



Stanley Crook Primary School

OUR MISSION: TO TRY OUR BEST, TO TELL THE TRUTH, TO LOOK AFTER EACH OTHER AND THE COMMUNITY

School Brochure

2025-2026

Stanley Crook Primary School is committed to improving outcomes for all pupils



SCHOOL
MEMBER



Feedback from Parents and Carers

"You have all been amazing for him and me. Can't thank you enough."

"It's lovely to see how well he's done. He absolutely loves school."

"We really enjoyed finding out about his learning, it was wonderful to see his progression and what a great 1st year it's been. BIG, BIG thank you for being a BRILLIANT teacher."

"He has come on leaps and bounds and that's all thanks to you all. He loves school and so do I!"

"Can I also say you are an exceptional teacher and have been amazing with all of the support you have given to him and extra activities you have sent home to help him. His improvement from September in all areas has largely been down to you and the team."

"A huge thank you to yourself and all the teaching staff in Team Donaldson. We couldn't have wished for a more caring team of people to look after him in his first year at school. It's obvious that you all know him really well and know how to get him into the best learning frame of mind and every day he changes."

"Thanks you for everything. He really does think a lot of you. You all do a brilliant job with them."

"She has loved having all of you as teachers and her progress has been fantastic – we love it. Thank you."

"It is so nice to see how he has grown and developed over the year. You have been a fantastic teacher and thank you for all of the help you have given him."

T.E.A.M - 'Together Everyone Achieves More'

Welcome to Stanley Crook Primary School...

Dear Parent/Carer,

This brochure is designed to give you a clear understanding of what daily life is like in our school. Some of you may be new to the area or just new to our school, whilst others are very familiar with our school and its aims. We wish to extend a warm welcome to everyone, and trust that you and your family will enjoy a long and happy association with the school.

Our aim at Stanley Crook Primary is to start your child on their journey through school in the best possible way. We hope that your child will flourish and thrive whilst at our school and make the most of all the learning opportunities that the school has to offer. By the time your child leaves Stanley Crook, we hope that they have developed the lifelong skills to be resilient, respectful and independent individuals who have developed a lifelong love of learning.

At Stanley Crook Primary School, we provide a safe, caring and stimulating learning environment with high standards and expectations. Our pupils are happy when in school and everyone feels valued. All of our pupils are unique and we aim to celebrate the talents and abilities of all our pupils through our enriching curriculum. We have an extremely dedicated and enthusiastic teaching team and we pride ourselves on the learning experiences that we provide for all of our pupils.

Staff at Stanley Crook Primary School are committed to delivering a curriculum which is dynamic, fun and meaningful in a safe and secure environment based on mutual trust and respect. We are committed to improving outcomes for all of our pupils.

Most pupils settle into school very quickly and are very happy; some may take a little time to acclimatise to their new environment and routines but will soon find their feet. We strive hard to ensure that transition into our school and between year groups is as smooth as possible.

We trust that you will find the information in this booklet useful and hope that it allays any anxieties you or your child may feel as you join our happy school community. Of course, if you have any concerns or further queries, please contact us - the sooner we are aware of any problem the easier it is for us to deal with it.

We look forward to your support and to meeting you on many occasions over the coming years.

Yours sincerely,

Mrs M. Norris
Headteacher

CONTACTS FOR FURTHER INFORMATION

Visits from prospective parents and pupils are welcomed and encouraged at all times. Please contact school to make an appointment.

Stanley Crook Primary School
Wooley Terrace
Stanley Crook
Co. Durham
DL15 9AN
Tel: 01388 762858

E. Mail: stanleycrook@durhamlearning.net

Website: www.stanleycrook.durham.sch.uk

The school is maintained by Durham County Council. The address of the Education department is:

The Director of Education
County Hall
Durham County Council
DH1 5UJ
Telephone: 03000 260000

GOVERNORS

Chair	Mrs C. Lawes	Community Governor
Vice Chair	Mrs L. Glasper	Parent Governor
	Mr R. Manchester	Local Authority Governor
	Mrs E. Hunter	Co-opt
	Miss L. Robinson	Co-opt
	Miss A. Halliburton	Co-opt
	Dr N. Walton	Parent Governor
	Mrs M. Norris	Headteacher
	Mrs Martin	Staff Governor

The Governing Body meets regularly. They are committed to ensuring the highest quality of education and welfare for your child. If you wish to contact any members of the governing body, this can be done via school.

What is Stanley Crook Primary School all about?

MISSION STATEMENT

At Stanley Crook Primary we aim to provide a happy and secure learning environment based on a commitment to improving outcomes for all pupils.

