genuine passion for learning. Through these values, we aim to nurture well-rounded individuals who are prepared to contribute positively to the world around them.

Our experienced staff members create engaging and stimulating lessons, tailored to meet the individual needs and interests of each student. We also foster strong partnerships with parents and carers, recognising the crucial role you play in your child's education. We believe that by working together as a cohesive team, we can provide the best possible learning experience for your child.

We look forward to embarking on this educational journey with you and your child, and we are excited about the possibilities that lie ahead. Together, let us create a foundation for lifelong learning and success.

School Mission Statement

Through AYJS pride we nurture each individual to flourish, achieve and live out Christian values.

PRIDE Positive Respectful Inclusive Determined Engaged

“Whatever you do, do it with your heart” (Colossians 3 v 23)

School Rules

- Follow instructions
- Listen, speak and act with respect
- Keep hands and feet to yourself
- Treat others as you wish to be treated

(‘In everything, treat others as you would want them to treat you’ ~ Matthew 7v12)

About the School

AYJS is a popular school with a very good reputation within the local area, serving children mainly from Bishopthorpe and the neighbouring village of Acaster Malbis.

In November 2018, we became part of the South York Multi Academy Trust along with Fulford Secondary, Wheldrake with Thorganby CE Primary School, Dunnington CE Primary School and Escrick Primary School. This exciting development harnesses the talent, skill and commitment of all those working in our schools and creates a new and strong partnership.

In March 2022 Bishopthorpe Infant School joined the South York Multi Academy Trust enhancing the close relationship between the two schools.

AYJS was rated 'Outstanding' in the latest Ofsted Report (October 2011). We were also recognised by the Church SIAMS inspection in November 2016 as Outstanding. Both inspection reports can be found on our website.

The school was built in the mid-sixties. The classrooms are spacious and well resourced. We have a large, open sports field which is used extensively for playtime and sporting activities. At playtime, our children can make use of the activity trail on the playground. We have a designated teaching room for music lessons, including those led by peripatetic teachers. We have a wonderful wildlife/pond area and a vegetable garden. We have a well-stocked library "The Burrow" and an outdoor reflection area for our pupils for when they feel they need a quiet space.



Further information about the school is accessible on our website at <https://www.ayjs.co.uk>.

Aims of the School

AYJS is an inclusive school that fosters a sense of pride and belonging. We appreciate each child's individuality and strive to develop their potential to its fullest extent. We aim to encourage our children to become life long, independent, self-motivated learners who aspire to achieve their full potential both within and beyond the curriculum.

Our broad, balanced and creative curriculum encourages our children to ask questions and develop lively, inquiring minds in a stimulating environment.

Through the Christian ethos of the school, we want our children to develop the social skills and moral values that will help them become proud, responsible, understanding and caring members of our school and our global community.

South York Multi Academy Trust (SYMAT) Governance

For information about Governance in the South York Multi-Academy Trust, including information about the Trustees and Members of the board, please see the 'Governance' section on the SYMAT website <https://southyorkmat.co.uk/governance/>. For legal, financial and statutory information on SYMAT please see the 'Legal Financial and Statutory Information' Section on the SYMAT website <https://southyorkmat.co.uk/governance/>.

The Local Governing Body Partnership

The Local Governing Body Partnership is made up of Governors from both Bishopthorpe Infants and Archbishop of York's C.E Junior School. More information about the governors can be found on the website. The Chair of Governors is Fiona Phillips and the Safeguarding link Governor is Tim Andrew.

The School Staff

Executive Headteacher	Mrs Kerry Davies
Assistant Head	Mr Antonino Gargiulo
Assistant Head	Mrs Tracey Richards
Teaching Staff	Mrs Joanne Block Mrs Lucy Carrington Mrs Zita Ferencz-Clarke (SENCO) Mrs Emma Daker Mrs Hannah Leadbetter Mr Stephen Rawlinson Miss Amy Roberts
Teaching Assistants	Mrs Joanne Harlow Miss Vikki Russell Mrs Oleksandra Onyshkevych Miss Carley Ray (HLTA) Mrs Claire Savage (HLTA and Pastoral Lead) Mrs Karen Tate Vacancy
School Business Manager	Mrs Carol Pearce
Admin Assistants	Mrs Audrey Davy Mrs Paula McLaughlin
Midday Supervisory Assistants	Mrs Sarah Russell Mrs Jennifer Smith
Cook	Ms Sue Turner
Catering Assistants	Ms Leanne Jackson

Admissions and our Admissions Policy

Pupils will normally be admitted into the year group relevant to the pupil's age. In 2023, there will be mixed classes and year group classes.

