



**Ready, Respectful and Safe**



**School Prospectus  
2022 - 2023**

# Welcome

We are pleased to welcome your child and your family to Kirklevington Primary School. We hope that together, in partnership, we can make your child's time at our school a happy one. This prospectus will tell you information about our school and how it works, but if you need more information, please contact us!

We are an established Primary Academy for children between the ages of 3 and 11 years. We are part of The 1590 Trust, a small local Multi-Academy Trust comprising a group of six like-minded schools who look to work collaboratively, sharing experience and expertise where appropriate for the benefit of our children and staff.

## Our Vision

At Kirklevington Primary School, all of our staff care a great deal about our children. They work closely together towards a shared vision. Our shared vision is one in which all our children are happy, caring and high achieving young people who show curiosity and a real love of learning. They show resilience, independence and are respectful, of themselves, each other and the world around them.

All staff work alongside one another to offer children the highest quality learning experiences in a welcoming, safe and secure environment. We strive to make a positive contribution to the children's development and to help them to develop the skills which will form the basis for lifelong learning and ensure that all children achieve their full potential.

At Kirklevington Primary School, we place immense value on positive partnerships with parents and carers, everyone working together for the benefit of each individual child. We welcome your involvement in school and in providing staff with regular updates about your child's progress and abilities.

We are committed to developing a learning environment which is:-

- Happy
- Safe
- Caring
- Exciting
- Challenging
- Full of opportunities

We are dedicated to pursuing excellence through:-

- A stimulating and well-resourced environment
- Enthusiastic and energising staff
- The development and encouragement of everyone
- Raising self-esteem and the awareness of others
- Encouraging respect

We aim to deliver an exciting and relevant curriculum through:-

- Quality First Teaching
- Innovation
- Encouraging reflection and thinking skills
- Providing opportunities to broaden creativity and self-worth
- Listening to pupil voice
- Celebrating achievements with each member of our school community.



## The School's Ethos and Values

Kirklevington Primary School is a happy school with family values at its heart. We care about each other, support each other and know each other well. We share and take pride in our vibrant learning environment. We have high expectations of ourselves and each other.

Our learners are confident, independent and intrinsically motivated individuals with inquisitive minds and personal aspirations to succeed academically, socially, physically and creatively. At Kirklevington Primary School, we achieve our full potential and are fully prepared for our exciting futures.

We have a strong sense of community and are well-rounded good citizens. We love to share our enthusiasm for learning with everyone, from parents to local schools, the village, surrounding areas and beyond.

## *Kirklevington Primary School:*

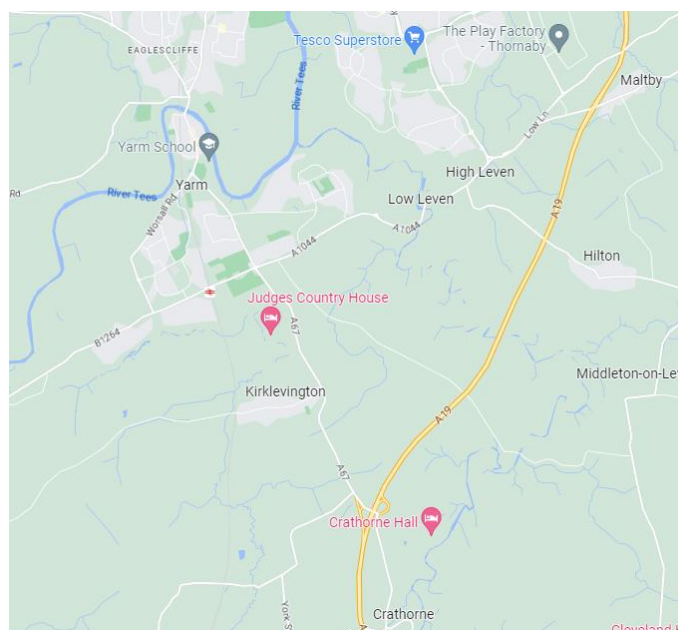
We all follow three simple rules – **Be Ready, Be Respectful, Be Safe.**

## Visits to Our School

We encourage prospective parents and carers to visit our school. If you would like to come and look around and catch a glimpse of what we get up to at Kirklevington, please contact the school office to make an appointment.

