



School Handbook

2018/19

'Our highest endeavour must be to develop free human beings who are able of themselves to impart purpose and direction to their lives'

Rudolf Steiner

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Introduction:

Welcome to York Steiner School. This handbook has been prepared to give you information about our school, from its origins and administration to the everyday running of the school.

History of York Steiner School

The school was founded in 1980. It is a comprehensive, non-denominational and non-sectarian school for boys and girls from Kindergarten to Class 8 (age 3 - 14) and has space for 270 pupils. Our current premises were previously a state secondary school bought by York Steiner School in 1986.

The school is a member of the Steiner Waldorf Schools Fellowship, which offers advice and training for teachers and administrative staff in Steiner schools throughout the UK. Each school has a representative on the Steiner Waldorf Schools Fellowship (SWSF) council.

Registered independent schools are obliged to meet the requirements of the Department for Education (DfE). We are inspected by the Schools Inspection Service who perform this on behalf of Ofsted. Our most recent inspection report can be viewed on the following website

<http://www.schoolinspectionsservice.co.uk/> or on the school website (under policies & procedures)

Rudolf Steiner

Rudolf Steiner (1861-1925) was an Austrian philosopher who turned his attention to education at the end of the First World War. Like many of his contemporaries, Steiner was shocked at the carnage of that war and at the unimaginative response to it by political leaders. He asserted that both were the result of miseducation, and that a better world could be created only if schooling were refashioned upon wholly new principles.

He accepted an offer from the Waldorf Astoria company to establish a school for the children of its workers, and thus to put his ideas into practice. The first Waldorf School was opened in Stuttgart in 1919; there are now over 1000 schools worldwide, and their number is growing at a rapidly increasing rate.

Steiner observed that most education of his day was directed solely towards the pupils' intellectual faculties. Not only were their minds guided along very narrow channels, but vital areas of feeling and will were wholly ignored. He therefore outlined a curriculum that would enliven the whole human being, not simply the intellect. With remarkable clarity and insight, he charted a person's development from earliest childhood to adulthood, and selected subjects at each stage to meet his or her intellectual, emotional and volitional needs. Since the first Waldorf School was established, teachers have found his indications remarkably helpful and profound, and the curriculum remains highly pertinent to today's child.

Organisation of the School

York Steiner School is an independent and self-administering school. It is a registered charity [number 511974] and a limited company [number 1591107], and is administered in a co-operative manner. There is no hierarchical structure and no head teacher. The following bodies outlined below form the basis of the management structure of the school.

The School Association

All members of the school - parents, teachers and co-workers – are invited to join the Association and are encouraged to come to Association meetings. Such meetings are usually concerned with the larger developments in the school. It is usual for each one to have a different theme relating to a certain aspect of school life. Suggested topics and themes may be put forward to any School Management Group member. For further information please contact the school office.

Board of Trustees

Trustees are elected by the School Association to oversee the legal, financial and employment matters of the school in accordance with charity and company law. The trustees meet twice per term and are currently:

David McLean	Chair
Will Deakin	Finance
Amit Patel	Estates including Health & Safety
Jessica Gower	Safeguarding / Human Resources
Paul Dent	

School Management Group (SMG)

This is the policy-making body of the School and is made up of parents and teachers. They are also members of mandate groups which have responsibility for specific areas of school life or management. Mandate groups bring proposals to SMG for discussion and/or agreement. The SMG maintains an overview of how the mandate groups are working. SMG meets fortnightly on a Thursday evening during term time. Decisions are normally reached in all meetings by consensus.

Maurice Dobie (Chair)	Estates & HR Mandate
Tom Pope	Early Years Mandate
Rachel Holborow/Jonny Butler	Education Mandate
Eleanor Jones	Finance Mandate
Ulrika Bulle	PR Mandate
Keir Brown	Community Relations

School Mandate Holders

Early Years mandate	Tom Pope
Education mandate	Rachel Holborow/Jonny Butler
Estates mandate	Maurice Dobie
Finance mandate	Will Deakin
HR mandate	Maurice Dobie / Sally Ryan
PR mandate	Ulrika Bulle / Keir Brown
Community Relations	Keir Brown

Education mandate group

The education mandate group is made up of teachers from all areas of the school. The group is responsible for maintaining standards across the curriculum and needs relating to learning and teaching.

