

Gateford Park Primary School



Prospectus 2025 - 2026





Welcome to our school

Welcome to Gateford Park Primary School!

I hope that you will enjoy browsing this prospectus and that you find the information both useful and informative.

At Gateford Park, we value all our children as individuals. We understand the promise that we make to you when we take care of your most precious possessions – your children. Developing the whole child is important to us and that aim is reflected in all we do. Our school motto of '*Excellence and Achievement for All*' encapsulates perfectly our very high standards. We have high expectations of everyone in our school community. We challenge and support children so that they can learn and achieve together in a caring environment.

We are proud of our achievements and in the diversity of activities we provide for the children. Our curriculum is engaging, exciting, motivating and well planned to meet the needs of each child. The extra-curricular activities we offer are second to none, and with football to board games to environment club, we feel confident that there is something for everyone.

It is our aim, in partnership with parents, to help our children enjoy their primary school years, be happy, feel secure and achieve the very best they can. We promote high academic standards whilst fostering creativity and imagination. We encourage the children to be self-motivated learners and develop personally and socially, with care for the children as our core purpose.

Visits to the school are very welcome and I encourage you to make an appointment to meet with me through making an appointment with the Office Manager.

Thank you for your interest in our school.

Paula Doyle
Headteacher

Contact Information

Gateford Park Primary School
Amherst Rise
Gateford
Worksop
S81 7RG

Telephone: 01909 478681
E-mail: office@gateford.notts.sch.uk

Fax: 01909 473487
Website: www.gatefordpark.com

We also have a school Facebook page.



Who's who and what do they do?

Head Teacher	Paula Doyle	
Acting Deputy Head Teacher	Joanna Green	
Inclusion Leader	Clare Hibbert	
School Office Manager	Verity Ellis	
School Business Manager	Karen Lester	
Class Teachers	Alison Spencer Joanna Green Clare Hibbert Chloe Unwin Paul Mangham Jacob Boulton Emma Taylor Sophie Gough Roxanna Thompson-Hagyard Sarah Williams	
Teaching Assistants	Donna Dawes Trudi Jackson Amanda Barker Jeanette Mills Vikki Smyth Janette Gillett Bridgett Foulkes Lyndsay Hale Liz Coxon Xephni Butler Rachel Ryalls Sue Mould	
Cleaner in Charge	Paul Crich	
Cleaner	Tonia Westbury	
Midday Supervisors	Seeki Leung Tonia Westbury Judy Wood Kerry Robinson Katie McGuinness	Stephanie Wong Dianne Wolstenholme Bethany Halliwell Michaela Pettet Emelye Harding-Terry
Catering Manager	Louise Roe	
Cooks	Maggie Mai	Sandra Sieviewright
Breakfast Club Leaders	Maggie Mai	Emelye Harding-Terry



The Governing Body

There are twelve members on Gateford Park's Governing Body. They represent different parts of the whole school community and have different responsibilities in the management of the school.

Mr. B Boulton	Parent Governor
Mrs. R Yahia	Parent Governor
Mrs. G Fletcher	Parent Governor
Mr. G. Young (Chair)	Co-opted Governor
Mrs. S Fielding	Co-opted Governor
Mrs. S. Spittlehouse (Vice Chair)	Co-opted Governor
Mrs. R Woods	Co-opted Governor
Mrs. C Hibbert	Associate Member
Mrs. J Green	Staff Governor
Mrs. K Lester	Associate Member
Mrs. P. Doyle	Headteacher (ex-officio)

The Clerk to the Governing Body is Jeannette Reay.

The Governing Body may be contacted through the school office.

The Pupil Parliament

At Gateford Park, each class elects two representatives to serve for a term of one year as a Pupil Parliament member.

They are an organised committee with a chair, a secretary and a treasurer who manages their budget. The members of Pupil Parliament work with school staff and the Governing Body on a variety of issues such as curriculum, enjoyment, playtimes and work together to find solutions to problems that grown-up eyes might not see so well. The Pupil Parliament members can be identified by their badges which they wear proudly.

