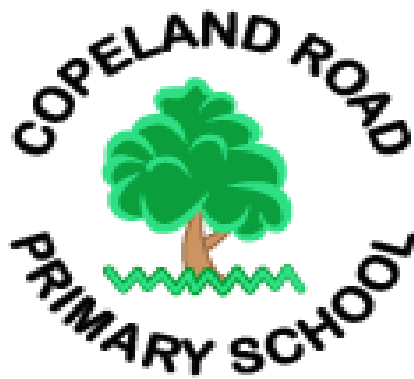


# Copeland Road Primary School Brochure



## *Mission Statement:*

*Our aim is to provide quality education in a safe and caring environment*



Dear Parent,

Welcome to Copeland Road Primary School. This information has been compiled to give you an insight into the work and activities that go on in our school.

We aim to provide a happy, caring and stimulating environment in which children are able to grow and mature.

I hope you find it informative.

Yours sincerely,

*Mr R Nodding*  
Chair



## Contact Details

**COPELAND ROAD PRIMARY SCHOOL**  
Copeland Road  
West Auckland  
Co. Durham  
DL14 9JJ

**Telephone: 01388 832576**

**E-mail: [copelandroad@durhamlearning.net](mailto:copelandroad@durhamlearning.net)**  
**Website: [www.copelandroad.durham.sch.uk](http://www.copelandroad.durham.sch.uk)**

The Chair of the Governing Body, Mr R Nodding, can be contacted through school or via the Clerk to the Governing Body who is Mrs. M Sanders, School and Governor Support Service, Education Department, County Hall, Durham, DH1 5UJ.

## SCHOOL PERSONNEL

Mrs L Kidd	Headteacher
Mrs V Summerfield	Deputy Headteacher
<b><u>Teaching Staff</u></b>	
Miss A Tomlinson	Class R
Miss E Spenceley	Class 1
Mrs S Hughes	Class 2
Mrs F Musgrave	Class 3
Miss E Crawford	Class 4
Mrs L Jones	Class 5
Mrs J Murray	Class 6
<b><u>Non-Teaching Staff</u></b>	
Mrs M Scollen	School Secretary
Mrs P Alderson	Admin Assistant
Mrs E Douthwaite	Teaching Assistant
Miss R Houghton	Teaching Assistant
Mrs H Wells	Teaching Assistant
Miss O Tinkler	Teaching Assistant
Miss E Baldwin	Teaching Assistant Apprentice
Miss S Benson	Teaching Assistant Apprentice
Miss I Stokes	Teaching Assistant Apprentice
Mr B Lowrie	Sports Teaching Assistant Apprentice
Mr C Hardy	Caretaker
Mrs P McGregor	Supervisory Assistant
Ms D Reynolds	Supervisory Assistant
Mrs J Houghton	Supervisory Assistant, Breakfast Club Assistant
Mrs N Burke	Supervisory Assistant, Cleaner
Mrs J Noble-Eddy	Unit Manager/Cook, Breakfast Club Assistant
Mrs P Tomlinson	Kitchen Assistant, Breakfast Club Assistant
Mrs A Race	School Crossing Patrol
Mrs B Mathwin	Attendance and Inclusion Officer

## **GOVERNING BODY**

<b>Name</b>	<b>Appointment</b>
Mr R Nodding (Chair)	Community
Mr P DalGLISH	Community
Mr G Smith	Community
Miss E Taylor	Community
Mrs C Torano	Community
Rev R McTeer	Local Authority
Mrs A Cook	Elected Parent
Mrs S Dailey	Elected Parent
Mr G Hawman (Vice Chair)	Elected Parent
Mr J Rielly	Elected Parent
Mrs L Kidd	Headteacher
Mrs J Murray	Staff
Mrs V Summerfield	Associate Governor
Dr J Said	Co-Opted

## STATEMENT OF AIMS

### **Mission Statement**

***Our aim is to provide quality education in a safe and caring environment.***

### **Aims**

Every child shall be entitled to enjoy a broad and balanced curriculum that is delivered in a safe and caring environment.