The group meet every Wednesday during term time to study together and to share the rewards and challenges of their work.

Early Year mandate group

The education mandate group is made up of Kindergarten teachers who meet every Thursday afternoon.

The Administration

The school office is open every weekday in term time from 8.30am - 4pm.

Educational Advisors

The school receives regular visits from educational advisors from the Steiner Waldorf Schools Fellowship and from the Steiner Waldorf Early Years Group.

The Staff (teaching and administration)

Class Teachers

Class 1	Susana Morvan
Class 2	Margareth Gschnitzer
Class 3	Rachel Holborow
Class 4	Sally Ryan
Class 5	Tracey Lucas
Class 6	Jia Ding (Ding Ding) / Hannah Levey
Class 7	Jonny Yates-Butler
Class 8	Fiona Dudley

Kindergarten Teachers:

Apple Tree	Karen Foster
Maple Tree	Rachel Sutcliffe / Anna Brown
Silver Birch	Tom Pope
Oak Tree	Elizabeth Metcalfe /Linda Dalgliesh
Willow	Sam Stubbings

Learning Support Department

SENCO	Annabel Gibb
L/Support Teacher	Hannah Levey
L/Support Assistant	Jan Denison

Subject Teachers

German

Nadia Bahrani

French

Antje Ramming Robinson

Handwork

Elisabeth Zollner . Adele Parzanese

Woodwork

Kat Hunt, Sarah Siwiak

Eurythmy

Melanie Elkan

Gardening

Fynn Stirm

Gym

TBA

Teacher Support

Hannah Levey

Music teacher

Jonathan Tapp

Jonathan Tapp

Parent and Child group leaders

Nadia Bahrani

Alison Burns

Angela Harpa

Lyndsey Alderson-Crombie

Afternoon childcare

Alison Burns

Sue Dent

Administration

Administrator

Maurice Dobie

School Secretary

Julie Rickaby

School Receptionist

Judy Gray

Finance Manager

Eleanor Jones

Finance Assistant

Jenny Caradonna

Cafe Manager

Liza Patel

Shop Manager

Theolyn Jones

Maintenance

John Morrison

In addition, the School employs assistants in the kindergarten and café, pianists for Eurythmy, and security staff. Cleaning of the school corridors and toilets is contracted out. The classrooms are cleaned by parents at the weekend.

Safeguarding

The school takes safeguarding the health and wellbeing of every child very seriously. There is a dedicated team to support this. If you have any concerns please speak with a member of the team

Designated Child Protection & Safeguarding Officer:

Maurice Dobie (01904 654983)

maurice@yorksteinerschool.org

Early Years Child Protection & Safeguarding Support:

Karen Foster (01904 654983)

karen@yorksteinerschool.org

Main School Child Protection & Safeguarding Support:

Fiona Dudley (01904) 632381 & Rachel Holborow (01904) 610107

fiona@yorksteinerschool.org

rachel.h@yorksteinerschool.org

Should the designated officer be absent please speak with another member of the Safeguarding Team or the designated person on the Board of Trustees:

Trustee responsible for Child Protection & Safeguarding:

Jessica Gower

jessica.gower@yorksteinerschool.org

The School Rhythm and Festivals

The School Year

The school year is divided into three terms of approximately twelve weeks each, with half-term breaks in each term.

Festivals play a major part in the rhythms of the year and the life of the school. Although the school is non-denominational, the Christian and seasonal festivals are a central focus of the year and are celebrated throughout the school. Experiencing the unfolding year brings rhythm into our lives, whilst each festival has its own character which brings unique qualities to enhance the richness of school life.

Michaelmas Harvest Thanksgiving – September 29th

St Michael is the spiritual servant of Light, holding the dragon of evil at bay, inviting us all to take a new step on our inner journey. The pupils and teachers celebrate Michaelmas in a special assembly, and all pupils are asked to bring an offering for the harvest table.

Early Years parents are invited to join in the Early Years Michaelmas celebrations.

Martinmas – November 11th

St Martin gave half his cloak to a poor shivering beggar. The following night Christ appeared to Martin in a dream wearing the same piece of his cloak. We celebrate Martinmas with a lantern walk accompanied by singing, to which all members of the school community are warmly invited.