Our purpose and aims

‘Excellence and Achievement for All’

The School’s Purpose Statement

Gateford Park Primary School exists to provide a broad and balanced education within a secure and happy environment where every child can develop to his/her full potential.

Aims of the School

- ✓ We will encourage all children to improve their lifestyles through healthy eating, healthy relationships and healthy activities.
- ✓ We will help children to stay safe and feel protected.
- ✓ We will provide opportunities for all children to achieve their full potential through challenging, stimulating and enjoyable learning experiences and to develop independence, co-operation and a value of their own and other’s worth.
- ✓ We will give all children the opportunity to make a positive and valued contribution by expressing their opinions and views both within and beyond the curriculum.
- ✓ We will ensure that all children regardless of background, ethnicity or ability develop the skills required to achieve future economic well-being.



Admission Arrangements

Children may be admitted full-time to school up to two terms before their fifth birthday as follows:-

- ✓ Children whose fifth birthday falls between 01.09.2020 - 31.8.2021 will be admitted at the beginning of the Autumn Term 2025.

In the event of over-subscription, the following criteria will be applied, in priority order, to determine which applications will be granted once places have first been allocated to pupils who have a statement of special educational needs which names the school:

- 1 Children looked after by a local authority and previously looked after children
- 2 Children who live in the catchment area at the closing date for applications and who, at the time of admission, will have a brother or sister attending the school or the linked junior/primary school
- 3 Other children who live in the catchment area at the closing date for applications
- 4 Children who live outside the catchment area

In the event of over subscription within any criterion, preference will normally be given to children who live nearest to the school 'as the crow flies'. Distances are measured from the entrance to the child's home to the principal entrance of the school.

Special Circumstances

Children whose particular medical needs, mobility support needs, special educational needs or social circumstances are supported by written evidence from a doctor, social worker or other relevant professional stating that the school is the only school which would cater for the child's particular needs. The evidence must be presented at the time of application.

The Local Authority will consider each case on its merits and determine the allocation of any such place by comparing the written evidence presented along with the capacity for the school to cater for the identified needs. In order to make an assessment of the case, reference will be made to local Headteachers and other relevant professionals. Cases agreed under 'special circumstances' will take precedence over all of the numbered criteria.

Children of nomadic travellers will be allocated a place at their catchment area school.



Admissions into year groups other than the intake year

Applications for admission to other year groups will normally be considered in relation to the published admission limit which applied when the year group was first admitted to the school, although infant class size restrictions will also need to be considered. If places are available within the year group, applications will be considered in accordance with the above admission criteria. If places are available, the child will normally be admitted to the school.

Further guidance on the way in which applications are dealt with including:

- Preferences for more than one school
- Late applications
- The way waiting lists are maintained and used

can be found at the Nottinghamshire County Council website:
www.nottinghamshire.gov.uk/schools

Visits for new starters

The best way to help you to make the decision of where your child will go to school is by coming and spending some time with us. Visits to the school are encouraged and appointments to meet with the Headteacher can be made through the School Office Manager.

Upon being successful in gaining a place at Gateford Park, a letter from the Local Authority will be sent to you. In the term prior to their term of commencement the children are invited to spend a half day in their new class.

Any parents considering sending their child to the school are able to arrange a visit, where the Headteacher will give them a tour of the school and answer any questions.

Nursery Education

Starting school is one of the bigger events in your child's life and we are delighted to have our very own FS1 Nursery, which opened in September 2017.

Our nursery is run by a very experienced Foundation Stage teacher with a passion for Early Years education. We can offer you high quality learning experiences for your children in a stimulating learning environment.



It is our aim to ensure a smooth transition for all children starting our nursery and offer home visits and Stay and Play sessions to enable your child to become familiar with the staff and meet their new friends.

Throughout the year we can offer school visits, educational visitors in school, Stay and Play sessions for family members and much more!

We can offer both 15hour and 30hour places for 3 and 4year olds, with flexible sessions to meet your needs. Additional sessions for 15 hour children are available at a cost of £4.50 per hour. This can be arranged in advance if you would like to increase your child's hours or on a week by week basis to suit your needs.