AYJS is a popular school. It has a maximum admission number determined by the size of the building. This limits the number of children who can be accommodated. Parents who wish their children to attend the Junior School need to apply to the Local Authority in the usual way by the closing date. Parents will be notified by the Local Authority as to whether their child has been allocated a place. Our Admissions Policy is available to view on our website.

The School Day

Arriving at School

We actively encourage children to walk or cycle to school. Alternatively, there is a Park & Stride Scheme. Children are not permitted to enter the school via the car park under any circumstances.

Timetable

In a normal school week, the school day is timetabled in the following way:

8.35am	Gates open and children arrive at school
8.45am	Classroom doors open
8.50am	Registration (closes at 9.00am)
9.00am – 9.15am	Worship
9:15am – 10:15am	Lesson 1
10:15am – 10:30am	Break
10.30am – 11.30 am	Lesson 2
11.30am – 12 noon	Lesson 3
12 noon	Lunchtime
1.00pm	Start of afternoon school
3.10pm	Gates open
3.20pm	School ends

If a child arrives after the register has closed, a late mark will be given.

Please see the Attendance and Punctuality Policy on the website for more information.

School Uniform

Our school uniform is smart and practical. On PE days, or days where children attend a sports club, children will come to school dressed in their PE Kit. All items should be clearly named so that if found, an item can be returned to its owner. We would be grateful that parents check name labels periodically.

School Uniform

*Purple sweatshirt/cardigan/white polo shirt

Black school trousers/black school tailored shorts/black school skirt

Purple gingham dress (Summer)

**these items can bear the school logo and can be purchased from Emblazon*



PE Kit

White T-shirt

Black shorts/black jogging trousers

Black sweatshirt (not a hoodie)

Footwear

Training shoes appropriate for sport.

School Bag

Rucksack

Pencil case – small enough to fit in a drawer

Earrings, fashion items, jewellery and hair

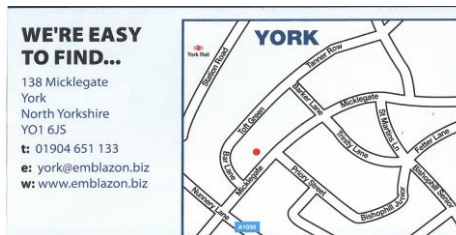
The wearing of jewellery is not encouraged in school for health and safety reasons.

- Earrings should be plain studs only and removed for PE lessons (or covered with tape).
- Watches and fitness trackers (no smart watches) can be worn but must be removed in PE lessons.
- Coloured nail varnish and 'body transfers' should not be worn in school.
- Hair should be tied back where there may be a safety risk i.e. PE, Design and Technology, Science

Please see the Uniform Policy on the website for more information.

Uniform Provider - Emblazon

Our school uniform is available to purchase all year round from Emblazon through the shop or <https://www.emblazon.biz/>.



School Meals

Lunchtime is from 12 noon until 1.00pm. Children may either have a school dinner or bring a packed lunch. School dinners should be paid for in advance using ParentPay. From September 2023 the cost will be £3.20 per meal.

School dinners are freshly prepared and cooked on the premises and are healthy and appetizing. Pupils have a choice of a vegetarian option each day. Meals are provided by North Yorkshire County Council who are a specialist catering provider within the education sector. If your child requires a special diet or has an allergy, please contact the school office and we will send you a Special Diet/Allergy form to complete. This form should be returned to the school office, accompanied by a copy of the signed referral letter from a medical professional.

Packed lunches should be sent in an appropriate container. The food should be such that your child can manage to eat it himself/herself at lunchtime. Water will be provided. Children are encouraged to finish their lunch. Fizzy drinks, canned drinks, glass bottles and flasks must not be brought to school.

Our aim is for the school to be a **'NUT FREE ZONE'** as we have a number of children and staff who are allergic to nuts. We ask parents not to send anything containing nuts to school in packed lunches. In addition, for children who have school dinners, while all reasonable precautions are taken to ensure all products supplied by our caterers are free from nuts, we cannot guarantee this to be the case as products may be subject to external influences which cannot be controlled.

A team of Midday Supervisory Assistants look after the children in the dining room and on the playground during the lunchtime break.

