



'Trying our best and achieving success!'



WELCOME TO OUSTON PRIMARY SCHOOL!

Dear Parents/Carers,

On behalf of the Governing Body and staff I would like to extend a very warm welcome to our school. Some of you will know the school well, through having children here currently/ previously or perhaps through being former pupils yourselves! For others the school is new to you, therefore I have included as much information as I can in the Welcome Pack to help you and your child with the transition to Primary School.

We feel it is very important to work in partnership with parents/carers and we greatly value your support. I'm sure your child will quickly settle into the new routines and expectations of our school and will really enjoy their time here. However, if at any time you have a concern or query, please feel free to contact me for help or advice. I look forward to working with you and your child during the coming years.

Yours Sincerely,

Mrs L Lavelle, Head Teacher
Mrs J Wise, Acting Head Teacher/DHT/SENDCO

The School Governing Body

Mrs K. Barrass - Chair of Governors
Mrs L. Lavelle
Mrs J. Wise
Mrs A. Pattison
Mrs S. Lockey

Mr P. Barrass
Mrs S Butler
Mr N Bell
Mrs J Lee
Mrs A Thomas

Staff

Head Teacher: Mrs L. Lavelle
AHT/DHT/SEND/CO: Mrs J. Wise

Teachers

Ms N. Lowery
Ms A. Stebbings
Mrs R Downs
Ms K Allen

Mr D. Storrar
Mr D. Walsh
Miss J. Baum
Mrs R. Dadswell
Mrs E Spencer

Support Staff:

Miss S. Robson
Mrs A. Bray
Miss G. Davies

Mrs V. Dixon
Mrs J. Forbister

Office Staff:

School Business Manager: Mrs A Tyrrell

School Administrator: Mrs W Gill

Kitchen Staff:

Kitchen Manager: Mrs J Quinn
Kitchen Assistant: Mrs K. Dodd

Lunchtime Supervisory Assistants:

Mrs S. Robson
Ms M Anderson
Ms L Wilson
Mrs J. Mawson

Mrs H. Dickinson
Mrs C Pendleton
Mrs L. Barrass

Caretaker: Mrs S. Patton

Cleaning staff: Mrs K Dodd



Our School Vision Statement

(Developed in consultation with staff, children, governors and parents/carers)

At Ouston Primary School we strive to create a happy and successful school where everyone is valued, respected and encouraged to achieve their very best. We realise that all children have unique and special qualities and we work in partnership with members of our school community to provide the very best education for our children.

Our school motto is '**Trying our best and achieving success**' and we encourage our pupils to work towards this in all aspects of school life. As a 'Rights Respecting School,' teaching pupils about valuing and respecting others and taking responsibility for their actions are also a major part of our school ethos. By the time our pupils leave us and go on to secondary school we work to ensure that they are confident, enthusiastic young people who know the value of hard work, are able to achieve success both academically and in extra-curricular areas, enjoy learning and are polite, friendly and respectful towards others.

We will achieve this by:

Having high expectations for all

Providing a safe, secure and caring environment in which pupils behave well and respect each other and our staff.

Providing a broad, balanced and creative curriculum with quality teaching and learning in a rich, stimulating environment, and including a range of extra curricular experiences.

Creating a friendly, caring and supportive ethos in which all members of the school community, irrespective of gender, race, culture, religion or disability are valued, consulted and can achieve success.

Providing a high quality learning environment, resources and equipment.

Inspiring and motivating children.

Celebrating success

Helping children to develop lively and enquiring minds, and to be able to communicate effectively.

Equipping children with attitudes, skills and knowledge to learn independently.

Personalising the curriculum for our children and school, tracking children's progress effectively and providing intervention for children who need additional support.

Providing opportunities for children to look beyond their own community and experiences and gain knowledge and understanding of the wider world.

Providing opportunities within the curriculum and in extra-curricular activities to care for the environment from both a local and global dimension.

Ensuring that children are well supported during periods of transition in their school life.

Giving children responsibilities throughout their time at school

Helping children to understand the value of a healthy lifestyle and providing opportunities to maintain or improve their health

Working in partnership with parents/carers and providing support for children and their families where needed.



