

**Northop Hall CP School  
Ysgol Gynradd Northop Hall  
Flintshire Education Authority**

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Chair of Governors:

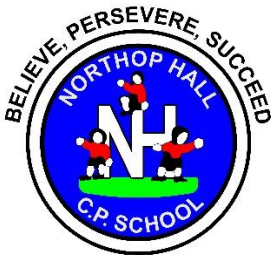
Mr Michael Hughes



## Contents

A welcome from the Headteacher Mrs Harrison - Bowen	pg 3
Vision & Educational Statement & aims of the school	pg 4 & 5
Facilities	pg 5
School Structure	pg 6
Admissions	pg 6
Our Staff	pg 7
Foundation Phase, Nursery & Reception and KS2	pg 7 & 8
Homework	pg 8
Behaviour	pg 9
The Curriculum	pg 9 - 13
Relationships and sex education	pg 14
Drugs and dangerous substances education	pg 14
Religious education and moral studies	pg 14
Equalities	pg 15
Additional Needs Looked After Children	pg 15
Forest School & School Council	pg 16
School Uniform	pg 17
Extra Curriculum and school visits	pg 17
The school day	pg 18
Leaving school	pg 19
Assessing and reporting	pg 19
Pupil achievements	pg 19
Communication	pg 19
School Meals & Snacks	pg 20
Money	pg 20
Attendance	pg 21
Child protection & safeguarding	pg 22
Health and Safety	pg 22
Closing school in extreme weather	pg 23
Transition to high school	pg 24
Partnership of schools	pg 23
Parent teacher association	pg 23
Charging policy	pg 24
Parents	pg 24
Wraparound Care	pg 25
Complaints Procedure	pg 25
The Governing Body	pg 26
Views of pupils and parents	pg 27

*Believe, persevere, succeed*



*Dear Parents & Carers,*

*On behalf of all the staff I would like to welcome you to Northop Hall County Primary School, a place where we celebrate the achievement of each child as a unique individual. Our school is friendly and welcoming and we all enjoy working here to make your child's time with us both productive and happy. Visitors comment on the special 'feel' of our school, the excellent behaviour of the children and their obvious love of learning.*

*We cater for approximately 200 pupils where each child is special, nurtured and unique. As Headteacher, I feel privileged to lead this school and work with such wonderful pupils and dedicated staff.*

*We have very strong links with parents, which are based on mutual trust and respect and our desire to do our best for the pupils within our care.*

*Our school continues to develop to provide enriching experiences with high expectations for our children to become lifelong learners, equipped and confident to embrace the future.*

*Our prospectus outlines more information about the make-up of our school, but we would urge you to come and visit so that you can see for yourselves the special atmosphere which makes Northop Hall a great place to be. Please telephone the school office on 01244 815980 to arrange a visit.*

*I look forward to greeting you as members of our school community.*

*Yours sincerely*

*Lynne Harrison*

*Mrs Lynne Harrison*

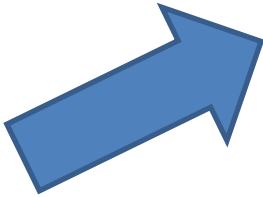
*Headteacher*




## NOTHOP HALL CP SCHOOL

At Northop Hall Primary School, we believe in the limitless potential of every pupil. Through fostering belief, perseverance, and success, we provide a positive educational experience that empowers resilient, lifelong learners. Our safe, inclusive, and nurturing environment embraces diversity and supports the holistic development of each child. By prioritising academic, social, and emotional growth, we prepare students to confidently pursue their dreams, overcome challenges, and become compassionate global citizens.

### Inspire

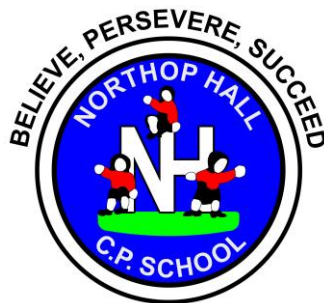


By offering a broad, balanced, skills based learning experience our child centred approach inspires children to learn and provides purpose for each individual to work towards their own personal potential.



### Challenge

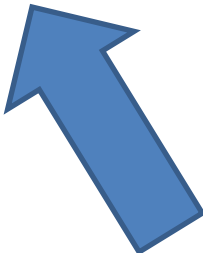
By providing challenging activities and wider opportunities to develop higher order thinking skills, we help each individual to develop an open mindset, leading to both high academic standards and personal achievement in the wider world.




### Responsible

By giving responsibility to our children in various circumstances throughout the school, including, the School Council and Eco Committee, we develop the skills of decision making, build a culture of respect both for self and others and promote a healthy lifestyle.

### Independent



By taking a cooperative approach to a wide range of activities, both in the classroom and wider aspects of school life, we provide opportunities for children to develop their self-motivation, build team work skills and become problem solvers who can apply their skills in a variety of situations.



## **EDUCATIONAL STATEMENT**

At Northop Hall Primary School, we believe in the limitless potential of every pupil. Through fostering belief, perseverance, and success, we provide a positive educational experience that empowers resilient, lifelong learners. Our safe, inclusive, and nurturing environment embraces diversity and supports the holistic development of each child. By prioritising academic, social, and emotional growth, we prepare students to confidently pursue their dreams, overcome challenges, and become compassionate global citizens.

## **AIMS OF THE SCHOOL**

All children are welcomed into a caring, committed atmosphere, which promotes an attitude of mutual tolerance and understanding. Each child is nurtured and encouraged to give their best in all aspects of school and community life. On leaving, they are confident to make the most of the opportunities ahead of them having experienced the best possible all-round education.

As children progress through the school, basic concepts and skills are re-enforced and extended and children are made to understand that effort is needed to make progress. We also teach about, demonstrate and use a Growth Mindset in all we do, developing the vital skills of resilience and perseverance, learning how to learn and learning how to see challenges and mistakes as fantastic learning opportunities.