Further details can be found on our website <https://www.ayjs.co.uk/lunch-menu/>.

Playtime Snacks

Parents are asked to send a healthy snack for their child to eat at playtime. The children should not bring sweets into school and are discouraged from bringing crisps to school. Please remember not to send anything containing nuts as our school is a **'NUT FREE ZONE'**.

Water Bottles

We promote the importance of drinking water throughout the day. All children are requested to provide a bottle (not glass) that is clearly named. They will be able to keep it topped up during the day.

Money and Valuables

Please avoid sending your child to school with valuable items (either monetary or sentimental). Although we try to ensure the safety of these items we cannot be responsible for them.

Mobile phones and Smart Watches

Mobile phones and smart watches must not be brought into school except in exceptional circumstances which need to be agreed by a member of the Senior Leadership Team.

School Planners

Each child will be given a School Planner that can be used to communicate with your child's teacher. Please check your child's planner regularly.

Homework

The Homework Policy is currently under review. It will be launched in October 2023

House System

Our House System is intended to extend friendships and team spirit between children of all age groups and encourages positive and inclusive behaviour.

The children are allocated a 'House' on entry to the school. Each house is named after an Archbishop of York, namely – Blanch, Habgood, Hope and Sentamu. House Points are awarded to pupils who demonstrate AYJS P.R.I.D.E values, observe school rules and routines, act responsibly or make a particular effort with their work.

Extra-Curricular Activities

We are extremely proud of the range and quality of the extra-curricular activities we provide in order to promote the development of children's talents, skills, interests and the enjoyment of working with others.

Educational Visits

We believe that much valuable learning comes from first-hand experience. Consequently, we like to take pupils out of school as a planned part of their work to develop a variety of skills outside the school setting. York provides an excellent resource base for studying historical and religious topics, but visits are also arranged further afield depending on the focus.



Residential visits are offered to Year 5 and Year 6 pupils every year.

Swimming

Government guidance requires all children by the end of KS2 to be able to swim 25m. At AYJS, we access swimming tuition via the Services to School at the public swimming pools. The cost of providing swimming tuition for pupils, including transport, hire of the pool and provision of instructors, is reviewed on an annual basis. Although the school will provide some funds to support this activity, it is necessary to request voluntary contributions to offset the balance of costs.

Collective Worship

In the daily acts of Collective Worship, we aim to encourage children to appreciate and experience Christian values, having regard for the beliefs and practices of the Church of England and the teachings in the Bible. The spiritual, social, cultural, and moral welfare of our pupils, whatever their background, is of prime concern to us at school. However, Christian values are built into our ethos and teaching, and are reflected in the cycle of themes on which our daily acts of worship are based.

Collective Worship is organised on a whole school basis, and is led by staff, clergy, visitors and the pupils. We have a Worship Team who help plan and deliver worship.



Parents do have the right to withdraw their children on religious grounds from acts of Collective Worship, but we believe that pupils excluded would miss part of the corporate life of the school. If any parents wish to exercise their right, they are asked to discuss this matter with the Acting Headteacher, and alternative arrangements will be made.

Sport

The school has a long and proud history of high sporting achievement, combined with sportsmanship and outstanding good conduct. Sport is played throughout the school on a regular basis during both teaching and non-teaching time. We have sports teams, which compete at a local level, and we arrange friendly fixtures against other local school teams. The children are given the opportunity to play cricket, football, hockey, netball, rounders, rugby and much more! We are always willing to hold courses and events that promote sport. Children in certain year groups have the opportunity to learn to swim at a local pool in York. Children have the opportunity to take part in dance lessons within the curriculum. We are currently the winners of the 'Active Primary School' Award 2023.

Committees

School Council

AYJS has a School Council, which meets regularly. The aim is to give the class representatives a voice in the development and running of the school. Children know they are listened to and can make suggestions that will be taken seriously.

Worship Team

The Worship Team is a group of pupils taken from all the year groups who share our Christian Values. They meet regularly to consider worship themes and plan whole school worship. They often lead worship. Their role is to focus on our Christian ethos within our school, our community and the wider world.

Sports Council

AYJS has a Sports Council. This is a group of pupils who work with the PE coordinator to represent the voice of pupils to promote fitness and a healthy lifestyle.