## Location

The school is located within the heart of the village of Kirklevington and stands on the site of the old manor house on a ridge overlooking the Hambleton Hills. Kirklevington Village lies two miles to the South East of Yarm just off the A67 and half a mile from the A19.



The school includes an Early Years Foundation Stage with outdoor facilities and spacious Key Stage One and Key Stage Two teaching areas off the spacious main hall. Each teaching area is well equipped with an interactive whiteboard and high speed internet connection, as well as desktop computers, laptops and ipads, which children can access throughout the day.

## Admissions

Children may be admitted to the Kirklevington Nursery the term after their 3<sup>rd</sup> birthday if there is a place available.

In our Nursery, we have places for 26 children and operate two attendance arrangements. All nursery-aged children are entitled to 15 hours free provision from the term after their third birthday. We also offer a limited number of afternoon sessions that can be booked using the 30 hrs funding.

At Kirklevington Primary School, nursery start dates are at the start of each term in September, January and April. A placement in nursery may be offered from the term after your child's 3<sup>rd</sup> birthday or if nursery has no capacity, as soon as a place is available.

Attendance options are as follows:

Option A: Monday - Friday – Morning attendance 09:00am – 12:00pm

Option B: Monday - Friday – All day 09:00am – 3:00pm

Please be aware that there are a limited number of places in each option and allocation is administered on a first come, first served basis. Whilst we will endeavour to meet all preferences, this cannot be guaranteed.

Children are admitted to Kirklevington Primary School from the village, Yarm, Ingleby Barwick and the surrounding area. Those children living in the admission zone are normally granted a place at the school, but still need to apply to the Local Authority in the same way as those children living outside the zone.

Information and application forms are sent out and returned to the LA at the following email address:

[Admissions@stockton.gov.uk](mailto:Admissions@stockton.gov.uk)

## Assessment and Reporting

As part of our provision, children will be assessed as part of their everyday activities in Nursery and Reception. This is achieved using observation of the children at play and their responses to teacher-led activities.

Parents will have a formal opportunity to discuss their child's progress during consultation with a member of staff twice yearly. A written report will also be given as your child leaves Nursery and progresses into Reception.

## School Hours

Nursery	Morning session 9:00 – 12:00 noon Lunch and Afternoon session 12:00 – 3:00pm
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Reception & Key Stage 1	Morning session 8:55am - 12:00 noon Morning break 10:45am – 11:00am Afternoon session 1:00pm – 3:15pm Afternoon break 2:30pm – 2:45pm
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Key Stage 2	Morning session 8:55am – 12:00 noon Morning break 10:45am – 11:00am Afternoon session 1:00pm – 3:15pm
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Children should arrive at school between 8:45am and 8:55am. The doors are opened at 8:45am and children are expected to enter the classroom in a calm and sensible manner, ready for learning to begin.



A member of school staff stands at the external doors while the children are entering and ensures they are locked at 9am. If a child is late, they must use the main entrance. Please be aware that pupils who do come into school using the main entrance will automatically be given a late mark.

We cannot accept responsibility for children on the school site before 8:45am. Parents whose children need to arrive before that time should use the Arbor app to organise a place at Breakfast Club.

When collecting children, parents must always let the class teachers know if somebody different is picking up their child from school. That person by law should be over 16.

## **School Terms**

Details of term dates can be found by logging onto the Stockton Borough Council website, [www.stockton.gov.uk](http://www.stockton.gov.uk)

## **Attendance**

Attendance at school is very important. The Education Act states that parents have the primary responsibility for ensuring that children of compulsory school age receive a suitable education. At Kirklevington Primary School, we ask parents and carers to support in promoting good attendance in the following ways;

- Ensuring that children attend school regularly and arrive on time (Registration is often a time when teachers will discuss with children the programme for the day.)
- If your child is ill please contact the school on the first day of absence so we can update our records. Staff will be concerned if they do not hear anything. If a child is absent and the school has not been given a reason for the absence you will be contacted by a member of staff to confirm your child's whereabouts.
- Avoid taking holidays in term time.