On leaving, they are confident to make the most of the opportunities ahead of them having experienced the best possible all-round education.

## **OUR FACILITIES**

Northop Hall County Primary school caters for approximately 150 – 190 pupils. The school is situated in the heart of the village of Northop Hall and is approximately 4 miles from Queensferry and 4.5 miles from the town of Mold.

The school was built in 1986 and comprises of 6 classrooms plus a large early years unit which is purpose built for our nursery and reception pupils. All classrooms have interactive white boards and we are well equipped with laptops, tablets and other IT equipment. The school has a sports hall with an adjoining kitchen serving hot meals.

The school is set in large grounds which include a sports field, two separate yards, a self-contained outdoor area for Foundation pupils, an adventure trim trail and a Forest School site.

Policies covering all aspects of the school can be found on the website or obtained through the office, including Safe-guarding children, Behaviour, Anti-bullying, Sex and Relationships, and Additional Educational Needs. Please ask at the office if you would like copies of any of these policies.

## SCHOOL STRUCTURE

At present we have 132 full time pupils and 17 nursery part time pupils. The school is currently organised as follows:

Younger pupils	Nursery	3 – 4 year olds
	Reception/Year 1	4 – 5 year olds 5 – 6 year olds
	Year 1/Year 2	5 – 6 year olds 6 – 7 year olds
Older pupils	Year 3	7 – 8 year olds
	Year 4	8 – 9 year olds
	Year 5	9 – 10 year olds
	Year 6	10 – 11 year olds

In the case of organising a split year group this will be done by age of pupils.

## ADMISSIONS

The school is currently one form entry which means that we can take up to 30 pupils in each year group. Our Nursery takes in children who are 3 years old and will turn 4 during that school year, spaces permitting. Nursery pupils attend for half a day which is currently an afternoon session 12.40 p.m – 3.10 p.m. Parents of non-statutory school age children attending the Nursery should be aware that their child is not guaranteed a place at Northop Hall CP School and parents need to apply through county for a place in the reception class.

Admissions to the school are subject to the Local Authority's policy, a full copy can be obtained from the Education Department, Flintshire County Council, County Hall, Mold. Alternatively visit <https://www.flintshire.gov.uk/en/Resident/Schools/School-Admissions.aspx>. All admission applications need to be made on the Flintshire County Council website.

The school provides full access to all curriculum areas for disabled pupils. Admissions for disabled pupils are made through the school's normal admission procedure. We welcome early contact from parents with specific access requirements so that reasonable adjustments to ensure full engagement with the curriculum can be planned.

## SCHOOL STAFF

### Current Staffing 2023-24

Teaching Staff		Support staff – teaching assistants
Headteacher and A.L.N.C.O (additional needs co-ordinator)	Mrs Lynne Harrison - Bowen	
Deputy head & Year 5 teacher	Mr G Roberts	Mrs J Mantache
Year 6 teacher	Miss N Hughes	Miss T Thompson Mrs J Mantache Mr Moody (Sports apprentice)
Year 5 teacher	Mr G Roberts	Mrs J Mantache
Year 4 teacher	Miss Bellis/Mrs Randles	Miss H Gunther
Year 3 teacher	Mrs A Foley	Miss MacGregor
Foundation Phase leader & year 1/2 teacher	Mrs S Latham	Mrs A Hinton Miss K Lloyd
Reception/Year 1 teacher	Mrs K Mitchel & Mrs Watkins	Mrs K Jones Mrs AM Speed Miss K Lloyd
Nursery	Mrs K Mitchel & Mrs Watkins	Mrs AM Speed Miss C MacGregor Miss T Thompson

Lunch time supervisors	Catering	Breakfast club	Administrator
Miss T Tompson (team leader)	School cook Mrs Amanda Roberts	Miss H Gunther	Mrs N Christiano
Mrs C Tait	Assistant cook	Mrs C Tait	Caretaker
Mrs J Pearce	Lidiia Belitska	Mrs J Pearce	Mrs J Pearce
Miss K Lloyd			Cleaner
			Mrs C Tait

## Younger Pupils

A child's initial experiences of school will be of a child-centred environment where we value real life, practical, physical experiences, which enhance understanding and development. We place great importance in developing social skills, learning to co-operate with others, in pairs, small and large groups. We support pupils to become independent, motivated lifelong learners.

### NURSERY AND RECEPTION

The staffing for nursery and reception pupils is one adult to every ten pupils. There is one class teacher who has responsibility for our nursery and reception pupils plus additional teaching assistants supporting the children. Nursery pupils attend for half a day and this is currently from 12.40 – 3.10p.m.

The early years provision forms an integral part of the school providing opportunities for children up to five to learn through play and investigation, in a friendly and caring atmosphere. It provides a stimulating and gentle introduction to school. Pupils are supported to develop early literacy and numeracy skills through engaging, purposeful activities. The school follows the Jolly Phonics structured phonics programme.

### OLDER PUPILS



As pupils develop in age and ability the teaching will re-enforce and build upon their literacy, numeracy and other important skills. Whilst the individual needs of children will continue to be catered for, learning may take place in a more formalised setting for some aspects of the curriculum, with further rich and engaging cross curricular learning opportunities developed across the school day.

### HOMEWORK

Homework plays a part in consolidating and extending children's learning. It also gives parents an insight into what their child is doing at school. All children are encouraged to do homework. With younger pupils the emphasis is on reading regularly at home. It is our aim to keep homework flexible but with time scales attached, so that families can fit homework activities into their busy family schedules. Information on homework is given out at the start of the academic year during class parents' meetings.

