

# Airedale Infants School

## Nursery Prospectus

### 2023-2024



Airedale Infants School

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Airedale Infants School is operated by Northern Ambition Academies Trust, an exempt charity and a company limited by guarantee. Registered Office: Airedale Academy, Crewe Road, Castleford, West Yorkshire, WF10 3JU

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“Children explore, play and learn in the stimulating areas inside and outside. The wide range of interesting resources allow children to follow their interests.”  
(Ofsted, 2019)



“Airedale Infant School is a bright and happy place to learn. Pupils feel safe and love their school. They say they wouldn’t change anything about it.”  
(Ofsted, 2019)

## Ethos and Aims

At Airedale Infant School we believe that a positive, child-centered ethos is essential in creating a school that is able to reflect the values of our community and those of the wider society. We strongly believe that every young person, regardless of their background or ability, has the right to a high quality education through an ethos of achievement, enjoyment and compassion in a safe and caring environment, where everyone is valued. We aim to be a school that enables children to thrive and to reach their full potential ensuring they are fully equipped for the next steps within education and for adult life.

The opportunities we provide for children have these four broad aims:

- To develop **successful learners** who work hard, enjoy learning, persevere and make progress from their individual starting points in order to achieve their full potential and show their initiative.
- To **strive for excellence** and set the highest expectations for all members of the school community through nurturing our children's interests and broadening their horizons.
- To create **confident individuals** who are able to communicate effectively and make decisions that enable them to live safe, healthy and fulfilling lives, promoting positive mental health and wellbeing.
- To cultivate **responsible citizens** who have respect for themselves, their community and other people and can make a positive contribution to society and the wider world.

## Our Values

We want to help develop our children into happy, well-prepared and confident young adults, who adopt an 'I can' mentality and aim high in all they do. To enable us to achieve this and be the very best we can be, we are committed to working in partnership with students, their parents/carers and the community.

Our absolute aim is to make the most of every young person's time with us. Through everything we do in school, we teach the children the importance of our three key values:

### ***Ambition - Bravery - Respect***

We want our pupils to have a sense of **AMBITION** and strive to be the best they can possibly be both academically and personally. We aim for excellence in all areas of school life, encouraging children to think 'big' and 'aim high' so that they are equipped to embrace the challenges of life.

We aim to instill a sense of **BRAVERY** within our pupils and create an ethos where we are not afraid to make mistakes as long as we learn from them. Our pupils are taught to celebrate their individuality and to formulate their own opinions, expressing them maturely.

Our pupils are taught to be **RESPECTFUL** citizens within school and wider communities. Showing compassion, understanding and tolerance towards others regardless of their age, gender, race, religion, ability or background.

## The School

Airedale Infant School was built in the late 1920's as a Junior and Senior school around a quadrangle garden. Airedale Infant School was founded in 1993, when all schools in the area were re-organised to fit in with the National Curriculum.

The aims, policies and practices of Airedale Infant School are designed to create a vibrant and exciting learning community where everyone can develop a love of learning and experience success. We place great emphasis upon developing and maintaining a highly positive whole school ethos. We strive to ensure that our 'can do' culture is constantly evident throughout school.

Airedale Infant School converted to academy status in November 2014 as a part of Northern Ambition Academies Trust. Northern Ambition Academies Trust is a multi-academies trust, working together with Airedale Junior School, Oyster Park Primary and Airedale Academy.

The school educates children from three to seven years. Pupils aged three and four are educated in Nursery and we have places for 78 children, with 39 children attending in the morning and the same number in the afternoon. Children move into Upper Foundation Stage (reception), in the September of the school year in which they are five. There are 180 places in main school, organised into 6 classes of 30 pupils. The classes are organised as below:

Morning Nursery- 39 Places	Afternoon Nursery- 39 Places
Reception Pixies- 30 Places	Reception Sprites- 30 Places
Year 1 Pixies- 30 Places	Year 1 Sprites- 30 Places
Year 2 Pixies- 30 Places	Year 2 Sprites 30 Places



## Early Years Admissions

Nursery admissions are managed by Airedale Infant School. The governing body is responsible for admissions to the Early Years Foundation Stage and applies the criteria set out in the Early Years Foundation Stage Admissions policy, which can be found on our website. Applications for nursery places must be made directly to the school office, and can be done by completing a Confirmation of Interest form. Please contact the school office if you would like more information on applying for a Nursery place for your child.