Equal Opportunities

All members of the school community should be aware that every individual has a right to be considered of equal value and be given equal opportunities regardless of:

Ethnicity

Gender

Social background

Ability/Disability

Belief

Age

Marital status

Nationality/Citizenship

Sexual orientation.

In the context of the school we feel the most appropriate definition is that:

Equal opportunity is the right of everyone to equal chances, and each individual is respected for who they are.



The School Building and Grounds

Ouston Junior School was opened in December, 1964 and we amalgamated with Ouston Infant School to become a Primary in January 2014. There are currently 10 classrooms, a Stage/Library area, 4 Intervention Rooms, a small Kitchen area for healthy eating and cooking lessons, a large hall, large main kitchen, and the usual cloakroom and toilet facilities and administrative offices. Since April 2019, we now provide Nursery education within our school in a purpose build Nursery classroom and outdoor learning area. Our before and after school child care (Kidz Club) operates in the hall and makes use of our school kitchen.

The school has large playgrounds designated for EYFS/KS1 and KS2 and adjacent playing fields bordered by a public open area. This landscaped area gives the school a pleasant aspect with open views to the countryside. We have cultivated part of our school grounds to become a 'Forest School' area where classes can enjoy a range of outdoor nature activities. We have a range of outdoor furniture and activity trails/playground markings to further enhance the break and lunchtime experience for children.

Following a successful Ofsted inspection in September 2017, we converted to Academy status in February 2018 and joined Jigsaw Learning Trust.



Jigsaw Learning Trust

In February 2018 we formed a Multi-Academy Learning Trust (MAT) with Fulwell Infant and Nursery School, an Ofsted rated 'Outstanding' school in Sunderland. This has been another exciting step for our school and we are already appreciating the benefits of working in partnership with others and the additional opportunities now available to us. In addition to the support and sharing of good practice found within the MAT, we also have good links with other Primary schools in our local area.



Classes (25/26)

Nursery Ms Davis, Mrs Spencer

Reception Miss Lowery, Mrs Downs

Year 1 Dadswell

Year 2 Mrs Baum & Mrs Turner

Year 3 Miss Stebbings

Year 4 Mr Walsh

Year 5 Ms Allen

Year 6 Mr Storrar

Due to our admission limit now being 45 (increased recently from 40) we sometimes have mixed classes in year groups as 40/45 is generally too small for two classes. Our teachers are very experienced in teaching mixed age classes and ensure that all children are taught the skills necessary for their year group and differentiate work according to ability. Wherever possible when mixing year groups, we tend to 'move children up' who are very able and mature and we feel would do well with challenge of being with older children. We plan topics on a two- year cycle to ensure that children do not do the same topics twice and that all objectives are covered in each subject area.



Curriculum

The school seeks to provide all pupils with a broad, balanced and relevant curriculum matched to their individual needs. Overviews of each subject can be found on our school website and at the beginning of the academic year, parents/carers will be sent an overview of what their child will be taught that year. Some curriculum areas are currently being reviewed and updated and will be shared on our website as overviews are completed. All teachers will teach the subjects English, Maths, Science, Design Technology, History, Geography, Information and Communication Technology, Physical Education, Music and Art. Although these subjects are taught as separate curriculum areas, they are linked to a half-term topic where possible with a class novel/story that links to this theme also. All children are taught the Durham County Agreed Syllabus for Religious Education. Parents/Carers who feel they may wish to withdraw their child from RE lessons should discuss this with the Head Teacher. We also include short French sessions within the timetable during the year for classes in Year 2 to Year 6.

PSHCE (Personal, Social, Health and Citizenship Education) is part of our curriculum and this includes RSE (Relationships and Sex Education) modules. These aspects are delivered sensitively and at age appropriate levels. In Years 5 and 6, children have School Nurse talks about aspects relating to puberty. Parents/carers are informed prior to these taking place. Children enjoy a wide range of visits and visitors to school during the year to enhance the curriculum.

We also have a Forest School; this allows children to also have lots of learning activities outdoors, making use of our extensive grounds and resources.

Within our curriculum and across the year, we have a wide range of activities that [promote British Values](#), (control & left click to see an overview of these activities) teach children about keeping themselves safe, build character and resilience and help to develop children as responsible and respectful citizens of the future.



