

Prospectus



**Toll Bar
Primary School**



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TOLL BAR PRIMARY SCHOOL

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Dear Parents / Carers,

Welcome to our School

We believe Toll Bar Primary School to be a safe, caring environment, where in partnership with you we can try to achieve your child's full potential. I hope you find the prospectus informative and useful, with the hope that it gives you an insight into the opportunities for learning which will be offered to your child. You are welcome to visit to look around the school, meet the staff and see the work the children do.

I understand that parents are anxious about their child starting a new school, especially about their educational progress, welfare and behaviour. As a school we have the same high expectations for your child in all that they do in the school and for this reason the partnership between home and school is vital if we are to achieve the best for our children. Please feel free to contact me anytime if you wish to discuss any matter relating to your child's education. With our combined support and understanding for his or her efforts your child will feel encouraged and motivated to learn.

Our aim in the school is to educate the whole child, and through the curriculum will provide for the learning of skills and knowledge, a child should be given every opportunity to realise their aspirations and express their feelings. The whole curriculum conforms to the requirements of the National Curriculum. We are committed to safeguarding children and promote the welfare of every child in our school.

You are always welcome to visit the school either formally or informally. Children respond to the interest and appreciation which we both show in their education, and I hope that our time together will be enjoyable, valued and successful.

I look forward to working with you.

Yours sincerely

Mrs J C Northwood
Headteacher

Staff and Governors

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Chair of Governors: Mr J Robinson

Headteacher: Mrs J Northwood

Deputy Headteacher: Mrs S Clarke

Teaching Staff:

Mrs C Davies
Mrs K Dockerty
Mrs A Melling
Miss S Shelton
Miss Y Whaley

Teaching Assistants:

Mrs W Baker
Mrs L Bleything
Mrs S Brocklesby
Mrs W Brooks
Mr D Cross
Mrs C Didcott
Mrs A Shakespeare

Nursery Nurses: Mrs. C. Armistead
Miss. E. Dixon

Office Manager: Mrs A. Newton

Admin Assistant: Mrs L Wood

Mrs S Brocklesby

Caretaker: Mr A Draper

Cook: Miss A Jones

Crossing Patrol: Mrs T Howard

Governors

DMBC

PARENT

Mr J Parks

Ms J Mellor

Mrs C Didcott

Mrs W Baker

Mrs J Crosby

Miss T Hickman

Mrs K Midgely

STAFF

Mrs J Northwood

Mrs S Clarke

Mrs C Davies

Mr A Draper

CO-OPT

Mr J Robinson (Chairman)

Mr J Jackson (Vice-Chair)

Mrs P Sutton

Mrs C Walker

Mrs S Wilburn



Mission Statement

At Toll Bar Primary School we believe that: -

- Every child matters
- Everyone is welcome
- Learning is life long
- The Every Child Matters agenda is integral
- High standards of behaviour are expected
- All achievements are praised and celebrated
- Staff, pupils, parents and governors to work in partnership
- We provide a broad, balanced, creative and exciting curriculum
- The improvement in basic skills is the responsibility of all staff
- We provide a safe, secure and happy environment based on mutual trust
- All children are treated equally regardless of race, gender, religion or disability
- Study support is integral to the continued development of Toll Bar Primary School and its community
- Every child and adult has the opportunity to do their best and achieve their full potential
- That all children are individuals and that their thoughts and opinions should be valued and respected
- This is a developing establishment, continuously striving to meet the needs of the pupils and responds to changes in society and in the nature of schooling



Our school is not merely a place where reading and writing are taught. It is also a place where children are involved with others, a place where moral standards, respect and a healthy attitude to life are encouraged.

We aim to promote in children the knowledge, skills and attitudes which will help them realise their full potential. We also aim to help children learn self-respect and self-discipline and to strive for high standards in their work and behaviour. We place particular emphasis on numeracy, literacy and communication as these are the basis of all academic achievements. We also seek to teach children a care for our environment.