## The School Day

### **Nursery Start and Finishing Times:**

**8:45.a.m.-11:45.a.m.** Morning Nursery.

**12:15.p.m.-3:15.p.m.** Afternoon Nursery.

Electronic registers are taken at the beginning of both the morning and afternoon sessions. Children enter through the Nursery entrance. Parents are welcome to bring their child into Nursery cloakroom and support them in hanging up their coats and bags before taking them into the classroom.

Parents who wish to speak to a member of staff are welcome to do so, and can speak to any member of the Nursery team.

## Snack Times

Both morning and afternoon Nursery sessions have a snack time. Children can choose from fruit and milk/water.



## Staffing Structure 2023- 24

**Headteacher**

Ms K McKechnie

**Deputy Headteacher**

Mrs J Whitney

**School Business Manager**

Mrs L Buttle

**Office Administrator**

Miss H Horner

Mrs T Shepherd

**Lower Foundation Stage**

**Nursery Teacher**

Miss C Lovelock (SENCO)

Miss Bracken

**Nursery Nurses**

Miss R O'Donnell – full time

Mrs G Batty –part time

Mrs S Darley – part time

**Teaching Assistant/Hygienist** – Mrs K Norton – full time

**Upper Foundation Stage**

**Reception Teachers**

Miss H Brazel (EYFS Leader)

Miss G Barker

**Nursery Nurse**

Mrs D Clarke

**Teaching Assistants**

Miss J Tomlinson

**Teaching Assistant/Hygienist**

Mrs Y Armitage

**Year 1**

**Teachers**

Mrs L Dann

Mrs B Atkinson

**Year 2**

**Teachers**

Mrs J Whitney

Mrs S Myhill



**KS1 Teaching Assistants**

Mrs T Jones  
Mrs S Colbeck  
Mrs N Chambers  
Miss J McClymont  
Mrs M Dakin  
Mrs L Duncan  
Miss J Burrows

**Premises Staff**

**Caretakers**

Mr A Hollies – Premise Supervisor  
Mr D Nicolson - Site Technician

**Cleaners**

Mrs C Bourne, Mrs G Davies & Mrs Y Gooding

**Kitchen Staff**

Mrs J Nevison - Kitchen Manager  
Mrs L Jackson – Kitchen Assistant  
Mrs L Townend – Kitchen Assistant  
Miss V Johnson – Kitchen Assistant  
Mrs M Hughes - Kitchen Assistant

**Lunchtime Staff**

Mrs C Ackroyd  
Mrs M Abdulrahman  
Ms P Holmes  
Mrs K Schuh  
Mrs A Higgins

**Governance**

On 1 August 2014 the Airedale Academy Trust became a multi-academy trust, later changing its name to Northern Ambition Academies Trust and taking on responsibility for operating Oyster Park Primary. Airedale Infants School and Airedale Junior School joined the Trust on 1 November 2014 and 1 January 2015 respectively. The governing documents of the Trust - which set out how the Trust is required to operate - are the memorandum and articles. The internal arrangements for the governance of the Trust and each school which forms part of it, are set out in a Local Governance Handbook. In addition to the memorandum and articles, the Trust and its academies are also governed by the terms of the Master and Supplementary Funding Agreements with the DfE (Department for Education).

## School Calendar

**Inset Days: 4th September, 22<sup>nd</sup> December, 8<sup>th</sup> January, 3<sup>rd</sup> June and 22<sup>nd</sup> July**



### APPROVED SCHOOL CALENDAR 2023/24

August 2023							September 2023							October 2023							November 2023							
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	
		1	2	3	4	5	6					1	2	3							1			1	2	3	4	5
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12	
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19	
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26	
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30				
														30	31													

December 2023							January 2024							February 2024							March 2024						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
				1	2	3	1	2	3	4	5	6	7				1	2	3	4					1	2	3
4	5	6	7	8	9	10	8	9	10	11	12	13	14	5	6	7	8	9	10	11	4	5	6	7	8	9	10
11	12	13	14	15	16	17	15	16	17	18	19	20	21	12	13	14	15	16	17	18	11	12	13	14	15	16	17
18	19	20	21	22	23	24	22	23	24	25	26	27	28	19	20	21	22	23	24	25	18	19	20	21	22	23	24
25	26	27	28	29	30	31	29	30	31					26	27	28	29				25	26	27	28	29	30	31