Advent

This is the period including the four Sundays before Christmas. On the first Sunday in Advent we come together, teachers, parents and pupils for the Advent Spiral. With music and carols the children walk the spiral of greenery one at a time to light their candle from the centre and place it in the growing path of lights.

Candlemas

A festival of light when the infant light of spring is greeted by all of us with thanks after the cold dark winter. It is often celebrated by an early morning gathering followed by a special shared breakfast before school starts.

Easter

The Early Years Department hold their own Easter festivals which may involve walking a simple procession with 'Easter crosses' made by the children. There is usually an egg hunt!

Whitsun

Whitsun, or 'White-Sunday' is celebrated in the Kindergartens and the lower school classes by the children wearing white and taking part in Whitsun activities.

St John's Day, Midsummer – June 24th

The birthday of John the Baptist, six months before Christmas is celebrated with a wood fire over which children, parents and teachers are invited to jump! The Early Years Department have their own festival, sometimes a summer picnic shared with parents – and a smaller fire!

Jumping the Rope

When a Kindergarten group is ready to move to a new Class One, it is a tradition in our school for each child in turn to take a mental jump and a physical jump over a rope, leaving behind their kindergarten days as they welcome the eight-year adventure that lies ahead of them.

End of Term Festivals

Take place at the end of each term. Classes 1-8 show some of the work they have been doing, e.g. songs, poetry, music and drama. This usually starts around 11.15am and school finishes at 12.45pm. All parents are invited including Early Years parents.

The School Week

	MON	TUES	WED	THURS	FRI
8.25am	Main doors opened				
8.35am	Bell for classes 6,7,8				
8.50am	Bell for classes 1,2,3,4,5				
	KINDERGARTEN doors open				
9.00am	Main lesson (classes 1 to 8)				
10.55 to 11.15	Little break				
12.40pm		Class 1 & 2 Finish		Class 1 Finish	
	KINDERGARTEN finishes				
12.45pm	Lunch break				
1.45pm	Afternoon registration				
3.30pm	Main School and Afternoon care for Early Years finishes				

Within that, there are some variations:

The number of mornings Early Years children attend is decided in consultation with their teacher.

There is an optional afternoon care session on Mondays and Wednesdays from 12.40pm until 3.30pm. eligible to all children in the Early Years department. Each session is charged at £12.00, payable termly in advance. Alternatively, you may use your 15 or 30 hours Early Years funding toward this. Soup and roll are provided. Places are booked through the office IN ADVANCE.

During the Summer term the rising class 1 children attend an additional Friday afternoon session (see separate Early Years Handbook).

Classes 1 & 2 have half days. Class 1 on Tuesday and Thursday, Class 2 on Tuesday only.

On the last day of term school generally finishes at 12.45pm following a festival.

Parent and Child groups run during term time, every weekday morning from 9.30 to 11.30am and on Wednesday afternoons from 1.30 to 3.30pm. They do not run on the last day of term.

The School Day

Although Classes 1 & 2 still have half days, the broad structure of the school day is the same for all classes.

The day starts with the Main Lesson, given by the class teacher, and is the focus of the day's work, with languages, art, handwork/crafts, music, gym/games and practice lessons following through the day. Main lesson finishes at little break.

There are two subject lessons after little break and the lunch break is from 12.45pm to 1.45pm.

In the afternoon there are two lessons, starting at 2.00pm.

The daily rhythm is very important in Steiner education and it is very important for all pupils to start on time. A child who arrives late not only disrupts their own rhythm, but also that of their classmates and it is for that reason that regular lateness will not be tolerated.

Pupils should not be at School before 8.25am nor be left there unsupervised after their last lesson in the afternoon. At break times children must remain within the school grounds except with special permission. Outside school hours children **must only** be on the School premises under the supervision of a responsible adult.

It is the parent's responsibility to be on-time to collect their child(ren).

End of the School Day

Parents are responsible for collecting their child on time. A whistle will be blown at 3.45pm, all children who are not yet collected must immediately report to the teacher on duty who will telephone the child's parent to find out why they have not been collected. The child will be expected to sit quietly outside the office, the parent will be asked to sign that the child has been collected.

