



Edmondsley

Primary
and
Nursery
School

Front Street
Edmondsley
Co Durham
DH7 6DU
Tel: 0191-3710443

School No: 840 2105

September 2020

Dear Parent/Carer,

Welcome to Edmondsley Primary School. I hope that you and your child will enjoy a long and happy association with the school.

This brochure will introduce you to your child's new school and provide information about the school, its Staff and Governors. It is designed to assist parents/carers in understanding how the school works.

The education of your child is as important to us as it is to you. Co-operation between home and school is vital if we are going to successfully maximise the potential of every child in our School.

If you have a query, please don't hesitate to contact a class teacher or myself for help or advice.

I hope that you will find the information in this booklet useful. I look forward to meeting you on many occasions in the coming years.

Yours faithfully,



Mrs A Rees
Headteacher

Contents

SCHOOL STAFF

- School Chair of Governor
- Teaching Staff
- Teaching Assistants
- Support Staff

SCHOOL ORGANISATION

- Mixed Year Groups
- School Uniform
- The School Day
- Communication
- Absence
- Breakfast Club
- Healthy Eating
- Extra-curricular activities

THE SCHOOL CURRICULUM

- Most Able and Talented
- Environmental Education
- OPAL Outdoor Play and Learning
- Sex and Relationship Education
- Swimming
- Equal Opportunities

ETHOS AND VALUES

- Our School Promise
- Our School Eco-code
- E-safety

MISCILLANAEOUS

- Discipline
- Charging and Remissions Policy
- Parental agreement

SCHOOL STAFF

School Governors

Chair of Full Governing Body	Mr S. Hogarth
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Teaching Staff

<u>Class Responsibility</u>	<u>Name of member of staff</u>
Year 5/6 Teacher	Miss Zarah McCulloch
Year 4/5 teacher	Mr Mike Glenton
Year 3/4 teacher	Miss Laura Skidmore Mrs Anna Holmes
Year 2 teacher	Mrs Jennie Anderson
Year 1 teacher	Mrs Rosie Coates
Reception teacher	Mrs Sarah Hume
Nursery teacher	Mrs Laura Jameson

Teaching Assistants

Classroom Assistants	Mrs Julie Boundy Mrs Julie Paul Mrs Sue Webb Mrs Kate Pears Mrs Helen Welsh Mrs Claire Wall
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Support Staff

Office Manager	Mrs A. Haswell
Admin Support	Mrs K Rutherford
Caretaker	Mr D. Brown
Lunchtime Supervisors/Play Leaders	Mrs D. Coils Mrs C. Knight Miss D Miller Miss E. Rawling
School Cook/Breakfast Club Supervisor	Mrs S. Hobson
School Cook Assistant	Mrs B. Sowerby
School Cleaning	Mrs S McGee Mrs C Robson

SCHOOL ORGANISATION

Children are admitted to the Nursery the term of their third birthday and transfer into the Reception class of their parents' choice in accordance with County Policy.

Mixed Year Groups

Within the school there are six registration classes: Reception, Year 1, Year 2, Year 3/4, Y4/5 and Y5/6. Depending upon the number of children in key stage 2, mixed aged classes exist. A number of factors are taken into account as to which mixed class your child will attend. All children receive a high quality education no matter which year group they are mixed with. Please note: this likely means your child will have the same teacher for 2 years.

At the end of Key Stage 2, (aged eleven), children in National Curriculum Year 6 are ready to transfer to a Secondary School of their choice.

Governors and Staff view parents as partners, and to this end it is hoped that any concerns expressed by parents and others about the school curriculum and related matters will continue to be considered and, as far as possible, dealt with in informal discussion with teachers and/or the head teacher. Where an issue is not resolved, then it can be referred to the chair of our Governing Body. If the Governors are unable to provide a satisfactory response then the matter will be referred to the Local Education Authority.

School Uniform

Our School uniform consists of a jade green sweatshirt incorporating the school name, white shirt/blouse and plain grey/black trousers/skirt/shorts, black shoes. Uniform is available to order from the Edmondsley Primary School website. Parents are asked to provide suitable clothing for PE and swimming.

On health and safety grounds we do not allow children to wear jewellery in our school. The exceptions to this rule are small objects of religious significance, which must be removed before any physical activity including playtimes and lunchtimes. We ask the children to remove these objects during PE and games.

