

Slingsby Community

Primary School

School Prospectus



Head Teacher: Mrs Georgie Metcalfe (*BA HONS NPQH*)

Chair of Governors: Mrs Sophie Wigby-Ashurst

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A welcome from the Head Teacher

May I welcome you to Slingsby Community Primary School, and to this brochure which I hope will give you some insight into the daily life of our village community school.

At Slingsby, we strive to nurture a partnership between the family and school as this is so important in providing the foundations for your children to grow and develop to their full potential.

We all welcome you to visit the school whenever you can to become aware of the happy family atmosphere in which the children thrive and to be involved in the learning journey your children make.

A handwritten signature in black ink, appearing to read 'G Metcalfe'.

Mrs G Metcalfe - BA HONS NPQH

'We believe much useful information about the running of the school is to be found in this prospectus and we fully endorse its contents'

The Governing body

OUR MISSION STATEMENT

Every child is unique

At Slingsby we will invest in every child by providing access to high quality education, ensuring a firm foundation upon which they can build their life. We will raise our children's standards further through close partnership between school and the family in a relationship that puts the child first at all times.

Rationale

'To provide a foundation for lifelong learning'

At the centre of any school are children ... Everything we do in school is for them.

Learning today, Leading tomorrow.

The People Who Care for us

Mrs Georgie Metcalfe	Headteacher
Mr Steve Mortimer	EYFS Teacher
Mr Will Bosanquet	KS1 Teacher
Mrs Caroline Jordan	KS1/2 Teacher –Middle Leader
Mr Leigh Smith	KS2 Teacher/Senior Teacher
Miss Charlotte Hope & Mrs Emma Massey	School Secretaries
Mrs Gill Swallow	Advanced Teaching Assistant KS1/2
Mrs Miriam Rough	Advanced Teaching Assistant KS2 Mid-Day Supervisor/Chill Club Leader
Mrs Tamsin Smurthwaite	General Teaching Assistant/Advanced Teaching Assistant EYFS
Miss Jane Wright	School Cook Breakfast Club Leader
Mrs Angela Hindby	Mid-day Supervisor
Mrs Lu Turner	Breakfast Club Leader Mid-day Supervisor

The Composition of the Governing Body

Mrs Georgie Metcalfe	Head Teacher
Mrs Sophie Wigby-Ashurst	Chair, Parent Governor
Mrs Kate Giles	Vice Chair, Co-Opted
Ms Vicky Wray	Parent Governor
Mr Steve Mortimer	Staff Governor
Mrs Sarah Rayner	Co-opted Governor
Mrs Nikki Pounder	Co-opted Governor
Mr Matthew Thompson	Co-opted Governor
Mrs Vickie Wilson	LEA Governor
Mrs Liz Wilson	Clerk to Governors

School Times



Doors open & everyone welcome	8.40am	
Register	8:50am	9:00am
Lessons	9:00am	10:30pm
Break	10:30am	10:45pm
Lessons	10:45am	12:00pm
Lunch	12:00pm	1:00 pm
Lessons	1:00pm	2:15pm
Break	2:15pm	2:30pm
Lessons	2:30pm	3:00pm
Assembly	3.00pm	3.30pm

Children complete 23 hours and 45 mins per week of directed time, compared to the national minimum recommended 21 hours for FS/KS1 and 23 hours and 30 mins for KS2.

It is important to note that the children from Class 1 have access to free play during the day, organised by the teaching and support staff, taking into consideration the age and needs of the children.

Supervision of pupils officially begins at 8:40 a.m. and children are asked not to arrive unsupervised before this time. At the end of a school day it is the parents' responsibility to supervise their children once the children have left the school buildings.

Our School Community- School Organisation

The Children

Our children are grouped as follows:

Year Number	Age of children- year in which children are	Structure of Class
EYFS (Early Years Foundation Stage) Reception Children	5 (starting at 4 rising to 5 that academic year)	Class 1 Reception
Key Stage 1		Class 2
Year 1	6	
Year 2	7	
Key stage 2		Class 3
Year 3	8	
Year 4	9	
Year 5	10	Class 4
Year 6	11	

At Slingsby School the children are taught in four classes.

Class 1 Reception

Class 1 consists of children aged 4 to 5 years within Foundation Stage (EYFS). There is open access to the outside classroom and play area which is well equipped for FS children. New reception starters begin in this class full time.