Swimming

It is hoped that parents/carers will welcome the opportunity to improve their children's safety in and near water. To this end the school is able to provide swimming tuition for pupils. Because of the limited time available, swimming cannot be provided for the whole school. Arrangements will change from time to time. Currently, swimming lessons take place in Year 4. Year 4 swimming usually takes place on Thursday mornings. We usually also offer additional swimming for Year 6 pupils who have not yet met the national curriculum requirements relating to swimming and water safety.

Please note that where swimming is provided as part of the curriculum for any child it is a compulsory element within the timetable unless there are specific medical reasons for the child not taking part.

Swimming lessons are at Bullion Lane learner pool in Chester le Street. Goggles are not normally worn, but if they are needed for medical reasons, then a note from the doctor should be provided for the swimming instructor.



Behaviour

At Ouston Primary, we pride ourselves on the good behaviour, hard work, lovely manners and enthusiastic attitude of our pupils. We have lots of rewards in place for positive behaviour and work, including:

- Well Done stickers and Merit stickers; given to pupils by teachers when marking pupils' work
- Star Awards; these are given to pupils by class teachers each week for excellent work, behaviour or attitude.
- Headteacher stickers; pupils are sent to see the Headteacher with excellent pieces of work for which they receive a special Headteacher sticker.
- Achievement Awards; one pupil is chosen by the class teacher at the end of each half term for excellence in work/behaviour/attitude
- Golden Table; each week one child per class is chosen by the Lunchtime Supervisors for excellent manners, behaviour and/or healthy eating at lunchtimes. These pupils join the Headteacher at a special table for lunch and receive a small prize and certificate.
- Handwriting & Presentation Awards; these are given to pupils each half term by class teachers for excellent handwriting/presentation or improvement.
- Timestables Champions and Spelling Frame Champions: Given each half term by class teachers for excellence and effort with online Maths and Spelling homework.

Sometimes, pupils do need a reminder, sanction or other support to help them with improving their behaviour. These include the following:

- Verbal reprimand by Class Teacher
- Parents/carers spoken to at the end of the school day by Class Teacher or contacted by phone.
- Indoor Lunch Room; where pupils have had a behavioural incident or haven't completed class/homework to a good standard, they may be kept in for 30 minutes for at least 1 day to resolve this.
- Individual Behaviour Plans; where inappropriate behaviour becomes more regular, a plan of support will be put in place for a child and parents/carers invited in to discuss this and review on a regular basis until improvement is seen. These are usually carried out by the Headteacher. Referrals may be made to other support agencies if this seems appropriate.
- 'Time to Talk' sessions
- Indoor 'quiet' break-time/social room; this is for pupils to use from time to time who may be struggling with their behaviour, social skills or friendships at break-times.
- On rare occasions, for repeated or very serious behavioural incidents, fixed term exclusions may need to be issued.

It is very important that pupils know that their parents/carers support the school in our management of behaviour; we find that if parents/carers work together in partnership with us, issues are resolved more quickly and successfully. Your support is very much appreciated and invaluable to us in this area.



Homework - Please see our [Homework](#) policy attached. (Control & left click to open document)



Assessment

We have a clear and consistent marking scheme across the school which is designed to help pupils understand why their work may need improvement and how to address any errors or misconceptions. Success with tasks is always highlighted in marking through ticks, stickers and teacher comments. Pupils in Years 1 to 6 are given time in lessons each week to improve their work using their teachers' marking comments and guidance.

When pupils start Reception class we use Nursery records, our own assessments and observations and a baseline assessment (a child friendly assessment which they enjoy) to see what strengths children have and which areas they need more support with. At the end of Reception Year parents/carers will receive a report which tells them if their child has reached expected level in the areas of learning.

Towards the end of Year 1, pupils complete a national Phonics Test.

Towards the end of Year 2, pupils complete Key Stage 1 tests in Reading, Maths and GPS (Grammar, Punctuation & Spelling). Their work in class/books is used to assess Writing levels.

In Year 4, pupils complete a Multiplication Tables check.

Towards the end of Year 6 pupils complete Key Stage 2 tests in Reading, Maths and Grammar, Punctuation & Spelling. Their work in class/books is used to assess Writing levels.

In other year groups, pupils complete end of half term tests to check their achievement with skills taught.