In line with statutory guidance, we are unable to authorise leave in term time, except in 'exceptional circumstances'. Leave of absence request forms are available from the school office and need to be completed with as much information as possible before taking your child out of school.

The expected level of attendance for Primary age pupils is 90%. We are required to inform the Local Authority if a pupil fails to attend or is late regularly and if no reason for absence is provided. Authorised absence is, for example, illness, agreed leave of absence with the school's permission. Unauthorised absence is when the school receives no valid explanation in accordance with government guidelines. Each year the school awards prizes for 100% attendance for the period of September to July.

If your child is unwell however, please do not send him/her to school and keep him/her at home until fully recovered. Please let us know about any illness by telephoning the school office on the first day of absence. It would also be much appreciated if you could let staff know when your child has an infectious disease such as chickenpox or measles. This is often important for the health of other children in the setting.

**Telephone Number 01642 781261 or email - [kirklevington@kirklevington.org.uk](mailto:kirklevington@kirklevington.org.uk)**

## Emergency Contact Details.

On occasion we may need to contact parents during day as a result of illness or accident. All parents are required to complete a personal information form prior to starting school which gives details of emergency contacts. These pupil details and emergency contact numbers are then filed electronically and maintained in the school office. If you have any changes to address and emergency contact numbers please inform the school office as soon as possible.

## Staff

Executive Head Teacher Designated Safeguarding Lead		Mrs M. Carlton	
Head Of School Designated Safeguarding Lead		Mrs L. Peacock from 5 <sup>th</sup> June 2023	
Assistant Head of School Designated Safeguarding Lead		Mrs J. Patterson	
Class	Year Group	Teacher	Teaching Assistant
Acorn	Nursery	Miss N Birtwistle	Mrs M. Begley
Willow	Reception	Mrs S. Stainthorp	Miss N. Cameron/ Mrs N. Crowther
Birch	Year 1/2	Mrs S. Burns (part time) Mrs A. Harris (part time)	Mrs J. Pederson Miss N. Cameron
Chestnut	Year 2/3	Mr O. Carlton	Mrs. S Sinclair
Elm	Year 4/5	Mrs J. Patterson	Mrs P. Newton
Oak	Year 5/6	Mr R. Drake	Mrs J. Pederson
		Mrs V. Ridley	Mrs K. Potter
Other Staff			
Staff		Role Within School	
Mrs H. Walker		School Administrator	
Mr D. Underwood		Site Supervisor	
Mrs C. Webster		Cleaner	
Mrs P. Pemberton		Cleaner	
Mrs C. Webster		Cook	
Mrs J. Greaves		Catering Assistant	
Mrs J. Mayo		Catering Assistant	
Mrs R. Peacock		Lunchtime Supervisor	
Mrs A. Norman		Lunchtime Supervisor	

## The Curriculum

At Kirklevington Primary School, we follow the National Curriculum. We actively listen to pupil voice to ensure that our topics are interesting, relevant and exciting for the children.

When children join us in nursery they follow the Early Years Curriculum which covers seven areas of learning. These are:-

Prime areas;

- Personal, social and emotional development
- Communication and language
- Physical development

Specific areas;

- Literacy
- Mathematics
- Understanding of the world
- Expressive arts and design



These areas provide the foundation upon which all other learning is based.

As children move from Reception to Year 1 and until they leave us at the end of Year 6 we follow the National Curriculum. In Key Stages 1 and 2, the National Curriculum is divided into core subjects and foundation subjects.

The core subjects are;

- English
- Maths
- Science

The foundation subjects are;

- Computing
- Art
- History
- Geography
- Design and Technology
- PE
- Music



We also teach French and Citizenship Education.

We are also a Rights Respecting School. We have achieved our Gold Award for RRSA, as we ensure that children are taught their Rights as part of the curriculum putting them into practice daily. By promoting the values of respect, dignity and non-discrimination, children's self-esteem and wellbeing is boosted. A child who understands their rights understands how they and others should be treated and their sense of self-worth is strengthened.

