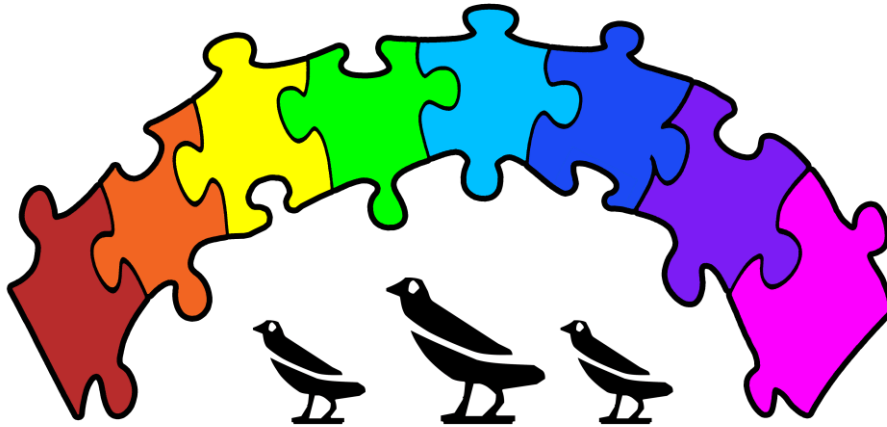


Welcome to



Cotsford Primary School

School Brochure

Cotsford Primary School
Third Street
Horden
Peterlee
County Durham
SR8 4EH



Making a difference where you live

Tel / Fax: (0191) 5864660

[E-mail: cotsfordprimary@durhamlearning.net](mailto:cotsfordprimary@durhamlearning.net)

www.cotsfordprimary.durham.sch.uk

Dear Parents & Carers,

On behalf of everyone at Cotsford Primary School may I offer a warm welcome to you and your child. Selecting a school for your child is a very important decision to make and we respect and appreciate the trust you have placed in us by choosing our school. I hope you will enjoy a happy and successful relationship with us and that you and your child will feel a valued member of our school community benefiting from many opportunities available.

A good home / school relationship is vitally important to ensure your child's happiness, welfare and success. Please become involved in the school as much you can. We appreciate your support, ideas and time.

This brochure sets out to inform you fully of our approach to educating and looking after the welfare of your child and hopefully will answer many of your questions. If, however you do have any questions our door is always open and you can contact me at any time.

Yours sincerely,

Rachel Cook

Headteacher



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Headteacher

Mrs Rachel Cook

Deputy Headteacher

Mrs Vicki Page

Chair of Governors

Cllr Ian McLean

Durham Local Authority

Jim Murray

Corporate Director of Children &
Adult Services

County Hall

Durham

DH1 5UJ

Tel: 03000 267353

Admission to School

We are always happy to meet new parents and children and to show them around our school. Please telephone first so that someone will be available to welcome you.

In accordance with Durham Local Authority Admission Policy children are admitted to school in the September before their 5th birthday.

Our admission limit is 30 children.

21 first place applications were received for the academic year 2023/2024.

For children transferring from Nursery we operate an induction programme in which children spend sessions in their new class in the half term before they are due to start school in order to become familiar with their teachers and surroundings.

During the summer term you will be invited to a parent's 'stay & play' session in which you will have the opportunity to meet your child's teacher, look around the setting and ask questions. Most of our children transfer from Horden Nursery and information is communicated through them. If your child attends elsewhere you will be contacted personally and invited to join our induction programme.

Depending on the size of the intake we may stagger the start date or time in September. This allows teachers and staff to provide individual attention and ensure that children feel happy and secure. It is important to us that children remember their first day at school as a happy one!

Transfer to Secondary School (Key Stage 3)

We also operate a transition programme with the local secondary schools throughout Years 5 and 6. Parents of course, have a right to choose the school they wish their child to attend. Details are sent out in the Autumn Term of Year 6 giving information on transfers and should be returned to Education Admissions, County Hall, Durham DH1 5UJ.