If your child comes to school wearing jewellery you will be contacted to come and remove it. If your child wants to have his/her ears pierced, then please ensure that this is done at the beginning of the six week summer break to allow plenty of time for wounds to heal.

Please note that school staff will not take any responsibility for the safeguarding of any item of jewellery, for this reason we strongly urge you not to allow your child to take anything of any value into school. In addition, please note that school staff are not allowed to remove jewellery including earrings.

It must not be assumed that there will be no change affecting the relevant arrangements before the start of, or during, the school year in question.

The School Day

The school day begins at 8.55 a.m. and ends at 3.10 p.m. for children in Key Stage 1 and 3.20 p.m. for Key Stage 2 pupils. Supervision of children, **prior to them entering the school building in the morning**, is the responsibility of parents/carers. The gate entrance will be unlocked at 8.45.

The lunch break for Key Stage 1 children is from 12 noon until 1.20 p.m., and for those in Key Stage 2, it is from 12.20 to 1.20p.m. Cooked meals are available and a choice of menu is provided.

Parents/carers pay for School Lunches via Parent Pay – an online programme which allows parents to pay for lunches, school trips etc. Individual usernames and passwords are provided by the school.

The Nursery Day

If you are eligible for 15 hours of Nursery education, you will be offered a choice of either full days Monday and Tuesday with Wednesday morning or full days Thursday and Friday with Wednesday afternoon. Nursery begins at 8.45 a.m. to 11.45 a.m. with the afternoon session from 12.30 p.m. until 3.30 p.m.

SCHOOL DAY

8.15	Breakfast Club (Children and parents enter from lower gate)
8.45	Top School gate open for children and parents/carers to enter the yard.
8.55	Whistle is blown, KS1 children line up and staff take children into school for registration. KS2 children begin to walk round to KS2 entrance.
9.05 – 9.30	Assembly (+ Additional Learning Time for some children)
9.30 – 10.30	Space around school is used to teach children.
10.30 – 10.45	Playtime. Outdoor space is used by children.
10.45 – 12.00	Space around school is used to teach children.
11:50	Lunchtime for Nursery Children
12.00	Lunchtime for Reception and Key Stage 1 children
12.20	Lunchtime for Key Stage 2 children
1.20	Space around school is used to teach children.
3.00	Nursery Home time
3.10	Reception and Key Stage 1 Home time
3.20	Key Stage 2 Home time

Nursery Day

30 hours provision

8:15	Breakfast Club (Children and parents enter from lower gate)
9:00	Nursery Session begins
11:50 – 12:30	Nursery Lunches
3:00	Nursery Session ends

Children who are entitled to 15 hours of Nursery Provision have either

full days Monday and Tuesday with a half day on Wednesday morning (sessions ending at 12:00) or Wednesday afternoon (12 – 3pm) and full days Thursday and Friday.

Communication

There are regular newsletters sharing details of school life, enhanced learning opportunities, celebrating achievements and important dates. Paper copies are given to parents/carers when a return form is included. Otherwise, all newsletters are uploaded onto our school website. Please let our school office know if you would prefer a paper copy.

Teachers hold Parents/Carers Evenings in the Autumn and Spring terms in order to meet with parents/carers to discuss children's progress, homework and targets. End of Year reports are shared with parents/carers during the summer term with the opportunity for further discussion if required.

Edmondsley School utilises a text messaging service. We kindly request that our Office Manager is given the most recent phone numbers, so that this service is effective.

Our school website offers a wealth of information.

Absence

Parents/carers are asked to inform the school when children have medical/dental appointments or when they are absent because of illness. This can be done either by telephone, letter or e-mail.

Breakfast Club

Breakfast club starts at 8:15 at a cost of £2:50 per day. Parents/carers pay for Breakfast club via Parent Pay – an online programme which allows parents to pay for lunches, school trips etc. Individual usernames and passwords are provided by the school.

Healthy Eating Policy

Children do not bring sweets, chocolate or crisps etc. to school for break times. If you feel your child needs a mid-morning snack please send fruit. If your child prefers to bring a packed lunch, please consider the contents carefully in order to ensure that it is healthy and balanced. Our catering provider, Taylor Shaw, guarantees meals are nutritionally balanced.

Extra-Curricular Activities

A number of clubs are organised by staff and held either during our lunch time break or after school. These include Art and Craft, Singing, Cookery, Gymnastics, Fun and Games, Athletics, Tag Rugby, Drama, the Environment and Choir. Current clubs available will be communicated through newsletters and our school website. We do not currently offer child care arrangements for every evening after school.