We will work towards achieving this aim by:-

- Providing a quality educational environment where all children can learn in a secure, caring and purposeful setting.
- Respecting the needs of all children, whilst teaching the children to respect the needs of others.
- Valuing parents involvement and contribution to their own child's learning and to the life of the school as a whole.
- Having the expectation that every child can succeed.
- The staff working as a team to ensure that all children are given the best possible opportunities to experience real success with their learning and development.

We want the children to achieve high standards in all that they do. In order that they can do this we will teach and encourage them to:-

- Be happy and friendly and enjoy their time in school.
- Concentrate, do their best work and make good progress whatever their ability level.
- Behave well and treat all others, children and adults, with respect and consideration



Toll Bar Primary School is a county, primary community school for 3-11 year olds. There is a morning only lower foundation unit within the school for up to twenty six children. Children receive full time education from the beginning of the school year in which they are five until they are eleven when they transfer to High School. We currently have 150 children on roll including the lower foundation class.

Children are admitted to the Lower foundation unit on a part time basis in the September following their third birthday, if you would like a place for your child you should apply as early as possible.

Foundation Stage Staff like to visit the children in their own homes prior to them starting school. The purpose of the home visit is to explain what happens in the Foundation unit, to give parents the opportunity to ask questions and in general terms help us get to know one another better. We aim to establish firm partnership foundations between teachers and parents from the outset so that ideas and expertise can be shared for the well-being and development of all children.

You will also be invited to visit the foundation unit with your child. This will help him/her to become familiar with school and the adults who work here. We hope your child will enjoy the visit. You will be expected to stay with your child on this visit.

Please bring your child on the date you are given. We try to settle in a few new children each day. We encourage you to stay with your child for a short time to help settle them in.

Don't worry if your child seems upset when you leave. Most children usually settle down and join in activities. The staff will contact you if the problem persists.

Children transfer to the Upper foundation stage in the September following their fourth birthday. The relevant admissions forms will be given to parents in the September for the following September.

There may be some early places available in the lower foundation unit for children who will be 3 between 1st September and 31 December; they will be invited to start at the beginning of January, and children who will be 3 between 1st January and 31st March will be invited to start after the Easter Holidays. Parents are notified if there are any early places available. Taking up an early place is not statutory and refusal to do so does not affect September places.

Parents considering sending their children to the school are welcome to telephone and make arrangements to visit at their convenience.

Parents arriving in the catchment area with older children, or who are considering sending their children to the school for any other reason, are invited to contact the school to arrange a visit and discuss the admission with the Headteacher. Children in any year group can be admitted after the admission date after consultation with the Education Office, if numbers allow.

The Board of Governors has agreed to adopt the current LA admissions policy.





Attendance

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The School Day

All pupils must be in school on time to start lessons at 8.45 am.

Lower Foundation Unit	8.45 am – 11.30 am	
Upper foundation unit & Class 1	8.45 am – 12.00 pm	1.00 pm – 2.55 pm
Class 2,3,4, 5	8.45 am – 12.15 pm	1.00 pm – 3.00 pm

The doors open at 8.30 am every morning. Please feel free to come into school and wait with your child until school begins. If a child is late for whatever reason, they must call in at the office.

Children should enter via the main playground gate away from the traffic and enter school through the bottom corridor door. The Foundation Unit children enter via the back door gate. These doors are bolted at 8.50 am and 1.00 pm. Children and parents arriving at other times must use the front door, which is entered through a security system connected to the school office. Please make sure your children are in school on time and that they are collected on time.

Children in the Maple Class (Foundation unit) and Sycamore Class are collected from the doorway in the quad. If someone different is going to collect your child please let the teacher know so that we know the children are collected safely.

Absences

It is important to let the school know about any absence. Please inform the school's Admin staff either by telephone between 8.30 and 9.00 am or call in on the first day of absence. If the school is not notified the absence will be classified as unauthorised.

If your child needs to leave school during the day for medical appointments etc., would you please send a note or make contact by telephone. Children must be signed out of the building.

Holidays

A Holiday form must be completed prior to all holidays for children who will be taking a family holiday during term time. These are available from the office. It is important that you realise taking children out of school will affect progress and learning.