Our nursery sessions are:

- Full time with lunch club
- Every morning 8.40am-11.40am
- Every afternoon 12.20pm-3.20pm

We offer a daily lunch club for all full time children. The cost of lunch club is £2.10 per day. Children will need to bring their own lunch and drink.

We also offer a hot school dinner, priced at £2.70 per day and paid for on your child's 'School Money' account. Please contact the school office for your child's 'School Money' account information.

At Gateford Park we believe that by creating a partnership with parents, we can make your child's start to their education journey a happy, positive one.

Please contact the School Office Manager or visit our school website, Elf class page for more information.

We also have a Facebook page, Gateford Park Nursery, which keeps parents informed of things we have been learning about in class.

Organisation of Learning

There are three 'key stages' at Gateford Park. These are:

- ✓ The Early Years Foundation Stage (for our three, four and five year olds)
- ✓ Key Stage 1 (for our five to seven year olds)
- ✓ Key Stage 2 (for our seven to eleven year olds)

At present, the school is organised into seven classes, plus a FS1 nursery. These classes correspond with the seven years that children will spend at Gateford Park School.

Times of the school day

The school gates open at 8.40am for all children. Children will line up on the playground (Gnomes, Pixies and Unicorns on Key Stage One playground; Phoenix, Dragon, Griffin and Minotaur on bottom Key Stage Two playground) with their class teachers at 8.45am and go into their classrooms for the start of the school day.

Children should be left in the line with their class teacher, rather than parents going into the classroom with them. This is excellent for their independence and they are very good at sorting out their own things! Children should be collected from the relevant playground at 3.20pm, other than Unicorn class whose parents should collect them from the classroom door.

You will see a member of the Senior Leadership Team on the main gate when it opens at 8.40am. They will remain at the gate until it is locked by Mr Crich at 9am.

If your child arrives after the gates are locked at 9am, you will need to ring the buzzer on the entrance gate and take your child to the office, where they will be registered as late and taken to their classroom by a member of school staff; parents are not to come into the main school building with them.

If you wish to make an appointment to see your child's class teacher, please contact them via email/Class Dojo to do so; appointments with teachers must be pre-arranged. After school is usually the best time to chat to staff if needed, so please contact them directly to arrange a convenient time. To clarify, please do not come to the school office entrance before the start of the school day to ask to see staff, as this will not be possible.

Elf Class parents should take their children to the cloakroom door (the door just through the second green gate on the right hand side). Please collect Elves from the cloakroom door at the end of their session time.

Morning registration takes place at 8.50am. There is a mid-morning break.

The children have one hour for lunch, starting at 12.00pm.

The afternoon session starts at 1pm and finishes at 3.20pm. The younger children have a mid-afternoon break.



Wrap-around Care

Gateford Park offers a Breakfast Club, details of which can be found further on in the Prospectus. We also offer after school provision, details of which can be found further on in the Prospectus.

Parking

The school car park is for staff use only. In the interest of road safety, we ask parents to observe the parking restrictions adjacent to the school and to avoid parking across the driveways of our neighbours. The school uses an unofficial one-way system to gain access to and from the school which is to come up Alexander Drive, turn right into Amherst Rise and proceed anticlockwise past the school and then turn left into Fairfax Avenue to exit.

The Curriculum at Gateford Park

All children are taught in line with the National Curriculum.

The Core Curriculum at Gateford Park comprises:

English
Mathematics
Science

The Foundation Curriculum at Gateford Park comprises:

Information and Communication Technology
Art
Design and Technology
History
Geography
Music
Physical Education
Spanish (in Key Stage 2)
Personal, Social and Health Education (PSHE)
Religious Education

Full details of our approach in each of these areas can be found on the school's website at www.gatefordpark.com

We believe that we offer our children a fully integrated curriculum that is exciting and motivating, yet challenging and focussed on building the key skills that will help children to be successful as learners throughout the rest of their lives.



Our focus is on providing a challenging and creative curriculum for each individual child, so that they may build on positive experiences and be proud of their achievements, within a culture of high expectations. Naturally, homework has a part to play in this and we expect that parents and carers will support our homework policy.