Transfer to Another School During the Academic Year

If you wish to change your child's primary school you will need to complete a Primary School Transfer Request form before your child leaves our school. This is to ensure they are allocated a place at the school you want them to transfer to. The forms are available to download from Durham County Council's website or by phoning 03000 265895.

Core Values

Everyone at Cotsford Primary is valued as a unique individual with a contribution to make to our school and the community.

We want our pupils to be:

- Aspirational
- Resilient
- Respectful
- Confident
- Successful



This is achieved through varied experiences, good teaching, a carefully planned curriculum, praise and positive encouragement. We value and encourage effort, teamwork, positive attitudes, kind, honest and respectful behaviour.

Aims of the School

The success of our school family is based on high expectations and relationships that are caring, supportive and respectful.

We enjoy the challenge of developing every individual's social, emotional, spiritual, academic and professional potential.

We aim to provide a happy, welcoming, safe and stimulating environment where individuals can build on their experiences to develop intellectually and socially.

Through our work in school, with parents and the local community we aim to:-

- ❖ provide programmes of work that are taught, reviewed and evaluated ensuring a broad, balanced and relevant education incorporating the National Curriculum and R.E.
- ❖ teach basic skills in speaking & listening, reading, writing, number and computing.
- ❖ develop our children's knowledge, appreciation and creative abilities to lay the foundations of cultural pleasure in the arts and the environment.
- ❖ encourage our children to behave appropriately and sensitively towards others and the environment.
- ❖ foster healthy attitudes to exercise, diet, personal hygiene, health, safety and leisure.
- ❖ foster positive attitudes to learning and develop confidence, self-esteem and independence.
- ❖ actively involve and support parents in their children's learning.
- ❖ ensure that every person enjoys equality of esteem and equality of opportunity regardless of ability, disability, race, gender, religion or social background.



Results



Early Years Foundation Stage

Teachers assess children's skills and knowledge on entry to school and monitor progress throughout the year. At the end of their Reception Year, children are formally assessed by the teacher in 17 areas of learning. 12 of these areas are focused on to judge a Good Level of Development (GLD). Children must meet the criteria in all 12 areas to get a GLD.

GLD in 2023 = 59%, National was 65% (2022).



Year 1 Phonics Screening Check

78% of pupils achieved the standard in 2023, National was 75% (2022).



End of Key Stage 1 Statutory Assessment

In 2023 the school had **28** pupils in their final year at Key Stage 1.

	% Achieving Expected Standard		% Achieving Greater Depth	
	School	National (2022)	School	National (2022)
Reading	71%	67%	0%	18%
Writing	64%	58%	4%	8%
Maths	75%	68%	0%	15%



End of Key Stage 2 Statutory Assessment

In 2023 the school had **20** pupils in their final year at Key Stage 2.

	% Achieving Expected Standard		% Achieving Greater Depth	
	School	National (2023)	School	National (2022)
Reading	80%	73%	45%	28%
Writing	65%	71%	25%	13%
Maths	75%	73%	20%	22%
RWM	55%	59%	10%	7%
GPS	80%	72%	30%	28%



School Organisation

We are a County Durham Local Authority Maintained School located in the South East of Durham providing education for children from 4 - 11 years of age.

The school was built in 1973. We have seven teaching areas, a pastoral support room, a library, a multi-purpose room and a teaching kitchen. School meals are prepared on the premises by Chartwells.

Currently there are 177 pupils on roll.



Governing Body

Governing Body		
Title	Name	Responsibility
Chair Local Authority	Ian McLean	Health & Safety, English
Vice Chair Co-opted	Bill Morrow	SEND, Maths, Computing
Co-opted	Vacancy	
Co-opted	Deborah Dixon	Safeguarding, PLAC/CLA, PE & Sport Premium
Co-opted	Allison Simpson	Art, DT, History, Geography, Science, PP Spend
Co-opted	Vacancy	
Co-opted	Vacancy	
Parent Governor	Stacey Moffatt	Early Years
Parent Governor	Vacancy	
Staff Representative	Sorrelle Laverick	RE, MFL, Behaviour & SMSC
Headteacher	Rachel Cook	
School & Governor Support - Clerk	Linda Ellison	