A list of school holidays is sent to parents every year. There is wide list of criteria for deciding if holiday requests in term time will be authorised e.g. less than 90% attendance. No more than 10 days absence in any school year may be granted if criteria are met. Any extra absence is deemed to be unauthorised and may be investigated by the Education Welfare Service.

Attendance

It is essential that all children acquire the habit of regular attendance at school, and learn that punctuality is expected. Good habits are acquired early in life. Good Attendance is promoted every week and certificates are presented to children with 100% attendance each term. Your child's attendance will be regularly monitored by the Education Welfare Officer.

Lunch and trip money

Must be placed in a clearly labelled envelope and put in the box on the teachers desk in your child's classroom.

Parental partnership

We see education as being a partnership between teachers, parents and pupils. Their roles and responsibilities are identified in the home/school agreement. This is signed by all of us to show our willingness and intention to provide the best possible education and care for all pupils.

For this agreement to be successful it is important that parents, staff and pupils are all able to work together.

Parents are always welcome in school to help in classes or to assist with any general school activity to which they think they can contribute. Any parent or other members of the community, i.e. family and friends, who would like to be involved in the life of the school, are invited to discuss with the class teachers the kind of contribution they would like to make. This can be on a regular basis or otherwise.

Although parents are welcome to come into school at any time, there are more formal meetings held during the academic year. The first meeting is held early in the Autumn Term when parents and teachers get to know each other, exchange information, and explore ways of working together for the benefit of the child/ren. Another meeting held in the Spring term about half way through the year gives opportunities to review progress.

An annual report is sent out at the end of the school year. Parents of children in Y2 and Y6 will also receive results of the KS1 and KS2 national SATs tests.

You can support your child by:-

- Sending them to school regularly and on time
- Making sure they bring their book bag to school each day
- Helping them with their homework
- Showing an interest in the work they do at school
- Attending open evenings to talk about your child's progress
- Using your child's planner to communicate with school

If there is anything you wish to know about the work your child does in school the class teacher or the Headteacher will be only too pleased to talk to you about your child's progress at any time.

PARENTS ARE WELCOME TO DISCUSS WORK OR PROBLEMS WITH THE STAFF BEFORE AND AFTER SCHOOL EVERY DAY.



All children in school will follow a creative, broad and balanced curriculum promoting the spiritual, moral, cultural, mental and physical development of all children. It should assist them in preparing for all the opportunities and experiences of adult life. To meet this requirement we aim to provide an active approach to learning and encourage the use of first hand experience, visits to places of interest, small group work, practical work, the use of ICT and whole class teaching. We embrace the concept of excellence and enjoyment in the classroom to promote learning.

Much of the National Curriculum is taught in a cross-curricular approach. Projects are organised in half-term or termly units. They are organised on a rolling programme to ensure that all aspects of the National curriculum are studied. Where aspects of the National Curriculum do not fall into projects they will be taught separately.

English and Mathematics are taught both as separate subjects and as part of topics. The Education Reform Act of 1988 introduced a National Curriculum for children from 5 - 16 years of age. In all state schools in England and Wales, consisting of 10 subjects that all children must study at school.

The children will follow well organised frameworks that have been developed by the school to cater for children from Lower foundation to Year 6, including provision for any child with special needs.

**English ~ Mathematics ~ Science ~ Information and Communication Technology
History ~ Geography ~ Design and Technology ~ Art ~ Physical Education ~ Music ~ RE**

English, mathematics, science and I.C.T. are all called 'core' subjects. Schools must also teach Religious Education. All the other subjects listed above are called 'Foundation' subjects. In general terms we aim to provide a broad, balanced and relevant curriculum, which promotes the development of the whole child. We are concerned about the social, physical, intellectual, emotional and spiritual growth of every child, and plan our curriculum accordingly. The school also provides some extra-curricular activities which take place at lunch times and after school. Literacy and Numeracy are taught for at least 1 hour per day in both Key Stages. The school is committed to delivering the National Primary strategy.

In addition, children are taught Personal, Social and Health Education including Citizenship. A puberty unit is studied by year 6 pupils with the school nurse. (In accordance with National and LEA guidelines). Parents wishing to withdraw their child from this lesson should inform the Headteacher in writing.