Most Able and Talented Children

We recognise that gifted and talented children, by virtue of their outstanding abilities, are capable of high performance. Every member of staff takes responsibility by providing a suitably differentiated curriculum which will continue to challenge your child. Staff indeed are also talented and are able share their expertise with children. For example, playing musical instruments.

Environmental Education

Edmondsley School enjoys a unique location, with its own extensive grounds and direct access onto Waldrige Fell. Environmental Education has been identified as an important component within the National Curriculum and Edmondsley School is uniquely situated to take advantage of this situation.

OPAL (Outdoor Play and Learning)

With living in a fast paced, digital world, we believe it is important for children to have a balanced diet of experiences. Edmondsley Primary School began OPAL in October 2015. All children are encouraged to provide a pair of wellington boots which are kept in our welly sheds. Please view our website for further information.

Sex and Relationships Education

This subject is dealt with in a sensitive manner as part of a carefully planned and progressive Health Education Programme. As part of this programme, the School Nurse delivers information to all Year 5 and 6 pupils which incorporates a Sex Education element.

The 1993 Education Act states that parents have a right to withdraw their children from sex education at school. If you would like to exercise this right please contact the school.

Swimming

Children in Key Stage 2 are given the opportunity to develop their swimming abilities.

Equal Opportunities

Our policy is that every child, regardless of gender, religion, race or ability, will have equal access to all aspects of the curriculum within the school.

*** Please note:** Pupils may be withdrawn from Religious Education and Collective Worship. Parents who feel that they may wish to withdraw their child should discuss this with the Head Teacher.

ETHOS AND VALUES

Our School Promise

The views of parents/carers, governors, staff and children were collected to create 'Our School Promise' in September 2014. Our promise, highlights what we collectively feel is important to be successful and which values should underpin all that we do. Weekly celebration assemblies celebrate when values have been upheld.

Polite and Caring, that's what we are,
Respect and Kindness, takes us far.
Open and Honest, we don't tell lies.
Manners are important, everyone tries.







I is in United, team work's the prize.
Strive to be, the best we can be,
Everyone aims high at Edmondsley.

Our School Eco Code

- Look after our school and grounds as well as we can
- Grow and eat our own fruit and vegetables
- Be as healthy as we can
- Reduce waste as far as we can
- Re-use and recycle as much as we can
- Keep the pupils in our school safe
- Learn about our world and help care for it

E-Safety

As part of our Ethos to keep our children safe, e-safety rules are displayed in appropriate areas around school and are discussed often.

Think then Click		
These rules help us to stay safe on the Internet		
	We only use the internet when an adult is with us	
	We can click on the buttons or links when we know what they do.	
	We can search the Internet with an adult.	
	We always ask if we get lost on the Internet.	
	We can send and open emails together.	
	We can write polite and friendly emails to people that we know.	

Key Stage 2

Think then Click	
e-Safety Rules for Key Stage 2	
•	We ask permission before using the Internet.
•	We only use websites that an adult has chosen.
•	We tell an adult if we see anything we are uncomfortable with.
•	We immediately close any webpage we not sure about.
•	We only e-mail people an adult has approved.
•	We send e-mails that are polite and friendly.

- We never give out personal information or passwords.
- We never arrange to meet anyone we don't know.
- We do not open e-mails sent by anyone we don't know.
- We do not use Internet chat rooms.

Spiritual

Children readily learn about what their bodies are capable of doing. EG climbing a tree, balancing on the beam etc. Children learn respect for different people's feelings and values through excellent role modelling during assemblies and throughout the school day. Children have a good understanding of their place in society.

Moral

Moral development underpins everything in our school. Weekly Celebration Assemblies highlights the moral code of our school/community and reflects British Values. Staff are proactive in choosing children for weekly awards.

Social

As a result of having mostly white, British children in school, opportunities are exploited to teach children qualities of acceptance and understanding of all. When acceptance of others is shown, an explicit award is given encouraging this quality in others. Children are given opportunities to socialise in different contexts (PE festivals/competitions, organising and managing a market stall). Children meet other children from cultures which are different from their own. Through assembly, children communicate with children from different religious, ethnic and socio-economic backgrounds via Oddizzi, an internet based web learning platform. To celebrate when conflicts have been resolved, a 'Playful Pupil Award' is awarded weekly. Visitors such as Buddhist Monks, Sikhs and Muslims enrich pupil's learning and are welcomed in to our school regularly.