Religious Education and Collective Worship

The school is not affiliated to any particular religious denomination, however, religious education forms part of an integrated programme of work and is based upon the Nottinghamshire Agreed Syllabus for Religious Education. A daily act of worship is held which is led by staff and children of the school and occasionally by ministers from various ministries. Under Section 9 of the 1988 Education Act, the school will make arrangements for parents to exercise their right to withdraw their children from religious worship or instruction.



Health Education

At Gateford Park, we recognise the need for health education which is dealt with as it arises and through elements of science work. From matters of personal hygiene to drugs education, this will be undertaken in all years in an age-appropriate way. Children in Year 6 take part in basic sex and relationships education classes as part of the science curriculum through the use of video material. Parents are informed and are invited to view the video prior to the lessons. The school has a Sex and Relationships Education Policy which has been approved by the Governing Body.

The older children in the school also follow an anti-drug and substance misuse programme at school.

Parent Helpers

The school welcomes adult helpers into school and help is always appreciated. Any parent, or grandparent, aunt, uncle, etc. who would like to be involved in school may do so by arrangement with the class teacher. The school is committed to the safety of all of the children in school so any parent who offers their help may be referred for a Disclosure and Barring Service (DBS) check. When you first volunteer at school, there is safeguarding paperwork to read and complete. If you have any concerns about these checks, please do not hesitate to discuss them with the Headteacher. Cooking, using the computer, gardening, painting, listening to reading or just talking to children, are all useful jobs that we welcome parental involvement with.

Parent Consultation

We have a formal Parents' Evening in the autumn and spring term, which teachers really do expect every parent to attend. It is most important that children know their parents are interested in their schoolwork and value their achievements. We also write school reports at the end of the summer term and we invite parents who wish to, to talk to teachers about the contents. However, every teacher at the school knows that problems do not occur conveniently every two terms. If any parent is worried at any time about their child, the Headteacher and the teachers are only too willing to see them and get the problem solved. Children's education is a firm partnership between home and school and we encourage positive interaction and dialogue.

Family of Schools

Gateford Park is part of the Worksop Family of Primary Schools. We are pleased to take part in a number of joint activities and we have formed a very purposeful working relationship with our cluster and the wider Bassetlaw family.



The School's Sporting Aims

Sport has an important part to play in the life of the school. It is regarded highly and is an integral part of the development of all our children. It is delivered through the P.E. and games aspect of the curriculum where a wide variety of activities are undertaken throughout the year including football, gymnastics, swimming and athletics. School is part of the Bassetlaw School Games Partnership, which gives children throughout school the opportunity to take part in a huge variety of sporting competitions and festivals, alongside other schools from across the district. We are very proud to hold the gold award for our work with Bassetlaw School Games!

On average, two hours per week are spent on physical education within a broad and balanced curriculum and within this the children are involved in individual and team sports. A weekly swimming session at the Valley Leisure Centre provides for children in Years 4 and 5.

Special Educational Needs

During their school careers, many children may experience special educational needs of some kind, requiring additional support, guidance and encouragement. The needs presented by some pupils may be more complex, profound and ongoing. These children with Special Educational Needs have a right to the same broad and well balanced curriculum as other pupils, but at a pace and level appropriate to them.

We have a policy for meeting the needs of pupils with special educational needs whether the child has an Education and Health Care plan or not.

The Inclusion Leader is Mrs. C. Hibbert

The policy includes information about the School's processes and procedures in the following areas:-

- special facilities and support
- access to the curriculum
- identification of a special need
- how children with special needs are integrated
- evaluation criteria

The policy also identifies:

- staff training
- use of support services
- partnership with parents

A copy of the full policy is available in school for you to look at.



Extra-Curricular Activities

Time is spent out of normal school hours on the organisation of extra activities for all pupils. These include a wide variety of after school activities, such as football, games, colouring, environment and film clubs.