Religion

Religious Education is of a general nature and follows the Agreed LA Syllabus. Collective worship takes place daily for all children and includes religious, social and personal aspects of school life. Through assemblies we aim to develop the children's pride in their culture and environment to foster a caring attitude. The school has no religious affiliation however occasionally visits are made to the local churches. Religious Education is a statutory requirement of all pupils unless parents inform the Headteacher in writing.

Homework

Parents are encouraged to support their children with homework. Each class has a homework timetable for daily homework. This is mostly concerned with Reading, English and Mathematics but may include research for topics. It is recorded in the Home School Planners. Planners are provided for parents and staff to communicate about work and any other matters affecting school.

KS1 & KS2 SATs

During May, Year 2 and Year 6 undertake statutory testing. Parents and carers are invited into school in the Autumn term to find out more about the tests, and how they may help their children and discuss any worries.

The foundation unit is open 8.45 am - 11.30 am for the lower foundation unit and 8.45 am to 2.55 pm for the upper foundation unit. Entry to the playground is via the gate at the rear of the school. The outside door is unlocked at 8.30 am.

All foundation stage children must be brought to school and collected by an adult. Please inform the staff if your child is ever going to be collected by anyone other than the normal adult. Please bring your child in through the playground gates.

Children should attend regularly if they are to make progress. If your child is ill please inform school as soon as possible

Please do not send your child if they are unwell. Children can become especially distressed when ill at school. We will always contact you if a child becomes ill whilst at school.

Wellingtons

If your child has some Wellingtons, could you please bring them to school on wet days as we do like to play outside and splash in the puddles. On wet days a spare pair of shoes is useful to change into for inside play.

Clothing

All children in the foundation unit are encouraged to wear school uniform.

Please help your child by putting his/her name or initials in all items of clothing.

Children wear aprons for painting and messy work but we encourage children to do as much for themselves as possible so paint and glue occasionally gets on clothes. Because accidents happen please avoid sending children in their "best" clothes.

Please encourage your child to dress him/herself. Let them put on their own coats and shoes. We try to play outside all year round so please make sure your child always has a coat with them as the weather in summer as well as winter is very changeable.

Toilets

Children are expected to go to the toilet on their own so it helps if they are wearing clothes they can manage alone.

If you wish to send some spare underwear in a named bag in case of accidents please do so. We only have a small box of spare underwear. These must be quickly returned to school clean and dry if they are ever used.



Parents

Parents are always welcome in the foundation unit. Please tell the staff if you would like to help with baking, the computer, art and craft or reading. Parents are also asked to help on educational trips.

Open Mornings

You are welcome any day to talk to staff about your child's progress. There are also several formal appointments during the school year to discuss progress. Parents are also invited to concerts during the Autumn and Summer term.

Early Learning

During their time with us they will use elements of the High/Scope approach to learning. Most of the learning in the lower foundation unit is done through play, which provides a starting point for skills needed throughout school life. We will encourage your child to do many different activities throughout the year.

Language

Speaking and Listening

Children need a lot of language before they can learn to read and write. They need to speak clearly and listen to others carefully. Please help by talking about things you do and see. Count things around the house, talk about colours and shapes of everyday objects.

Children love Nursery rhymes and silly poems. They help develop language and memory so please sing and recite as often as possible!

Writing

Lower foundation stage children make marks and scribble on paper and call it writing. Please take this seriously, praise your child and let them "read" their writing to you. We encourage children to use "joined up writing" and write by themselves even from an early age.

Reading

Reading with your child and talking about storybooks is a good way to help your child learn to read and value books. Parents are particularly welcome to stay for 15 minutes and read with children each week on "Reading Morning".

Children are encouraged to choose books from the foundation unit library to share at home with you. You are welcome to choose this book together.



The school welcomes all children, whatever their needs.

To help all children reach their potential we believe that we should obtain every possible help available to our children who may have learning difficulties during their time at our school. Children are assessed and monitored throughout the school. Such children receive extra help from the class teacher and the Learning Support Assistants when appropriate. Parents will always be contacted and kept in touch with progress if a child is entered on the Special Needs Register. Copies of Individual Education Plans (IEP's) for children on our register will be sent to parents each term they are used with an invitation to discuss these with staff.