April 2024							May 2024							June 2024							July 2024						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
1	2	3	4	5	6	7			1	2	3	4	5					1	2	1	2	3	4	5	6	7	
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
29	30						27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				

- = Bank Holidays
- = School Holidays
- = UK Parliamentary, West Yorkshire Combined Authority Mayoral and District Council Elections (schools will need the authorisation of the Returning Officer if they are to be used as a Polling Station and wish to remain open on this day. Otherwise schools used as a polling station should be closed for INSET). Schools not used for election purposes may arrange alternative closures for INSET. Individual schools may decide the dates of the remaining 4 INSET dates

Number of pupil days:	195
Less INSET days to be fixed:	5
Total number of pupil days:	190

## Attendance and Absence



We strongly believe that punctuality and attendance are important life skills. Children who attend school regularly and on time, are setting themselves up for a more positive future in the working world. Lessons are carefully planned and structured to build on existing skills and by missing these with even one day's absence, gaps in knowledge and learning start to appear. The more time off from school pupils have, the greater these gaps. Your child should only be absent from school through illness and/or medical appointments. Any absences can only be authorised if we are notified by a parent or guardian. To report an absence, you must contact the school by 8:30.a.m and each subsequent day thereafter. If your child has a medical appointment that cannot be made outside of the school day, written evidence must be presented to the school office before the date of the appointment. Children who persistently arrive after 8:45.a.m, or are collected after 3:15.p.m could be referred to Education Welfare Officer and a fixed penalty notice may be issued. As well as the EWO, persistent lateness/late collection can be referred through to Social Care Direct as it is a recognised factor of neglect. Our Learning Mentors and the Education Welfare Officer may become involved in order to work together with us to help resolve the situation. Education Welfare Officer – Fran Hunter Family Holidays Government policy means that all holidays taken during term time are considered as unauthorised absence.

### Attendance

Attendance Children with a recorded attendance of 90% or below will be classed as 'Persistent Absence' and fixed penalty notices may be issued.

#### **Remember...**

90% attendance: pupils may fall behind making it difficult for them to achieve their full potential.

The EWO will be involved until attendance improves.

85% attendance: pupils may find it difficult to keep up with their peers and achieve their full potential.

80% attendance and below: pupils will find it almost impossible to achieve their full potential. This is very poor attendance and the Education Welfare Department will take further action.

### Attendance Rewards

Each week class attendance is recorded. Weekly certificates are awarded to the classes with 100% and most improved attendance. Children who reach 100% attendance per term join Club 100, where they will receive a bronze, silver or gold badge for their 100% attendance. By being a part of Club 100, children will receive additional treats and rewards.



## Health, Safety and Welfare

### Accident Procedures

Despite every effort, care and concern, it is possible that your child may become ill whilst at school or have an accident. Minor accidents and illnesses are dealt with in school, incidents recorded and the child checked by a qualified First Aider. A note alerting you to an incident/injury will be handed given to your child to bring home at the end of the school day. For more serious injuries/incidents emergency accident procedures are set into operation. In the case of an emergency we will endeavour to contact you as quickly as possible, however we will deal with the child's emergency in the first instance. Therefore, it is important that the school has up to date information with regards to your contact number.

### Medicines at School

Medicines must be handed to Nursery and parents need to make sure the medication is prescribed by a doctor and labelled stating the child's name and dosage required. School can only administer medication that is prescribed and children should not bring over-the-counter medicines into school. Medication will only be administered as per the Medication in School Policy available on the website, and if we have a completed parental consent form. We appreciate that some medicines like paracetamol and ibuprofen will not warrant a prescription, so these cases will be handled on a 'needs assessed' basis and a form will be required to be completed by an adult. Children on other long term, regular medication will need to have a special arrangement made to meet their individual need.