Our Curriculum

The National Curriculum includes the core subjects of English, Mathematics and Science and foundation subjects of Art, Computing, Design and Technology, Geography, Health and Relationships Education, History, a Modern Foreign Language (Spanish), Music, Physical Education (PE) and Religious Education. Teachers plan National Curriculum subjects at appropriate levels. Each child's level of achievement is regularly monitored and assessed to ensure quality of learning, guarantee continuity and progression and to aid future planning.

All pupils can access the whole curriculum and activities are differentiated according to ability and pupils grouped accordingly within their class.

Our Curriculum enriches the educational experience of children and provides opportunities for links between different areas of the curriculum. They are taught through subject areas as well as through topics or projects.

Throughout the day, the pupils experience different styles of learning including individual, group and whole class work with many practical activities and experiences. Part of the curriculum is taught through educational visits, themed weeks and visitors to school.

Theme days and theme weeks are a chance for the whole school to come together to focus on a particular subject in a variety of fun, constructive and informative ways.

The majority of teaching time is spent with the child's own class teacher. However, we feel it is important to use staff expertise and skills as extensively as possible. Therefore, pupils will be taught by staff other than their own class teacher.

More information about our curriculum can be found on the website.

Religious Education

Religious Education is a core subject in our school curriculum and is a fundamental feature of school life generally. Children will engage in one hour Religious Education each week. The Religious Education curriculum aims to develop the child's awareness of religion and the religious beliefs and practices, which influence the lives of people around the world. Religious Education contributes to the overall aims of education to promote the spiritual, moral and cultural development of pupils at the school and to prepare them for the opportunities, responsibilities and experiences of adult life. It is taught in accordance with the requirements of the City of York Agreed Syllabus SACRE 2021-2026 and the 'Understanding Christianity' document.

Health and Relationships Education

The Department for Education has introduced compulsory Health and Relationships Education for primary pupils. This is taught using a programme called 'Jigsaw' (see website for more information). In addition, sex education is taught to appropriate year groups within the Health and Relationships curriculum using the 'Big talk' external provider.

Wellbeing and Safeguarding

Child Protection and Safeguarding

The school follows the City of York Council guidelines on Child Protection and Safeguarding and more information can be found on our website <https://www.ayjs.co.uk/safeguarding/>. The School and the South York Multi Academy Trust (the MAT) are committed to safeguarding and promoting the welfare and safety of all pupils. The School and the MAT expect all staff and volunteers to share this commitment.

Mrs Kerry Davies, Executive Headteacher, is the School's Designated Safeguarding Lead (DSL) there are members of the Senior Leadership Team that are the Deputy Designated Safeguarding Lead. All staff are trained to a level appropriate to their safeguarding responsibilities and this is updated on a regular basis. Training is recorded and monitored by the School's DSL and the nominated link Governor for Safeguarding is Tim Andrew.

All staff and volunteers are required to pass any concerns to the School's DSL and complete any relevant training. Referrals are recorded and monitored to ensure they are followed up in a timely and appropriate manner.

Children with Special Educational Needs

Under the Special Educational Needs Code of Practice, the school is required to keep a register of children who have a special educational need: learning, behavioural, sensory or physical, and to coordinate appropriate provision. Please refer to the Local Offer <https://www.ayjs.co.uk/send/>.

Our Special Education Needs Coordinator (SENCO) Mrs Zita Ferencz-Clarke works with parents and external agencies to access additional provision or support. Parental permission is always obtained before proceeding with any referral.

Disability and Equality (see Accessibility Policy 2023)

We have made reasonable adjustments to ensure that the school environment is as accessible as possible including ramps and disabled toilet facilities. There is a disabled parking space which gives near access to the building as and when necessary.

We are committed to ensuring equality of education and opportunity for disabled pupils, staff and all those receiving services from the school. We aim to develop a culture of inclusion and diversity in which people feel free to disclose their disability and to participate fully in school life. Our Admissions Policy does not discriminate against disabled pupils. The achievement of disabled pupils will be monitored and we will use this data to raise standards and ensure inclusive teaching. We will make reasonable adjustments to ensure that the school environment is as accessible as possible. We will not tolerate harassment of people with any form of impairment.

Positive Behaviour

We expect high standards of behaviour and courtesy from the children at all times. A happy, friendly and caring atmosphere is encouraged which is based on respect for one another and care of the environment. Throughout the school, we expect children to take responsibility for their behaviour and to conform to the high standards of discipline and conduct which are set in the school through our positive Behaviour Policy that can be found on our website <https://www.ayjs.co.uk/policies/>.