Class 2- Years 1 & 2

Class 2 consists of Key stage 1, with an age range from six to seven years (Years 1 and 2). Differentiation, which takes into account the varying learning levels of each child, is present in each lesson. The children also have access to their own outdoor learning area.



Class 3- Years 3 & 4

Class 3 consists of Key stage 2, with an age range from eight to nine years (Years 3 and 4). This new classroom was incorporated into the school from a next door residential house in 2018 and is fitted with the latest technology. There is also access to the new wildlife garden which is situated behind the classroom.



Class 4- Years 5 & 6

Class 4 consists of Key Stage 2 with ages from ten to eleven years (Years 5 and 6). There is an Information Technology work station in this classroom which the children have free access to together with a Design & Technology and Art corner.



The mixed age, mixed ability nature of all classes instils, within the school community, a wholesome regard for each other. The curriculum is enriched by visitors to the school and offsite educational visits which include sporting and cultural activities with other schools in the area.

Seeing is Believing sessions are held up to 3 times a year, inviting parents to visit their child's class and work together with the class teacher. This fosters a good working relationship and also reduces myths and misconceptions about teaching as you can actually experience it.

Curriculum planning is based on two and four year cycles. This avoids duplication, ensures progression and allows the children their full curriculum entitlement. Teaching and Support staff plan and evaluate this curriculum each year together.

Disabled access is available to all classrooms and the toilet facilities are accessible to all. This is in line with our policy to provide an inclusive education.

We have use of Slingsby Sports Field for PE and playtimes.



Admissions

As our school is a community school, the school determines the admission arrangements in agreement with the Local Education Authority (LEA). The LEA is therefore the 'Admissions Authority' for our school. The regulations for entry to each school, where the Admissions Authority is the LEA, are published each year by the LEA. Parents can receive a copy of these regulations directly from the LEA.

The LEA publishes a composite admissions prospectus each year, which gives information about how parents can apply for a place in the school of their choice. Parents have a right to express a preference for the school of their choice and they should do so on the application form. Expressing a preference does not, in itself, guarantee a place at this school.

Paper applications - If you do not have internet access, you can request a copy of the information for parents and a paper copy of the common application form from:

Admissions, Transport and Welfare Team, Business Support, Jesmond House, 31-33 Victoria Avenue, Harrogate, HG1 5QE email schooladmissions@northyorks.gov.uk Tel 01609 533679

An online form is also available. Forms should be completed and submitted by the closing date given on the NYCC website.

<http://www.northyorks.gov.uk/article/23539/School-admissions>

If NYCC are unable to allocate a place at your preferred school, you will be entitled to an appeal in line with current legislation.

Appeal forms are available on the website at www.northyorks.gov.uk/admission_appeals or by contacting the Admissions, Transport and Welfare Team 01609 533679.

If your child is entitled to transport we cannot guarantee that transport will be provided until the term in which your child is 5. Parents are encouraged to contact Ryedale/Scarborough Area Education Office (Tel: 01723 361376) or the Transport Section at County Hall (01609 779722).

Early application is recommended. Applications from out of catchment may not be approved but are very common at Slingsby C P. We would like you to inform us if you do put us as first choice. This helps if the admission process results in an appeal.

Children start full time in September from the age of 4 years old.

- ❖ We also visit the children at their current placements and at home so we get to see a rounded view of the children and can learn more about their interests. This also gives you lots of opportunities to speak to the Head Teacher about any questions you may have. It also gives Mr Mortimer chance to learn what is special to your child e.g. dinosaurs! He can then ensure that he plans this interest into the visits to school.
- ❖ Children are invited to attend a series of approximately 4 'taster afternoons' in the half term before entry. This means that children starting in September will attend afternoon sessions once a week, during the second half term of the summer term prior to entry (June/July).

Before starting school, parents are free to visit by appointment and you are warmly welcomed to do so.

At Slingsby CP School we operate an open door policy. Parents are always welcome by appointment. Staff are available every morning and afternoon on the playground for a chat. However, if specific issues are concerning parents, they should ask a member of staff to arrange a time convenient for all parties and it is school policy to always have two members of staff present so that nothing is missed. Prospective parents wishing to view the school should also make an appointment.