### Infectious Diseases

Occasionally your child may develop one of these more common diseases. Children should not return to school until after the maximum exclusion periods. It may be necessary for this period to be longer depending on how ill your child has been. The following may help:

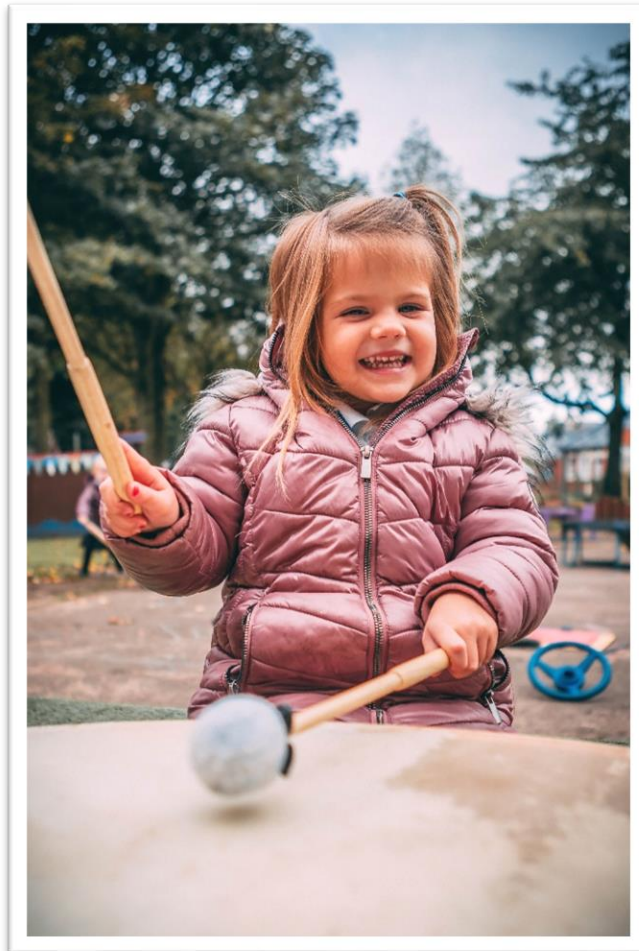
### Infectious Diseases and Minor Ailments Minimum Exclusion Period

Whooping Cough	5 days from commencing antibiotics or 21 days if not on medication.
Measles	At least 5 days from the onset of rash
German Measles	At least 5 days from the onset of rash
Mumps	5 days from onset of swelling.
Chicken Pox	At least 5 days from the onset of rash

If a child is presenting with diarrhoea and vomiting we would recommend the child is kept off school for 48 hours from the point they have stopped being sick.

## School Nurse

Medical checks are carried out by the School Nurse. When statutory health checks are undertaken by the school nursing team you will be notified and receive any relevant paper work or permission slips. You may request a medical inspection if you have a concern and the School Nurse will be pleased to discuss issues with you.



## Safeguarding

Through our daily contact with pupils and direct work with parents, our staff have a crucial role to play in noticing indicators of possible abuse or neglect. Parents should be aware therefore, that where it appears to a member of staff that a child may have been abused, the school is required, as part of the local Child Protection procedures, to report their concerns to Social Services immediately. Our designated Safeguarding staff are Ms K McKechnie, Miss L Clarkson & Mrs L Wells. All staff employed at Airedale Infants School are kept up to date with Safeguarding training and undergo rigorous pre-employment checks. A Parent Summary Safeguarding Policy is available from the school or on the school website.

### **Our Safeguarding Team:**

Safeguarding Lead: Miss L Clarkson; Deputy DSL: Ms K McKechnie & Mrs L Wells

Safeguarding Governor: Mrs S Butterfield



**Ms K McKechnie**

Executive  
Headteacher



**Miss L Clarkson**

Assistant  
Headteacher



**Mrs L Hooley**

Learning Mentor



**Mrs L Wells**

Learning Mentor

### **Learning Mentors:**

Our team of Learning Mentors help to support children within the school to overcome any issues that may be stopping them from engaging at school and with their learning.

They work with children to help them realise their potential and raise their achievement, as well as supporting children with social and emotional challenges, while being someone that the children can talk to if they need to.

Learning Mentors can also support children's parents and carers with any concerns that are affecting the family's home life or in supporting their children.

## The Early Years Foundation Stage

The Early Years Foundation Stage (EYFS) is the stage of education for children which begins at birth and lasts until the end of the school year in which they become five. This includes Nursery (3 and 4 year olds) and Upper Foundation (4 and 5 year olds). This stage of the curriculum is based on the fact that children learn best through play and active learning.

This is a very important stage as it helps your child get ready for school as well as preparing them for their future learning success. It should also support their social development, care and learning needs. From when your child is born up until the age of 5, their early years experiences should be happy, active, exciting, fun and secure.

During their time in the Foundation Stage your child will be learning new skills, knowledge and understanding through 7 areas of development. These are divided into 3 'prime areas' and 4 'specific areas'.