Parents will be informed if it is felt their child may need a Statement of Special Needs which may involve extra help in the classroom, medical help or allowances in examinations. Statementing children is organised within a national framework of information required and time scales for assessment and is undertaken by Doncaster LA.

A copy of the school's Special Needs Policy is available on request to the Headteacher.

The Special Needs Co-ordinator is Mrs S Clarke.

Outside Agencies

As a school we work in liaison with various outside agencies to support your child and you. If you have any concerns or worries, please do not hesitate to come into the school and talk to the Head or Deputy Head and we will do our best to help you.



Every Child Matters: Change for Children is the name for a big project across England which involves everyone who works with children. This includes teachers, doctors, nurses, social workers, youth workers and many other people.

The project is all about making sure children and young people can have a good life, whoever they are, and no matter what problems they may face.

The aim is to make everyone aware of the things children and young people need to help them to be happy, successful, healthy and safe. The Government wants people to work better together to look after the needs of children.

In 2003 the Government asked children, young people and adults in England for their views on how children and young people should be treated and helped. The Government wanted to find out how it could improve things like health, education, social care and justice.

Children and young people told the Government that they wanted support to:

- Be healthy
- Stay safe
- Enjoy and achieve
- Make a positive contribution
- Achieve economic well-being

These five aims are at the heart of the Children Act 2004. This means that it is a law that everyone must make these aims top priorities for all children and young people.

It is really important that children and young people have a big say in the decisions that affect them. The Government has appointed a Children's commissioner for England, who will give children and young people a voice in government and in public life.

The website www.everychildmatters.gov.uk is mainly for people who work with children and young people, and the people who make decisions that affect children and young people. One of the main aims is to make sure that people such as teachers, doctors, social workers and the police are able to work better together to help children and young people.



Physical Education

As a school we realise the importance of being fit healthy and we promote a broad and balanced P.E. curriculum which includes gymnastics, dance, games and swimming (in year 5). The playing of team games and the development of fundamental skills needed to play them successfully and with enjoyment, is an extremely important part of the curriculum. In the summer months the children are encouraged to take part in athletics, Qwik Cricket and rounders. There is also a sports day in which all children participate.

P.E. takes place in the school hall and outside on the playground and playing field. The school always welcomes coaching sessions offered by outside groups, local sports centres and sports teams. Children in the KS2 classes take part in occasional games and athletics competitions against local schools.

The children also participate in outdoor adventure residential activities at Hatfield Water Park and Austerfield Study Centre.

Above all we teach the children how to enjoy these games and events and how to win and lose with good grace.

Please ensure that your child brings a PE kit on the appropriate days and they are clearly marked with your children's name.

Indoor P.E: White round-necked t-shirt and black shorts (for both boys and girls).
No baggy shorts or alternative shirts will be permitted.

Outdoor P.E: White round-necked t-shirt, black shorts and trainers
(In really cold weather, the children can wear tracksuit bottoms and a sweatshirt.)

Year 5 Swimming: Girls—swimming costume (no bikini's allowed)
Boys - swimming trunks (no baggy shorts allowed)

For Health and Safety reasons children may not wear any jewellery, including stud earrings, for P.E. Games or swimming.



School Meals

A midday meal is available for all pupils attending school. The cost of the meal is fixed by the LA. Please note that all meals must be paid for in advance at the beginning of the week. Cheques should be made payable to 'DMBC'. If your child is eligible for free school meals, it is necessary to contact the school's admin staff.

In order to promote a healthy lifestyle, the school meals service provide a daily 'healthy option.' The school hopes to continue to develop the health of its staff and pupils.

Please help us to keep your child healthy and safe in school by helping us with the following: -

- No Sweets/Crisps
- No Chewing Gum
- No Bats/Balls—we provide small equipment for playtimes.
- No Toys—Children can get very upset if their own toys are lost

We know that children sometimes bring sweets, balls, toys to school without parents knowing. If they do their class teacher will take care of them until home time.

