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striving for all children to achieve excellence

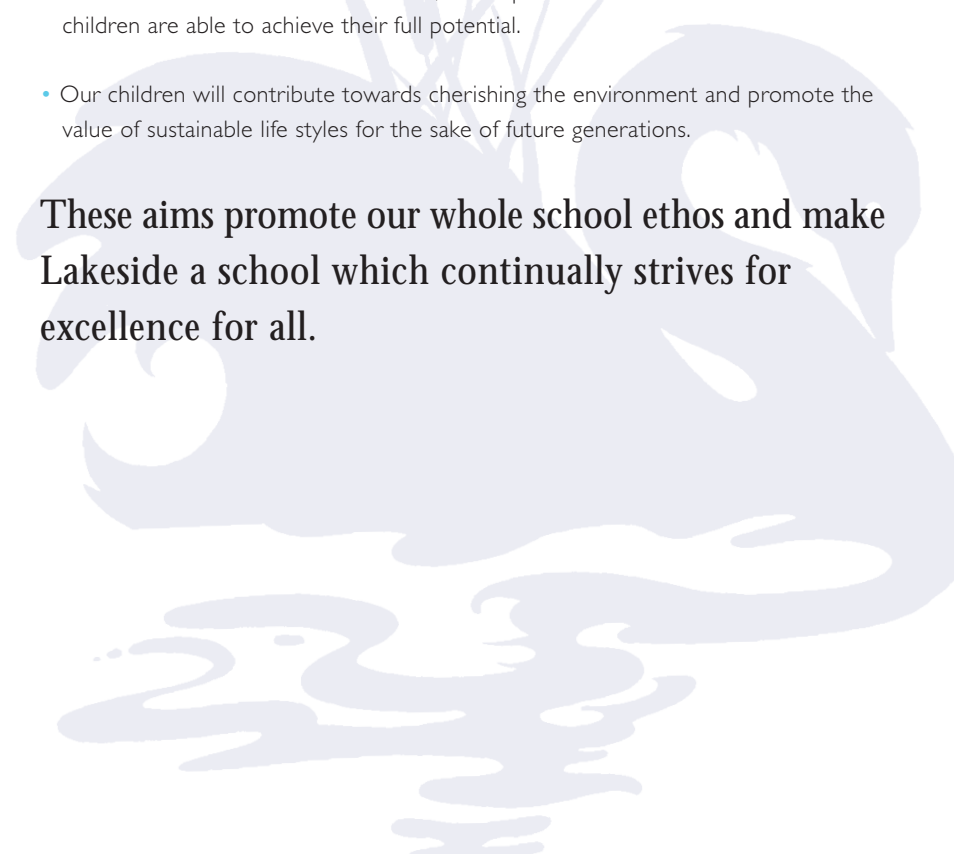


Aims of our school

We aim to give all children the best possible opportunities to grow and develop as people in their own right throughout their time at Lakeside. We achieve this through our school aims, which are at the heart of our school:

- Our children will make a difference to the world in which they live because they have been equipped to meet the challenge of the 21st century.
- Our school will continue its tradition of being a family unit where children and staff will have a sense of belonging built on a firm foundation of love, warmth and security.
- Children will feel proud of their achievements, through an enjoyment of learning which challenges their thinking, creating independent, healthy and well-motivated pupils.
- Our staff will reflect on new initiatives, and implement what we believe in so our children are able to achieve their full potential.
- Our children will contribute towards cherishing the environment and promote the value of sustainable life styles for the sake of future generations.

These aims promote our whole school ethos and make Lakeside a school which continually strives for excellence for all.





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Admissions

- Children born between 1st September and 31st December will be admitted to Lakeside in September. Those children born between 1st January and 31st August will be admitted full time in January.
- An admission form should be completed when your child enters school. It is important that all information that might affect your child is recorded on the form.
- New entrants will have the opportunity to visit school in the term before they start, to meet their new teacher. During this term all parents will be invited to meet with each other and the Headteacher at an evening meeting. The class teacher will discuss the curriculum in the Foundation Stage and there will also be an opportunity to look round the school.
- Children will transfer to secondary schools in the school year following their 11th birthday. Details of these arrangements will be sent to parents by the L.E.A. during their child's final year.