## BEHAVIOUR

We encourage children to develop self-respect, consideration for others and a caring attitude towards their environment. Guided by positive behaviour techniques, we have established a set of Golden Rules that serve as the foundation for our school culture. These golden rules are as follows: “We are gentle; We are honest; We are kind and helpful; We listen; We work hard; We look after property”.

Our commitment to the holistic development of our pupils goes beyond rule enforcement. We embrace a restorative approach to address issues, ensuring that conflicts and challenges are approached with empathy and understanding. This approach aims not only to correct behaviours but also supports pupils to learn to resolve conflicts constructively and build meaningful relationships

The school accentuates the positive and actively promotes hard work, enthusiasm, good manners and a caring attitude by rewarding children with praise and useful feedback.

We are committed to fostering a safe and inclusive learning environment. We teach pupils about the importance of kindness and respect but also address the serious nature of bullying incidents, whether they are physical, verbal, or online. We emphasize the significance of standing up against all forms of bullying and ensuring the well-being of every individual, recognising and valuing diversity by taking all instances, including those related to protected characteristics, with the utmost seriousness.

In the event of any child displaying inappropriate behaviour, our response is guided by both our relationships and behaviour policy and our anti-bullying policy, accessible on our school website, and our overarching school ethos. The implementation of these policies is approached with a keen understanding of the individual child and the specific nature of the situation. Our goal is not only to address the misbehaviour but to nurture the child's growth and development.

We encourage parents to join us in a collaborative effort to support and uphold the values of behaviour and respect within our school community. By working together, we can create an environment which supports the well-being of each child, ensuring that they thrive both academically and emotionally.

## THE CURRICULUM

**“We are Ambitious, Capable Learners who are ready to learn throughout our lives”**

At Northop Hall school we aim to provide an active, engaging and purposeful curriculum. We encourage pupils to develop a love of learning, and support them to reach their full potential. We aim to develop pupils’ skills and abilities across a range of areas of learning and experience.

The **four purposes** are the starting point and we strive to ensure that they permeate all aspects of school life.

**The four key purposes** of the New Curriculum for Wales are:

- ambitious, capable learners, ready to learn throughout their lives
- enterprising, creative contributors, ready to play a full part in life and work
- ethical, informed citizens of Wales and the world
- healthy, confident individuals, ready to lead fulfilling lives as valued members of society

As a result of a rich stimulating, purposeful curriculum which promotes independence and a growth mind-set we have curious, enthusiastic children who love to learn and share their knowledge.

### **The Curriculum for Wales has six areas of learning (AOLES)**

1. **Expressive arts** incorporating art, dance, drama, film and digital media, and music. It will encourage creativity and critical thinking, and include performance.
2. **Humanities** incorporating geography, history, RE, business studies and social studies. It will be based on human experiences and will also cover Welsh culture.
3. **Health and wellbeing:** this covers the physical, psychological, emotional and social aspects of life, helping students make informed decisions about their health and wellbeing and learn how to manage social influences. It will include PE.
4. **Science and technology** incorporating biology, chemistry, physics, computer science, and design and technology.
5. **Mathematics and numeracy:** in the early years, this will involve learning through play. In later stages, it will include working both independently and collaboratively with others.
6. **Languages, literacy and communication:** this will include Welsh and English, literature and international languages. Welsh language teaching is compulsory as an additional language for children who don't use Welsh as their first language.

In addition, literacy, numeracy and digital skills will be embedded throughout all curriculum areas.

### **THE EXPRESSIVE ARTS**

It is our aim through creative and aesthetic studies, which include Language, Literature, Drama, Dance, Music, Art and Crafts, that children will develop their individual abilities and appreciation of the work of others. In order for their confidence to grow, value will be given to the creativity of every child. Pupils have the opportunity to learn a musical instrument which is delivered by staff from the county music team.



## HUMANITIES

This area of learning incorporates geography, history and RE. It will be based on human experiences and will also cover Welsh culture. Much of this section of the curriculum is taught through an inquiry-based approach, where pupils are encouraged to ask questions, and to be curious, in order to deepen their own understanding. Inquiries cover a wide range of topics which are relevant to the pupils' lives and interests. We aim to enthuse pupils by making the learning rich and purposeful. In the teaching of Religious Education (RE) our aim is to help children to develop the attitudes necessary to become worthwhile citizens. This will come through the encouragement of tolerance, understanding and respect for others. Children will be made aware of the beliefs, stories and celebrations of Christianity and other world religions.



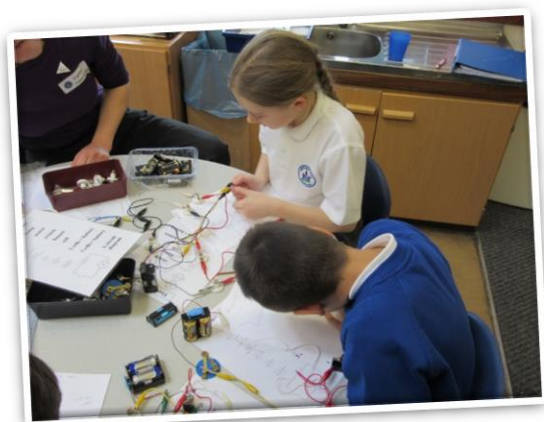
## HEALTH AND WELL-BEING

This covers the physical, psychological, emotional and social aspects of life, helping students make informed decisions about their health and wellbeing and learn how to manage social influences. It will include PE.

Children from reception upwards have 2 hours of physical activities each week, this may take the form of a PE lesson, outdoor learning or a Forest School session. We play a variety of games and sports and we have a balance of competitive tournaments and festivals where we compete against other Flintshire Schools.

We offer the children in Year Four the opportunity to visit Pentrellyncymer and the children in Year Six a visit to Nant B.H. (Nant Bwlch yr Haearn). As well as offering the many varied outdoor activities it provides a unique social event allowing for a growth of independence and self-confidence.