Classes 1 and 2 are collected from the 'back' playground on short days.

Please ensure you collect your children promptly

Attendance

If your child cannot come to school because they are ill you must contact the school office by phone or via ParentMail before 9.45am on the first day of absence and every subsequent day. If the office has not received a call they will contact you to confirm that your child is ill. It is our legal obligation to know where the children are at all times. **A letter should be given to the class teacher on the child's return explaining the illness and absence.** Teachers reserve the right to ask for a certificate from a medical practitioner of your choice after absence of three days. For any other absence please see the absence policy below.

Pupils may not leave the school premises during school hours unless by arrangement between teacher and parent.

All pupils must arrive punctually by 8.50am for classes 1-5 and by 8.35am for classes 6-8. Children should come to the back playground when they arrive at school.

Items needed for school (classes 1 to 8)

All pupils need:

- A good pair of **indoor shoes**, these should be black or white plimsolls or the equivalent (and a bag to keep them in).
- A **painting apron** or shirt.
- **Eurythmy shoes** – a one-off charge of £25.00 will be made for these when your child joins the main school. This amount will cover the purchase of shoes for your child throughout their school career. Payment can be made via ParentMail in the first week of the Autumn term.
- **Gym shoes** and **games kit** (white T-shirt, blue or black shorts or track suit bottoms, an outdoor trainer and indoor trainer) are needed by Class 3 and above, marked with the child's name. Your child may be asked not to participate in a games lesson if they do not have the right clothing, and a letter will be sent home.
- **Wellingtons** (or stout shoes) are essential for gardening lessons – sandals are not appropriate.

We try to give our pupils as much outdoor time as possible, in all weathers, so please make sure they are suitably dressed whatever the weather – sunhats, sun cream, raincoats, warm coats, no coats as is seasonally appropriate.

We have a constant problem with identification of lost clothing, so please label any items your child is likely to take off! There is a lost property basket, kept in the lobby near the girls' toilets. Any articles which are not claimed (after a period on display) are given to a charity shop or jumble sale.

School Lunches

A school dinner is offered 3 days a week:

Monday – soup and a roll made by the café staff

Wednesday (cl. 1 to 3) and Thursday (cl. 4 to 8)

A hot meal in the café. The meals are vegetarian, offer balanced nutrition and are made mostly from organic locally sources and seasonal ingredients. The main meals might include:

- Pasta bake and salad
- Vegetarian sausage, potato wedges, beans, cheese and salad
- Jacket potato with beans and cheese
- Vegetable shepherd's pie
- Squash chilli and wraps with cheese
- Rainbow rice
- Veggie stew and dumplings

Meals are served with a selection of crudites and salads.

The desserts will include:

- Fruit crumble and custard
- Muffins
- Bananas and custard
- Fruit jelly and cream or ice cream
- Fruit salad and organic Greek yogurt
- Rice pudding
- Fruit slices
- Greek yogurt with a fruit sauce

Friday - pizza and fruit (or an alternative) is offered.

The children can also bring a healthy snack for break time. We ask that they bring food and drinks in safe containers (no glass please) and that they take their lunch litter home with them. **Sweets, chocolate and fizzy drinks are not allowed.**

Lunches must be booked and paid for in advance via ParentMail.

Children who attend the afternoon childcare session will be provided with a lunch prepared on site

Special Diet

We will be able to provide meals for children with special diets. Please inform the Cafe staff of your child's needs, and if your child receives a special meal, please let us know if they will be absent for their school lunch, to save us wasting ingredients and preparation time.

The School Code

The following is a basic list of our school rules. We hope that the behaviour and appearance of both children and adults will be guided above all by appreciation and respect for what the school is and all its members.

- Indoor shoes must be worn inside, and proper gym shoes must be worn in the gym.
- Although we have no uniform, clothing must be appropriate for school – please see ‘Dress Code’ below.
- Pupils must walk and talk quietly inside the school building.
- Children are expected to behave quietly and sensibly outside school, on trips and outings.
- No weapons (either real or imitation) are allowed in school.
- No personal electronic devices, computer games or mobile phones are allowed in school. If seen, they will be confiscated and held in the school office for parents to collect (please see mobile policy)
- No sweets are allowed in school.
- No alcohol or any intoxicating substances may be consumed on the school premises.
- Smoking is prohibited in the school and in the grounds.