There are also musical activities provided for our children, including drumming ('DCP Drums', 01332 437356), guitar and keyboards ('Rock Steady', 0330 113 0401) and singing in the choir. Every other year, our Year 5 and Year 6 children are invited to sing at Sheffield Hallam Arena at the Young Voices event.

Pastoral Care and Discipline

At Gateford Park our children are encouraged to 'do the right thing, because it's the right thing to do'. We have a set of 'Golden Values' and 'Golden Promises', which underpin the children's spiritual, social, moral and cultural development.

Our Golden Values are:-

- ✓ Effort and perseverance
- ✓ Friendship and kindness
- ✓ Good manners
- ✓ Honesty
- ✓ Responsibility

Our Golden Promises are:-

- ✓ I always try my best
- ✓ I always use kind words and kind hands
- ✓ I am always polite
- ✓ I always tell the truth
- ✓ I always take care of our school

The emphasis in school is to praise good behaviour, attitude and effort and to increase children's awareness of the need to make a positive contribution to the school community. Good behaviour is recognised and rewarded in a number of ways.

We expect all children to behave in a safe, sensible and courteous manner; to show consideration for others and to refrain from any practice or action that may cause distress or danger to others.

When it is necessary for a child to be disciplined, the sanctions, at the discretion of the Headteacher, are fair and reasonable and are in accordance with the present Local Authority regulations and in line with the school Behaviour Policy. Should serious problems arise, parents are invited into school to discuss the matter and work together with their child to plan the best course of action.



An outline of the school's Behaviour Policy is available on the school website or from the school office.



Uniform

School Uniform

We believe that wearing a school uniform helps children to feel a sense of belonging to the Gateford Park family. It also helps parents by taking away the pressure from children to wear the latest fashions and styles. We believe that children who look smart, act smart and learn smart!

Girls

V neck or round neck jumper or cardigan with logo
White polo shirt
Charcoal grey skirt, pinafore or trousers
(not leggings or culottes)
Black shoes (not trainers)
White or grey socks or tights
Blue gingham dress (summer variant)
Logo Book bag

Boys

V neck or round neck jumper with logo
White polo shirt
Charcoal grey trousers
or charcoal grey tailored shorts
Black shoes (not trainers)
Black or grey socks
Logo Book bag

PE kit

White t-shirt with or without school logo (no other logos)
Black or navy sports bottoms (shorts or joggers)
White socks
Hoodies can be worn in winter
Plimsolls (indoors)/trainers (outdoors)
Kept in a draw-string bag

Children must come to school in their PE kits on their allocated PE days. Class teachers will make you aware of these days.

Please ensure all items of clothing are clearly named. This ensures that lost property can be returned to children quickly.

School uniform, and logo book bags are available from 'Smarty Pants' which is based at Unit 2-3, Old Brewery Yard, Kilton Road, Worksop, S80 2DE. Please contact them on 01909 488869 if you have any queries. You can also purchase school uniform through 'Pixie Stitch'. Sarah is based in Gateford and can be contacted on 07743535570 or pixie-stitch@outlook.com

Please Note

For health and safety reasons only small stud earrings may be worn by children with pierced ears but no other jewellery is acceptable. Watches (for the purpose of telling the time) are acceptable but remain the child's responsibility. All items of jewellery must be removed, by the child, for Physical Education. False nails are not acceptable.

It is a sensible precaution for girls and boys who have long hair to have it tied back whilst they are at school.

Illness and Medicines

If your child is unwell the best place for them is to stay at home. Please inform us by phone or email prior to 9am if your child is unwell and will not be attending school. The school office will be in contact if they do not hear from you. In the case of diarrhoea or sickness a child should stay away from school for 48 hours after the last episode.

If your child needs to leave school for any reason such as a dental or hospital appointment, please send a note to the class teacher beforehand or contact the school office.

The Governors have made the decision that medication will not be administered by staff in school, nor will staff supervise children taking medication, with the exception of administering to those children who have care plans in place. Arrangements can be made for parents to come to school to administer medicines to children who are well enough to be at school but it is advisable to manage doses of medicines around the school day.