1. In order to achieve quality education the school aims to give children access to the following areas of educational experience within the framework of the National Curriculum:

- ◆ aesthetic and creative - art, drama and P.E.
- ◆ linguistic - reading, speaking, listening and writing,
- ◆ mathematical - numerical, spatial and practical,
- ◆ scientific – physical, chemical and biological,
- ◆ technological - construction and application,
- ◆ information handling - using computers and managing data,
- ◆ social - society and its institutions,
- ◆ spiritual - understanding the values of school, society and the major religions.

The school will also help pupils:

- ◆ to prepare for their:
  - next educational stage,
  - role as adults at home, at work, at leisure and as valuable members of society,
- ◆ to appreciate their place in the community and in the world at large,
- ◆ to appreciate and experience some of the range of opportunities available in the world around them,
- ◆ to foster the development of an enquiring mind.

2 In order to develop a safe and caring environment the school will:

- ◆ encourage the children to acquire social and co-operative skills,
- ◆ ensure that each pupil has equal opportunities, regardless of ability, sex, race or creed,
- ◆ take positive action against any form of bullying,
- ◆ encourage positive attitudes and a reasoned set of values and beliefs,
- ◆ help pupils to develop aesthetic qualities of mind, body, spirit, feeling and imagination,
- ◆ develop an understanding of the concept of respect,
- ◆ take appropriate action, including restraint, if necessary to prevent a child injuring themselves, injuring others or damaging property.

## **ADMISSIONS**

We are a community Primary School and admit children during the school year in which they reach the age of five. There is one intake a year and this is in September. The Local Authority has set the admission limit for the school at 25. All admissions are managed by the Local Authority.

Admissions are usually completed online using the Durham County Council website. Applications begin in the September prior to the year of entry and should be completed by the closing date. There is a set of criteria which indicates the priority of applications. All school places are allocated by Durham County Council, not the school, and the appeals procedure can be used should the admission limit be exceeded.

## **NEW ENTRANTS**

Any parents who request a place, for their child in our school, are welcome to visit the school and meet the Headteacher.

Starting school for the first time is a major step in a child's life. We are committed to making this transition as smooth and stress free as possible. During this time both the children and their teacher begin to build up a positive and trusting relationship. We hope that parents will also use this time to build relationships with the school.



To help new starters become familiar with school we invite the children into school for a half day transition visit and parents are invited to a welcome meeting. This helps the children and parents to become familiar with the staff, the school environment, school routines and most importantly other children. Further details of these arrangements are available after parents register their children.

## **SCHOOL ORGANISATION**

The children in school are grouped into their seven separate year groups for morning and afternoon lessons. This structure may need to be altered if there is a significant change in staffing or in the number of children on roll. Each class has its own classroom around the quadrangle corridor.

Children come to school with a wide range of abilities and interests and teachers plan their work accordingly with differentiated tasks where necessary. Each class teacher is responsible for teaching their class all subjects of the curriculum.

Some children, at times, may be grouped differently for English or Maths work in order to give each child a curriculum appropriate to their needs and to make best use of available resources. Teachers use a variety of teaching styles appropriate to the needs of the subject matter and the needs of the children in their class. These may include whole class, group or individual teaching.

## **EQUAL OPPORTUNITIES**

Everyone at our school is treated equally. We strongly believe that all children are entitled to receive equality of opportunity in all aspects of school life. Reasonable adjustments will be implemented to ensure that all can children access all opportunities.

## **CHILDREN WITH SPECIAL EDUCATIONAL NEEDS**

The class teacher, in conjunction with the Headteacher, monitors all children including those who are exceptionally gifted and talented. Mrs Summerfield is the SENCO (Special Educational Needs Co-ordinator) in school and is responsible for monitoring special educational needs. Some children may require extra support and this will be looked at carefully and discussions will be made with parents. Children with Education and Health Care Plans (EHCP) are supported to ensure that their needs are met and the outcomes on their plan reviewed annually.

In some cases, external agencies such as the Educational Psychology Services and CAMHS may be called upon for assistance. You will be fully involved and informed about any arrangements that need to be made as your child's needs are assessed.

If you are concerned about your child in any way, please consult their Class Teacher, SENCO or Headteacher.

## **ARRANGEMENTS FOR DISABLED PUPILS**

Copeland Road Primary School fully supports equal opportunities for all our pupils. Bearing this in mind, admission arrangements for disabled pupils are no different from those for other children. Where necessary, the school will liaise with the medical authorities to ensure that children with medical problems are able to benefit fully from their time at the school.