The 3 prime areas are of the utmost importance in the beginning and are as follows:

- **Personal, Social and Emotional Development**
- **Communication and Language**
- **Physical Development**

As children grow, these 3 prime areas will help them to develop skills in the 4 specific areas. These are:

- **Literacy**
- **Mathematics**
- **Understanding the World**
- **Expressive Arts and Design**





Our Foundation Stage provides a structured, play based curriculum balanced with direct teaching in focused work. The staff will observe, interact, initiate or direct your child to further support their learning. The more formal work in focus groups will also enable them to do things such as learning letter sounds, numbers and key words.

Outdoor learning is a very important part of the EYFS curriculum. Our children have access to their own outdoor play areas throughout the year and outdoor learning is well structured, resourced and organised to support all areas of learning.

The Nursery and Upper Foundation Stage classrooms are divided into areas which provide well organised and challenging activities. These are appropriate to different ages and levels of development and can be adult or child initiated. We will monitor and assess your child's progress and achievements in all areas of learning through observation, discussion, or direct teaching on a daily basis. We collect evidence in many ways and document it both electronically and in a 'Learning Journey' folder. All of your child's learning is carefully planned so that their individual needs are met and that their learning is exciting and enjoyable.

You can help your child to settle more easily into school if you can encourage them to be more independent and do the following things:

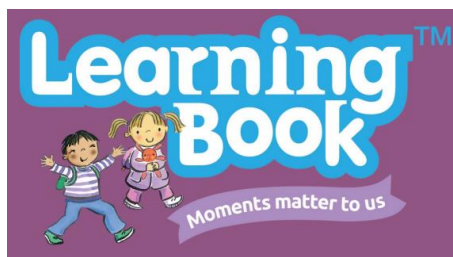
- Go to the toilet by themselves
- Wash and dry their hands
- Put on their coat and begin to dress/undress themselves
- Look after and tidy toys away
- Sit down and listen – even if only for a short period of time

You can help your child to develop their language skills by talking and listening to them. This helps them to develop vocabulary and an understanding of language which is important in learning to read and write.





## Learning Book



Learning Book is used in both Nursery and Reception, and is a Digital Learning Journey where you can observe, track and view information on your child's progress easily and securely. Learning book provides us with the opportunity to share valuable learning steps and progress with you, enabling you to support your child's progress further at home.

Even the small steps are a big part of your child's development, and Learning Book means you don't miss out on a single part of your child's learning journey. An electronic copy of your son or daughter's learning journey can be accessed securely by you at any time whilst they are at their school or nursery.

Once your child has started at our Nursery or Reception, you will be able to sign up to Learning Book. You will receive a letter in your admissions pack that will request details to assign you to your child, and create your parent account.

## Learning Book- Parent Sign up Guide

### 1 Parents how to: Logon to MyLearningBook

- Open an Internet browser. LearningBook is best viewed on a PC using the latest version of Google Chrome browser, or a mobile device.
- Enter the address of the logon page - <https://mylearningbook.co.uk>
- Enter the email address that you gave to your child's school/nursery and the password that that has been provided by them (remember all passwords are CaSe SeNsItIvE).
- Click the "Log in" button.



### 2 The Start Page



When first logging on to the Parents' Portal you will be sent to the Start Page.

Click on the **book on the shelf** to launch the learning journey or click the "Start your journey here" link.

If you have more than one child at the school/nursery click on the name of the child whose learning journal you want to see. If you can only see one child speak to your school/nursery and they will be able to link your other child(ren) for you.

### 3 How to: Browse through the book

Use the arrows (on the far left and right of the screen) to click forward or backward (or swipe if using a tablet).

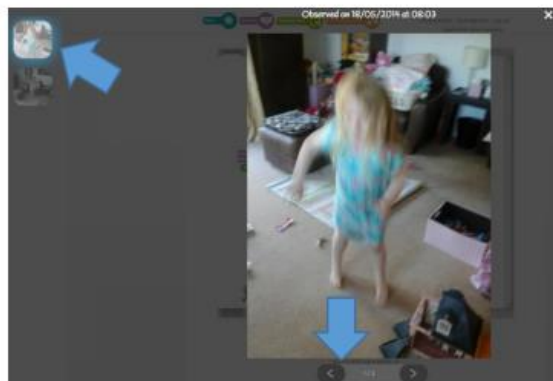
*Note: The "All about me" page is blank until completed by you or the school/nursery by clicking the blue pen at the bottom of the page"*



If more than one video, photograph or audio recording has been included within an observation you will see an icon next to the picture advising you of the number of media attachments.