Partnership with Parents

- At Lakeside we understand how important your child's well being and education is. We need to work in partnership together to encourage the growth of the whole child. We encourage parents to develop a good working relationship with teachers and parents and would welcome you into school to help with a range of activities.
- There is an opportunity to discuss your child's progress in the Autumn Term and once in the Spring Term. Parents of Year 6 children will have the opportunity to discuss their children's S.A.T.s results in the Summer Term.
- During the year if you do have any concerns please see your class teacher initially. We would be grateful if you could make an appointment first if possible.
- At the end of the Summer Term you will receive a written report of your child's progress.
- We have a Friends of Lakeside School, which raises money for the school. An Annual General Meeting of this Association is held in the Autumn Term.



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2

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General Information

School Hours

Morning session KS1	8.50 - 12.00
Morning session KS2	8.50 - 12.10
Lunch time KS1	12.00 - 1.00
Lunch time KS2	12.10 - 1.00
Afternoon session KS1	1.00 - 3.15
Afternoon session KS2	1.00 - 3.20

As the school day begins at 8.50am children should not arrive at school before 8.40am. Children arriving early are at risk, especially if they arrive alone on a regular basis. This applies to all age ranges.

Any children arriving late should report to the office to be marked in the admissions and lunchtime registers. It is however important that children arrive on time as this encourages a smooth start to the day. If for any reason your child is unable to attend school please phone the office so that the absence is authorised. If absences are not reported then these will be unauthorised. The governors encourage parents to take holidays during the school holidays not during term time. Absences through holidays of longer than two weeks throughout one academic year are unauthorised.

The school has an excellent kitchen with all meals being cooked on the premises. Children may stay for lunch and there is a choice between two hot meals and a salad. Dinner money should be sent to school in a sealed envelope on a Monday, showing the child's name and the days when they are staying for dinner. Cheques should be made payable to York City Council. Supervision at lunchtime is provided by mid-day supervisory assistants.

If children are bringing packed lunches these should be in a sealed box, with drinks in a plastic container.

Children whose parents are in receipt of Income Support are entitled to free school meals. Parents wishing to apply for free school meals should obtain an application form from City of York Council, George Hudson Street, York.

There is a no-smoking policy inside the school building and in the grounds.

In the interests of hygiene and safety, dogs other than guide dogs are not allowed in the school grounds unless authorised by a teacher for topic work.

Parents are requested not to park their cars in the school car park, unless permission is given by the Governors or Headteacher. The car park is reserved for staff use. Please keep the gates clear at all times to allow for easy access, and if you do need to come to school in the car please park with consideration for others.

Occasionally your child's class teacher will arrange visits around the local community, which are within walking distance of the school. A general letter giving permission for your child to take part in these visits will be sent out at the beginning of each new school year.

The school will ask parent's permission for their children to have limited access to the internet and for their photographs to appear in the local paper if the school is featured.

If any parent has a concern please make an appointment to see the Headteacher so it can be discussed as fully as possible.



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2



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Child Protection

The Headteacher is the designated child protection person. By law it is the duty of the Headteacher to report any obvious or suspected cases of child abuse. Any action will be taken in the best interests of the child and will be dealt with in strict confidence.

School Dress

Lakeside has a school uniform, which is easily obtainable as follows:

Winter

Sweatshirt or jumper - **Navy or Red**
Trousers/Skirt - **Grey/Navy or Black**
Shirts/Blouses/Polo Shirts - **White/Navy or Red**

Summer

Striped or checked dresses - **Blue or Red**
Shorts or Trousers - **Grey/Black**
T Shirts or Polo Shirts - **White/Navy or Red**

Sweatshirts and Polo Shirts with the school logo on are available to order through school. There are two orders each year, one in the Summer Term and one in the Autumn Term.

All children are expected to wear sensible shoes and the wearing of trainers is discouraged.