Packed Lunches

Pupils wishing to bring a packed lunch from home to consume at school are asked not to bring glass bottles, sweets or chocolate. Packed lunches should be in a sealed, named container. We ask if packed lunches can try to promote a healthy lifestyle too.

Milk

Pupils in the lower foundation unit are eligible to receive a third of a pint of milk per school day free of charge. Parents who wish their child to continue to receive school milk from the age of 5 until the end of the school year in which they are 7 a small charge is made each term. This cost is fixed by the LA. Pupils entitled to free school meals are also entitled to free milk. Water is available if children do not have milk, however please do not send juice or fizzy pop.

Water

Water coolers are provided so that your child can have access to drinking water throughout the day. Children need to have their own water bottle, bottles may be purchased from the school office or children may bring their own from home. Bottles should be taken home each afternoon to be washed.

Fruit

All children receive a free piece of fruit or vegetable each day as part of a national programme.

Healthy School

By September we hop to have achieved the Healthy Schools Standard. The National Healthy School Standard (NHSS) is jointly funded by the Department for Education and Skills (DfES) and the Department of Health (DH). It is part of the government's drive to reduce health inequalities, promote social inclusion and raise educational standards. The overall aim of this project is to help schools to become healthier. To help pupils to do their best and build on their achievements.

It is committed to ongoing improvement and development. It promotes physical and emotional health by providing accessible and relevant information and equipping pupils with the skills and attitudes to make informed decisions about their health. A school which successfully achieves the standard understands the importance of investing in health to assist in the process of raising levels of pupil achievement and improving standards. It also recognises the need to provide both a physical and social environment that is conducive to learning.



Uniform

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Toll Bar Primary School operates a dress code which parents follow closely. Children should wear a navy top with dark skirts, pinafores or trousers. White polo shirts may be worn. Please clearly mark with your children's name.

Sweatshirts, cardigans, fleeces and polo shirts embroidered with the school name may be purchased from Cliffs on Silver Street, Doncaster. Plain navy sweatshirts and cardigans or white polo shirts can be purchased from any High Street store. Sensible dark shoes must be worn.

Children will sometimes be involved in messy activities. We do have aprons but accidents sometimes happen. Here are some tips for cleaning clothes:-

Clay/dough washes out easily

Glue can be removed in a hot wash

Paint stains need a cold water soak before washing

If your child comes to school in Wellingtons please provide them with shoes or pumps to change into at school.

Children should not attend school wearing jewellery. This school accepts no responsibility for broken or lost jewellery. Stud earrings may be worn if ears are pierced but these must be removed for safety reasons during P.E. and Games.

Please could items of PE equipment, coats and items of school uniform be clearly marked with your child's name. One navy blue sweatshirt looks very much like another.



Jewellery

The only items of jewellery permitted at school are a watch and small stud earrings.

Body piercing other than on the ear lobe are not permitted at all. All other items of jewellery i.e, rings, neck chains, loop earrings etc. do pose a possible risk of injury, particularly when children are playing outside and should not be worn at all. The guidance from Doncaster LEA is very clear and based on Health and Safety recommendations. Should a child come to school wearing unacceptable jewellery they will be asked to remove them and refrain from wearing them in future.

Jewellery and P.E

Earrings are not permitted at all for P.E. Children wearing stud earrings need to remove them prior to a P.E lesson, including new piercings.

The school strongly recommends that earrings are not worn at all on P.E days and that new piercings be done at the beginning of the summer holidays. Children are not permitted to cover earrings for swimming lessons, these must be removed.

I hope you understand why it is necessary to impose such rules, the school does have an obligation under Health and Safety Law to minimise possible risks to children and always follow LA guidance on such matters. Our only concern is your child's safety.

Car Parking

Car parking in the school grounds is restricted to staff and visitors only. Please park on Hall Villa Lane or in the parking bays opposite the school.

Child Protection

The headteacher is the designated Child Protection person. The law requires headteachers to report any obvious or suspected cases of child abuse. This includes non-accidental injury, physical neglect, emotional abuse and sexual abuse.