Meet the Staff

Teaching Staff	Title	Responsibility
Mrs R Cook	Head Teacher	SEND, Designated Teacher for Child Protection, Assessment, Staff Development & pastoral care, Attendance, Art, Design & Technology
Mrs V Page	Deputy Head Teacher Year 2	English & Designated Teacher for Child Protection
Mrs S Laverick	Reception	Science & EY
Miss Z Bartlett	Year 1	RE & MFL
Mrs K Hunter	Year 3	Maths & Music
Mrs A Simpson	Year 4	PE, R.R.S, PSHCE & SMSC
Miss L Hutton	Year 5	Computing, Deputy SENCo
Mr S Ord	Year 6	History & Geography
Mrs K Watson	PPA Cover	Design Technology
Miss K Stafford	PPA Cover	Art & Design
Teaching Assistants		
Mrs C Rigby	Mrs B Forster	Miss S Bell
Mrs C Jones	Ms S Kennedy	Mrs N Key
Mrs J Foster		
Non-teaching Staff		
Mrs R Foster-Nuttall	Office Manager	
Miss E Stradling	Admin Assistant	
Miss J Lowe	Breakfast & Lunchtime Assistant	
Mrs M Cleary	Breakfast & Lunchtime Assistant	
Mrs L Birt	Breakfast, Lunchtime Assistant & Cleaner	
Miss P Wild	Lunchtime Assistant	
Mrs K Waugh	Lunchtime Assistant	
Mrs K Kay	Lunchtime Assistant	
Mrs C Bell	Lunchtime Assistant	
Mr R Rigby	Caretaker	
Miss S O'Donnell	Assistant Cook & Cleaner	
Miss D Scorer	Cook	
	Assistant Cook	
Karen Davison	Parent Support Advisor	
Deb Dixon	Place 2 Be	
Paul McBeth	IT Technician	



School Hours

Breakfast Club	8.00am - 8.45am
School starts	8.45am
Lunch time	12.00 noon - 1pm
Home time	3.15pm

The gates open and children enter the school yard at 8.45am. Children in Years 1, 2 and 3 may enter the classroom via the classroom door whilst all other year groups line up with their class teacher and are escorted into school.

Children can find it very upsetting and confusing to come into school late when lessons have started and other children have settled. Late arrivals will need to enter via the main entrance in order to receive their registration mark.

At the end of the day children are escorted out of school in class groups by their teacher and brought to the parents waiting on the yard. For the safety of the children we ask parents to stand within the gates and not outside on the street. This ensures that staff and children can see who has arrived to collect the children.

If you are unable to collect your child and somebody different is coming to collect them that day, you MUST inform school of this arrangement prior to the end of the school day.

Please do not be offended if we do not allow your child to go home with an adult when we have not been informed. This is for the safety of your child.

Children must be collected by an adult until the end of Year 5. If you feel confident that your child can safely make their way home once they start Year 6 you must complete a permission form for them to go home by themselves. These are available from the school offices. The governors and staff in our school feel that children below Year 6 should not walk home on their own for safeguarding reasons.

Extended Services

The school runs a Breakfast Club from 8am costing 50p per day enabling pupils to be dropped off at school early. We also aim to provide a range of exciting after school clubs - details can be found on newsletters and on the school website.

Attendance

Attending school regularly and on time is the right of every child and is crucial to each child's educational and social development. At Cotsford Primary School we recognise our part in assisting parents to meet their legal obligations in this respect.

If your child is unable to attend school because of ill health or for any other reason, please notify the school as soon as possible **on the first day** by telephone or in person.

We are unable to authorise a leave of absence taken during term time unless there are exceptional circumstances. Any request must be made in writing with forms available from the office or downloaded from the website.

It is preferable that medical and dental appointments are arranged outside the school hours where possible. If children are attending medical appointments during school hours they should only be absent for part of the day. In such cases, the child must always be collected and returned by an adult. For reasons of security, any parent collecting or returning a child after the start of the school day must report to the school office.