At the end of the year, parents receive a report which tells them if their child has reached expected level (or above) in Reading, Writing, Maths and GPS. Information is also given about their achievement in other curricular and non-curricular areas.



Special Educational Needs and Disability (SEND)

Most pupils experience difficulties at some stage during their educational career. Specific difficulties are dealt with individually or in small group situations. In most instances children encountering problems will remain working within the class on work which has been carefully tailored to their needs. In certain circumstances it may be possible to provide some form of additional support by means of a teaching assistant within the classroom. On other occasions a child may be withdrawn from the class in order to benefit from small group or individual attention. There is no single rule or approach adopted as the needs vary greatly. Parents/carers of pupils thought likely to benefit from additional support are notified by the school.

If the school is unable to meet the needs of the pupil despite having varied the provision made, additional help and advice may be necessary. Parents/carers will be invited to discuss the matter further and to help make any assessment of the situation. If necessary the services of another agency may be requested, such as Behaviour or Learning Support. No outside SEND agencies are involved without the full agreement of the parents/carers. For further details about SEND provision, please see our school website.



Working with Parents/Carers

We can only hope to achieve our aims for the children if their education and welfare is regarded as the shared responsibility of parents/carers and teachers. We like to work closely with parents/carers and build good relationships as your child moves through our school. At intervals during the school year parents/carers will be invited into school for 'Parents Evenings' to discuss their child's progress. These meetings, which are private, provide an opportunity for parents/carers and staff to get to know one another and to exchange views/observations. It should be emphasized however that these formal meetings are not the only opportunities parents/carers have to speak with staff. Parents/carers are welcome to make an appointment to speak with teachers or the Headteacher at any time during the school year. We also hold a 'Welcome to the New School Year' evening in September which gives parents/carers the opportunity to meet their child's new class teacher, look at the classroom and receive key information for the year ahead.

We would always hope that parents/carers work in partnership with the school and treat our staff with the same courtesy and respect that you will expect from us. We would also ask that adult behavior and views expressed within the school building and grounds are in keeping with our school values and ethos.

We use Class Dojo within school, an on-line app that allows class teachers to share pupil work and celebrate achievements regularly with parents/carers. We find that this is a very effective way for parents/carers and teachers to communicate. We also have a school texting and emailing service which means that important messages and information can be sent directly to parents/carers.

We would ask that parents/carers are respectful of the school and its staff both in person or if discussing these within their personal social media accounts. Where a parent/carer has an issue or complaint, we would ask that the guidelines in our school complaints policy are followed. This usually begins with a discussion with your child's class teacher, or where you feel it is necessary with the Headteacher or Deputy Headteacher.

We use an annual survey to seek parent/carer views and always give you feedback about this. Our most recent survey results are very positive and can be found on the school website.

Below you will find a range of opportunities across the year to engage with staff in school:

Autumn Term

- 'Welcome to the New School Year' meeting in September, usually around 5.30pm
- Parents Evening, usually 2.30-5.30pm
- Harvest Festival (Reception/KS1 and Year 3)
- Reading and Maths workshops
- Christmas Coffee Afternoon
- Christmas Performance
- Anti-Bullying/Positive Behaviour workshops

Spring Term

- Parents Evening, as above
- Online Safety workshops
- Easter Coffee Afternoon
- Mothers' Day breakfast

Summer Term

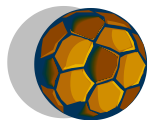
- Reports to parents. Meetings to discuss these if required and Teddy Bears Picnic for Reception children and their parents to share/discuss reports informally.
- Fathers' Day breakfast
- Sports Days
- Summer Fair
- Year 6 Celebration Evening

Each class will also have a lovely Class Assembly during the year to which parents/carers are invited.



Friends of Ouston Primary

The school has a parents/carers group- 'Friends of Ouston Primary'. They work closely with the Headteacher and other school staff to organize a range of lovely events for our school community. These events provide funds which are used to purchase additional resources for our pupils and also provide an opportunity for parents/carers to get to know the staff in a less formal setting. A variety of events such as Coffee Afternoons, School Discos, Summer Fetes, Mothers/Fathers' Day breakfasts are held during the year and all parents/carers are invited to attend and/or help out - we are always looking for new volunteers! The 'Friends of Ouston Primary' may be contacted at the school at any time via the school office and also have their own Facebook account.