It is a legal requirement that we keep medical records and consent forms for all children with a medical condition. If your child has a medical condition which requires an individual health care plan, please arrange to speak to Mrs. Clare Hibbert, our school's Inclusion Leader.

A link to the Medical Needs policy is on the school website.

Attendance

Our target is that every child achieves at least 97% attendance across the school year. It is a parent's legal responsibility to ensure that their child attends school regularly. Please notify us by phone call or email prior to 9am if your child is to be absent. We need to be informed on a daily basis of continued absence. The school office will be in contact if they do not hear from you. If a reason is not provided for absence an unauthorised absence mark will be recorded in the register.

All reason for absence are recorded and reported to the school Local Authority. An unacceptable level of absenteeism could result in legal action being taken by the Authority.

Recent amendments to the Education (Pupil Registration) (England) Regulations 2006 have removed references to family holiday and extended leave, as well as the statutory threshold of ten school days. Whilst in the past, Gateford Park has always maintained a 'family friendly' policy towards holidays in term time, the change in the law means that this is no longer possible. The Governing body will therefore only authorise holidays within term time for what they believe to be exceptional circumstances.



Safeguarding Children

The safety and wellbeing of children is everyone's responsibility. At Gateford Park Primary School we have a culture of vigilance with all matters relating to the safety of children.

Every school in Nottinghamshire is required to follow a set procedure in cases of suspected child abuse. Headteachers are required to refer their concerns to the Children and Young People's Services Social Care Department for further investigation so that children at risk can be identified quickly. This procedure is intended to protect children from abuse.

When a school refers a concern about a pupil to the MASH (Multi Agency Safeguarding Hub), it is not accusing the parents of abuse, but requesting that further investigation takes place to establish whether a child is at risk.

The designated person for child protection at Gateford Park is Clare Hibbert. Paula Doyle, Joanna Green and Sophie Gough are the deputy designated persons. Safeguarding documents and policies are all available on the school website.

School Meals

Our school kitchen allows us to produce wonderful, freshly prepared meals on site. School dinners are available at a cost of £2.70 per day.

At Gateford Park we use the pre-pay network, 'School Money'. Every child in Elf class and key stage 2 receives a 'School Money' registration letter detailing their unique log in code. Money for school dinners is then loaded on to a secure online account and then spent via the 'School Money' network. Gateford Park is a cashless dinner money school.

There is a maximum debt of 5 dinners per child allowed. Once this maximum is reached, packed lunches must be brought to school until the payment is made for the 5 dinners.

We operate an '11am rule' at Gateford Park. This means that if your child is ill and has to be taken home before lunchtime, but after 11am, there will still be a charge for their school meal.

As part of the Government's Universal Infant School Meals scheme, all infant school children (FS2, Year 1 and Year 2) receive a free school meal every day.

We encourage parents, siblings, other family members to join their children in having a school dinner and ask that they 'book in' and pay with the office staff on the morning they wish to join us. This costs £3.60.

In order to ensure pupil health and safety, if children require a specific medical diet, we ask that parents supply an authorised dietician's letter accompanied by an itemised diet sheet so that our kitchen staff can assist.



Some children bring sandwiches, which need to be in a named regular shaped lunch box. Please do not provide fizzy drinks or 'sweets' in the lunchbox. Please, also, do not send in nuts or nut products in lunchboxes due to allergens.

Families who are in receipt of benefits or tax credits may be entitled to free school meals. If you believe that your family may have this entitlement, please contact the Headteacher for advice on how to claim. It is helpful to the school if families who are entitled make the claim, even if the children choose not to receive the cooked meals.

Break Time Snacks

Healthy eating is encouraged at all times at Gateford Park and as part of this programme snacks such as crisps and sweets are not allowed at break times. We ask that all pupils bring a healthy snack such as fruit, seeds or raw vegetables. Please do not send in nuts or nut products. Nursery and Key stage 1 children are given free fruit as part of a national fruit scheme.

Morning Snack Stop

The school kitchen offers a Morning Snack Stop (NOT for children in Elf and Gnome classes). For a small charge, the children may purchase hot toast (30p), teacakes (40p), croissants (60p), pizza (60p, Friday only), ice pops (30p) and ice-lollies (£1.00).