Should your child become ill at school or have an accident you will be contacted as soon as possible.

School Holidays 2023 - 2024

Holiday	Closing Date	School re-opens for teaching
Autumn Half Term 2023	Friday 27 th October 2023	Monday 6 th November 2023
Christmas 2023	Friday 19 th December 2023	Wednesday 3 rd January 2024
Spring Half Term 2024	Friday 16 th February 2024	Monday 26 th February 2024
Easter 2024	Friday 28 th March 2024	Monday 15 th April 2024
May Day 2024	Friday 3 rd May 2024	Tuesday 7 th May 2024
Summer Half Term 2024	Friday 24 th May 2024	Monday 3 rd June 2024
Summer 2024	Wednesday 23 rd July 2024	Wednesday 4 th September 2024

School closed for staff training - Monday 4th September, Tuesday 5th September 2023, Monday 3rd June, Monday 22nd July, Tuesday 23rd July 2024.

Please note that dates for staff training may differ from other schools.

Positive Behaviour & Citizenship

Cotsford Primary School strongly believes in, and promotes, the United Nations Convention on the Rights of the Child.

We aim to ensure that our children understand their rights and respect the rights of others and the environment around them, and show their understanding by behaving appropriately.

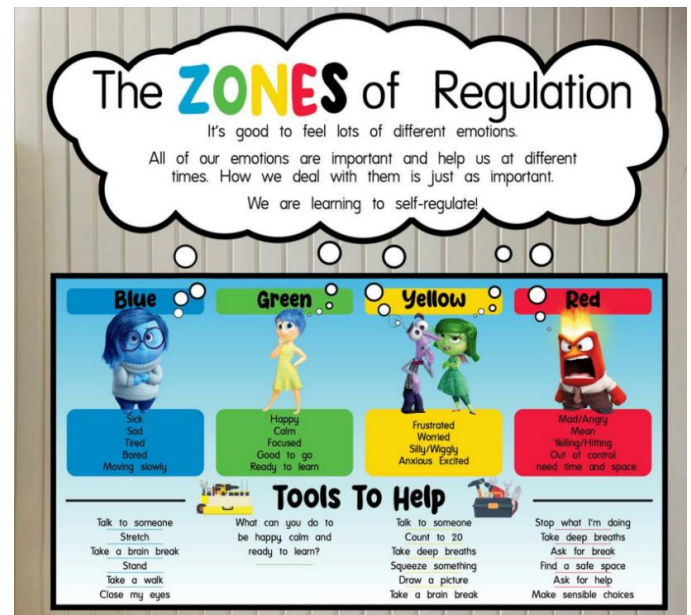
Behaviour Support

Rights and Respect Charters

Charters establish the expectations that our pupils have in order for their rights, and the rights of others, to be respected. They are compiled by the children with much discussion and can be changed if needed. The content of the charters are discussed when need arises.

Zones of Regulation

The Zones of Regulation is a proactive, skills-based approach to teaching the children to think and talk about how they feel on the inside. It sorts emotions into four coloured Zones, all of which are expected in life. By supporting the children to recognise when they are becoming less regulated, they are able to do something about it to manage their feelings and get themselves to a healthy place. This comes more naturally for some, but for others it is a skill that needs more attention and practice. This is the goal of The Zones of Regulation.



Rewards

At Cotsford Primary School we believe in encouraging children through praise and rewarding children for respecting their rights and the rights of others. This can take a number of forms:

- Spoken praise and encouragement
- Stickers
- Dojo points & shop
- Certificates
- Class trophies

Consequences

If a child chooses to behave inappropriately and does not show respect for rights, they are reminded that they are denying someone of their rights and they are advised of the correct way to behave. If the inappropriate behaviour repeats the following consequences are applied:

- Spoken warning
- A short time working away from the group or class, or time away from play opportunities on the yard (Time Out).
- Sent to the Deputy or Headteacher
- Letter / telephone call home to inform parents or a request to see parents

Sanctions such as missing break time, losing a privileged job or withdrawal of activities and clubs beyond the school day may also be enforced for unacceptable behaviour.