## **SCHOOL ETHOS**

The school promotes a sense of caring and security for all its pupils. We encourage the children to have respect for others and themselves. All pupils are encouraged to have a sense of belonging to the wider community as well as the school community.

In order to achieve these aims we involve the children as much as possible with the everyday life of the school, for example through the School Council, pupil surveys and discussion opportunities. We have been awarded with Investing in Children status as we work hard with the children to understand their needs and respond to their requests. Children are given responsibility and trust e.g. Junior Road Safety Officers, Buddies and Sports Leaders. Teamwork is encouraged, as well as pride in the individual's own work. Assemblies also play an important part in promoting the school's ethos.

## **BEHAVIOUR AND DISCIPLINE**

The emphasis in school is to promote and reward good behaviour. This is continuously encouraged to create a positive ethos in school and set high standards of good behaviour. The children are expected to think as members of a welcoming school community. They learn to be courteous, to avoid hurting others and to practice self-control. Leadership and initiative are actively encouraged.

To develop and promote good behaviour in our school we emphasise the positive approaches of praise, encouragement and reward. Our system of rewards includes:

- ◆ praise by the class teacher and other members of staff;
- ◆ positive comments in books;
- ◆ stickers;
- ◆ the awarding of 'Achiever of the Week', 'Writer of the Week' and 'Good to be Green' certificates every week;

- ◆ formal announcements in assembly and recognition of children's achievements both in and out of school;
- ◆ the awarding of team points to individual pupils and the Team Cup to the weekly winning team;
- ◆ informing parents of good behaviour including regular messages home;
- ◆ half-termly treat for all those pupils who have a good discipline/behaviour record;
- ◆ the end of year celebration assembly.

In cases of inappropriate behaviour, children may have some privileges withdrawn, such as playtime/lunchtime activities. Parents are informed if such behaviour shows no sign of improvement. We use a system called 'Good to be Green' to promote good behaviour in school, which uses a combination of gold, green, yellow and red cards. The children aim to stay on green cards to achieve rewards such as messages home to parents and additional treats.

***Although it is often an immediate and understandable reaction, we do ask parents not to tell their children to "hit back" as this only makes difficult situations worse and will usually involve your child receiving a punishment.***

The school has a code of conduct in the form of a set of simple rules, which are essential for, amongst other things, the wellbeing and safety of all pupils. We make pupils aware of these rules and an explanation of their necessity is given. Once the children understand these, we feel that they are more likely to be accepted.

### School Rules

Follow instructions.

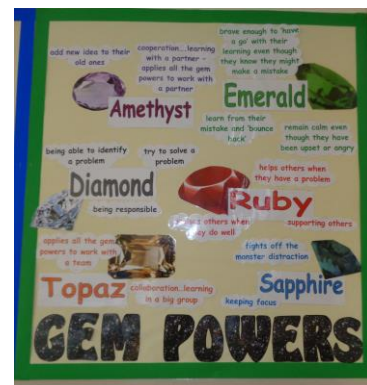
Respect others.

Keep hands and feet to yourself.

Walk quietly around the school.

Look after school property.

Keep the school clean and tidy.



### PUPIL/PARENT GUIDELINES TO COMBAT BULLYING

*We promote a happy and safe learning environment but we do realise that some bullying may occur in all schools. It can be a worrying, anxious time for families when children are unhappy at school as a result of bullying. However the staff and children of Copeland Road Primary School are committed to eliminating any anti-social behaviour and we will do all in our power to achieve this.*

Please encourage your child to talk about school. They have the right to be happy and safe at school and if they do encounter a problem they should get help by TELLING (parents, teachers, friends) instead of keeping worries to themselves.

If you have a concern about bullying we would urge you to tell a member of staff, personally or by telephone, so that the matter can be discussed and resolved. Most incidents will have been dealt with during the school day but sometimes your child may tell you something which they have not spoken about to a member of staff. Following an incident being reported, a member of staff will fully investigate the situation and appropriate action will be taken.

If your child is involved in any bullying behaviour of other children we will need your support and co-operation in any action taken. The fact that school and home can be seen to be working together helps children to realise that their behaviour was inappropriate. We hope that all parents will be as committed to the eradication of bullying as we are at school.