Breakfast Club

Gateford Park offers a Breakfast Club at school run by Ms Louise Roe, Mrs Maggie Mai and Miss Harding-Terry. Children may be brought to school at 7.30am via the hall doors and will enjoy a healthy start of cereals, toast and juice and be able to join in a number of activities, games and computer time until they go to their classrooms at 8.40am. The cost per session is £3.60 and must be paid on the day.

After School Provision

Gateford Park offers after school provision at school run by Mrs Katie McGuinness and Miss Kerry Robinson where they will be able to join in a number of activities, games and computer time until they are collected by a parent/carer. Children will be taken to the hall by their teacher at the end of the school day or after school club. All sessions must be paid weekly in advance.

The hours of the provision will be from 3.30 pm until 6.00 pm, with a snack at 4.35pm, and prices are as set out below:-



From 3.30 pm to 4.30 pm = £5.50 for all or any part of the session without a snack.
From 3.30 pm to 6.00 pm = £11.00 for all or any part of the session including a snack.
From 4.30 pm to 6.00 pm = £7.15 for all or any part of the session including a snack (this is to cater for parents whose children will be attending another after school activity).

The school is locked at 6.00pm, therefore to cover our costs anyone late at collecting their child would have to pay an additional fee. This would be as follows:-

0 – 5 minutes free

Between 5 and 15 minutes £5/child

Over 15 minutes £0.50/minute/child

The cost for any child who is collected late on the session from 3.30pm to 4.30pm will be £11.00. If you need to get in touch with the after school team outside of the school day, they can be contacted on 07796951938.

School Milk

Children may receive a mid-morning drink of milk. This is free to children under five and there is a nominal cost for children in Key Stages 1 and 2 – as at 01.09.2024, 31p per child per day. Milk is free for children under seven who are in receipt of free school meals. The school milk scheme in Nottinghamshire is managed by Cool Milk. Please visit www.coolmilk.com to register your child and make payments for school milk. Advice can be given from the school office.

Water

Studies show that brains work best when they are properly hydrated. For this reason, all children have access to water during lesson times. Parents are advised to send a named water bottle into school for the children to use during the school day. There are also water fountains in the playgrounds for the children to use when outside.

Parent-Teacher Association (PTFA)

We are fortunate to have a dedicated and enthusiastic PTFA. Please contact the school office for further information on how to get involved.



Equality

This school believes in the right of every individual to be treated with respect and to enjoy freedom of expression and equal opportunities. This school will not tolerate discrimination against any individual on the grounds of race or ethnic origin, gender, class, age, ability, language, sexual orientation, physical disability, physical appearance or status.

We recognise that prejudice exists in our society and will demonstrate that we will not tolerate this by treating seriously and acting promptly against any form of discriminatory behaviour. This school is fully committed to nurturing a climate of mutual respect and to ensure that all pupils are given equal help and encouragement and access to the opportunities available. The school's Equality Statement and policy are available on the school website.

School Documents

The following documents which refer to the work of the school are available to parents. They are kept by the Headteacher. A request should be made to see or discuss these documents:

- ✓ Governors' Policy Statements
- ✓ Published Minutes of Governors' Meetings
- ✓ Ofsted Inspection Reports and Action Plan
- ✓ School Development Plan

Many of these documents are available for parents to see on the school website at www.gatefordpark.com

Complaints

We hope that you will maintain a regular contact with the school and with your child's teacher. In doing so points of concern can be discussed and dealt with as they arise. However, the school operates a Complaints policy which is available on the school website or from the school office.

Disclaimer

The information given in this booklet which relates to the school year 2025/26 was valid at the time of publication. It should not be assumed that there will be no changes affecting either the arrangements generally described in this booklet or in any particular part of them before the start of the school year 2025/26 or in subsequent years.



Any anticipated changes have been included as part of the text.