Please LABEL each item of clothing with your child's name especially the sweatshirts. There are 365 children in the school all with red and blue sweatshirts!

Physical Education

- Navy Shorts and a white T Shirt
- A named drawstring or similar bag to keep the kit in which can be taken home weekly for washing.
- Trainers must be worn for PE outside and a tracksuit in cold weather.

In the interests of safety jewellery should not be worn at school, especially on PE days. Children will be asked to remove all jewellery for PE and to provide plasters to cover any pierced earrings. 'Medic Alert' bracelets and necklaces are exceptions to this rule.



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Medical

If your child is ill and unable to attend school please inform us by telephone or send a note on their return to school. Any unexplained absences will be followed up by letter from the school.

If your child becomes ill at school, then you will be contacted as soon as possible. Please therefore ensure that all your emergency numbers are up to date.

In the event of a doctor's or dentist's appointment during the day, please send a written note or see your child's class teacher personally.

Your child will have routine checks on hearing, sight and teeth during their school life. Our school nurse has close contact with the school and delivers the sex education programme for Years 5 and 6.

In the interest of safety it is the policy of the school not to administer medicine to pupils. If medications are necessary during the school day then the parents of any children who have a chronic illness and need regular medication should contact the Head Teacher who will draw up a medical care plan with guidance to meet their needs. No medicines should be left in school. Children who suffer from asthma are asked to keep inhalers accessible in the classroom. Please inform the teacher if your child has an inhaler or a nut allergy.

Personal Accident Policy

The City of York Council does not carry personal accident insurance in respect of pupils. The Council only insures against injury caused to children as a result of negligence of the Authority or its agents. It is, therefore, the responsibility of parents to arrange and pay premiums for any personal accident insurance they require in respect of any injury caused or suffered by their child.





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3



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Discipline

We aim to foster a warm, caring and purposeful atmosphere in the school in which all children can gain success. This is achieved through high expectations of behaviour and high standards of work. We adopt a positive approach to behaviour, giving praise and encouragement where possible. Children need to consider each other and learn self discipline, appropriate to their age.

Children are also responsible for their own actions and need to understand the consequences of the choices they make.

We have clear codes of practice which are displayed in all classrooms alongside the schools rules and aims.

Where a child's behaviour is causing real concern then parents are invited into school to discuss the matter with the Headteacher.

Exclusions

Children who are aggressive and use bad language towards an adult in the school will be excluded by the Headteacher (or a member of staff in the absence of the Headteacher) for a fixed term.

Children who continually misbehave at lunchtime may be excluded from the premises between 12.00 and 1pm.

The school has behaviour and anti-bullying policies which can be found on the Website. Please read these policies so that you can support the school in maintaining a high standard of discipline.

Complaints

If you have a concern or complaint we would like you to tell us about it. We welcome suggestions for improving our work in the school. Be assured that no matter what you are wanting to tell us, our support and respect for you and your child in the school will not be affected in any way. Please tell us of your concern as soon as possible. It is difficult for us to investigate properly an incident or problem which has happened some time ago.

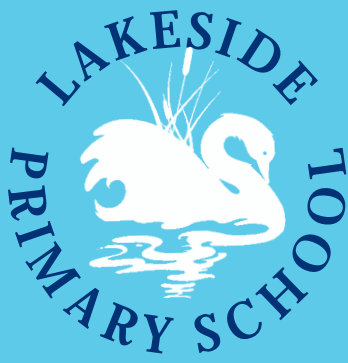
What to do first

Most concerns and complaints can be sorted out quickly by speaking with your child's class teacher. Any teacher or the school secretary can help you find the right member of staff. If you have a complaint which you feel should be looked at by the Headteacher in the first instance you can contact her straight away if you prefer. It is usually best to discuss the problem face to face. You may need an appointment to do this, and can make one by ringing or calling in to the school office. You can take a friend or relation to the appointment with you if you would like to.

All staff will make every effort to resolve your problem informally. They will make sure that they understand what you feel went wrong, and they will explain their own actions to you. This will help both you and the school to understand both sides of the question. It may also help to prevent a similar problem arising again.