### **PARENTAL SUPPORT**

Parents are very welcome in school and their involvement is greatly appreciated. There are many ways in which parents can help. All adults who are working in school require a DBS clearance. Friends of School are a group of parents that meet regularly to organise fund raising events and new members are always welcome.

### **COMMUNICATION**

The school will keep parents informed about their child's progress and about events related to school. Parents' open evenings are held twice a year and an annual written report is given during the Summer Term. Teachers will also discuss concerns and progress at other times when needed. The school has a website where information about policies, curriculum, pupil premium, events and activities are recorded. We also use a school app to send messages and give information. This is used regularly to keep parents and carers informed about their child and school. It is important that parents provide up to date information about their telephone numbers and address. An emergency contact must be available during the school day.

### **SCHOOL SECURITY**

The school has a range of security measures that offer peace of mind to parents. These include a CCTV system that covers the school grounds including all of the entrances and exits. All external doors are locked to prevent unauthorised access by the public. Internal doors are electronically controlled by a fob system. All visitors are asked to sign in via the electronic system at the entrance. The school grounds are surrounded by a security fence and an inner fence separates the playground area from that used by vehicles. **Only staff and authorised vehicles are allowed in the car park.**

### **TEACHING TIME**

Children in Years R, 1 and 2 work for 22 hours 55 mins a week and children in Years 3, 4, 5 and 6 work for 23 hours 45 mins a week. These times, which exclude registration, breaks and Collective Worship, meet the DfE requirements.

### **SCHOOL LESSONS**

**(Morning bell rings at 8.55am to ensure all children are in lessons by 9am)**

EYFS & Key Stage 1 (Classes R, 1, & 2)	8.55am-12.00 a.m. and 1.00-3.15 p.m. (plus afternoon play)
Key Stage 2 (Classes 3, 4, 5 & 6)	8.55am-12.10 a.m. and 1.00-3.15 p.m.



## SCHOOL UNIFORM

The school has a simple and inexpensive school uniform that all children are required to wear unless it is a designated non-uniform day.

Black/grey/navy skirt or trousers  
Blue/white gingham dress  
White/blue polo t-shirt  
Navy sweatshirt/cardigan  
Black shoes

The school sweatshirt with a distinctive 'Oak Tree' emblem can be purchased online via the following link (<https://copelandroad.cre8ivegraphics.co.uk/>). The school strongly emphasises the school uniform as it encourages community identity, improves behaviour standards, helps to create a whole school ethos for learning and produces a pride in the school. Parents should ensure that their children do not wear inappropriate clothing and footwear for school such as jeans, football tops, shoes with heels, flip flops, etc. Inappropriate footwear can cause safety problems when children move around the school building or play on the yard at break times.

**Children are actively discouraged from wearing any jewellery at school. Children may wear a small watch (not a smart interactive watch) but other jewellery such as earrings, bracelets, necklaces, etc. should not be worn in school. Make-up (including nail varnish) and false nails must not be worn in school. The school will not accept responsibility for any loss or damage caused by the wearing of jewellery. No jewellery is allowed at the swimming baths. (Further information about the wearing of jewellery can be seen in the school policy)**

For PE, children require black shorts, a white T-shirt and plimsolls for indoor use or trainers for outdoor use. A white PE T-shirt with the school logo and printed PE bag are also available to buy from Cre8ive Graphics. PE kits should be brought to school in a bag and kept on your child's peg. **Please ensure that your child has their P.E. kit at school every day, as occasionally PE may need to be unexpectedly changed.**

PE (including swimming) is a statutory National Curriculum subject and, as such, must not be missed. Children who forget to bring their PE kit will be loaned one from the 'Spare Kit' box when this is available.

PLEASE WRITE YOUR CHILD'S NAME IN ALL ITEMS OF CLOTHING INCLUDING FOOTWEAR. The school will not be held responsible for items of personal property that are lost in school.

## EXTRA CURRICULAR ACTIVITIES

The school organises a range of after school activities such as football, cricket, film, dance, cookery, art, gardening etc. These may be age related or open to all age groups. Times and days for after school activities may vary throughout the year. There is usually a cost for after school club sessions. The school also takes part in a number of out of school local sports competitions and festivals.