Date of issue

September 2025



Charging and remissions policy

General Principles

The School Governing Body like the Education Committee is committed to the general principle of free education. In determining the charging and remissions policies which are set out in this document the Governors have been mindful of the policy statement produced by the Nottinghamshire Education Committee and have also taken account of the Committee's Entitlement Curriculum.

The Governing Body recognises the valuable contribution that a wide range of activities, including school visits, residential experiences and clubs, can make towards all aspects of pupils' education. The Governing Body would accordingly wish to promote and provide as far as possible such activities as part of a broad and balanced curriculum for the benefit of pupils of the school.

Charges

The Governing Body reserves the right to make a charge for the following activities which may from time to time be organised by the school.

Residential Activities held during school hours: Charges may be made for the board and lodging element of those residential activities which take place during school hours. Parents will be notified in advance of any such activities which the school proposes to organise and the estimated cost. Parental consent will be obtained for their children's participation in any such activities for which a charge may be made.

Any charge for a particular activity will be calculated by reference to the actual cost of providing the board and lodging for each pupil; no other costs will be covered by the charge. Any remission arrangements for such activities will be at the discretion of the Governing Body EXCEPT in the circumstances described at paragraph 3.1 below.

Activities held outside school hours: The school will endeavour to provide a range of such activities from time to time. These will sometimes include day and residential experiences, and are known generally as 'optional extras'. Charges may be made for these activities EXCEPT where they are provided to fulfil any requirements specified in the syllabus of a prescribed public examination or are required in order to fulfil statutory duties relating to the National Curriculum or to religious education in which case they are not regarded as optional extras as such and charges cannot be made. (Board and lodging charges may still however be made for any residential activities subject to the remission arrangements described at paragraph 3.1 below). Parents will be notified in advance of any 'optional extras' which the school proposes to organise and the estimated cost. Parental consent will be obtained if their children are to participate in any activities for which a charge may be made.

Any charge for a particular activity will be dependent upon the type of activity and its cost and the number of participants. This charge will not exceed the actual cost of providing the activity, divided equally by the number of pupils willing to participate. The cost of other pupils participating in the visit will not be included in the charge. The charge may however include an appropriate element for such things as:-



1. the pupils' travel costs
2. the pupils' board and lodging costs
3. materials, books, instruments and other equipment
4. non-teacher staff costs
5. entrance fees to museums, castles, theatres etc
6. insurance costs
7. the expenses only of participating teachers engaged on a separate contract for services to provide the 'optional extra'.

Any remission arrangements for such activities will be at the discretion of the Governing Body. Materials and ingredients: A charge will only be made for any materials and ingredients relating to activities taking place during school hours where parents have indicated in advance a wish to own the finished produce e.g. in Design and Technology. Alternatively parents may, in these circumstances, be asked to volunteer to provide the ingredients and materials prior to the activity taking place.

Remissions

Where the parents of a pupil are in receipt of Income Support or Family Credit, the Governing Body will remit in full the cost of board and lodging for any residential activity the school organises for the pupil if the activity:

- i) takes place within school hours, OR
- ii) forms part of the syllabus for a prescribed public examination or fulfils statutory duties relating to the National Curriculum or religious education, irrespective of whether the activity takes place within or outside school hours.

Any other remission arrangements for a particular activity or pupils will be entirely at the discretion of the School Governing Body. Any subsidy provided by the Governing Body will be met from the funds at its disposal.

Voluntary Contributions

Nothing in this policy statement precludes the School Governing Body from inviting parents to make voluntary contributions for the benefit of the school or in support of any school activity, whether during or outside school hours. Any contributions sought will be entirely voluntary and pupils will not be treated differently according to whether or not their parents make a contribution in response to any invitation.

Breakages and Damage to School Property

The School Governing Body reserves the right to seek reparation from parents where their children cause breakages or damage to school property.

Review

The School Governing Body reserves the right to review and amend this policy statement from time to time, as appropriate.



Data Protection – School Privacy Notice

What is a Privacy Notice?

The purpose of a Privacy Notice is to explain how you and your family's personal information may be used. It details why we collect information and who we may share it with. A copy of our Privacy Notice is available in the Key Information section of the school website at www.gatefordpark.com