Dress Code

- All clothing should be clean, tidy, whole and fitting. For example, trousers or shorts which are too baggy or revealing, sleeves which are too long and indoor shoes which fall off do not help the child to engage fully with the work. Children need to be able to move freely.
- T-shirts with violent or large graphic images (e.g. skeletons or weapons) should not be worn. These images can be offensive or distracting. Clothing must be plain or pleasantly patterned. We may ask your child to wear his/her shirt inside out if the class teacher deems it unsuitable.
- Make-up and nail varnish are not permitted.
- Hair should appear natural in colour. Pupils with unnatural-looking dyed hair will be required to re-dye it.
- The only jewellery permitted are watches (non-beeping) and ear-studs.
- Shoulders must be covered so strappy tops are not allowed. Nor are bare midriffs.
- Long hair must be tied back off the child's face. This applies to boys as well as girls.

Behaviour Code

These rules are made with a view to protecting children and property. The following are not allowed:

- Fighting
- Swearing or being rude to people
- Football (except for staff supervised sessions at lunch time on the playing field for some older children)
- Hard balls in either playground
- Climbing trees or walls
- Playing in the bin area
- Running in corridors or on the stairs

Discipline of Children

It is necessary for the health and social well-being of the school to maintain a disciplined atmosphere. In most instances disciplinary problems can be sorted out immediately by the teacher in charge. In the older classes, your child may be asked to stay in during a lunch break, or if an incident is repeated, may be asked to stay behind after school (with notice). In any serious case a meeting between the class teacher and other teachers will be called, parents will be consulted and then recommendations made with the endorsement of the SMG.

School Absence Policy

(Please refer to the schools Absence policy available on the website)

York Steiner School has a responsibility to do all that is reasonably practical to meet the educational needs of each child. If your child is regularly absent the school is unable to meet this legal obligation.

Absence requests of up to one day may be granted by the class teacher.

Absence requests for more than one day must be submitted in writing and given to a child's class teacher to take to the Education Mandate in advance of the period for which the absence request is made. **Please do not make arrangements for absence before you have the agreement of the Education Mandate.**

It is entirely at the discretion of the Education Mandate whether a request is granted or not. Requests will be considered in light of the following priorities:

1. The total number of absences (for any reason) already recorded by the child in the school year in question.
2. The educational progress of the child in school
3. The nature of the request made.

Continuity of attendance is integral to Steiner Waldorf education and beginnings and endings are particularly important. For this reason, absences for the beginning of terms or half terms, or the days leading up to and including the end-of-term festivals at Christmas, Easter and summer, **will rarely** be authorized.

Unauthorised absence is absence which has not been authorised by a teacher or other authorised representative of the school. Parents, or guardians, may not authorise absence. Any unexplained or unjustified absence will be counted as unauthorised.

Parents need to know that the school expects them to co-operate with its absence policy and that failure to do so in any respect may compromise their child's place in the school.

General Information

Television and Computer Games

The damage done to children by repeated and extended periods of watching television or playing computer games is being more widely recognised: the younger the child, the greater the damage and the greater its irreversibility. It is not only the content that is harmful, but the actual physical and psychological processes involved in watching or playing, and the apathy-inducing nature of the medium. We urge that no watching of television or playing of computer games be done on school nights, especially by children below nine years and especially no Breakfast Time television. Please feel free discuss this with your class teacher.

Homework

The older classes may be set homework and parents may be asked to ensure that this is done and handed in at the appointed time. From time to time children might be asked to provide specialist equipment such as geometry sets – your class teacher will keep you informed of any such requirements.

Medication and First Aid

No drugs can be administered by a member of staff unless directed by a parent in a letter. If your child requires medication, it should be given to the class teacher. All medication must have your child's name on and be issued by a GP.

Parents should confirm in writing any specific conditions they wish to apply to their child's first aid treatment at school.

If your child has a chronic condition such as asthma and has been given an inhaler by their GP please ensure they carry it with them at all times and that they know how to use it.

Infections and Contagious Illnesses

Children should not come to school if they are ill especially if their illness is contagious or infectious.