## SCHOOL MEALS

School meals are provided from our own kitchen at a subsidised price of £2.15 per day or £10.75 per week. **Meals need to be paid for at the start of the week and money should be placed in an envelope with the child's name and class.** Cheques must be made payable to

Durham County Council. **All infant pupils** are entitled to free school meals as a result of a Government subsidy. Parents **still need** to complete a free school meal form for data and funding purposes. Our school operates a menu choice system where children have the opportunity to select from a variety of meals in advance, which includes a daily vegetarian option. The menus work on a three-week rolling basis and change every half term.

Your child may bring a **healthy** packed lunch from home if you wish (no chocolate bars, sweets, fizzy drinks, etc.). Any drink must be in an unbreakable container and a spoon should be provided if necessary. Children place their uneaten items back in their lunchbox so that parents can keep a check on the food eaten.

### SCHOOL COUNCIL

This is a pupil forum which ensures the children have an active voice in school activities and events, as well as providing a means for them to be involved in decision making and solving problems. Children from each Key Stage 2 year group can apply to be on the Smart School Council and there are also representatives who provide a liaison with EYFS/KS1 pupils.

In the past few years pupils have been involved in:-

- Asking questions at staff interviews;
- Fundraising for Red Nose Day, Children in Need, Butterwick Hospice, etc;
- Organising the purchase of wet playtime equipment;
- Meeting Taylor Shaw, who provide school lunches, to discuss their meals.

Active involvement and a clear pupil voice have ensured that we have been awarded the **Investing in Children Award**.

### SAINSBURY'S SCHOOL GAMES AWARD

We are delighted to have been awarded the Sainsbury's School Games Award because of our ongoing commitment to fitness and sport. We offer a huge variety of sporting activities for all ages and abilities, and all children are encouraged to participate. These events take place during lunchtime and after school clubs.

In the past we have organised various events including:

- Football
- Netball
- Basketball
- Hockey
- Table tennis
- Cricket
- Dance
- Gymnastics
- KS1 PE club
- Residential visits
- Rugby
- Cross Country
- Tennis
- Golf



### CURRICULUM ORGANISATION

The school offers a broad and balanced curriculum which is firmly based on English and Maths skills, together with opportunities for creativity and self-expression in the fields of

Art, Drama and Movement.

The curriculum of the school is organised to meet the requirements of the National Curriculum. The core subjects are Mathematics, English, Science, Computing and Religious Education. The foundation subjects taught are History, Design and Technology (DT), Geography, Music, Art, Physical Education (PE), Modern Foreign Language (MFL - French) and Personal Social and Health Education (PSHE).

Some of these subjects are taught in 'blocks' for two or three weeks at a time at different times of the school year, so children can become immersed in the topic and deepen their understanding. Teaching is differentiated to meet the child's age and stage of development. Further information about our curriculum is available on the school's website.

## CURRICULUM AREAS

### Mathematics

The school bases its teaching and learning of Mathematics on the National Curriculum. Our teaching methods are designed to improve oral and mental strategies, written methods and problem solving and reasoning skills. Children are also taught facts about: numbers and the number system; calculating using addition, subtraction, multiplication and division; measures and shape and space. They also learn the specific mathematical vocabulary they need for each area.

### English

The school has fully adopted the Read, Write Inc programme to promote the learning and understanding of phonics and reading and has been recognised as a Read Write Inc. School. The children will have experience of work in Speaking, Listening, Reading, Writing, Grammar, Punctuation and Spelling.

The school has a well-stocked Library where all children are encouraged to borrow library books for pleasure.

### Speaking and Listening

These skills concern group and individual activities such as drama, circle time and storytelling and being able to respond and give instructions and messages accurately. Support is available for children with speaking and listening concerns.

### Reading

Children are encouraged to read widely and to choose from a large selection of fiction and reference books. The teaching of phonics is seen as a way of giving the children the best possible start to the development of their reading skills.



### Handwriting

Children are expected to write clearly and accurately with appropriate speed for their age. The school uses a cursive style of writing and this is taught from Reception onwards. We place considerable emphasis on good presentation and a good writing style is encouraged. **Please do not teach your child to use block capitals as this can cause additional difficulties.**

### Writing

Children are given many opportunities to write in all curriculum areas. They are encouraged to use a variety of styles, including writing imaginative stories, letters, factual accounts and reports of events. As children develop writing skills, greater emphasis is placed upon the use of punctuation and grammar.