The school has a Child Protection policy familiar to all staff. The procedures outlined in the policy are all intended to protect children at risk.

We hope that parents will accept any actions carried out by the school are done so in the best interest of the child. All actions are in the strictest confidence and will follow the procedures laid down in the 1989 Children's Act.

Pastoral Care

Pastoral care is undertaken by all members of the staff. The Headteacher takes overall responsibility. Every child is very much cared for as a human being. It is usually evident when a child has a problem and the staff may, as necessary, contact parents to talk about it. We would be grateful if you bring to our notice worries or problems we may have missed.

Road Safety Officers

Educational Visits

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Children will be invited to take part in journeys to places of local and national interest. Regular visits are made to Austerfield Study Centre, Brodsworth Hall, Cusworth Hall and Doncaster Museum. We try to arrange a number of interesting days trips for children to gain some 'hands on' experience to make their topics more enjoyable. The school has a full programme of educational day visits.

Parents will be asked for voluntary contributions to meet the cost of such activities, all trips are subsidised by the fundraising events to help keep costs down. Parental help with supervision is always welcome.

Residential visits are made annually to Austerfield Study Centre and Hatfield Water Park.

All visits are subject to a rigorous programme of risk assessment that involves staff, governors and the L.A. At least one qualified first-aider accompanies every visit.



Breakfast & After School Clubs

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Breakfast Club

We have a Family Breakfast Club for Year 3, 4, 5 and 6 pupils every day in the Community Room from 8.00 am to 8.30 am.

We encourage children to eat a healthy breakfast before school, the children are offered a choice of cereal, a slice of toast and a fruit juice for just 40p.

The Breakfast Club is run by the teaching assistants and volunteer parents.

After School Clubs

Every September a list of the After-School clubs on offer is sent home to parents with a consent form. The Clubs differ from time to time depending of skills of staff that are available. Here is a sample of the After-School clubs that children have taken part in recently.

- Athletics
- Basketball
- Bell ringing
- Choir
- Circuit Training
- Computer Club
- Craft Club
- Football
- Martial Arts
- Multi sports
- Netball
- Quick Cricket
- Recorders



The atmosphere in school is happy, welcoming and positive. We have high expectations and high standards of work and behaviour which give pupils a sense of responsibility, self-discipline and independence. Pupils are expected to treat each other and adults with respect and behave towards each other in a considerate and polite manner. We constantly encourage them to consider others and hope that they will learn by example and experience. Pupils are rewarded for good behaviour with 'Golden Time' - a short period of time each week where children can engage in non-curricular activities.

Should there be instances of regular misbehaviour, further investigation will take place, parents will be informed and invited to attend school to discuss their child's behaviour.

Good behaviour is reinforced by praise whilst bad behaviour is dealt with accordingly. Minor discipline problems are sorted out by members of staff as they occur. Any serious problems are dealt with by the Headteacher.

Disagreements are usually settled by asking for both sides of the story before any blame is apportioned. If children misbehave they are usually warned several times. If misbehaviour persists they may be punished. Once over the incident is closed. Punishment generally takes the form of a temporary withdrawal of teachers warm attitude sometimes coupled with a loss of free time or Golden Hour. The main idea is to allow the child time to consider their actions and to convey general disapproval.

Complaints

Parents should discuss any problems with the class teacher and/or the Headteacher in the first instance. Most problems can be sorted out this way. If parents are still dissatisfied an approach to the Chair of Governors can be made but if the matter cannot be resolved, formal arrangements for making complaints can be made. Details of the Complaints procedure relating to the curriculum and related matter are available from:

The Education Department
PO Box 266
The Council House
College Road
Doncaster
DN1 3AD
Tel: 01302 734162

Never hesitate to see the Headteacher if you have any concerns about your child's progress and welfare. If the head teacher is available, no appointment is necessary. Alternatively an appointment can be made at a mutually convenient time.

Exclusion

Pupils who continually behave badly at lunch times may be excluded from the premises between 12.15 noon and 1.00pm. Pupils who behave aggressively or abusively towards others in the school community, may be excluded for a fixed period at the Headteacher's discretion.