Aims and Objectives

We aim to:-

- Create an environment in which children will thrive.
- Focus on high standards and raising achievement to give our children the best chance.
- Help our children to move forward in their development of knowledge, skills and understanding by setting and agreeing targets for improvement.
- Provide the best learning opportunities for our children by encouraging and developing the commitment of our teachers.
- Teach our children the Slingsby School Values for Life - something they can take forward with them as they move on.
- Develop constructive and supportive partnerships between home, school and community.
- Make learning fun and exciting.

Provide a rich and exciting curriculum:-

- One that extends out of school.
- One that is broad and balanced.
- One that, as well as being academic, develops children socially, physically, morally and spiritually whilst meeting statutory requirements.
- Prepare children for the challenges they will face and help them prepare to be able to take charge of their lives.

- Believe in the potential of all and help to enable all children to meet their own targets for improvement.
- Encourage all children to be proud of what they have achieved.



Parents

Parents are encouraged to get involved in school life, however, any volunteer in school should have an Enhanced DBS clearance before they can start. This will be the responsibility of the volunteer to arrange.

Parents are encouraged to express any concerns to staff as soon as possible in order to avoid any unnecessary anxiety that most children experience at some time throughout their school lives.

Parents play an important part in the daily routine of school life. Parents are actively encouraged into school and provide a valuable resource. They are encouraged to help within many subject areas and help with a wide variety of curricular and out of school activities.

School does operate a policy of acceptable behaviour towards staff, and consequences will be initiated if this is broken.

Home/School Agreement

At Slingsby C P School we feel strongly that the home, school and child are equal partners in education. Each child can only achieve their individual potential when all three parties are supportive and working together. The children, parents and staff, sign a 'Home/School Agreement' at the beginning of each school year to remind us of the parts we play in the education of the child.

Friends of Slingsby School

The FOSS has a high profile in school life. This is a strong partnership that has been formed to undertake fundraising activities and enhance relationships within the school community. General meetings are held regularly and are informal all parents are warmly invited to attend. These generate a great deal of valuable ideas and opinions. Everyone is very welcome to be as involved as they wish and any help is gratefully received.

The children benefit immensely from the funding which the FOSS provides for educational visits and excursions. Funding also supports, in part, off site educational activities such as visits to museums and also resources needed.

FOSS helped fund the school house extension and new classroom. Christmas presents are also purchased for each child and a party is funded totally by them.

Fund raising activities include:

- Bags 2 School Appeal
- Quiz & Curry Night
- Jumble Sales/Pre Loved children's Clothes/Toy Stall
- Fashion Show
- Scarecrow Weekend
- Duck Race & Family Fun Day
- Auction of Promises
- Halloween Party

School Council

The school has an active School Council made up of pupils from each year group. The Council meet each half term with a member of staff and we encourage a school governor to attend. The children have raised issues such as lunch time organisation, and play ground buddies and fundraising.

Parents' Forum

Parents Forum meet once a term to discuss school issues, share ideas and meet with staff.

Curriculum

We aim to make Slingsby Community Primary School a very enjoyable learning environment. We feel strongly that happy children make full use of the opportunities afforded them.

We ask each child to do their best and be willing to try new ideas and opportunities. The children are introduced to a very wide range of topics and subjects which we hope will set them on the 'path' of life-long learning.

The National Curriculum

Our teachers use the **National Curriculum** to plan the lessons, taking advice from the Department for Children, Schools and from North Yorkshire County Council Education Department. This ensures that we give our best to the children, planning the work so that equal opportunity is possible for all of our learners.

Planning is done in three phases - long term plans are in place before the school year starts and medium term plans are written every half term for the half term ahead. These plans are then used by the teachers to plan detailed lessons to be delivered that week.

Literacy and Numeracy are taught every day. As a school we are committed to ensuring that, **at a minimum**, basic skills are taught to all of our children to the highest level possible. However, we do not put a ceiling on learning and children are encouraged to aim high.

Curriculum Maps are provided each half term to parents to enable them to engage further in their child's learning.



Special Educational Needs

We aim to give **all** our children the best education possible. To this end, some children may need a little extra help from time to time. Our school Special Educational Needs Coordinator (SENCO), Mr Else (SENCO at Malton Secondary School), is responsible for ensuring the children who have identified Special Needs are well catered for. He will liaise with class teachers as well as professionals from outside agencies to ensure that we get the best possible advice and support.