## Spelling

Children are encouraged to develop their spelling skills in a variety of ways. These include learning phonics, recognising spelling patterns, checking for accuracy in their own writing and using dictionaries.

## Science

Children are given opportunities to develop intellectual and practical skills that will allow them to explore and investigate the world of Science. The activities offered require a progressively more systematic approach, which develops increasing knowledge and understanding of scientific ideas.

## Design and Technology (DT)

The children will be given experiences that will allow them to develop their technological skills and enable them to design and construct a variety of artefacts. They will also be taught to evaluate their work.

## Computing

All children will have access to a variety of equipment and will learn about lots of different areas such as word processing, data handling and control. The school has a well-resourced ICT suite and a class set of iPads. Every class has an interactive whiteboard and laptops. The school is linked to the Internet and children will be taught to access this source of information in a safe and independent way. Online safety is a huge priority and children are regularly taught about internet safety. We have our own E-Safety Cadets who promote this with children and parents.



## Physical Education (PE)

The school encourages children to achieve their personal best, gaining skills through PE, movement, games, drama and outdoor education. Activities carried out within the classroom such as painting, writing, matching cards and using scissors also contribute to a child's physical development and encourage eye and hand co-ordination.

The school aims to ensure that all pupils are given the opportunity to enjoy taking part in a variety of games and sporting activities. These aims are met by organising the school's PE lessons in such a way as to ensure that there is a broad and balanced range of age appropriate activities. Some of these will be team games, such as netball, basketball, cricket and hockey and some will be individual challenges. The school takes part in a comprehensive programme of competitions and festivals with other schools including netball, football, cricket, tennis, rugby, swimming and athletics. We also organise intra-school based competitions and promote both team and individual success.

The school has a large range of resources for the teaching of P.E. There is a large playing field as well as a playground area and a spacious hall for indoor work. The school sometimes uses specialist coaches during lessons and after school activities.

## Creative Arts

A variety of arts and crafts activities are encountered e.g. drawing, painting, collage work, printing, clay, model making and making puppets. This uses a range of skills and different media. Using tuned and untuned percussion forms part of our music lessons, with children in Key Stage 2 being taught the recorder and ukulele. Singing and listening to a variety of music is also important.

### History and Geography

All children are encouraged to develop an awareness and understanding of history and geography. They are taught knowledge about different periods in history and how to develop skills such as researching. They learn historical and geographical information about their own locality, Britain, Europe and the world. Educational visits play an important part in the development and enhancement of this area of work. Some visits are in the locality e.g. to study the village itself or the local river. Other visits may be to a museum, an exhibition or other places of interest that may help to bring the work to "life".



### Religious Education (RE) and Collective Worship

Religious Education is a statutory requirement and taught to all children. The school teaches about all major religions including Buddhism, Hinduism, Islam and Sikhism but concentrates largely on Christianity. An act of Collective Worship takes place every day. This act of Collective Worship is broadly Christian in its approach. The school has good links with the local churches and we hold Easter and Christmas services in St. Helen's Church.

### Personal, Social and Health Education (PSHE)

This aspect of the curriculum gives the children a wider view of the world around them and helps to give them an understanding of life outside of school. We hope that all children will gain an understanding of society and the part that they are able to play within it. Cleanliness and looking after our own health is encouraged. The School Nurse is often involved in such aspects of the children's education. Children across the school participate in Relationships and Sex Education discussions as part of their ongoing work. This is based on the school policy and in all cases the age and maturity of the children concerned is considered.

## **ASSESSMENTS**

All children are continually assessed throughout primary school by formal and informal methods. These assessments are used to inform curriculum planning and to evaluate the children's progress. Formal assessments include the end of Key Stage 2 SAT tests and Year 1 Phonics Test. Results of formal and informal assessments are shared with parents.

## **HOMEWORK**

Homework is set regularly and children are given appropriate tasks for their year group. The reasons for giving homework are as follows:

- ◆ It reinforces and enhances work undertaken at school.
- ◆ It develops independence and self-discipline, especially in older children.
- ◆ It helps when additional information is needed e.g. independent research or information related to home or local community.
- ◆ It provides additional practice on some areas of schoolwork.
- ◆ It helps parents to be aware of what their children are working on, the types of topics currently been covered and an opportunity to provide additional support.