Parents are informed immediately of any significant inappropriate behaviour and the appropriate course of action discussed. We feel that it is vitally important that the school and the family work together to overcome any kind of issue.

Care and Responsibility

The staff at our school are conscious of the great responsibility they have to care for each and every child. We regard the pastoral care of children as a joint home/school responsibility. Consequently, we foster good relationships between parents, pupils and members of staff. Our school's Pastoral Lead, Claire Savage, supports children and families in school.

Wellbeing

We are committed to supporting the emotional health and wellbeing of our pupils and staff. Our Pastoral Lead works with individuals and groups as we know that everyone experiences life challenges that can make us vulnerable and at times may need additional emotional support. We take the view that positive mental health is everybody's business and that we all have a role to play.

At AYJS we:

- help children to understand their emotions and feelings better
- help children feel comfortable sharing any concerns or worries
- help children socially to form and maintain relationships
- promote self-esteem and ensure children know that they count
- encourage children to be confident and 'dare to be different'

- help children to develop emotional resilience and to manage setbacks

Parent Information

Attendance, absences and holiday – see Attendance and Punctuality Policy

Under current legislation, it is compulsory for all schools to keep a record of ‘unauthorised’ absences of children. If your child should ever be absent from school please notify the school office **before 8.50am**. Failure to do so results in an unauthorised absence being marked in the register.

The government decided that from September 2013 schools would no longer be able to authorise family holidays during term time except for limited cases with ‘special circumstances’. (If parents do take their child on holiday during term time it will be marked as an unauthorised absence, the Local Authority will be informed and a Penalty Notice may be issued).

In ‘exceptional cases’ parents can request in advance to take a family holiday and the decision will be made by the Headteacher who will take into account the ‘special circumstances’ e.g. returning parent from tour of duty with the armed forces etc.

Charging for School Activities

The Governors have agreed that voluntary contributions may be sought from parents towards the cost of the various activities both in and out of school hours. No child will be excluded from the activities by virtue of non-payment. However, if insufficient voluntary contributions are received then, regrettably, the activity may not go ahead. Pupils who are eligible for Pupil Premium or currently entitled to Free School Meals may qualify for some financial assistance.

Communication

Everything that is communicated by text, email or hard copy is uploaded on our website <https://www.ayjs.co.uk/>. School letters can be found on the Parent/School Letters page <https://www.ayjs.co.uk/school-letters/>. We also put information about community events that may be of interest to you on the Events Page <https://www.ayjs.co.uk/events/> and on the Community/Classes page <https://www.ayjs.co.uk/classes/>.

Website

The website address is <https://www.ayjs.co.uk/>. The website does not require username access and all information available to you includes copies of forms you might need, newsletters, details of special events and class pages with topic information. Copies of all letters sent home each week can be found on the Parents/School Letters page <https://www.ayjs.co.uk/school-letters/>. Children and Parents can access their class page to find specific information relating to their year group and classes. Have fun browsing through the site and familiarising yourself with its content.

Parent Hub

AYJS sends **ALL** correspondence via a mobile app called Parent Hub which is free to download and use. This limits the amount of paper we send home, but not the information, at the same time making us more environmentally friendly! Details of how to access Parent Hub will be sent to you at the start of the academic year or when your child joins the school. Parent Hub has proved to be an effective way of communicating with our parents and we strongly encourage all parents to download the app.

Twitter

We also use Twitter to keep parents updated and share photos of events and activities in school. From a security point of view, we are keen to ensure that we only accept followers who the school knows and trusts.

Complaints Policy

We provide opportunities to gather feedback from parents about the quality of education for their children of AYJS. If any concerns arise between parents and school, we aim for them to be resolved amicably through discussion with the child's class teacher and/or the Senior Leadership Team. Please see the 'Complaints Policy' on our website <https://www.ayjs.co.uk/policies/>.

Home-School Links

If you have any concerns related to your child please contact your child's class teacher in the first instance. Similarly, teaching staff will contact parents. Communication may be initially via an email or call to the school office. If you wish to speak to the Executive Headteacher, please email or call the office to make an appointment.

Formal meetings between parents and teachers are held in the Autumn and Spring Terms. All parents are encouraged to book a session to take advantage of these important opportunities to discuss their child's progress. Currently, these are delivered online.

A full written report is given on each child by the class teacher in July for parents to retain. These documents are emailed. An informal meeting can then be arranged by parents if they wish to discuss any aspect of the report.