Extra Curricular Activities

The school runs a number of sporting teams at various times throughout the year, including football, netball, cricket, tag rugby, athletics and cross country. These teams take part in different leagues, tournaments and competitions throughout the year and are usually very successful.

For some pupils each year, small group tuition after school is offered in Maths and English. Parents/carers will be notified if their child has been selected for this. We also offer music tuition in drumming and violin.

A number of other after school or lunchtime clubs take place during the year including Football, Dance, Multi-Skills, Lego, ICT, Art, Cookery and choir. The choir performs at school functions, takes part in the NSPCC Christmas Concert at Durham Cathedral, and takes part in various other musical events. At Christmas, the whole school takes part in a musical production.

The school is fortunate to have an excellent playing field, with terraced area for spectators, which is used for the team sports mentioned above. In the winter months the field and surrounding land is used as one of the venues for the district cross country competition.



Medical/First Aid

Please notify the school of any special medical problems which may affect your child whilst at the school or on a visit. You will be asked to meet with the Special Educational Needs Co-ordinator to complete a Health Care Plan. During school hours, minor cuts, bumps, scrapes etc. are treated at school by staff who have First Aid training. **If your child has an allergy to plasters** please inform the school. In the case of a bump to the head or a nasty cut/bruise, parents/carers will be informed either through a letter sent home, telephone contact or the Class teacher informing a parent when the child is collected. In the event of an emergency, paramedic assistance would be requested immediately and parents contacted. **It is extremely important that parents/carers ensure that school has up to date contact information.**

Parents/Carers wishing their children to have medical treatment during school hours (eg. a visit to the dentist or doctor) are asked to inform the school office. We will also ask that a letter or note from the surgery is also obtained as proof of the appointment.

If your child is well enough to attend school but requires medicine by doctor's prescription during school hours please ensure that all medicines are taken directly to the office. You will be asked to complete a 'Medicines in Schools' form. No child is permitted to have any medication in his/her possession. If your child uses an inhaler they should, in most cases, take responsibility for this them-selves, dependent upon age/ability. However we would also like you to send an additional inhaler into school clearly marked with the child's name. These are kept centrally in the main office. An overview of First Aid and Medication procedures in school is included in our Home/School agreement, which all parents/carers are required to sign.



School Hours

The school day is usually organised as follows:-

8.35: School gates are opened.

8.45: Doors are opened and children can come into school. Staff monitor the doors and entrance points, greeting children as they arrive.

08.55 - 10.30 - registration and first session

10.15-10.30 (KS1)/10.30 - 10.45 (KS2) - morning break

10.45 - 11.50/12.00 - second session

12.00 - 13.00 - lunch break (KS2) 11.50-1.00 for KS1 and 11.40-1.50 for Reception.

13.00 - 15.30 - Afternoon session. School day ends at 3.20 for Reception, 3.25 for KS1 and 3.30 for KS2.

Whole School Assemblies take place on Mondays and Friday in the afternoons.

If unaccompanied by an adult, KS2 children should not arrive at school prior to 8.45am. Our caretaker, Mrs Patton, monitors the main entrance and car park from 8.30am. Apart from Y5/6 pupils who have permission to walk to/from school, pupils must always be brought to the appropriate entrance by an adult.



Parking and Driving Near School

At the beginning and end of the school day, the streets near the school entrance become very congested. Many parents/carers find it helpful to park a little further away and walk their child to school from there. If you do come closer to the school entrance in a vehicle, please do take great care and ensure that you park safely and without blocking roads or driveways. Also, please note the designated 'No Parking' areas; these are in place for the safety of our children and other pedestrians walking to and from school.



Attendance

Occasional absence of pupils is to be expected in the primary school as pupils succumb to the usual childhood illnesses. Parents/Carers are asked to telephone or provide a note explaining all absences. If we have not had notification of a child's absence we will contact parents/carers on the first morning of absence to establish the whereabouts of the child and/or the reason for absence. We monitor attendance closely and where a child is regularly absent or an absence is unexplained school will contact parents/carers to clarify the situation and offer support if needed.