Pupils who continually disrupt others' learning, behave aggressively or abusively, or commit a serious offence, may be permanently excluded from the school. The school does have a behaviour policy which promotes positive behaviour and raising self esteem.

School Council

The school council meets on a regular basis. It is made up of a group of elected councillors who represent their class and who have the chance to meet, talk and make decisions about some of the issues affecting our school. The councillors are elected every September and every class is represented from Class 1 to Class 5.

Friends of Toll Bar

Friends of Toll Bar are a voluntary group of hardworking and committed parents, teachers and friends of the school. The committee meets once every term to organise fundraising events for the school, such as coffee mornings, Christmas fair, Summer fair and any other fundraising ideas.

They welcome new members to join their extremely invaluable and worthwhile work for the school. If anyone feels they could contribute in any way they should contact the school office.

Rewards and Recognitions

We recognise good work, effort and behaviour through awarding 'Special Mentions' every week. We also give certificates for full star charts and for good attendance.

Good attendance is celebrated in school through weekly class competitions, weekly prize draw for full Attendance.

Full attendance for each term and full attendance for the whole year is rewarded with a trophy. A register is kept of these awards and this leads to:-

- 5 awards - Bronze Certificate with a pencil
- 10 awards - Silver Certificate with a 'Toll Bar Pen'
- 15 awards - Gold Certificate with £5 WH Smith voucher
- 20 awards - Platinum Certificate with £10 WH Smith voucher

Team points

School uses a team points system to reward good behaviour and work. Team points are something the children strive to achieve and to see if their team wins with the most points each week—will it be Egyptians, Tudors, Vikings or Romans?

If your child becomes unwell whilst at school we will look after your child and comfort them. If your child becomes too ill to stay in school we will contact you or another authorised person so that he/she can go home.

If your child has an accident whilst at school again we will look after them and comfort them. If your child needs medical attention we will contact you at the same time as making any necessary arrangements for the safety and health of your child.

Medicines

Only medicines prescribed by the doctor can be given in school. These should be labelled with the child's name and dosage. All medicines, except inhalers for asthma, should be handed into the office at the start of the school day. A form must be completed and signed by parents to authorise school to administer the medicine.

Infectious Illness

The Principal School Medical Officer has provided the following list as a guide to the time pupils should be excluded from school if they have an infectious illness.

If you are in any doubt whether your child should be in school then please contact your GP.

Contagious Diseases

- **Chicken Pox - 6 days from onset of rash**
- **German Measles - 4 days from onset of rash**
- **Mumps - Minimum of 7 days (until swelling goes)**
- **Measles - 10 days from onset of rash**
- **Whooping cough - 21 days from onset of paroxysmal cough**
- **Infective jaundice - Not less than 7 days following the appearance of jaundice or until clinical recovery**
- **Streptococcal tonsillitis - Until clinical recovery is made**
- **Conjunctivitis - Until recovered**
- **Impetigo - Until skin lesions have healed**
- **Lice - Until treatment received**
- **Verrucae - Exclusion unnecessary**
- **Scabies - Until adequate treatment is instituted**
- **Threadworm - Exclusion unnecessary, but treatment advisable**
- **Dysentery - Until clinical recovery**
- **Athletes Foot or Ringworm of feet - Exclusion from barefoot activities unnecessary but treatment advisable**

Contact Information

Parents are asked to ensure that we have up-to-date contact information. This is very important in case pupils are taken ill or are involved in an accident. In cases of emergency, where contacts are unobtainable, the school will act sensibly and responsibly in 'loco parentis'.

Please ensure that we always have your up-to-date telephone number.



Moving On

Children transfer secondary School in the September following their eleventh birthday.

We have excellent liaison procedures with Don Valley School and the children have several opportunities to visit the school before they leave us. Several staff from Don Valley also visit and work with the children at Toll Bar. Transition activities also take place in the second half of the summer term.

We feel confident that by the end of Year 6, your child will be ready and prepared for the next phase of their education. They will have enjoyed their time at Toll Bar Primary School and be ready to move forward. During their time here, we look forward to developing a strong partnership with you to ensure the best quality education for your child.