Curriculum

The EYFS curriculum is a very special experience. The key learning areas which your child will undertake are:

Prime Areas:

Communication and Language	Physical Development	Personal, Social and Emotional Development
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Specific Areas:

Mathematics	Understanding the World	Literacy	Expressive Art & Design
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Teaching and learning takes place in many different ways - purposeful play, singing, story, rhymes, games and use of technology as well as written work. Topics are carefully planned to provide a broad and balanced curriculum with learning taking place through a mixture of child initiated, adult initiated and adult structured activities at a pace appropriate to their stage of development. We aim to stimulate learning through exciting activities and the provision of a wide variety of experiences - children learn best if they are enjoying their learning.

A dedicated pack is provided to all 'New Starters' families with a wealth of information to help your child settle into our Reception class, and to help you feel part of our school family from the outset.

These are provided at the 'Stay & Play' sessions in the Summer term before your child joins Cotsford Primary School.

Key Stage 1 & 2

The National Curriculum Subjects which we are required to teach are:

English	Mathematics	Science	Computing
Geography	History	PE	Spanish Year 3 onwards
Art and Design	Design Technology	Music	

A carefully planned and structured curriculum is the foundation upon which excellent learning and development is built. At Cotsford Primary we believe our curriculum has the attributes to deliver this. Through a varied and exciting curriculum, we endeavour to offer the best and widest education possible to our children. We look to provide a warm and stimulating learning environment and we take great pride in the quality of our display work.

We aim to give our children a really good start to their school life. They have lots of fun in the Foundation Stage and at the same time receive a good balance of the seven areas of learning and development. The children have opportunities to choose their own activities, be involved in teacher led activities and small group work. They are taught how to become more independent. Children then move into Year 1 motivated to learn and feeling confident.

In Key Stages 1 and 2 we teach the full National Curriculum and children develop their

knowledge, understanding and skills with an emphasis on English and Mathematics. We use Read Write Inc. as a programme to ensure all of our children become confident and independent readers. It is a clear systematic synthetic phonics programme with a proven track record of success which follows active learning and consistent teaching. In Key Stage 2 our children continue to build upon their reading comprehension skills. Our library and home readers are invaluable in supporting and extending the learning experiences of our children and in encouraging an enthusiastic interest in books.

Our curriculum is broad and balanced, and carefully planned to ensure that content is thoroughly revisited so that learning 'sticks' with a strong emphasis through the various elements on developing:

- a 'love of learning'
- development of vocabulary in all subjects
- an understanding of 'British Values' and the implications for life in modern day Britain
- pupils spiritual, moral, social and cultural learning.

Our children are taught as individuals, in small groups and in whole classes. We monitor and assess every stage of learning and additional support or a higher level of challenge is offered when appropriate. We have invested in a comprehensive range of resources across the curriculum which ensures all subject areas are covered through our half-termly thematic approach to learning and creative curriculum work.

Our curriculum is constructed on the following principles to support the above; namely that:

- acquiring subject specific knowledge is key for pupils to be able to solve complex problems
- pupils need to practice the knowledge and skills they have learnt in lessons so that they can use them when they need
- many opportunities are built into lessons to secure the need to recall and retrieve previous learning, so that it can be embedded. This enables pupils to apply knowledge with increasing confidence
- the British values of democracy, the rule of law, individual liberty, and mutual respect of those with different faiths and beliefs are taught explicitly and reinforced in the way in which the school operates
- SMSC is embedded into pastoral and curriculum programmes.

Educational visits and visitors are planned to give the children important first-hand experience and a variety of extracurricular activities are offered both at lunchtime and after school. Our older children are also able to take part in a residential activity.

Religious Education & Collective Worship - The Durham County Agreed Syllabus is followed for Religious Education. We aim to provide relevant experiences for our children according to their ability and stage of development; these include visiting places of worship. Although Christian based, the syllabus also ensures that our pupils gain awareness and respect for other world religions.