Please note that taking children out of school for holidays during term time is strongly discouraged and could lead to fines being issued. With the Government guidelines, we are not able to authorize any term-time absences, except in the case of exceptional circumstances. An Absence Request form is available at the School Office if you feel an absence may meet the exceptional circumstances criteria. If an absence is not authorized, it will be marked as an unauthorized absence on their record.

The school follows Durham County Council's protocol for Unauthorised Absence in term time and therefore, unauthorised absence on your child's attendance record may mean that you are liable to incur a Fixed Penalty Notice or could face prosecution. Circumstances where a Penalty Notice might be issued include unauthorised leave of absence in term time, or other parentally condoned absence where the absence amounts to **five school days or more in a minimum ten rolling school week period**. A fixed penalty notice will be issued to **each person with parental responsibility** for the child / children who is deemed liable for the offence / offences.

Where children do miss school for holiday absences we find that it can be difficult for them to catch up with missed work, take assessments or tests they've missed and generally settle back into school life.

Please also ensure that you bring your child to school on time. We understand that on occasion circumstances may result in a late arrival but if this occurs on a regular basis it can have a negative impact on your child's experience at school. Lateness is monitored in the same way as attendance and if we feel there is an issue we will contact parents/carers to discuss and support as needed.



Collecting Children from School

When your child starts at our school you will be asked to complete a form to inform us who will usually collect your child.

Parents/carers must contact us to inform us if there are any changes to this.

Reception children are usually collected from the Nursery outdoor area at the end of the day at 3.20pm.

Year 1 children are usually collected from the KS1 yard at 3.25pm.

Year 2 children are usually collected from the Year 2 door opposite the main reception at 3.25pm

Year 3 class is usually collected from the KS2 yard at 3.30pm.

Year 4 class is usually collected from the KS2 yard at 3.30pm.

Year 5 class is usually collected from the outdoor classroom at 3.30pm by parents/carers or to walk home

Year 6 class is usually brought onto the KS2 yard at 3.30pm either to be collected by parents/carers or to walk home

Children younger than Years 5 and 6 are only allowed to walk home without an adult if communication takes place with the parents/carers and Headteacher and the reasons given are appropriate and ensure the safe keeping of the child. Mobile Phones can be brought in by children walking to and from school without an adult but are handed in at the office on arrival.



Emergency Contact

It is very important that we should be able to make contact with parents/carers or a named responsible adult in case of an emergency. Parents/Carers are asked to complete an emergency information card which the school can refer to in such a situation.

There are times when parents change address/numbers or their place of work and this information is not passed onto school. Should any changes occur please ask for the information card to be sent home for amendment. This is particularly important as we have a parent texting service and important messages are often sent via this system.

Please note that no child will be allowed to leave school early, unless a written request has been received from a parent/carer. No child will be sent home unescorted during school hours.



School Meals

The school has an excellent kitchen which provides balanced, nutritious meals. Pupils are provided with a three choice menu and thus they can avoid items which they may not particularly like. All children are encouraged to eat the food they have selected in order to avoid unnecessary waste. KS2 children make their menu choices at school and are assisted by lunchtime staff with this where needed. Reception and KS1 children take the menu choices home to complete with parents.

Where a child has a medical condition requiring a particular diet this can be provided when the school receives details from the pupil's doctor. Packed lunches can also be provided on request when classes are out of school on educational visits.

Dinner money should be paid using our online payment system, 'schoolmoney' on Monday mornings. (this can be paid in advance ie- weekly, fortnightly, monthly or termly).

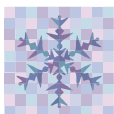
Currently all Reception, Year 1 and 2 children are entitled to a Free School Meal. Please complete the letter in the Welcome Pack to let us know if your child is definitely having a school meal or would prefer to bring a packed lunch.



Cashless school

Since April 2022 we have been encouraging parents/carers to use our online payment facility - 'SchoolMoney' when paying for school meals, uniform, residential visits and educational day trips. The system is very user friendly and can be found at www.edsp.co/sm-login. You will be sent a 'welcome message' when you first need to make a payment which will contain an initial password that may be changed if required.

The children will still be able to bring in small amounts of money for our regular 'Friday Fund Raisers' and other annual fundraising events such as 'Children in Need, NSPCC, Blue Monday etc.