The Code of Practice, introduced by the Education Act 1993, is implemented. Incipient learning problems are identified at an early age.

Children with learning difficulties and more able children are given guidance within their teaching group. In addition to the teacher, advanced teaching assistants/general TAs are used to provide help where

required. Specialist help is available to those with particular difficulties from the Pupil Support Services provided by the Local Education Authority.

Experienced and skilled Teaching Assistants are also used to lead small groups of children through programmes of work designed by the teacher whenever applicable.

Sex Education

The provision of Sex Education in Slingsby School is the responsibility of the Governing Body under the mandate of the 1986 Education Act. Puberty and Human Reproduction are covered in Years 5 and 6, and generally to other year groups in the context of the wider personal, social and health education curriculum of the school. The Head Teacher and Senior Teacher deliver this talk to Year 6 children in the summer term.

Sex education is taught in such a way as to encourage children to understand the moral aspects and the value of family life.

Parents are consulted and informed of the programme of Sex Education when applicable. They are given the option of withdrawing their children from these lessons. This has proved to be an effective approach. No parents have ever withdrawn their child from this programme, as yet, and have been fully supportive of school when delivering the content.

Collective Worship

The daily assembly is based strongly on Slingsby School Values for Life, faith and morals and some stories from the bible, but we do like our children to have a choice and be free to express their own religious beliefs. Parents have the right to withdraw their child from this if they so wish. Other religions and cultures are respected and included in displays around the classrooms which reflect the diverse world our children are living in. British Values are taught both discretely and as part of our everyday school life.

School Uniform

Navy blue/black/dark grey skirt (knee length), dresses, trousers or shorts
Sky blue gingham dresses with white socks in the summer
Sky blue polo shirt
Navy blue sweatshirt or cardigan with logo
Also available are waterproof/fleece jackets for winter with logo
Navy blue/black/dark grey socks or tights
Navy blue book bag

PE Kit - Navy blue shorts
White polo shirt / T - shirt
Plimsolls and trainers
Navy blue/black track suit
Extra pair of socks
Navy blue PE bag

School and the Governing Body disapprove of certain items of clothing being worn. For example: jeans, leggings, tracksuits, football strip, over the knee socks, trainers (other than for PE) etc. If you have any queries regarding the uniform, then please contact school. Uniform may be ordered online from [School Shop](#), who are based in York. School Shop will try to provide a next day delivery service. You must

remember to order in advance during busy periods (July/August) to avoid lengthy delivery times - this is the same for all uniform suppliers.

We do discourage children from wearing jewellery in school and this must *not* be worn during games and PE lessons because of the danger of accidents. Earrings must be removed or covered for PE. Nail varnish and make-up is not allowed and large rucksacks are discouraged as we simply do not have the cloakroom space.

Complaints Procedure

A complaints procedure has been drawn up by the local education authority under the 1988 Education Reform Act. A copy of this is available in school. This enables parents to express concerns about the curriculum, a member of staff, or any matters relating to the education of their child.

Parents are asked to contact their child's teacher initially about any problem they have with the education of their child. Their second contact is the Head Teacher and the third contact is usually the Chair of Governors, in this order.

Our open door policy ensures that any complaints can be dealt with quickly and efficiently. We do have in place an Abusive & Threatening Behaviour Policy to ensure staff are treated fairly and to discourage mischievous complaints and personal agendas from getting out of hand. We expect parents to follow the same principle that staff and children do – *treat others as you wish to be treated*.

Homework

The children are set homework throughout the year. If any child is unable to finish their work at home, for any reason, they must not get upset over it. Time can always be found to help our children in school. All children have the opportunity to take reading books home every night. Homework will be a mixture of spellings, times tables, reading and research/art projects.

Discipline

At Slingsby School we have exceptionally high expectations regarding behaviour and manners and we expect our children's families to support us in this. Every child is expected to conform to the standards of discipline in the school e.g. caring for one another, being polite and using good manners in the classroom, in the dining hall and on the playground. Good behaviour is reinforced by praise whilst bad behaviour can bring a verbal rebuke from the teacher, who may further impose some loss of privileges and/or extra work.

In the most serious cases the child is referred to the head teacher who may in turn inform the parents if a serious breach of discipline has occurred. This has been rare at Slingsby. Children are encouraged to visit the Head Teacher with examples of fabulous work, whereby they can then receive a certificate and a sticker.