It is the Department of Health's advice that children remain off school for 48 hours following the last bout of sickness or diarrhoea.

Contagious diseases or infections include measles, chicken pox, mumps and whooping cough, sickness and diarrhoea, as well as conditions such as head lice. If a child is found to have head lice/nits a note will be sent home with the child requesting that they do not return to school until their hair has been treated. If a child is ill at school the parent will be rung and asked to collect the child. **Parents should make sure that their emergency daytime telephone numbers (held on the pupil record form in the office) are up to date.**

Cycling

Children are encouraged to cycle to school, and may leave their bicycles at school. Please ensure that the bicycle is LOCKED in the bike shed. Children who are at school all day should leave their bikes in the shed by the gym. The school cannot be held responsible if bicycles are stolen. Bicycles **must** be removed at the end of each day to prevent break-ins to the bike sheds.

Use of Cars

Parking in close vicinity of the school is very limited, and we have no 'drop off zone' immediately outside the school – but you can stop on 'the triangle' outside the Danesgate pupil referral unit. Please park away from school if possible, park considerately, and treat our neighbours with respect. The parking spaces directly opposite and adjacent to the front playground are **for staff use only**, and parking outside the Business Wing is **reserved for staff and tenants** of the wing. If parents use a car for school business i.e. transporting children on a school trip, they must check to ensure their insurance policy covers such trips.

Library

The library is staffed by parents/teachers on a voluntary basis. Donations of suitable books are always welcome; please check at the office before bringing your donations in as we are unable to store surplus books. Parents may borrow books provided they sign them out in the borrowing book. Please ask at the office if you wish to use the library, as it may be in use during the school day as a teaching space.

Cultural Events and Class Trips

From time to time cultural events are organised for the children, such as visits to museum, the theatre or art galleries. In the summer term there will always be a class trip; in classes 1 & 2 this will usually be a day trip, but from class 3 onwards, the trip will involve overnight stays. Class trips or outings are financed by parents (sometimes with the separate fund-raising efforts of the children themselves to support them). These events are usually notified well in advance by your class teacher. You will also be sent a consent form for these trips; it is essential that you complete the form and return it to the office as soon as possible. No child will be allowed to participate in a class trip without parental consent.

Security and Keys

The school does not have a care-taker, therefore it is particularly important that it is kept secure especially at weekends and in the evening. The school is locked every day at 4.00pm by a member of school staff on a rota basis. It is then checked again by our security in the evening. No one should be in school in the evenings or at weekends unless they have a legitimate reason for being there. To gain access out of hours a key can be borrowed from the office – but you must sign for it! Keys must be returned to the office in person by the individual who borrowed them.

Purchases for School

From time to time, it might be necessary for a parent to make a purchase on behalf of school, for example for a fund-raising event or for Work Week. The procedure for buying something for school is as follows:

- Please check with the Administrator (Maurice Dobie) or the Finance Manager (Eleanor Jones) before purchasing anything for the school, otherwise we will not be able to refund your money.
- Please attach your receipt to an expenses claim form. Claims for less than £20.00 will be paid in cash; if the amount is greater than £20.00 a cheque will be issued.
- If you place an order on behalf of school please seek the approval of the Administrator or the Bursar prior to placing the order, and complete an order form.

Maintenance

The school employs a part time maintenance person. Please report any maintenance jobs to the office and not directly to the maintenance person so that the never-ending list of jobs can be prioritised effectively.

How the School is Financed

Parental Financial Contribution

The school will do what it can to accommodate the individual financial circumstances of every family, however each family is expected to contribute as much as they can to the school which needs to be financially secure.

Each family contributes in one of two ways: either by paying a fixed rate contribution per child, or a per family rate which is assessed on family income. Proof of income will be required if you wish to pay a per family contribution and you may be asked to attend a financial interview.

Each family's financial commitment to the school is reviewed annually in April, when a new financial contribution agreement is made between the school and the family. At the end of each term you will be sent a statement, which will detail how much you have paid to date and how much is still owed. This will include trips and other small amounts.

Please note that the Financial Contribution Agreement is a legally binding agreement. If you fall into arrears and fail to come to an agreement as to how those arrears will be paid you may be asked to withdraw your child from the school and legal proceedings may be taken to recover the debt.