We are proud to have “Nurturing Schools” status and work hard to equip pupils to develop strategies to look after their own physical and mental health and well-being.



### SCIENCE AND TECHNOLOGY

Science and technology is an important part of the curriculum where children are encouraged to explore and learn about the world around them. Opportunities are given to the children to investigate everyday occurrences and phenomena in a manner which develops critical questioning and logical thought.

Children are taught how to observe and measure with care and to work safely. They have the chance to consider the impact of events on a variety of systems and habitats and care of the environment is promoted. We use our beautiful grounds and Forest School area for environmental studies. Northop Hall has been awarded the bronze quality mark for its work in science and is one of a handful of schools in North Wales to have achieved this accreditation. We work closely with a STEM (science, technology, engineering and mathematics) ambassador who helps pupils to develop scientific skills linked to the world of engineering.

## MATHEMATICS AND NUMERACY

We aim to ensure that children become skilled in all areas of maths and are able to apply these skills within real and purposeful situations. Building confidence is at the heart of developing mathematical thinking and learning.

We use a mastery approach to teaching maths. This approach encourages deep learning, allowing pupils to grasp fundamental concepts with confidence and proficiency. Through personalised support, continuous assessment, and targeted interventions, we tailor our teaching to individual needs, fostering a love for mathematics and promoting a lifelong aptitude for problem-solving



## LANGUAGE, LITERACY AND COMMUNICATION SKILLS/ENGLISH

Basic literacy skills are fundamental to everything we do and we put great emphasis on supporting pupils to feel confident and to make progress with their oracy, reading and writing skills. Younger pupils will learn to decode, blend and build words through our structured “Jolly Phonics” programme.

The development of language skills is a partnership between home and school. Parents play a huge part in supporting their child’s development in language, through sharing books, listening to them read regularly, playing board games, singing songs/nursery rhymes, going on outings and encouraging rich discussions as part of family life.

Our aim is for children to become confident and motivated to use their oral communication reading and writing skills in authentic purposeful activities.

## WELSH - CYMRAEG

We value and pride ourselves in immersing our pupils in celebrating our Welsh culture and language. The use of incidental Welsh throughout the day by class teachers and pupils promotes the understanding of basic commands, simple sentences and language patterns from nursery to Year 6. The teaching of Welsh is mainly oral in nature, although it does involve some reading and written tasks as the skills of the children develop as they mature. We are part of the Cymraeg Campus Programme and pupils take on the roles of “Cryw Cymraeg”.



We celebrate our Welsh heritage through our inquiry work and we hold an annual St David’s Day celebration.

## DIGITAL COMPETENCY

Digital competency skills are taught and used across the curriculum. We teach our children the skills necessary to use a wide range of applications and programs, including word



processing, spread sheets, data handling, coding, the internet and e-mail. Children will also use digital cameras and programmable robots, digital microscopes, i-pads and Interactive Screens.



**Supporting pupils to become... Ethical, Informed Citizens who .....  
Are ready to be citizens of Wales and the World.**

## RELATIONSHIPS & SEXUALITY EDUCATION

All children should have the right to access information that keeps them safe from harm. Parents are the key figures in helping children understand the aspects of growing up and the school aims to support parents in preparing children for their development into adulthood.

At Northop Hall Primary School, we gradually build knowledge, skills and ethical values as the children develop throughout the school. We aim to gradually equip our pupils with the tools to be able to understand how relationships, sex, gender and sexuality shape their own and other people's lives, but only at the appropriate ages. This subject is delivered within the framework of a broad and balanced health and well-being education programme and is often integrated into the curriculum. We work with the school nurse, the police and external services to support and enhance this aspect of our curriculum.

Parents wishing to know more about our RSE programme can view our policy on the school website or speak to a member of the team.

## RELIGION, VALUES, ETHICS AND COLLECTIVE WORSHIP

Pupils are given the opportunity to inquire and explore various religions and beliefs. Through cross curricular activities and events throughout the year we recognise the diversity and cultures of Northop Hall Primary School and endeavour to celebrate these where possible.



We take part in collective worship every day either as a whole school, groups of year groups or just as a class. Collective worship is used as an opportunity to pause and reflect. We talk about values from different faiths as well as our own school values.

We also reflect on topical issues which are relevant to the age of our pupils. We have a weekly celebration assembly where we focus on individual and group achievements.

## **EQUALITIES**

The school recognises its duty to promote equality and support the eradication of discrimination in all its forms – we are a fully inclusive school with good access for people with disabilities. We promote and celebrate diversity through the curriculum and the ethos of the school.

## **ADDITIONAL LEARNING NEEDS (ALN)**

We are an inclusive school who believe in equal opportunities for all. We recognise that every child is an individual, with unique talents and needs. Each class teacher encourages the development of these attributes; however there may be times when children need extra support or a carefully developed individual programme of work to help them reach their potential. All children on the ALN register are assessed and identified as having a primary need in one of four areas:

- Specific Learning Difficulties
- Social, Emotional and Mental Health
- Communication and interaction, including speech and language and Autistic Spectrum Disorder (ASD)
- Sensory and/or physical, including hearing, visual, physical needs.

Our two alncos (additional learning needs co-ordinators) work with our pupils, parents and staff to ensure suitable support and provision for identified pupils. We follow a graduated approach response in identifying and meeting the needs of pupils.

Outside agency advice and expertise is called on as required. The school considers close communication with the parents of all children, including those with additional needs, to be of paramount importance. Parents of children on the ALN register work in collaboration with the school to develop an Individual Development Plan (IDP) and are invited to review meetings to discuss progress with the class teacher and with the ALNCo and outside services when appropriate. Parents are also always welcome to arrange a meeting with the class teacher or ALNCo at any time to discuss concerns.