School rules exist to ensure that everyone can achieve their full potential in a safe and secure learning environment. We celebrate success and attainment at all levels, in all areas of school life, by offering praise and encouragement.

The school week ends with a whole school 'Celebration Assembly' during which we celebrate the good work or behaviour that has taken place throughout the week. Text messages are sent to parents to inform them that their child is receiving an award.

Our children are also able to ring home to inform parents if they have had a particularly good day.

We urge parents to inform their child's class teacher about any changes in routine at home, as this affects the child's behaviour in school. It also helps us all to keep lines of communication open.

Charging Policy

As a result of the 1988 Education Reform Act we are unable to charge parents for activities which are held during the normal school day and form part of the school curriculum. We respectfully request that parents make a voluntary contribution per child to help cover the costs of swimming lessons and educational trips. In the instance of there being not enough contributions, a trip may be cancelled.

The exception to this is our programme of Residential visits where parents are requested to pay the full cost of the trip.

School Attendance

Under the Education Regulations, 1991, schools must record absences which are authorised or unauthorised.

Authorised absence is 'absence which has been authorised by the Head Teacher or other authorised representative of the school'. New guidelines released by the government state that Head Teachers may only grant leave in term time in **exceptional circumstances**. Parents or guardians may not authorise an absence. We do not advise taking your child out of school during term time.

It is the parents' responsibility to inform the school of the reason for a child's absence before 9a.m. on the morning of the absence. This may be by means of a telephone call or message sent with another adult or responsible child. This procedure is to ensure the safety of the child during the school day. Upon return to school the child must bring a brief letter of explanation.

Security

During the school day the entrance door to the school will be kept locked. A door entry system ensures that visitors to school are identified before gaining admittance.

A series of security lights and measures are also installed around the school.

The safety of all children is of paramount importance. To ensure this, all staff and regular adult helpers receive police clearance and are aware of the school's child protection policy.

We have a strict no mobile phone policy in school.

For Safeguarding and Health & Safety purposes **ONLY STAFF** are permitted to let visitors/parents in and out of the school building.

Secondary School Transfer

Parents have a choice of secondary school to which their child can transfer.

We are a feeder school for Malton Secondary School. Our SENCO is also the SENCO at Malton Secondary. This provides excellent and smooth transition for any children he meets at Slingsby, who then transfer to Malton.

Annually, at Malton School, Year 5 children and their parents attend an Open Evening in the Autumn Term. During the Summer Term there are induction full-days for Y6 children and a presentation for their parents.

Year 5/6 children receive regular newsletters from Malton School and it is now part of the new curriculum that Key Stage 2 children must study cookery which takes place at Malton Secondary School's Cookery Department.

School Holiday Dates

A copy of all school holiday dates will be sent to all parents but this information is also accessible on the school website and from the school office.

Holiday Forms

The Government requires schools to inform parents that:-

- Where possible, you should take your holidays during school holidays.
- The school can not agree to your child taking more than a total of ten school days for a family holiday in any one school year, unless there are exceptional circumstances. Further holidays will be deemed as unauthorised.
- A holiday form is available from the school office and should be completed and returned to the school before the holiday begins. The Head teacher can only authorise absences in **exceptional circumstances**. Permission cannot be given retrospectively, and such cases will be dealt with as unauthorised.
- Parents are advised that the school cannot condone children missing schooling for any of the following reasons: a shopping trip; a trip to the seaside; attending medical appointments for anyone other than themselves; and other such instances.

Communication

Each Friday we hold a special Celebration Assembly and children from each class receive awards. They also have the opportunity to share work and the school choir sometimes perform! Parents of children who receive awards will be sent a text message to enable them to attend if they can. All parents/grandparents/younger siblings etc are welcome to attend.

Every week we produce a newsletter with news and important information. We encourage all parents to receive this by email but paper copies are available.

We use the Teachers2Parents App service for parents with a mobile phone with internet access. Reminders for events are regularly posted on the App notice board.

Children are chosen to ring home at lunchtime when there is good news to share!

All staff are available at drop off and collection times each day so we are approachable and accessible. It is school policy to always have 2 members of staff present when discussions are held with staff.

School Dinners

Reception, Year 1 and Year 2 pupils currently receive Universal Free School Meals.