Business Contributions

There are a number of business activities which generate income for the school. The school shop ('Salamander') stocks a wide range of arts and crafts materials, books and toys which support the Steiner Waldorf curriculum. The Business Wing has rooms let to local businesses and artisans. Parent volunteers help in the running of these activities

Fund Raising

Fund raising is crucial to the school, and all parents are expected to help with fund raising work. In particular, the Advent Fair, the Spring Fair, and the St Crux fundraising days (usually two per year) depend upon the participation of everyone in the school community for their extraordinary success. Classes 3, 1 and the Kindergarten classes respectively take responsibility for the overall co-ordination of each of these events.

Any other ideas for fundraising are always gratefully received – please contact Marco Polledri or Amit Patel.

Early Years Funding

The school receives Early Years funding from the LEA for all 3 and 4 year olds who are resident in York (if you live out of York, you may get funding but it is not guaranteed.) You will need to complete the online application at: <https://childcare-support.tax.service.gov.uk/par/app/applynow>

For a full explanation of how this works, please contact Eleanor Jones, Finance manager.

Donations

Every year a proportion of our income comes from donations from a variety of sources –external trusts, ex students, parents both past and present. Income from donations can be increased through Gift Aid.

What we Require from Parents

Non-financial Contributions

Support for maintaining the school environment, provided by parents, teachers and friends working together, is a major feature of the school. Kind donations of time, skills and commitment.

Contributing to the school helps to consolidate the community and is a positive example for the children. For the children to see parents at work in or on the School, or participating in cultural events, leads to a deepening of social bonds.

All parents are expected to participate in helping the school to keep going. In particular and the Advent and Spring School fairs when parents are asked to donate 2 hours of their time along with whatever commitment may be required in the class.

Parent involvement is particularly vital at the summer work sessions - **all parents are expected to help with our annual work week, when vital maintenance and decorating work happens.** Throughout term time, there are plenty of other opportunities for parents to help around the school - for example, with cleaning, gardening and laundry, with specific work weekends, by working in the school shop, by volunteering in the school library, volunteering at St. Crux – everyone can find something to do – and you'll probably even enjoy yourself too! Please ask in the office for further information.

Support for the Education

Parents' evenings for individual classes are normally held once per term, and **all parents are expected** to attend. These evenings enable the teacher and parents to discuss the class as a whole, to describe the work done and to enhance understanding of the developing curriculum. To miss them is to miss a vital link in our children's development and works against the strong community aspect of the School.

In addition, to parents' evenings, your class teacher will usually arrange individual parent interviews once a year. Ideally, both parents should attend these interviews, so that you both know how your child is progressing in the school.

Attendance at occasional talks, conferences and open days is also important and is strongly encouraged for all parents both old and new.

Leaving the School

'Exit' interviews

If you choose to withdraw your child before the end of Class 8 and feel you would like to discuss your reasons for doing so with someone in a position of responsibility within the school, please contact the Administrator or a member of the SMG to make an appointment.

Giving Notice

We understand there are reasons why your child may not continue to Class 8. In these circumstances we ask that you give as much notice as possible to prepare the child and the class.

Finance

Your financial contribution to the school will continue for **three months** from the date written notice is received. (This will not apply to children on a trial period.) If the child leaves without the notice period being served then the financial contribution must be paid for three calendar months after the child has been withdrawn.

Information channels

The News Sheet

The news sheet is published fortnightly in term times by the school office. It contains a mixture of calendar dates, announcements, information and small ads (£1.00 per ad). Items for the news sheet should be handed in to the Office **no later** than the Wednesday (9.30am) before its publication date. The news sheet is currently published on alternate Fridays.

Class Representatives

Each class has a parent who acts as class rep.

Such a person liaises between teacher and parents and attends class representative meetings. The main functions of a class representative are:

- To act as a point of contact for parents in the class and to pass on concerns and suggestions to the class teacher or other contact within the school as appropriate.
- To absorb some of the administrative aspects of the class where these relate to contacting and communicating with parents, allowing the teacher to concentrate on teaching matters.
- To assist in co-ordinating fund raising for the class.
- To assist in organising rotas for weekly classroom cleaning, Work Week and work weekends.