## **Religious Education**

Religious Education is provided in the school within the framework of the Stockton Agreed Syllabus for Religious Education.

## **SRE**

SRE is Sex and Relationships Education and is now statutory in all primary schools. The school's approach is to meet the needs of all pupils through a programme of personal, social and health education within which teaching about sex and personal relationships can occur with due regard to moral considerations and the value of family life. A variety of resources will be used to deal with physical development at puberty. SRE at Kirklevington belongs to a wider programme that is continued as children progress through secondary school. Parents are always kept informed of the programme we deliver and have the opportunity to view the resources used.

## **Music**

Music is taught to all classes, but is taught weekly to Key Stage 2 class groups once a week by Conyers Go Music. We also have a weekly after school Rock School and a choir which meets once a week and have performed for a variety of audiences, including the local church and care home. Older children who express interest and show aptitude are offered the opportunity to learn to play an instrument. Instrumental teachers from Conyers School 'Go Music' visit school each week and give tuition in instruments including cello, trumpet, cornet, flute, clarinet, keyboard and drums.

## **Physical Education**

At Kirklevington Primary, we are proud to have met the Platinum Standard for our delivery of Sports through the Sainsbury's School Games Kite Mark for the past 3 years. We meet current Government recommendations of providing two hours of PE a week. This may take the form of gymnastics, dance, games or outdoor activities such as orienteering. A member of the PE Department from Conyers School teaches PE alongside our teachers once a week to provide specialist sports teaching. Children access a range of specialist coaches across their time in school, including DF Coaching, Tennis and Gymnastics. There is an after school sports activity every night, including multi-sports, gymnastics, dance and football. We provide regular opportunities for children from Year 1 to 6 to participate in inter school sports competitions at a local cluster and regional level. Year 6 have a 3 day residential to an outdoor Activity Centre during the summer term.

## **Swimming**

Swimming sessions are arranged during school hours. All children will have the opportunity to learn to swim and follow water confidence, safety and survival programmes for at least 1 year in Year 3, with children who have not yet achieved 25mtrs attending in Year 4, 5 and 6. Currently swimming sessions are held in 2 week intensive blocks, once a term, with children attending lessons every day over the 2 week period. A note is required for medical absences.

All children must wear swimming hats and, if they wish, goggles. More information will be sent prior to your child going swimming.



## Homework

Homework is set across the school and may take many different forms. Through setting homework we aim to:

- Extend learning that has taken place in school
- Consolidate skills or understanding
- Encourage independence
- Foster a sense of self-discipline and responsibility
- Encourage and develop a positive home/school partnership
- Assist in preparing our pupils for the time in secondary education
- Encourage a love for learning



The types of homework set will depend on the age of the pupils and also what is being covered in class at that particular time. Some examples of the types of homework set are:

- Reading, this might include comprehension tasks.
- The learning of spellings.
- The learning of times tables.
- The application of a mathematical strategy taught in class.
- An independent piece of writing.
- Carrying out research to assist with work taking place in school.



Homework is usually distributed online via Seesaw and Tapestry.

## Special Needs Provision

Special Educational Needs includes educational, emotional/behavioural and physical needs.

Information about all SEN arrangements and procedures, including admissions procedures are contained within the SEN policy, available on our website for any parent who wishes to see it. No child is discriminated against because of having a disability.

There is a named Governor for Special Educational Needs.

All areas of the school are accessible to children with disabilities and parents. In particular we have three ramps for wheelchair access and a disabled toilet and changing area.

Children will only be placed on the special needs register after lengthy consultation with parents. School follows the guidance of the LA.

## Support Agencies

Psychological Services, the Inclusion Team and Health Agencies are used when the need arises. There are facilities for help to be given by peripatetic teachers of the partially hearing and partially sighted and for children to attend courses of speech therapy or occupational therapy when appropriate.

## **The School Parliament/Head Boy and Head Girl**

We have an active School Parliament within school and members are elected annually, led by our Rights' President and Vice Rights President from Year 6. Two representatives are elected from each class, with the term of office spanning from September to July. The School Parliament contribute to a wide range of policies and developments and help to choose our chosen school charities. There is an expectation that members will ensure that their behaviour, presentation and attitudes are a model for the rest of the school.