Year 3, 4, 5 and 6 pupil school meals currently cost £2.40 daily, £12 for the week. A copy of the termly school menu is emailed to parents at the start of each term and is also accessible on the school website and from the school office. If you feel your child is eligible for a Free School Meal, please complete the attached form.

Peanut Allergy

Slingsby CP School is a **nut free** school. We have a child in school who has severe allergies to nuts/peanuts. It is very important that children do not bring nuts/peanuts, or products that contain these, to school so that we can provide these children with a safe school environment. Any exposure to nuts/peanuts may cause a life-threatening allergic reaction that requires emergency medical treatment. Some children can be so sensitive that even traces on breath or hands can cause a reaction which is why we ask that **NO** nut products come into school even if it does not directly affect the children your child tends to sit with. Thank you so much for your support, helping to assure the safety of all our children in school. For information, please use the link below: <https://www.nhs.uk/conditions/food-allergy/>

Healthy Packed Lunch

Lunch is an important part of the day. While the school offers a hot lunch each day, children may wish to bring in their own lunches. If you choose to provide your child's lunch, please note that parents are responsible for providing a nutritious meal that includes dairy, protein, grain and fruits or vegetables, sweets and chocolates are discouraged. Thank you for your cooperation.

Breakfast Club

Daily 8am to 8.40am. £3 per session. Menu choice includes fresh fruit, wholemeal bread, pancakes, boiled eggs and cereal.

Current After School Clubs

Monday – ICT Club 3.30pm to 4.30pm £2

Tuesday – Sports Club 3.30pm to 4.30pm No Charge

Wednesday – Activity Club or Soccer Club 3.30pm to 4.30pm No Charge

Thursday- Lego/Games Club 3.30pm to 4.30pm £2

Friday – Choir at Lunchtime No Charge Art Club 3.45pm to 4.45pm £2

Chill Club

Tuesday, Wednesday, Thursday open 3.30pm to 6.00pm. £5 per hour, reduced tariff for siblings. Includes snack and resources.

ParentPay

Dinner money, trips, after school clubs etc. are paid using the very secure online website called ParentPay.

Already have a ParentPay account? - If you already have a ParentPay account, either with our school or another ParentPay school, you can simply login to that account and add your other children via the Add a child tab on your home page. Parent activation letters detailing the username and password will be issued when your child starts the school. If you have two or more children at a ParentPay school, you only need to activate one account.

Policies and Documents

The following policies and documents are available from the School Office:

- Admissions
- Charging
- Child Protection
- Collective Worship
- Complaints Procedure
- Curriculum
- Exclusion of Pupils
- Freedom of Information
- Health and Safety including Risk Assessments
- Instrument of Government
- Performance Management - including the Staff Appraisal Policy
- Pupil Discipline
- Racial Equality
- Register of Business Interests of Head Teacher and Governors
- Register of Pupils
- Review of Staffing Structure
- Sex Education
- Special Educational Needs
- Staff Discipline, Conduct, and Grievance
- Target-setting for Schools
- Teachers' Pay
- Inclusion
- GDPR Privacy Notice

Data Analysis - 2017 SATs

Progress measure KS1 to KS2:

- Reading – 4.4 this places Slingsby in the top 5% for progress nationally
- Writing – 4.1 this places Slingsby in the top 5% for progress nationally
- Maths – 3.2 this places Slingsby in the top 25% for progress nationally.

All the Staff at Slingsby C P School work incredibly hard to ensure a happy, caring atmosphere in which your child is educated. The OFSTED Inspection (previous framework), in November 2015 recognised the school as:

- *'a GOOD school'*

Where:

- *This is a good school because teaching is effective and the curriculum meets pupils needs well*
- *Pupil achievement is good*
- *Pupil behaviour is good*
- *Head Teacher, Staff and governors have a clear understanding of the schools strengths and areas for development. Good teamwork at all levels helps to drive forward school improvement and ensures that all in the school community feel valued.*

We continue to strive to be an Outstanding School!

We value the co-operation of all parents in making the children happy and hope that you will contact us whenever you feel you need to discuss any matters concerning either your child, or school life in general.

We are also human, and mistakes can be made, though this doesn't happen often. It's important to remember that nobody is perfect!

All of the information contained in this brochure is correct at the time of publication.