Pupils are expected to take their reading book home every night and we encourage parents to listen to their children read on a regular basis and to be actively involved in their child's education in general.



## ATTENDANCE

Good attendance in school is **essential** to ensure each child reaches their full potential. Our attendance target is 96% which means that a child should not be absent for more than seven days over the course of a year. Parents need to contact school on the first day of absence and if no contact is made, parents will be telephoned. Children suffering from communicable diseases such as Measles, Chicken Pox, Whooping Cough, diarrhoea and vomiting should be kept at home for the appropriate amount of time. Please ensure that your child is fit and well before returning to school.

**Please note that when children are absent from school, parents are required to notify us of the reason. Without such notification we are obliged, by Government rules, to mark your child as having an unauthorised absence. A high level of absences will lead to a visit from the Attendance Officer and may lead to a fine or possible prosecution.**

For safeguarding reasons no child will be allowed out of school during the day unless their parent, or an identified adult, collects them. Please ensure that routine dental and medical appointments are out of school hours as these count as absences. In cases of regular absences, you will be required to provide written confirmation of medical appointments.

## HOLIDAY DATES

<u>2021-2022</u>	<u>Closing Date</u>	<u>Re-open for Teaching Purposes</u>
Summer 2021	Friday 16 July 2021	Friday 3 Sept 2021
Autumn Half-Term 2021	Friday 22 October 2021	Monday 1 November 2021
Christmas 2021	Friday 17 December 2021	Wednesday 5 January 2022
Spring Half-Term 2022	Friday 18 February 2022	Monday 28 February 2022
Easter 2022	Friday 8 April 2022	Monday 25 April 2022
May Day 2022	Friday 29 April 2022	Tuesday 3 May 2022
Summer Half-Term 2022	Friday 27 May 2022	Tuesday 7 June 2022
Summer 2022	Wednesday 20 July 2022	Tuesday 6 September 2022

Leave of absence during term time is not authorised unless there are **exceptional circumstances** and parents need to request any **leave of absence (including holidays)** by completing the form found on the school app.

## MEDICATION

Parents must inform school if their child requires medication during the school day. This can be done by completing a 'Medicine Form' found on the school app or from the school office. The medication should be handed to a member of staff and must be clearly labelled with your child's name.

Inhalers must also be labelled with your child's name and will be stored in a safe but accessible place in the classroom. We log all medication expiry dates, so you should receive an email when you need to send in a replacement. Please see our Supporting Pupils with Medical Conditions policy on the school website for more information.

If your child requires First Aid whilst at school, we will notify you via email as we use the Medical Tracker website. We will also telephone in the case of head injuries and other emergencies.

At some time, all schools are likely to have instances of head lice. Parents will be informed if there are cases of head lice in their child's class. We strongly urge all parents to check their child's hair regularly. It is advisable to tie back long hair when children are at school. Further advice on this matter may be obtained from the School Nurse.

### **REGISTRATION PERIOD**

The registration periods are: 9.00 - 9.10 a.m. & 1.00 - 1.05 p.m.

If a child arrives after registration they will be given a 'late' mark. It is important that children are in school on time as the first part of a lesson is often the time where important information is given. Please note that children do not like coming into class late and it is not a positive way to start the school day.

### **COMPLAINTS PROCEDURE**

The school uses the Local Authority Complaints procedure. Complaints should first be considered informally in discussion with the Class Teacher or Head Teacher. Most complaints are resolved at this stage; however, if they are not resolved informally, a formal process can be followed by writing to the Head Teacher or School Governing Body.

### **CHARGING POLICY**

The school aims to provide a range of opportunities for children to benefit from a variety of educational visits and events, both in and out, of school. From time to time, parents will be asked to make voluntary contributions to help cover costs. No child will be excluded through an inability to contribute, however, neither will any other child's contribution subsidise others. In the event of under subscription the visit/event may be cancelled.

### **DATA PROTECTION AND PRIVACY**

Following the General Data Protection Regulations, we as a school will only store data that we need for the lawful purpose of providing education to our pupils. We will ask parents to give their consent for additional information where this is required. We have a Data Protection Policy on our website which outlines the data protection regulations and how this applies to our school.

***Thank you for taking the time to read our school brochure, if you have any questions or items you wish to discuss in more detail, please do not hesitate to contact school for further information.***