## **LOOKED AFTER CHILDREN (LAC)**

Northop Hall Primary School are committed to providing quality provision based on equality of opportunity for all children and their families. All staff are committed to doing all they can to enable 'looked after' children in their care to achieve and reach their full potential. Definition of 'Looked after Children' (LAC): Children and young people become 'looked after' if they have either been taken into care by the local authority, or have been accommodated by the local authority (a voluntary care arrangement). Most LAC will be living in foster homes, but a smaller number may be in a children's home, living with a relative or even placed back home with their natural parent(s).

We recognise that children who are being looked after will have experienced significant disruption in their lives that has impact on their emotional well-being. The school is committed to providing a secure, safe and consistent environment for every child. The member of staff with responsibility for promoting the educational achievement of looked after children is the Headteacher Mrs Lynne Harrison.

### **MORE ABLE / TALENTED PUPILS (MAT)**

Children succeed highly at our school, in many aspects, from the academic to music, the arts and sport. Excellence is encouraged and celebrated. The school enjoys a strong academic reputation: children leave Northop Hall School highly literate and numerate. Children are encouraged to follow independent study and to have enquiring minds. Work is challenging and expectation is high. More able pupils are challenged within their own classes through differentiated work. and also given opportunities to attend courses run by The Hawarden Consortium of Schools. The school is registered with NACE Cymru - National Association for Able Children in Education (<http://www.nace.co.uk/cymru.html>) .

### **FOREST SCHOOL**

Forest school is essentially outdoor, nature-based learning that focuses on the holistic development of the child. Pupils in reception and most other classes throughout the school participate in regular Forest School sessions in our conservation area. Forest School offers children and young people the opportunity to achieve and develop their self-confidence and self-esteem, independence and physical, language and communication skills, that in turn supports their holistic development. This occurs through hands on learning experiences and learning strategies implemented by either qualified Forest School leaders or by class teachers and support staff.

Managed and responsible risk taking and challenges are encouraged, coupled with the development of trusting relationships with an emphasis on partnerships in learning not teaching. Forest school ties in with many areas of the curriculum. For example, being outdoors year-round helps children learn about weather and the seasons, which are part of the programme of study in geography, studying mini beasts and plant life relates to the science curriculum, and working on tasks like den building and woodwork links with design and technology.



### **SCHOOL COUNCIL**

The school council is an important instrument for children to air their views and make decisions. Two representatives are democratically elected from each class from Year 2 to

Year 6. They meet regularly throughout the year to raise and discuss issues that any child in the school considers to be important. The children run the meetings taking the roles of Chair, Secretary and Treasurer. The School Council organises fund-raising events and decide how they wish to spend the money (Within reason!). The school is very proud of how the children have embraced the School Council and have made it work for all pupils.

### SCHOOL UNIFORM

School uniform gives children a sense of belonging and identity. We have a smart, fuss-free uniform that we expect all children to wear from Nursery onwards.

<b>The Boys Uniform consists of:</b>	<b>The Girls Uniform consists of:</b>
School Sweatshirt White Shirt/Polo Shirt Grey Trousers Sensible footwear. Dark shoes with fastenings pupils can use independently. No 'Ugg' style boots, high heels, crocs, flipflops, or trainers.	School Sweatshirt or cardigan in school blue White Shirt/Polo Shirt Grey Skirt, pinafore or trousers Sensible footwear. Dark shoes with fastenings pupils can use independently. No 'Ugg' style boots, high heels, crocs, flipflops, or trainers.
Long hair should be tied back at all times for safety and to reduce the spread of head lice	

PE: A plain white t-shirt, black sports shorts, plain joggers and sweat shirt, plimsolls or trainers. We politely ask that all children come to school dressed in their PE kit on their allocated PE days.

Uniform with the school logo can be purchased from Forrester's Sports in Mold. We do have some second hand uniform available in school, including sweatshirts which can be purchased for £1 per item.

Please ensure that all articles of clothing are clearly marked with your child's name. Lost property may be found in containers in the cloakrooms.

The school follows the LA guidelines regarding jewellery: jewellery should not be worn for PE and practical activities, including swimming. At other times, only small studs or sleepers and a watch may be worn. Watches must be simple with no built-in computer or camera.

### EXTRA - CURRICULAR ACTIVITIES

Extra-curricular activities can vary depending on the expertise of staff or the nature of outside agencies invited in to school. The activities may take place during lunchtimes and after school. Parents are usually informed by letter if pupils are invited to participate.

It is most important that all parents realise it is their responsibility to make sure their children are escorted home after any school activity.

A wide range of extra-curricular opportunities are provided either at lunch time or after school these may change over the years but generally include;

Football, Netball, Rugby and performing arts.

## SCHOOL VISITS

Children enjoy visiting places and learn much from first hand experiences. We have an extensive programme of educational visits linked to different areas of the curriculum. We are not allowed to charge directly, but may request a voluntary contribution. Parents experiencing difficulty in meeting costs are always welcome to approach the Headteacher. We organise two residential visits a year. Year 6 at Nant Bwlch yr Haearn H and Year 4 spend three days at Pentrellyncymer. These are both excellent outdoor activity centres, where pupils are encouraged to face new challenges and develop independence and the ability to work as part of a team. If you are in receipt of income support you may be entitled to financial assistance.



## THE SCHOOL DAY

Morning: 8.50a.m. – 12.00 a.m. (Foundation Phase) 8.45a.m. – 12. 00p.m KS2

Morning Break: 10.30 a.m. - 10.45 a.m.

Afternoon: 1.00 p.m. - 3.05 p.m. (Foundation Phase) and 3.15 p.m. (KS2)

Foundation Phase pupils have a break in the afternoon

Nursery pupils – 12.40p.m – 3.10p.m.