Unavoidable Closure

Whilst we hope it will never be necessary there may be occasions when, due to circumstances beyond our control, it is necessary to close the school. In times of severe weather, heating breakdowns etc. we may have very little notice of such closure. Should it be necessary to close the school we will inform parents/carers as soon as possible using our texting service. Where staff members are present, they will also wait at the school entrances to inform parents/carers and bring into school any pupils who arrive alone; their parents/carers will then be contacted to collect them.



Keeping Your Child Safe

We undertake an annual Safeguarding/Health and Safety Audit to ensure that our building/grounds are safely maintained and our organization/practice is secure and robust and continuously ensures the safety of all pupils. This is regularly reviewed throughout the year.

Rigorous Risk Assessments are carried out before each school trip and these are checked by the Headteacher. Risk Assessments for Residential Visits are also checked by the Local Authority.

From time to time we may need to seek advice and support from other agencies, including Social Services with regards to keeping a child safe. Wherever possible, a referral to other agencies, including Social Services will be done with parents/carers' knowledge and consent. However, if consent is not given and we feel a child is at risk from harm, a referral would be made without this.

The Headteacher and Deputy Headteacher work with parents/carers/pupils/families in a range of ways/situations in a time of need. Please contact us at any point if you feel that your family requires support.

Learning to keep safe is an important part of our curriculum. In each year group, children learn about a different element of staying safe such as Fire Safety and Stranger Danger. E-Safety modules are also taught in each year group. (A list of our year-group ['Staying Safe' activities](#) (Control & left click to open document)).



Use of Mobile Phones

We only allow Year 5 and 6 pupils who walk to and from school without an adult to bring their mobile phones to school. Parents/carers have to sign a permission slip for this and pupils hand their mobile phone in to school staff for the duration of the school day.

Parents/Carers should only use mobile phones for urgent communication when on the school premises. Parents/carers are able to use phones to photograph or video school events such as shows and sports day. We insist, however, that parents do not publish any images on social media sites (e.g. on Facebook) that include children other than their own.



Christmas and End of Year Rewards for Pupils

Christmas

EYFS and KS1 will have a party and receive a selection box.

Years 3 and 4 will have a party with juice and sweets provided by school plus party game prizes.

Years 5 and 6 will have a Christmas movie visit or other special event.

All pupils will make a high quality Christmas card to take home to parents/carers. All year groups will also make a calendar to take home.

End of Academic Year

Teachers will create a small card or bookmark for pupils as a memento from the year.

Teachers choose a small gift (party bag type gift, sweets, chocolate etc) to give pupils along with their card/book mark as a small thank you, reward and memento for the year.

All pupils also are given an ice lolly after Sports Day and the school funds a whole School Brass Band concert.

Year 6 have additional rewards funded by the school:

- School of Rock workshops, SATs rewards day (pizzas, games etc), Bowling trip travel subsidised by school, Class novel of their choice presented to all pupils in Year 6 Leavers Assembly

We also provide an annual in-school Theatre Show for pupils in Years 1-6 (usually around February).



School Uniform

The overwhelming majority of parents of pupils at this school support the idea of a school uniform. Our children look very smart and this is regularly commented upon by visitors to school.

UNIFORM

black trousers /black skirt/yellow gingham dress
gold polo shirt
black 'v' neck sweater
black fleece or jacket (optional)
kit bag with school badge
black, grey or white socks/tights

PE KIT

Plain white T-shirt
Black Shorts
White Socks
Trainers

Black, sensible school shoes please (no heels, fashion boots, strappy sandals etc). Plain black trainers are currently permitted. Other colours or black trainers with brightly coloured stripes/designs etc are not part of our uniform and the wearing of trainers may be reviewed if this policy is not followed.

Uniform, (including PE Kit t-shirt and shorts), can be purchased with the school badge from the school office.

The school does not usually permit t-shirts, hooded tops, track suits etc in place of school uniform. However, children are able to come into school wearing PE kit on their PE days. Their school PE top should be worn along with shorts/joggers/leggings.

The wearing of jewelry, including earrings, is not permitted in school. Children will be asked to remove any jewelry worn in school and take this home. If children are having ears pierced, they must do this at the beginning of the 6 week holidays.

Please also ensure that haircuts are appropriate for school ie no zig zag stripes/patterns, 'mohawk' style, colours etc.