We also have a Head Boy and Head Girl and Deputy Head Boy and Deputy Head Girl from Year 6, who are elected by the School Parliament and Staff to serve from September to July. They run our Celebration Assembly and work closely with the School Parliament across the year.

## **Uniform**

The wearing of school uniform is actively encouraged at Kirklevington and children are expected to wear it. The school colours are grey trousers/skirt, bottle green jumper with the school logo on and polo shirt.

In order to help Y6 children realise their important role in school, and be recognised by everyone as having a responsibility within school, their uniform is a French navy sweatshirt, gold polo shirt and black trousers or skirt.

Nursery children wear a red sweatshirt so that they can be identified more easily.

Children should wear sensible black low-heeled shoes, not trainers, with indoor shoes for bad weather. Children are required to change for PE and Games and need T-shirts, shorts and plimsolls/trainers. Football shirts are not acceptable. A named bag is needed to put them in. Uniform can be purchased direct from Elizabeth's Embroidery online. [www.elizabethsembroidery.com](http://www.elizabethsembroidery.com).

**Please name your child's clothing, including footwear, and outdoor coats/jackets clearly. Items are sometimes mislaid and time is saved and distress avoided if the garments are easily identified. Remember clothes should come off and go on easily, especially at PE times.**

## **Jewellery**

We would prefer children to not wear jewellery to school. However, if you wish to, jewellery is limited to a watch or a plain pair of small earring studs, one in each lobe. No jewellery is to be worn for PE for safety reasons and must be removed by the child themselves. School staff will not remove them. We respectfully request that parents who wish to get their child's ears pierced do so at the beginning of the six weeks holiday to ensure that they are fully healed before the start of the Autumn Term.

**If you choose to send your child to school wearing jewellery the Governing Body and School staff cannot accept any responsibility for any injury or loss suffered by my child as result of this.**

## **Breakfast Club**

The School runs a Breakfast Club which children can attend from 7:45am each morning until the start of school, charged at £4 per session. Breakfast is served and activities are planned for the children to do. Parents can book their child in in advance using the Arbor app.

## **After School Care**

After School care is also available with the school through local providers –  
Puddleducks Childcare Tel: 07976244565 email: [puddleducks2011@live.co.uk](mailto:puddleducks2011@live.co.uk)  
CleverClogs Childcare Tel: 01642 780586 email: [cleverclogang@hotmail.co.uk](mailto:cleverclogang@hotmail.co.uk)

## Parents and School

We aim to work in partnership with parents and guardians, and to share in their children's education. Consultations, with an emphasis on parent/teacher dialogue are arranged termly, but if you wish to discuss your child's progress or behaviour at any time please contact the class teacher. We also enjoy sharing news of the children's successes and involvement in out-of-school activities.

A number of parents and village 'Friends of the School' share their talents and interests with groups of children. This is always planned with the class teacher and supports work in school. Please offer if you are prepared to help in any way. Your involvement will make our teaching even more effective. Weekly School newsletters keep parents informed of events, news and details of School life.



## Behaviour

In line with current guidelines, our school has a Behaviour Policy, which can be found on our website. We aim to develop in children a respect for themselves, for others and for property, and to help them grow into responsible, self-disciplined members of society. We all follow the three rules of 'Be Ready, Be Respectful, Be Safe'. All members of staff adopt a common approach to matters of control and discipline, and we aim to stress the positive. Throughout the school day and in our Friday 'Celebration' assembly, we try to acknowledge the individual's personal achievements and contributions to the school.

When problems arise that require discipline, we reason with children and counsel them. The withdrawal of privileges and sanctions are strategies that are employed for dealing with incidents of a more serious nature. We look to parents for close co-operation between home and school to help maintain good common sense, good manners and good discipline. We expect children to say 'please' and 'thank you'. (Please see our Behaviour Policy)

Our older children act as 'Playground Buddies' for our younger children. They set up equipment and specific 'play areas' on the playground at morning break and lunchtime. This provides wonderful opportunities for both age groups and we are proud of this initiative.