To view the other images, click on the photograph

You can navigate between the images using the thumbnail photographs in the top left of the screen or the navigation arrows at the bottom.



### 4 How to: Leave a keepsake comment

Parents can leave a 'keepsake comment' next to each observation by clicking the "Add your keepsake comment" link. This is restricted to 125 characters so it fits into the margin;

You can see who made the comment and when they made it as well as editing or deleting it by hovering over the comment.



## 5 How to: Use At Home

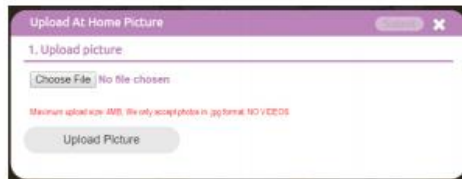
The **At Home** feature allows parents to upload photos and associated comments from home. These can be used by the school/nursery as part of the child's Learning Journey if they are relevant to the child's development.



To upload At Home photos, click the “At Home” icon from the top menu.

This will load the **At Home** page from where you can see all the pictures and text you have uploaded;

To add a picture click the “Add Photo” icon where you will be prompted to choose the photo from your PC.



**Note:** The format needs to be JPEG (with the file extension .jpg). **The maximum file size is 4MB.**

*We understand that when taking photos you don't always have control over the size of the photo so you may need to do a bit of resizing if the file size is bigger than 4MB before you try to upload the photo. You can use a program that is on all Windows PCs by default called 'Paint' which has a simple resize button using percentages. (A 50% reduction of a 15MB picture (which is very large) would reduce it to less than 4MB for example.) If you get the 100% message the photo is too big.*



Type in some comments to help staff members get some context to the picture (try to keep these as brief as possible) and click “Submit”.

This will upload your At Home observation and return you to the At Home page. Staff at your school/nursery will have access to this upload and can choose whether to use it as part of your child's Learning Journey.



Our dedicated team of EYFS staff in both the Nursery and Reception will be available to help support you sign up for Learning Book.

## My Child at School App

**Bromcom** 

**my child at school.com** 

At Airedale Infant School, we use the My Child At School App. My Child at School:

- Allows us to send you messages regarding your child.
- You to see and amend your child's details and records.
- Pay for school trips, lunches and more.

In order for us to create you a log in, please ensure we have your email address. Information and instructions on how to log into your account will be sent by email to parents once your child has joined us in September.

## School Uniform

We require all children to wear school uniform. This is very important as it promotes a sense of 'belonging' to our school, and a pride in wearing our uniform.

The uniform provides sensible, appropriate clothing to wear in school. There are a wide range of items to choose from which is sold in Castleford Market at Bright & Better.



Parents should choose from:

- Royal blue school sweatshirt/cardigan with school logo.
- White or gold polo shirt.
- Black school trousers.
- Black shorts (warm weather)
- Black pinafore or skirt.
- Pale blue/white checked dress.
- Black tights.
- Black school shoes.

It is essential for health and safety reasons that children wear sensible, comfortable shoes for school. Please do not send children in flip flops or sandals in the summer, they are not suitable for activities in school.

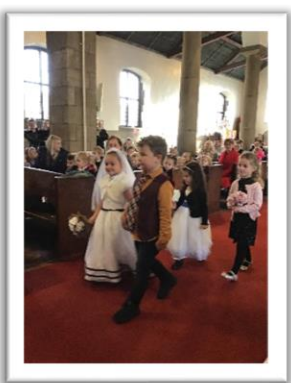
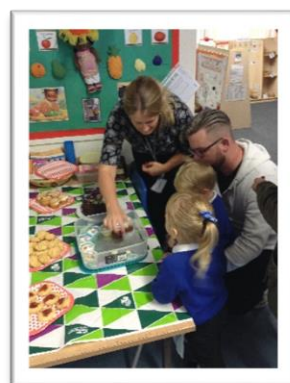


## School Council

Airedale Infant School actively supports national charities such as Macmillan Cancer Research, Children in Need, Make a Wish Foundation and the World Wildlife Fund through regular fundraising events which are usually led by our School Council. Each year the School Council vote for a global charity and one which is more local to school and the community.