Home-School Agreement

All parents are invited to sign a Home-School Agreement in their child's planner. The school greatly values the importance of this partnership and the contact that exists between the school and the home.

Illness

When children are unwell, the best place for them is to be at home with a grown up. If you suspect that your child may be ill, please do not send him/her to school. It is much wiser to keep them at home for a day and be sure a full recovery has been made. If your child has been affected by diarrhoea or vomiting he/she must not return to school for **48 hours** after the last episode.

We would appreciate knowledge of any illness or disability experienced by your child, including emotional upset, which may affect learning. We also need to know if your child is taking any long-term medication.

If your child is taken ill whilst at school, every effort is made to contact you as soon as possible. When a child starts school, parents complete a form giving emergency addresses and telephone numbers. Please notify us immediately of any changes to this information.

Information about Your Child's School Performance

National Standard Tests in English and Mathematics for all Year 6 children are conducted during a week in May each year. The results of the tests are also available on the website <https://www.ayjs.co.uk/ks2-results/>.

Please note that the national average is called the 'Expected Standard'. Children may also be assessed as working below or above this standard.

All pupils in Year 4 will take the Multiplication Tables Check (MTC) test online in June.

Internal tests are also carried out in the Autumn, Spring and Summer terms in all year groups and enable the teachers to track the progress of the children. Progress is carefully tracked and monitored throughout the academic year in the core subjects. Intervention arrangements are informed by this tracking.

Insurance

The South York Multi Academy (“SYMAT”) wishes you to be aware that it does not provide personal accident insurance for pupils. However, insurance is taken out by the SYMAT for school visits. Parents wishing to insure their children against personal accident/injury are advised to consult their insurance company. Similarly, pupils are not covered for loss or damage to property in school. We would, therefore, advise you to consider whether your existing private insurance arrangements need to be extended to cover possible eventualities occurring in school.

Media and Photographs

Generally photographs for school and family use, and those that appear in the press, are a source of pleasure and pride, which we believe can enhance self-esteem for children and young people, and their families, and so are to be welcomed.

However, we live in an age in which digital technology and social media has vastly increased the use, and potential misuse, of photography, and there has been publicity surrounding concern about the safety of filming school events, and about the risk of a child being identified by a photograph in the local press, and as a result being targeted for abuse.

On advice from the North Yorkshire Police, the City of York Council and Safeguarding Children Board, we have taken the view that the risk of a child being identified by a stranger is so small that, providing reasonable steps are in place in terms of school security, planning to ensure an appropriate photograph, and to protect the full name and contact details of children, the practice of photography for school events by families and the media, should continue. In any case, the widespread use of mobile telephones as digital cameras would make banning virtually impossible to impose and police.

The DfE broad rule of thumb for schools is that “if the pupil is named, avoid using the photograph. If the photograph is used, avoid naming the pupil”. For our own school publications, we will follow this advice for photographs to be used for circulation beyond the school. The press however like to reflect the local community by naming children who appear, and may decline to photograph events if this facility is denied to them.

We are mindful of the fact that for some families, there may be reasons why a child’s identification is a matter of particular anxiety, and if you have special circumstances either now, or at any time in the future, which would affect or change your consent on this issue, you need to let your child’s class teacher and the school office know.

If your child is old enough to express their own view, you may want to consult with them about the categories of consent, and we invite you to use this letter to explore their feelings about being photographed at school.

Using Images of Children: Conditions of School Use

On joining the school you will be required to give or withdraw consent regarding the use of photographs or films of your child and for this to be used in printed publications, on social media, the website and in the press. This is valid for five years from the date you sign it, or for the period of time your child attends this school. This will automatically expire after this time. It is your responsibility to let us know if you want to withdraw or change your agreement at any time.

After the period of consent expires, the school will not use the images in further publicity material however the school may retain the images in an archive and would always endeavour to seek consent for any future use, such as centenary celebration pamphlets.

- The school, will not use the personal details or full names (which means first name **and** surname) of any child in a photographic image or video, on our website or social media platforms, in our school prospectus or in any of our other printed publications.

- The school will not include personal e-mail or postal addresses, or telephone numbers on video, on our website or social media platforms, in our school prospectus or in other printed publications.
- If the school uses photographs of individual pupils, we will not use the name of that child in the accompanying text or photo caption, unless we have your agreement.
- If the school names a pupil in the text, we will not use a photograph of that child to accompany the article.
- The school may include pictures of pupils and teachers that have been drawn by the pupils.
- The school may use group or class photographs or footage with very general labels, such as “a science lesson” or “making Christmas decorations”.
- The school will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately.