## Equal Opportunities

The Governors have adopted Stockton Policy Statements and endorse the principles of Achievement, Partnership and Equal Opportunity. The Governors will ensure that all pupils irrespective of ability, gender, race or religion will receive their entitlement to the National Curriculum.

## Health

Please keep us informed of any circumstances that may have altered at home and which may affect your child in school, e.g. Family split, death or serious illness. Such information can be crucial to your child's wellbeing and is treated in strict confidence.

Please see our Medication in Schools Policy if your child requires essential medication during school hours. Many of our staff are First Aid Trained. There are well-stocked First Aid Boxes in communal areas and we have a defibrillator in the staff room. We always aim to keep your child safe at all times, however if any child has an accident at school, depending on the nature and seriousness of the accident, we will communicate with parents at all times. This might be through the completion of a medical form that will be handed to the adult collecting your child, or a telephone call home.

We are only able to administer prescribed medication in school. Inhalers are kept in a box in the teaching areas. Please ensure they are clearly labelled and not out of date.

The School Nurse will carry out routine hearing and vision checks. Parents will be informed of the date and time of these and of medical examinations and dental inspections.

If you are concerned about any matters connected with your child's health or development we are happy to contact the School Medical Service and arrange for additional checks to be carried out at school or at the clinic, or parents may contact the Stockton Health Authority directly.

We are part of the tooth brushing programme for Early Years and Key Stage One. Children brush their teeth daily as part of the school day, as an addition to their usual tooth brushing at home. This is to reinforce messages from home about the importance of looking after your teeth.

Head Lice checks are no longer carried out in school. Please check your child's hair every week. If we find that a child has head lice within your child's class, a letter will be issued home.

The School Nurse and Educational Social Worker are also available for your needs.





## **Child Protection Information**

It is our job to keep your child safe. The majority of parents do not know the role of school in Child Protection and the duty of staff to refer cases to the Social Services Department. We have a duty of care to take reasonable action to ensure the welfare and safety of our children. In cases where we have cause to be concerned that a child may be subject to ill treatment, neglect or any other form of abuse, staff will follow the county Child Protection procedures and inform Social Services of our concern. This may involve a visit to the home by a social worker. The Designated Safeguarding Leads at Kirklevington Primary are Mrs M Carlton and Mrs J Patterson.

## **Sun care**

In hot weather, it is important that children are protected from the sun by wearing a sun hat and suitable light cotton clothing, so that their shoulders and arms are covered. We are not allowed to administer sun creams, but ask that parents apply it before school.

## **Nut Free Zone**

To eliminate any risk to children with 'Nut' Allergy - school is a Nut Free Zone. We ask all parent who send their child to school with a packed lunch to ensure that items do not contain nuts or nut traces.



## **Security**

Children are not allowed to leave the school premises on their own during school hours. Please complete a Leave Of Absence Form before taking your child out of school. We will need to see evidence of appointments such as a medical, dental appointment or music exams. This will need to be authorised by the Head of School. When you collect your child, please sign out your child at the school office. Internal doors are locked at 9am. Always use the main entrance door after this time and during the day.

## **Safety**

Parents and carers are not permitted to use the Staff car park, unless they have a disabled badge clearly marked on their vehicle or unless agreed with the Head of School. Parents can help considerably when bringing or collecting children from school by parking their cars at a safe point on Forest Lane, observing the parking restrictions during school hours. Please do not park on the single yellow or zigzag lines or the pavements in Forest Lane, in the school car park or driveway. Parking is available in the car park accessible from the Story estate behind the school.

Children are constantly reminded of Safety aspects - 'Say no to Strangers' and Road and Rail Safety. Visits are made by the Police Traffic Department to reinforce this.



## **School Visits**

Educational visits are seen as an integral part of our programme of work. When school visits are arranged, parents are informed in writing as far in advance of the proposed date as possible.

At the beginning of each academic year parents are asked to complete a loco parentis form to give blanket cover for visits.

## **After School Activities**

A wide variety of after school activities are offered during the year, with a club available for Years 1 to 6 on weeknights until 4:15pm. Each activity is organised subject to need and availability of staff. You will be informed of the activities arranged termly and you can book and pay for the club of your choice using your Arbor app. School must also know of arrangements you have made for collecting your child after the session. Your child's safety is a matter of great importance.