There is a daily act of collective worship which has a moral and is



broadly Christian in character. Collective Worship may also contain elements drawn from other religions in order to promote respect, tolerance and understanding of those from other faiths. The children are encouraged to take an active part.

Right of Withdrawal - Following a written request from parents, a pupil may be wholly or partly excused from attending R.E. and / or Collective Worship. Parents are not obliged to state their reasons for seeking withdrawal. If parents and school agree, the pupil can remain physically present during the Collective Worship / R.E. but not take part in it. The school will continue to be responsible for the supervision of any child withdrawn from Collective Worship/R.E.

Relationship and Sex Education

We include the statutory Relationships and Health Education within our whole-school PSHE Programme.

Relationships and Sex Education (RSE) is lifelong learning about physical, sexual, moral and emotional development. Relationships Education is the building blocks of healthy, respectful relationships, focusing on 'Families and people who care for me', 'Caring friendships', 'Respectful relationships', 'Online relationships', and 'Being safe'. It gives children and young people the essential skills to build positive, enjoyable and non-exploitative relationships. It also involves acquiring information, developing skills and forming positive beliefs, values and attitudes.

At Cotxford Primary School, puberty is taught as a statutory requirement of Health Education and covered is by our Jigsaw PSHE Programme in the 'Changing Me' Puzzle (unit), and we conclude from the DFE Guidance that sex education refers to Human Reproduction.

The Governing Body has agreed that sex education in terms of human reproduction will not be explicitly taught. The School fulfils the requirements of the National Curriculum by teaching the elements of study in Science, including the development of animal and plant life and knowledge of the human body.

When pupils ask questions, we aim to answer them honestly at an age appropriate level and within the group/classroom agreement established at the start of the sessions. If it is felt that answering a specific question would involve information at a level inappropriate to the age and development of the rest of the pupils, the question will either be dealt with individually at another time, or if children's concerns and queries go beyond National Curriculum requirements and the content agreed by the school policy, they will be referred to parents. Children's whose questions go unanswered may turn to inappropriate sources of information.

Homework



Homework plays an important role in actively involving you and other adults in your child's work and ongoing development. Homework is set for all year groups and ability levels. Tasks and the amount of time to be spent on them will vary from child to child. Some children will require extra work to practise basic skills; others will require work to extend their skills to a higher level. The main focus for homework will be on English and Maths. It is expected that parents will support the school by helping their child with homework and ensuring it is returned completed. Homework consolidates, practises and reinforces what has been learned in school and children benefit greatly from the additional support. It also encourages children, as they get older, to develop the confidence and self-discipline needed to study on their own, and prepares them for the requirements of independent lifelong learning. In turn this will help children develop good work habits for the future.

Parents will be informed of the homework programme at the beginning of each year. If you have any queries about the homework given to your child, please speak to the class teacher.

Access to documents and information

Documentation listed below is available to view from the school office and / or on the school website:

- ✓ National Curriculum
- ✓ Ofsted Reports for the school
- ✓ Schools Schemes of Work
- ✓ School Policies e.g. curriculum, SEND, Child Protection etc



Special Educational Needs & Disabilities

A Special Educational Need can be a number of different things, such as reading, number work, sensory processing, social interactions or behaviour, which can be helped by putting extra support in at school and by working in partnership with parents and carers. It may also be due to a disability which makes it harder for a child to use the same educational facilities that the school provides for the majority of children. For some children this may be a temporary difficulty, while others may have a long term need for additional help. Individual differences in the needs of children are initially met by the class teacher through the adaptation of teaching methods and careful selection of materials and resources. Additional support is also provided through small group or individual work supported by our Teaching Assistants.



The school's SEND Policy / Information Report sets out procedures for the early identification of Special Educational Needs and arrangements for support to meet them. Parents are informed from the initial register of concern and encouraged to take an active role in encouraging and supporting their child's development.