As the child’s parents/carer, you agree that if you take photographs or video recordings of your child/ren, which include other pupils, you will use these for personal and family use only. Therefore, such photographs should not be shared with others nor posted on social media accounts. You must understand that where consent has not been obtained from the other parents for any other use, you would be in breach of the General Data Protection Regulations 2018 if you used your recordings for any wider purpose.

Medicines in School

We would prefer not to give medicines in school unless it is absolutely necessary.

Short Term Medical Needs

Medicines should only be taken into school when essential; that is where it would be detrimental to a child’s health if the medicine were not administered during the school day. In certain circumstances, e.g. completing a course of antibiotics.

All medicines are kept either in the locked First Aid cabinet or the fridge in the school office unless you have completed Form 7 which allows your child to carry his/her medication with them (eg asthma inhalers). Children requiring an Individual Health Care Plan will have separate arrangements.

Designated members of staff will administer medication with the following safeguards:

- That the prescribed medicine is brought to school in a properly labelled container, with the name of the prescribing person (normally the GP) on the label, as well as the name and home address of the child, the name of the medicine, dosage and time of administration.
- That the medicine is delivered to and collected from the school office by the parent or carer.
- That all the relevant forms are completed and signed by the parent, giving authorisation for the medicine to be administered to their child.
- Parents/Carers must complete Form 7 if they wish their child to carry their medication with them in school (asthma inhalers).

Long Term Medical Needs / Individual Health Care Plan

Where there are long term medical needs requiring medication (including those pupils who require inhalers), an Individual Health Care Plan will be completed, using Form 2 which can be obtained from the school office.

If your child has a severe allergy we require you to complete an Allergy Action Plan (APP). If your child suffers from asthma, we require you to complete a ‘My Asthma Plan’.

Parents Parking Promise

The roads around school are busy in the morning and even busier in the afternoon at leaving time. The pupils of AYJS would like to ask all parents and carers to make a promise to park responsibly and legally to help reduce the risk of accidents to children. By promising to park appropriately and legally you are helping to protect the lives of all the children who attend our school.

Park and Stride

We encourage all parents and children to make walking to school a part (however small) of their daily routine. Aside from the safety benefits, parking just a little extra distance away from the school gates provides valuable exercise, is great for the environment and is also social.

Park & Stride is a most effective way of reducing traffic congestion and hazardous parking on the roads near the schools with the added benefit to pedestrians of increasing visibility for crossing the roads. It is a fantastic arrangement Bishopthorpe schools have with five different organisations within the village allowing parents/carers to park, free of charge, in one of five car parks at drop off and pick up times, all within 5 minutes' walk of both schools.

The car parks are:

- Bishopthorpe Sports & Social Club, Main Street
- The Marcia, Main Street
- Bishopthorpe Village Hall, Main Street
- The Ebor Inn, Main Street
- St. Andrew's Church, Church Lane



Please note that there is no 'right' to park in any of the car parks as this is a concession kindly offered by the village venues at school drop off and pick up times only. On some busy days in the village, particularly race days, available parking can be much reduced, in which case please remember that first priority should always be given to customers and visitors. Please also remember to park courteously at all times. We remain grateful to the above local organisations for their continued support.

Payments - ParentPay

We use an online income collection system called ParentPay to collect dinner money and monies for trips and activities. Dinners should be paid for online via the ParentPay system as the first preference, avoiding cash handling and administration within the office. To find out about making payments online go to www.parentpay.com/parents. When you join the school, an activation/registration letter will be sent to enable you to register your child. Your child will be able to have a school meal in the first few days of joining whilst your account is set up.

Privacy Notice

To find out more about how our school uses your personal data please see our 'Privacy Notice –Pupils and Parents' on our website <https://www.ayjs.co.uk/policies/>. On joining the school you will be asked for your consent to the school for using your data for communications. You may withdraw or change your consent preferences by informing the school in writing or email.

Publication Scheme

A copy of the Publication Scheme which has been prepared and approved by the Information Commissioner is available to view on our website <https://www.ayjs.co.uk/policies/>.