Clubs on offer currently are Invasion Games, Gymnastics, Dance, Rock School and Football. These can change on a termly basis based on children's requests and availability of staff.

## **Charging and Remissions Policy**

The Governors have adopted the LA's policy on charging, which recognises that additional funds are not available to Governors to finance school visits. Parents will be invited to make a voluntary contribution to offset the cost of such visits.

## **School Meals**

The School Meals Service provides a hot lunch each day. The meals are prepared on the premises and the cook takes pride in presenting a choice of main courses and desserts that are both appetising and can help towards a nutritionally balanced diet. If your child has any dietary needs, these can be met by letting us know.

School meals, priced currently at £2.40, must be paid for through the Arbor app. If you are in receipt of the appropriate qualifying benefits, your child may be eligible for a free school meal. Please contact us to discuss this.

Children may bring a packed lunch (no sweets, chocolate, glass bottles or nuts please) if they prefer.

**Please Note** – Children can change between packed lunch and school dinners on a half term basis. Please give notice of at least two weeks of an alteration in lunch arrangements, to allow the kitchen to adapt their orders.

There is adult supervision at lunch times and children are expected to maintain high standards of behaviour.

## **Milk/Drinks**

Up to the age of 5, milk is provided by the LA for the children at Kirklevington Primary. After this age, water is readily available. However, children are encouraged to bring their own plastic bottle of water to school. It has been proven that if children have regular access to water during the day they are more able to concentrate and make greater progress at school. Please ensure that water bottles have a 'sports' top. This will prevent any spillages.

## **Fruit**

A healthy snack, e.g. fruit or vegetables, may be brought for children to eat at break time. Key Stage 1 children get a piece of fruit free of charge each day.



## **Parents and Friends' Association**

The active Parents and Friends' Association 'Friends of Kirklevington' (FROKS) assist with school activities and also organise social and fund-raising events. These events are for the enjoyment of the children and their parents and range from school discos, Winter and Summer Fair and celebrating key events throughout the calendar. Your support is always appreciated because funds raised are used to purchase resources for use in school to benefit all of the children.

## **Emergency Closure**

In rare cases, situations may arise where it is necessary to close the school. This decision will be a last option and will be decided within the School Trust. Where possible, parents will be informed as soon as possible that school will be closed.

## **Transition to Secondary Schools**

Great care is taken to make the Secondary transition as smooth as possible. Thanks to the close co-operation of our staff, Conyers and the other Secondary Schools in our area we are able to make sure a number of visits, sample lessons and whole day visits take place. We also enjoy the return visit of former pupils to relate their experiences. The majority of our children at Kirklevington transfer to Conyers.

## **School Governors**

Under the 1988 Education Reform Act the Governors take an important role in the running of the school. Decisions on issues, which have been taken by the Local Authority in the past has largely been handed over to local school governors. Our Governors have responsibility for the content of the curriculum particularly with regards to RSE, the appointment of staff and control of the school finance. The Governors meet in full at least once a term. The Executive Head Teacher and Head of School report regularly to the Governing Body.

## **Complaints Procedure**

We operate an open door policy so if something goes wrong, please talk to us! Alternatively telephone school on 01642 781261 or email [kirklevington@kirklevington.org.uk](mailto:kirklevington@kirklevington.org.uk) We hope to get things right, and it is hoped that parents would raise any concerns they might have with the Head Of School in the first instance so that we can work together to rectify any complaint quickly. However, if parents wish to make a formal complaint, the details of the procedures are available and can be obtained from the Head of School or the Local Education Authority.

### **And Finally.....**

We want your child's time at our school to be happy and exciting one. We believe that learning should be fun and that by encouraging respect for each other and valuing the opportunities available, we all grow and learn together.

If you do have any questions, or need further information, please do not hesitate to contact us.

**Disclaimer - The School reserves the right to change or amend the arrangements stated in this booklet, should circumstances make it necessary. Parents will of course be informed of necessary changes as they occur.**