Address Lists

All members of the school community receive a copy of the complete school address list at the beginning of the school year. Please treat this as a confidential document and do not make it available to anyone outside the school community. It is essential that any changes of address or telephone number, etc., are notified to the office immediately. Amendments will be circulated via the news sheet.

Postal Circulars

Where necessary urgent information of a more confidential nature will be sent by letter in the post.

Notice Boards

There is a general notice board by the stairs to the Cafe. For sale and wanted ads or adverts for events or services can be posted on that board. Please do not put up any posters anywhere else in the school building without checking with the office.

The notice boards outside the school office are for school notices only. They are looked after by the office staff; if you have something to put up please hand it in to the office.

Photo board

A photo board of members of staff, School Management Group and Trustees is hung outside the school office.

Home Visits

In order to complete the profile of the children in their care class teachers seek to visit the family of each child at least once during their time together.

Enquirers' Mornings

The School holds Enquirers' Mornings regularly, for prospective parents, which are publicised through the office, school news sheet and the website

Study Groups

Parents may like to join a study group to discuss the works of Rudolf Steiner. Enquire in the office for current information.

Reports

Class teachers will provide annual reports for each child, including reports from all their subject teachers. This will be either given to the children at the end of the summer term, or sent to your home soon after the end of term.

Concerns and Complaints

The school aims to deal with any concerns or complaints as quickly as possible. It is important for our organisation that issues are raised promptly with the proper person and not left to create bad feelings among the community. Please check it is an appropriate time to voice a concern before doing so.

Concerns

There are a number of channels for raising concerns:

- If your concern relates to a child then the class teacher should be referred to in the first instance.
Approaching the Administrator is the next step if a satisfactory conclusion is not reached.
- If your concern relates to a matter of administration or finance then the Administrator or the Chair of SMG should be approached.
- If your concern relates to an employee or you wish to report a serious incident, please speak to the Administrator or Chair of SMG.
- Safeguarding

Complaints

If you wish to make a complaint please refer to our Complaints Procedure, a copy of which can be found on the school website or obtained from the Parent Policy File in the school office.

School Policies and Procedures

Both as good practice and to comply with the law, York Steiner School has many policies and procedures which are regularly reviewed. A file of all policies is kept in the school office for parents to view at any time and copies of any school policies can be requested, in addition many can be found on the website. Please feel free to ask the office staff.

School Inspections

The school is inspected by the Schools Inspection Service on behalf of Ofsted. Copies of previous inspection reports are available online at www.schoolinspectionsservice.co.uk

If you wish to contact either Ofsted or the Schools Inspection Service, their contact details are below:

Ofsted - enquiries@ofsted.gov.uk Telephone: 08456 014772

Schools Inspection Service: enquiries@schoolsinspectionsservice.co.uk

Reading List

The following books and many others can be ordered in the School Shop.

Early Childhood & Parenting

- Beyond the Rainbow Bridge - B. Patterson & P. Bradley.
- You are your Child's First Teacher - R. Baldwin-Dance
- Phases of Childhood - B. Lievegoed
- The Genius of Play - S. Jenkinson
- The Incarnating Child - J. Salter
- Lifeways - G.Dary & B.Voors
- The Developing Child - W. Aeppli

Waldorf Education/Anthroposophy

- Scientist of the Invisible - A.P.Shepherd
- The Way of a Child - A.C. Harwood
- The Recovery of Man in Childhood - A.C. Harwood
- An Introduction to Waldorf Education - Rudolf Steiner
- The Education of the Child in the Light of Anthroposophy - Steiner
- Waldorf Education - C. Clouder & M. Rawson
- Waldorf Education: A Family Guide - P. Fenner (ed)
- School as a Journey - T. Finser
- Education Towards Freedom - F. Carlgren
- Teaching as a Lively Art - M. Spock
- The Educational Tasks & Content of the Steiner Waldorf Curriculum -Edited by M. Rawson & T. Richter. (The Yellow Book)

Crafts & Activities

- All Year Round - A. Druitt & C. Fynes-Clinton
- Crafts through the Year - T. & P. Berger
- Festivals, Family and Food - D. Carey and J. Large
- Festivals with Children - B. Barz
- Festivals together - Fitzjohn et al



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