Pupil Premium and registering for free school meals

Some of the funding schools receive, called Pupil Premium, is based on the number of children who qualify for:

- Ever 6 free school meals (pupils recorded as eligible for free school meals at the time of the October census, or at any point in the previous 6 years)
- Children adopted from care or who have left care
- Looked-after children
- Ever 6 service children (Service children who have a parent who services in the HM Forces)

We use this money to employ and train additional staff to support children in the development of their learning and social skills. This helps children to maximise their potential. Part of the core funding schools receive is also determined by the number of pupils eligible for and claiming free school meals. More details about how much the school spends Pupil Premium funding can be found on our website <https://www.ayjs.co.uk/pupil-premium/>.

Should you qualify it will therefore be advantageous to your child / children and the School. If you are eligible but decide for your child / children not to have the meals, they and the school would still benefit from the extra funding. It may be that your circumstances change during the time your child is at the school and you may become eligible for Free School Meals.

You may be entitled to register your child / children for Free School Meals if you receive certain benefits.

If you think you qualify, we would encourage you to apply for free school meals via the City of York Council. Alternatively, a form is available from the school office or by contacting the City of York Council's Schools Services Team on 01904 551554 or via e-mail at education@york.gov.uk.

School Performance Tables

To view the Performance Table for our school please go to our website <https://www.ayjs.co.uk/ks2-results/>.

Security

All visitors, on arrival at school, are required to sign in at the office where you will receive a visitor's badge. You should familiarise yourself with the emergency procedures of the school and the Safeguarding team.

Term dates and Training Days

A list of term dates is sent to parents each year and can be found on our website <https://www.ayjs.co.uk/term-dates/>.

Transfer Arrangements

We work closely with the staff at the Infant School and Secondary Schools to ensure children move from one phase of education to the next with minimum disruption. Before transfer to Secondary School,

schools provide transition events giving pupils and parents the opportunity to visit these settings and members of secondary school staff will liaise closely with our school.

Parents have the right to list any secondary school of their choice within their five preference schools but are not guaranteed a place if they live out of the catchment area. It is recommended that you list your catchment schools within your five preferences. Advice and guidance is available from the Admissions Team of City of York Council (01904) 551 554 option 2 or online at <https://www.york.gov.uk/school-admissions> and we would advise all parents/carers to read the Guide For Parents before making their application <https://www.york.gov.uk/school-admissions/guide-parents> which gives information on admission data for the previous 3 years, information about the allocation process and other key information.

Wrap Around Care

Breakfast Club and After School Care is available from Little Green Rascals, who are located at Bishopthorpe Infant school. Further information and booking details can be found at <https://www.littlegreenrascals.co.uk/our-settings/bishopthorpe-out-of-school-club/>

Volunteers

We very much welcome parents' involvement in school life. Volunteers are required to complete an application form, provide referees and complete DBS clearance. Parents and other adult volunteers often have particular skills and expertise that can be of use to the school – skills that will enrich the learning experience of our children. Many parents offer help in school, for example:

- Provide lunchtime cover
- Hearing children read
- Helping in class
- Transport to and from sporting fixtures
- Assisting on educational visits
- Running extra-curricular clubs

It is very important that all staff, parent volunteers and other adults working in the school work to a culture of appropriate confidentiality. It is vital that you do not share anything about specific children with friends or family or a child's parent if you know them. The teachers have the responsibility of informing parents of any concerns about a child.

- Volunteers working in classrooms should do so on the understanding that they support the teaching staff and will not pass opinion on such matters as discipline or teaching styles outside the school.
- Volunteers in school are asked not to use the time to deal with issues regarding their own children. If you wish to speak to the class teacher or another member of staff, you should make an appointment in the usual way.
- Volunteers are respectfully asked that they dress appropriately for being in school.

All staff look upon this help as invaluable and if you would like to offer your support in any way please contact the school by email (ayjs@york.gov.uk) to request an application form.

We look forward to welcoming you into our school. If you require any information please do not hesitate to contact the school office.

School Address and Contact Information

Archbishop of York's Church of England Junior School

Copmanthorpe Lane

Bishopthorpe

York YO23 2QT

Executive Headteacher

Telephone: 01904 551630

Website: <https://www.ayjs.co.uk>

Email: ayjs@york.gov.uk

Mrs Kerry Davies

Chair of Governing Body

Mrs Fiona Phillips c/o Archbishop of York's CE Junior School

South York Multi Academy Trust

South York MAT
Fulfordgate
Heslington Lane
York YO10 4FY

Telephone: 01904 633300
Website: <https://southyorkmat.co.uk/>
Email: office@fulford.york.sch.uk