## Enrichment Activities

At Airedale Infant School your child will have the opportunity to be involved in a range of activities to enhance their life experiences. Children have the opportunity to experience a wide range of activities, designed to encourage co-operative working and good social skills. We are pleased to be able to provide a range of opportunities through small group work, creative art and music as well as sport. Children have many opportunities to work with visitors in school and go on visits into the community and further afield.



## Visitors into school

Visitors have a valuable role to play and can contribute to many aspects of the life and work of the school. They deliver talks, workshops and full day activities across a wide range of subjects, giving pupils access to outside experiences and expertise. Visitors provide a link with the wider community – children have the opportunity to work alongside artists, musicians, authors, health professionals and others.

## Parental Involvement

We offer a variety of opportunities for parents to come into school. These include:

- Formal consultations (2 times per year) when teachers can discuss their child's progress and attainment with parents.
- Open mornings and afternoons where parents are invited to come into school and work with their children.
- Voluntary work in school to support the children's learning.
- Meetings for new parents of children starting nursery and main school.
- Social and fund raising events.
- Christmas events

We believe that the relationship between parents and school is crucial to a child's progression. We encourage parents to attend our school events wherever possible, and contact school for any support.



## What to do if you have a concern

You are welcome to contact the school at any time to talk with your child's class teacher or a member of the learning mentor team. If you wish to see the Head Teacher or any other member of staff, then please contact the administration team who will be happy to make an appointment for you. Main Office Telephone: 01977 519281, Nursery Telephone: 01977 517997.

## Special Educational Needs and Disabilities

At Airedale Infant School, we recognise that some children may have barriers to their learning or have disabilities that school need to make adjustments for. These difficulties may be long or short term. If your child is identified as having Special Educational Needs and/or a disability, you will be invited into school to discuss our concerns and the wider range of support that is available. Furthermore, you will also be invited into school at regular intervals to discuss your child's progress and any concerns and questions you may have with the school SEN co-ordinator Miss Lovelock. Please refer to the website for more information.



## Photographs and School Website/ Social Media

We ask parents to complete forms to give permission for their child's photograph to be taken. Photographs are for school use only and may be posted on our own school website and social media pages. The work of the school is often promoted through articles and photographs in the Pontefract and Castleford Express. This information may be subject to change throughout the year in line with the General Data Protection Regulations (GDPR). Please do not hesitate to contact school staff if you have any queries regarding GDPR and the use of photographs in school.

### Social Media

We use social media to showcase children's achievements and events that are happening in school. Please make sure you inform school if you do not wish your child's photographs to be published online. We are aware parents use social media as a means of communication and would ask this is used responsibly. Any form of negative feedback may be challenged and could be referred to the police.

## Photography and/or Video at our School Events

Generally, photographs and videos for school and family use are a source of pride which can enhance self-esteem for children and young people and their families. By following some simple guidelines, we can proceed safely and with regard to the law:

- Remember that parents and carers attend school events at the invitation of the Head Teacher and the governors.
  - The Head Teacher and governors have the responsibility to decide if photography and videoing of school performances is permitted;
  - The Head Teacher and governors have the responsibility to decide the conditions that will apply in order that children are kept safe and that performance is not disrupted and children and staff are not distracted.
  - Parents and carers can use photographs and videos taken at events for their own personal use. Such photos and videos cannot be sold and MUST NOT be put on the web/internet (including social networking sites) due to existing data protection legislation, which in such circumstances is likely to be contravened;
    - Recording or/photography other than for private use would require the consent of all the other parents whose children may be included in the images;
    - Parents and carers must not photograph or video children changing for performances or events;
    - If you are accompanied or represented by people that school staff do not recognise, they may be challenged if they are using a camera or video recorder.

## Complaints Procedure

Our complaints procedure and policy is available on the school website. Alternatively, please ask the school office for a printed copy. If you have any concerns about your child's education, you should contact the class teacher in the first instance who will try to resolve the issue. If you are not satisfied with the school's response to your concerns, the Senior Leadership Team will try to help.

## Final Comment

All of the team at Airedale Infants School hope you have found the information in the prospectus both useful and interesting. If you would like to know more, or have suggestions for further items you would like to see included, we will be more than pleased to try and help. At the time of publication, the information contained in this prospectus is accurate, but it may be subject to change in the future.