It is extremely important that all children arrive on time to start school promptly, but it would be appreciated, and for your child's safety, that they are not on the school premises before 8.40 a.m. unless they are attending Breakfast Club.

### Hours spent teaching

Foundation Phase - Minimum 21 hours plus

Key Stage 2 - Minimum 23.5 hours

## LEAVING SCHOOL

No child will be allowed out of school during school hours without a written request addressed to the Headteacher and signed by the parent. Foundation Phase children will not be allowed to leave the school premises, under any circumstances, unless they are collected by a parent or other responsible person known to be acting on behalf of the parent.

At the end of the day the Foundation Phase children will only be allowed out once their parent, or person acting on behalf of the parent, have arrived on the playground to collect their child/children. Key Stage 2 children, if they are collected, must return to the school building if there is no one there to escort them home. If parents are delayed, we do ask to be informed so we might act accordingly.

Parents who collect or deliver children by car are requested, in the interests of safety, to park in the pavilion car park which is at the back of the school.

## **ASSESSING AND REPORTING**

The assessment of children is an on-going process and their progress is carefully monitored and recorded. At the end of the school year, a report is issued giving full details of progress made over the year. Parents are given the opportunity to comment on the report and appointments can be made for discussion.

Pupils in Year 2 to Year 6 will also access the online personalised assessments. The assessments cover the areas of Numeracy (procedural), numeracy (reasoning) and reading.. Each child will be given a standardised score and this information is given to parents in written form at the end of the academic year.

The purpose of ongoing assessments along with the personalised assessments is to find out children's strengths and areas for development, so that their teachers can help them to develop their skills.

The opportunities for parents to see and discuss their child's work are:

**Autumn Term** - Individual virtual appointments.

**Spring Term** - Individual virtual appointments.

**Summer Term** - End of term report

Appointments can also be made with class teachers or the Head teacher, out of school hours, to discuss children's progress and any queries or concerns you may have. At the start of the school year each class teacher holds a parents' information meeting which gives parents an opportunity to meet the class teachers and learn about areas of study planned for the year and homework arrangements.

## **COMMUNICATION**

Good communication between home and school is vital to the smooth running of the school. The school issues regular whole school and class newsletters, to keep parents informed of activities, holiday dates and other items of interest. A copy of the latest newsletter is sent home via our electronic emailing system "School Comms". We also use the school comms system to email updates and other information throughout the term.

The school website is also a mine of information with newsletters, parental guides and policies available to download. [www.northophallschool.co.uk](http://www.northophallschool.co.uk)

The school has written policies covering all areas of school life and the curriculum – Please see the school website. Parents will understandably have concerns and questions from time to time. We encourage parents to make an appointment to come in and meet with the class teacher or head teacher as soon as they have a concern. We politely ask that parents do not put derogatory comments on social media sites about the school or about specific individuals. The only way concerns can be resolved is through two way communication.

## **SCHOOL MEALS**

We believe that the school has an important part to play in promoting a healthy lifestyle in children. Our school meals are cooked on the premises and include a range of healthy options, including freshly prepared vegetables, fruit, milk and salads.

At lunchtime there are three options for children, they may:

- Go home for lunch (return for 1p.m.)
- Have a school dinner
- Bring a packed lunch

For those children who bring a packed lunch, we encourage healthy contents in line with our promotion of a healthy school. Also, all containers must be non- breakable. Drinks should be soft drinks and not fizzy. All primary school children (reception to Year 6) in Wales can now access universal primary free school meals.

## **FREE SCHOOL MEALS**

Even though all primary school pupils are now entitled to free school meals as part of the Universal Primary School Meals it is still important that parents who are eligible apply for “Free School Meals”, as this brings in extra funding to a school which can be used to support your child in different ways such as financial support towards trips and visits. A pupil may be eligible for Free School Meals if their parents receives one or more of the following:

- Income Support
- Income-based Jobseeker’s Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- Guaranteed element of Pension Credit
- Child Tax Credit (as long as parents do not also get Working Tax Credit and their annual income is £16,190 or less before tax)
- Working Tax Credit run-on (paid for 4 weeks after parents stop qualifying for Working Tax Credit)
- Universal Credit (as long as the annual net earned household income is less than £7,400, not including benefits)

The free school meals online application form can be found on the Flintshire website. which is sent directly to Flintshire County Council benefit teams to process.

### **HEALTHY SNACKS**

Pupils are asked to bring their own healthy snack to school in a sealed/labelled container.

### **MONEY**

The school has an online payment facility which is called the "School gateway". This is an efficient method for parents to pay for dinner money, school trips and other ad hoc payments. Details of how to register will be in your child's starter pack. Alternatively, please contact the school administrator. Any monies paid by cash or cheque should be placed in an envelope and clearly marked with the child's name, class teacher and to what it is related.

### **ATTENDANCE**

Regular attendance is vitally important for continuity. If your child is absent please inform us of the reason immediately in person by calling the school and leave a message with the secretary. If the school does not receive a message by 9.30 a.m. the school administrator will contact parents/carers to find out the reason for absence.

If your child has to attend any appointment during school time please let us know beforehand – this enables an accurate reason for your child's absence to be recorded otherwise absences will be recorded as unauthorized. On these occasions please make arrangements to meet your child at school for reasons of personal safety.

Northop Hall actively encourages parents/guardians NOT to take family holidays in term time unless they really have to. Holidays in term time can be disruptive both to your child's education and to the school. Research indicates that it takes a child approximately two weeks to get back into the school routine and "catch" up from a holiday. This means that although a child may only be absent from school for a week, they are actually not accessing the curriculum and achieving their best learning for three weeks. If it is necessary to take a family holiday during term time - please complete a holiday form obtainable from school. Holidays in term time can only be agreed by the Head teacher or someone with appropriate authority. Schools can use their discretion to grant up to 10 days authorized absence in a school year if the parent the child normally lives with applies to the school in advance of the holiday and there are special reasons for the holiday.