For a small proportion of children, the school may need to involve other specialists such as School Health Service, Children & Young People's Services, Speech Therapists, CAMHs, Occupational Therapists, and Educational Psychologists etc. These specialist services are able to offer advice and support when planning learning programmes for children with special needs.

Pastoral Support

We are often complimented on the atmosphere in our school. We feel this comes as a result of the excellent relationships we establish with our pupils and their families, whom we know very well. We try to ensure that every child knows that they are special with something valuable to offer and we try to emphasise the positive aspects of a child's character. We encourage the children to tell us about their problems however small and we do our best to listen, and provide the child with strategies for coping and dealing with their emotions and difficulties.



It is important for parents to inform the class teacher of any difficulties which may affect their child at school. All information is treated confidentially.



Children also have access to the Place 2 Be and Place 2 Talk service if needed. Additional information about these services is available from school. Parents may also access the Parent Worker or our Parent Support Advisor.

Safeguarding

The school has a duty to take reasonable action to ensure the safety and welfare of the pupils. In cases where school staff have cause for concern that a pupil may be subject to ill-treatment, neglect or any other form of abuse, the school will follow Child Protection procedures and inform Children and Young People's Services of their concern. This means that Children and Young People's Services have to be contacted directly by the school. School DOES NOT contact the parents. If necessary, a home visit is made by a Social Worker. All agencies, including school work together as a team to protect children.

We take the safety of our children very seriously.

- If you come to collect your child at a time different to the end of the school day a member of the office staff must be informed.
- If you are collecting a child on behalf of somebody else we must have been informed prior to you arriving and if there is any confusion a member of staff will contact the child's parents for confirmation.
- Adults attending school events must sign in.

Safeguarding leads in our school are:



Mrs Cook
Headteacher



Mrs Page
Deputy Headteacher

If you are concerned about the safety or welfare of any child please ask to speak to one of our lead staff.

School Information

Uniform - Suggested school uniform is a white blouse / shirt / polo shirt, red cardigan / jumper, grey skirt / trousers and black shoes. Uniform which has a school logo may be ordered via the school and is optional. Parents are strongly advised to use name labels on school clothes so that lost items can be returned.

P.E. kit consists of a white t-shirt, black shorts, leggings or tracksuit bottoms and trainers or sandshoes.

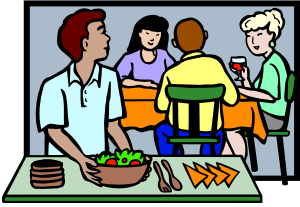
Jewellery is not allowed at school for safety reasons. If you wish to have your child's ears pierced, please have it done at the beginning of the summer holiday so that earrings can be removed for school. If this is not the case, small studs are permitted until the ears have healed, but must be covered with tape or Elastoplasts.

Lost Property - Items with names on them are easily returned to the right owner, but unnamed items are put in the lost property.

Class Dojo - We use an app called Class Dojo which allows communication between school and home. The app allows us to share information about events and learning which is taking place in school. Permission is needed from parents.

Food in School

Dinner Time Arrangements - Children are well supervised during the midday break. Healthy school meals are cooked on the premises by Chartwells and it is hoped that most children use this service provided for them. Some choice is provided for both courses.



Packed lunches are permitted by prior arrangement with the Headteacher **but please note that fizzy drinks, sweets and chocolate bars should not be included.** Children are permitted to have 1 biscuit, or 1 cake or 1 cake bar. Any excess or items not permitted will be returned home. Crisps are permitted, but should be included in

moderation. Two weeks notice is required if children wish to change from a school meal to a packed lunch.

The daily cost of a school meal is £2.50. Pupils in Reception, Year 1 and Year 2 receive free school meals.

Breaktimes - The school is part of the National Fruit Scheme and every child has the opportunity to have a piece of fruit each day to eat at morning break. Warm bagels are also provided. Children can bring fruit or vegetables from home for the afternoon break. Sweets are not allowed in school.



School Milk - Milk is available in school through an arrangement with "Cool Milk at School" where parents can apply for free school milk (if your child is under 5 years old) or arrange to pay (@27p per day for each 1/3 pint carton.)