Further action

Complaints about school problems are almost always settled within schools but in exceptional cases it may be possible to refer the problem to an outside body such as the Local Education Authority or the Secretary of State for Education and Employment. The address in York is Mill House, North Street, York.



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4



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The Curriculum

The Foundation Stage Curriculum is taught to children aged 3 - 5. Within this curriculum there are 6 areas of learning:

- Personal, Social and Emotional Development
- Communication, Language and Literacy
- Mathematical Development
- Knowledge and Understanding of the World
- Physical Development
- Creative Development

The experiences the children will be given during their first year will prepare them for stage one of the National Curriculum. If some children have already achieved the early learning goals for a specific area of learning, during the Reception Year, then they will be provided for:

The National Curriculum was introduced to schools for children from 5 - 16. It requires that all children follow a broad and balanced curriculum. This is taught through the 4 core subjects of English, Mathematics, Science and Information and Communication Technology and the 6 foundation subjects of History, Geography, Design and Technology, Art, Physical Education and Music.

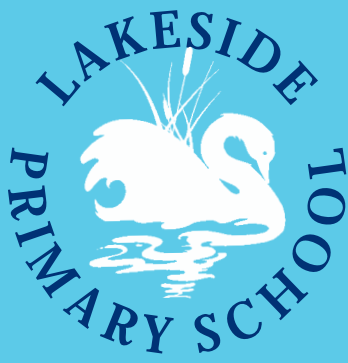
Children will be taught one hour of literacy and numeracy a day through the two strategies which are part of the National Primary Strategy. Long, medium and short term planning is in place for all year groups to provide continuity and progression through the school for all subjects. This planning is available for parents to see and letters are sent out by your child's class teacher every term which explain the work to be covered that term.

Intervention in numeracy and literacy programmes is delivered to those children who require some intensive teaching to enable them to gain full access to the curriculum. These are taught from Year 1 to Year 6 and are delivered in small groups.

Extra curricular activities play an important part in the life of the school. At the present time teachers run recorders, gardening, football, netball, art and cookery clubs. These clubs are offered to children from Year 2 to Year 6.

All children are entitled to a rich and varied curriculum appropriate to their needs. There is a clear staged procedure to ensure that any children experiencing difficulties are given additional support and appropriate help. Mrs Murphy is our Special Needs teacher and works with children requiring extra help. She plans very closely with the class teachers to ensure continuity. Children with special educational needs are carefully monitored in line with DFE recommendations.

Gifted and talented children are identified by the class teacher. These are children who demonstrate marked ability and skills. Children who are gifted work in the class above for the subject in which they have a special talent.



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4

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Educational Visits

Children benefit greatly from visits out of school. This first hand experience complements and links to the work being delivered in the classroom. We also welcome visitors into school such as musicians and dancers. We actively encourage all children to participate in such activities and hope you will support us in this.



We pride ourselves in being a Healthy School and were awarded the Logo in response to the commitment we have given to being healthy. One of our biggest targets was to increase the number of children who walked and cycled to school. We have a Travel Plan which shows how we achieved this. We therefore ask children and parents to walk or cycle to school and not to bring cars as these cause a lot of unnecessary congestion.

To encourage Healthy Eating, crisps and sweets are not allowed at break time but children may bring cheese or fruit.

We encourage children to wear sun hats and bring sun cream to school when the weather is hot.

With reference to the Education Reform Act of 1988 we would like parents to make a voluntary contribution towards the cost of educational visits. Each educational visit that takes place needs to be self financing which can only happen if all parents make a contribution towards the cost involved. Where insufficient money is contributed then the visit would be cancelled.

In Year 4 and Year 6 children have residential visits at centres which have been accredited as Outdoor Educational Providers. Year 4 children spend 2 nights away and Year 6, 4 nights.

The school has a savings scheme for parents, during the academic year that these residential visits take place.

There are very clear guidelines which the school adheres to before any visit takes place which are in line with the LEA Policy.

A detailed risk assessment is carried out prior to any educational visit.