Schools can only agree to 10 school days absence in any school year. Holidays in term time should only be taken in exceptional circumstances.

We must point out that any holiday in term is now being discouraged by the Government. However, under exceptional circumstances, it is still possible to apply to the Governing Body for extended holiday leave. The holiday dates for the forthcoming academic year are to be found at the end of this prospectus. Further details about this are available on the Flintshire website, Schools section.

**Remember** - Poor attendance = Poor progress at school.

99 - 100% attendance is excellent  
95 - 97% is good and is our target for very child  
93 – 95% is beginning to cause concern  
Below 93% is worrying and your child has less chance of success  
Less than 90% is a serious absence concern

## **CHILD PROTECTION & SAFEGUARDING**

The school's child protection and safeguarding procedures are in accordance with local authority guidance and locally agreed inter-agency procedure, which may include sharing relevant information with other schools and agencies to ensure the safety of the children in our care. The school operates safe recruitment procedures and makes sure that all appropriate checks are carried out on staff and volunteers who work with children. The designated person for child protection is the Head teacher and, in their absence, the Deputy Head teacher. If both the Head teacher and the assistant head are absent from school the third child protection names person is the Foundation Phase leader.

## **HEALTH AND SAFETY**

### **Security & Health and Safety.**

In the interest of your child's safety, we ask that parents/carers to adhere to the following:

- No parents' cars must enter the school premises
- No dogs allowed on school grounds
- No smoking of cigarettes or vapes on school grounds

Neither children nor parents are permitted to use the vehicular access gates, for obvious reasons of safety. Access to school must be by the small pedestrian gates. In the interests of safety and security entrance to school is restricted after 9.10 a.m., when the only means of access is through the Main Entrance. If you wish to see the Headteacher, or a member of staff, please enter school through the main door and report to the School Office. School safety and security are of our utmost importance. Access to the School building for all staff and visitors is via the secured front entrance. All visitors are requested to sign in, show a form of identification and to wear a visitor's badge. Regular helpers at the school are police checked. Parents need to advise the relevant class teacher if a child needs to leave school during the school day or go home with another adult. A comprehensive Health & Safety Policy lays out the arrangements for pupil, staff and school premises. Regular checks are made by the Governors and Head teacher and regular evacuation drills carried out and logged.

## **ACCIDENTS AT SCHOOL**



Cuts and bumps in the playground are a part of school life. When a child has a minor accident such as a grazed knee, a trained member of staff will administer First Aid at school. If the accident involves a bump to the head, we will notify the parent in writing. All accidents are recorded. More serious accidents, for example, those where professional medical attention is needed, will be reported to the parent/guardian immediately. If we are unable to make

contact, we will make arrangements for the child to be accompanied to hospital by a member of staff. The Education Authority is notified of all serious accidents.



## **ILLNESS**

When a child is taken ill at school, we will make every attempt to contact the parent so that arrangements can be made for the child to be collected and taken home. If we cannot contact parents, we will try to contact the person nominated as an emergency contact so that provisional arrangements can be made. If a child were seriously ill, we would not hesitate to seek medical attention should it not be possible to contact parents/guardians.

Children who are ill at home should not be returned to school until they are fully fit. This is particularly important after an infectious illness such as sickness and diarrhoea bug, (48 hours symptom free). As with all absences, school should be informed if a child cannot attend by calling school to explain the reason for absence.

## **MEDICAL CONDITIONS & DIETARY NEEDS**

You should inform the Headteacher if your child has any ongoing medical condition and dietary needs so that special arrangements can be made.

## **PRESCRIBED MEDICINES**

Please note that only prescribed medicines can be kept on school premises. A medical form must be completed for these medicines. Staff are able to administer inhalers and epi pens but these also require a completed medical form. For other medication, which a child may require during the school day a parent/carer/close relative will need to come into school to administer the medicine. Please do not allow your child to bring in over-the-counter lozenges or herbal remedies. School staff will not be authorised to administer any medication for the eyes or other sensitive areas of the body.

## **Valuables**

Please leave valuables, toys and sweets at home. Children are requested not to bring in Electronic equipment and mobile phones. If, however, it is necessary to bring in a phone for use after school, it should be left at the office and collected at the end of the day. The school has an e-safety policy that requests parents not to use mobile phones in school with children present.

## **Closing the school because of adverse weather e.g. snow**

If a decision is made to close the school because of adverse weather then the following procedures will apply:

1. Notification posted on Flintshire County Council's website – If possible, this will be done by 7.30 a.m. Please check the Flintshire website regularly for updates.
2. Notification will also be communicated through school comms.

## **Registration**

The register is taken at the beginning of both morning and afternoon sessions. Children returning to or leaving school outside of morning registration should report to the school office. The office staff should also be advised of any lunch-time requirements if children are not present at morning registration.

## **TRANSFER TO HIGH SCHOOL**

On the completion of their final year in Northop Hall C.P. School (Year Six) the children will transfer to the High School based on their home address and an element of parental choice. Our pupils move on to the following schools: Hawarden High School, Connah's Quay, Mold Alun, St. Richard Gwyn, Flint High, The Elfed, The Argoed or Maes Garmon. Some pupils also apply for Calday Grammar school.

## **Partnership of Schools**

The school is an active member of the Hawarden Partnership of schools and also works closely with schools in the Connahs Quay and Mold and Buckley areas. Regular meetings take place between headteachers of all the partnership schools to discuss a wide range of topics and to maintain good links between the schools. Sporting and creative links are also fostered through the Schools Partnership Programme.