Drinking Water - Children have unlimited access to drinking water throughout the day. Reusable bottles can be bought in school for £1.50. Children refill their bottles as needed throughout the week. Bottles go home daily for washing.



Breakfast Club - Pupils may attend Breakfast Club from 8am for 50p a day. Healthy hot and cold menu choices are available and when your child is finished eating they can choose from a range of activities to

keep them occupied before school starts.

Medical Matters

Illness & Medication - If your child is ill, please keep him or her at home until well, or until your doctor advises a return to school. This is particularly important in the case of infectious diseases. **Children who have vomited or have suffered from diarrhoea should not return to school until 48 hours after the symptoms have stopped**, this helps to prevent the spread of illness to others.



We ask all parents to provide us with an emergency contact number so that you can be notified if your child becomes ill or has an accident during the school day. If we are unable to contact parents and the child needs urgent medical attention, a member of the school staff will act on your behalf.

Prescribed medication such as inhalers and medicine may be administered in school. Parents should contact the office if their child needs medication during the school day so that the necessary written permission form can be completed. Medicines etc. should not be sent to school with your child.

Allergies – If your child suffers from an allergy please let us know what the allergy is, their probable reaction and any treatment necessary.

If it is a food allergy your GP will be required to send a letter to the Local Authority notifying them of the allergy. Our School Meals section will then ensure appropriate menu options are available and food handling precautions are taken in school.

If your child has specific medical needs it may be necessary to prepare a **Health Management Plan** between parents, staff and a member of the School Health team. This ensures appropriate daily care is maintained and details the correct procedures to follow in the event of illness.

Family Engagement

Parents join us for special events throughout the year. These include Class Assemblies, Harvest, Easter and End of Year Assemblies and of course our regular Christmas production. Parents also come into school for workshops, information meetings and courses. Open afternoons are held in the Autumn and Spring terms. These provide opportunities to discuss your child's progress and achievements. An annual written report on each child's progress is produced in July. If you are concerned about any aspect of your child's schooling, the first step is to speak to his or her teacher either before or after school. Please bear in mind that the class teacher will not be available during normal teaching time unless by prior arrangement. If a parent prefers to discuss matters with the Headteacher, she will either see you on request or offer you an early appointment.

We have a Parent Support Advisor (PSA). Her role is to support parents in their role as 'Parents' by signposting parents to relevant services or agencies for support and help raising confidence in dealing with various situations.



Charging & Remission

Under section 110 of the Education Reform Act (1988) the education provided by any maintained school shall be free of charge if it takes place wholly or mainly during school hours.

Parents are requested to make a voluntary contribution of a minimum of 50p each week to the School Fund. This helps to pay for Theatre Groups, cooking ingredients etc. Parents will also be asked for a voluntary contribution towards the cost of a school visit or activity. Whilst this is invited a child will not be omitted from a visit or activity if voluntary contributions are not forthcoming. However, if insufficient voluntary contributions are received it may be necessary to cancel the visit / activity.

Some after school clubs may incur a small charge for professional coaches, ingredients etc.

General Data Protection Regulation

Schools, Local Authorities, the DfE and other educational bodies that process personal data about pupils are required by the Data Protection Act 2018 (DPA) to issue a Privacy Notice to parents to inform them and their child/children of the purposes of which their personal data may be collected, stored and used. Parents will be issued with a Privacy Notice when their child starts school.

Complaints

The work of the school is very important to us. Teaching, organisation and systems within the school are monitored, reviewed and developed regularly and we learn from experience. If you have a complaint, please discuss it with the member of staff involved or the Headteacher. In the unusual event of a complaint not being resolved through discussion it should then be put in writing to the Headteacher.

Further details on complaints procedures are available at school or from School & Governor Support, County Hall, Durham. DH1 5UJ

The information given in this brochure was revised in November 2023. It is possible that changes affecting the sections described could occur during the school year. If you have any further questions, the Headteacher will be pleased to help if you contact her at school.