Cultural

As a result of planned activities throughout the year, children's cultural experiences are broadened and their tolerance and understanding of all cultural similarities and differences are developed. For example, Musical experiences (school choir performances at Beamish, coffee shop and in school), drama productions on E-safety and Christmas performances all promote cultural development. Technology is well planned (ICT mark awarded Spring '15). Artistic experiences include visits from 'That History Bloke'.

The school has a systematic approach to teaching British values alongside Christian values, while at the same time ensuring that pupils have a wider understanding of other religions and cultures. In this way, we successfully help pupils to develop their spiritual, moral, social and cultural understanding and prepare them well for life in modern Britain.

MISCELLANEOUS

Discipline

The school uses an 'Restorative' approach. Restorative Approach recognises that

children need to be taught how to behave just as they need to be taught any other subject and that parents, teachers and support staff need to work closely to achieve the desired outcome. It provides a systematic approach to managing behaviour, thus benefiting both children and teachers in a very practical and positive way. Restorative Approach seeks to reward achievement, and apply consistency and fairness in dealing with inappropriate behaviour, and to promote children's responsibility. At the same time teachers feel supported because they are working to a plan which is being used throughout the school.

Charging and Remissions Policy

The Governors wish to confirm the right to a free education for all, but recognise that the school is unable to finance excursions as it is not in receipt of any funds specifically designated for such a purpose. Parents are therefore asked to make 'voluntary contributions' in order to make trips possible. If at any point throughout your child's stay at the school you find that such contributions are causing you significant financial difficulties, please speak to the Headteacher as it is our policy that no child should miss out on any aspect of his/her education because of finance.

DATA PROTECTION ACT

Data Protection Act 1998: How we use pupil information

We collect and hold personal information relating to our pupils and may also receive information about them from their previous school, local authority and/or the Department for Education (DfE). We use this personal data to:

- support our pupils' learning
- monitor and report on their progress
- provide appropriate pastoral care; and
- assess the quality of our services

This information will include their contact details, national curriculum assessment results, attendance information, any exclusion information, where they go after they leave us and personal characteristics such as their ethnic group, any special educational needs they may have as well as relevant medical information.

We will not give information about our pupils to anyone without your consent unless the law and our policies allow us to do so. If you want to receive a copy of the information about your son/daughter that we hold, please contact our School Office Manager.

We are required, by law, to pass certain information about our pupils to our local authority (LA) and the Department for Education (DfE).

DfE may also share pupil level personal data that we supply to them, with third parties. This will only take place where legislation allows it to do so and it is in compliance with the Data Protection Act 1998.

Decisions on whether DfE releases this personal data to third parties are subject to a robust approval process and are based on a detailed assessment of who is requesting the data, the purpose for which it is required, the level and sensitivity of data requested and the arrangements in place to store and handle the data. To be granted access to pupil level data, requestors must comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements and retention and use of the data.

For more information on how this sharing process works, please visit:

<https://www.gov.uk/guidance/national-pupil-database-apply-for-a-data-extract>

For information on which third party organisations (and for which project) pupil level data has been provided to, please visit: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

If you need more information about how our local authority and/or DfE collect and use your information, please visit Durham Local Authority and/or the DfE website at <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Durham County Primary School Admissions Criteria

If a school is over-subscribed, applications will be considered in the following order of priority:

- (i) **Children in Public Care**
- (ii) **Medical Reasons**
Pupils with very exceptional medical factors directly related to school placement. Applications under this criterion had to be supported by written evidence from a doctor.
- (iii) **Family Links**
Pupils who had a brother or sister already attending the preferred school or associated school on the same site and who were expected to be on roll at the school at the time of admission
- (iv) **Distance**
Pupils who live nearest the preferred school, measured by the shortest walking route. **This was based on the parents' address.** We will, however, consider the overall availability of school places in an area to ensure that no children have an unreasonable distance to walk. This may override distance to the preferred school.

PARENTAL AGREEMENT

I/we have chosen Edmondsley Primary School, which is a Local Authority Maintained School to educate and care for our child.

I/we agree to the following;

- to follow policies adopted by the Governing Body ie Uniform policy, Healthy Packed Lunch policy , Attendance etc.
- to uphold the School Ethos
- to attend Parents' Evenings to celebrate your child's achievements and successes.

Signed _____