## **PARENT TEACHER ASSOCIATION**

We have a very active Parent Teacher Association who raise money in support of the school through a variety of social events and activities. All parents are automatically members of the Parent Teacher Association and are welcome to take up a more active role if they so wish.

## **SUMMARY OF THE SCHOOL CHARGING POLICY**

As part of the Education Act (School Hours and Policies) 1988 Governors of the school have to produce and publish a Charging Policy for the School.

### **Charging policy**

The governors support the present policy of arranging school activities on the basis of voluntary contributions. Any request for voluntary contributions stress that there is no obligation for parents to contribute and children are treated the same regardless of parental contribution. No child is excluded because of non-payment; however activities may have to be cancelled if there is not sufficient financial support. The school can provide some financial support for those parents finding payment difficult. Please speak to the school in confidence. The above policy will be kept under review and may be modified at the Governors' discretion.

## PARENTS IN SCHOOL

We hope that parents will feel totally committed to and involved in our school. We welcome parents into the school to help wherever possible. Not only does parental help give us much needed extra pairs of hands, it also allows parents a valuable insight into the workings of the school. We enjoy significant parental involvement in the daily life of the school. We have a team of parents who help in many different ways both inside and outside the classroom. Parents who are willing to help should contact the class teacher. All regular helpers will have to undertake the statutory safe-guarding checks prior to starting.

## CHILD CARE/EXTENDED SERVICES

**Breakfast Club:** the school operates a Breakfast Club for all Northop Hall School children from 8.00 a.m. run by trained school staff in our school hall. Please contact the office for a registration form.

8.00 a.m. – 8.25 a.m. – Paid breakfast club

8.25 a.m. – start of school day – free breakfast club

## BRIDGES AFTER SCHOOL CLUB

The school provides after school care in the school hall from 3.15 p.m. to 5.15 p.m. It is run by trained school staff and offers a safe and relaxing time for children 3-11 who attend our school. Please contact the office for more details.

For information on registered **Child Minders** and other child care options please telephone the school office.

## COMPLAINTS

Under the 1988 Education Act, the school has established a Complaints Procedure. Copies of this document are available in school and on the school website. However, complaints concerning individual children should firstly be addressed to the class teacher. If the issue remains a concern please arrange to see the Head Teacher. In the event of the matter still being unresolved, a form detailing the complaint must be completed and handed to the Chair of Governors.

## Access to Information

Arrangements can be made for parents to have access to all information from the Department of Education, Local Education Authority or Governing Body by contacting the Headteacher or Chair of Governors. Parents also have right of access to information held on their child. Reasonable notice should be given so that such information can be retrieved. The school and Governing Body are Registered Data Users under the requirements of the Data Protection Act.

Parents are legally entitled to have access to a range of important documents relating to the life of the school.

They are:

- Schemes of work
- Policies
- The school prospectus
- DfES circulars
- Governing Body's annual report
- Statutory Instruments Inspection report about the school

Where possible the school would appreciate a request for such documents in writing. The Head Teacher may make a charge for personal copies of certain documents.

### WHO ARE THE GOVERNORS AND WHAT DO THEY DO?

The Governing Body of the school is made up of parents, teachers and representatives from the local community. A governor is elected or co-opted, usually for a period of 4 years, as a volunteer to help ensure the smooth running and success of the school. As a body, the governors make decisions on improvements, staffing and the premises. In addition, governors play an important part in monitoring the work of the school and reviewing progress.

### THE CURRENT GOVERNORS FOR OUR SCHOOL ARE:

<b>Name</b>	<b>Designation</b>
Mr Michael Hughes	Chair
Mrs M Goble	Vice Chair
Mrs Lynne Harrison – Bowen	Headteacher
Mrs K Peers	Parent Governor
Mrs Suzanne Dinwoodie	Parent Governor
Mrs Clare Roberts	Parent Governor
Mrs Danielle Carrigan	Parent Governor
Mr John Golledge	Minor authority
Mr G Roberts	Teacher Rep
Mrs N Christiano	Staff Rep
Mrs S Pritchard	LEA
Vacancy	Parent Governor
Mr Jonathan Hodgins	LEA
Councillor Linda Thew	LEA
Mrs M Potter	Clerk to Governors

### VIEWING OF GOVERNORS DOCUMENTS

Documents and minutes of meetings are available for viewing at the school. Notification is necessary to the Headteacher for such a request. No notes or photocopies can be made of documents viewed.

## TERM AND HOLIDAY DATES Northop Hall C P School

Dates for the academic year can be found on the school website.  
Term dates for future years can be found on the Flintshire website. However **INSET** days may vary from those stated on the Flintshire website.

## COMMENTS FROM PUPILS

*"Everyone here is really kind and friendly" Yr 3 pupil*

*"The teachers here like to challenge you" Yr 3 pupil*

*"It is a great community and everyone here is nice and polite" Yr 6 pupil*

*"I like all the different sports which we do in PE, we have lots of opportunities to take part in different sporting events" Yr 6 pupil*

*"It's been great playing football against other schools" Yr 6 pupil*

*"The school encourages us to have a growth mindset. If you have a fixed mindset you don't want to learn new things but if you have a growth mindset you are ready to learn and take on new challenges" Yr 6 pupil*

## COMMENTS FROM PARENTS

*"Our son joined the school as a transfer into Year 5 and the welcome he received was amazing. The staff and pupils have welcomed him and us with open arms. The communication from the school is outstanding and the drive to make the School a welcoming family environment is a credit to all involved.*

*The experience of sending him off to school every morning has completely changed, he is excited to go to school and face the challenges set by the dedicated staff team. The move to Northop Hall CP was, without a shadow of a doubt, the best thing for our son."*

*"I would like to thank the school for the support and assistance which my son has had with his maths, which he has turned around and is now doing a lot better. He enjoys school as did his sister who now is at Hawarden High school.  
Thank you again for your school's support."*