We will encourage our children to be active, responsible learners and offer the opportunity for them to develop their full potential both academically and socially.

“To try our best, to tell the truth, to look after each other and the community.”

In order to do this, we believe that it is important that all staff and governors work as a team and encourage parents to work in partnership with us to provide the very best education opportunities possible for their child – **Together Everyone Achieves More!**

We are committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment.

AIMS

- To be an effective school, where children are encouraged to achieve their potential and staff strive to provide a high quality education.
- To promote a positive ethos in which all children and staff are valued and good relationships with all are fostered.
- To deliver rich, relevant and meaningful learning experiences and provide a broad and balanced curriculum for all.
- To promote spiritual, moral, social and cultural development.
- To work with all partners - staff, governors, parents, nursery and secondary schools, and other agencies – for the benefit of our children.



What is the school building like?

Stanley Crook Primary School was opened in 1873. The building houses a main entrance, Headteacher's office, school office, main hall (for dining and PE), 5 classrooms and a range of outdoor spaces.

The premises are safe and secure and provide secure access to the yard for children from Reception to Year 6. The office is in the main reception area, accessible from the pedestrian access gate. We have an Early Years classroom which has its own outdoor area that pupils can access throughout the day. All of our classrooms have interactive Promethean ActivBoards, and the school hall is used for PE and dining. We make good use of our school field for PE and Learning Outside of the Classroom throughout the curriculum and we are continually developing our outside spaces.



Who will be teaching my child?

Our warm, welcoming staff are always available should you have any queries. We operate an open door policy and you can often catch staff at the gate after school as they bring children out each day. However, there are times when they may be unavailable at short notice, for example when they are attending meetings or training etc. In these instances, an appointment will always be made for you to see staff at the earliest mutually convenient time. Please contact the school office where Mrs Bebb or Mrs Higginbotham will be happy to help.

STAFFING STRUCTURE

Member of Staff	Responsibilities
Mrs M. Norris	Headteacher and Designated Safeguarding Lead.
Mrs R. Wilkinson	Team Morpurgo Teacher, Deputy Headteacher, Deputy DSL, Maths Subject Leader, Science Subject Leader, Curriculum Lead, Assessment Lead, KS2 Lead.
Mrs D. Martin	Team Cherry Teacher, SENCo, Deputy DSL, Designated teacher, KS1 Leader, RE Subject Lead, PSHE and RSE Lead.
Mrs S. Graham	Team Cowell Teacher, Learning Outside of the classroom (LOtC) Lead, PESSPA Lead DT Lead.
Miss A. Barrett	Team Cowell Teacher Computing Lead.
Miss S.Pole	Team Donaldson Teacher, EYFS Leader English Subject Leader, Phonics Lead.
Miss H. Brabban	Team Soundar Teacher, KS2 Leader Science Subject Leader, Assessment Coordinator, Computing Subject Leader.
Mrs J. Corrigan Mrs S. Ross-Hawkins Mrs A. Shields	Teaching Assistants
Mrs T. Bebb	School Secretary
Mr S. Hope	Caretaker
Mrs C. Liddle	Cleaning Staff
Mrs C. Liddle	Catering Manager (Chartwells)
Mrs W. Vasey Mrs D. Wright Mrs K. Wright	Lunchtime Supervisors and Wraparound Staff

How are Classes Organised?

The school is organised into five classes organised as follows:

Team Donaldson	Reception & Year 1	Miss S.Pole
Team Cherry	Year 1/2	Mrs D. Martin
Team Cowell	Year 3	Mrs S. Graham and Miss A.Barrett
Team Soundar	Year 4/5	Miss H. Brabban
Team Morpurgo	Year 5/6	Mrs R. Wilkinson

When organising teaching activities, staff organise pupils according to the activity they are undertaking – children may be grouped with those of similar ability for certain activities, or within mixed ability or friendship groups for other activities. Teachers plan work to meet children's abilities at all levels and Teaching Assistants work across the school supporting learning for individuals or different groups of pupils.

There are occasions when your child may have a different teacher for a day or session. This is because staff have other responsibilities in school, in addition to their teaching duties, which they need to fulfil. Also, staff may be undertaking professional training or having non-contact time for preparation, planning and assessment. In these instances, we make arrangements for Higher Level (Enhanced) Teaching Assistants to come into classes to cover work set by the class teacher. At all times, we aim to ensure the highest possible standards of teaching and learning, and the minimum amount of disruption takes place.

What arrangements are in place for children starting in Reception?

For pupils who are new to our school, we offer opportunities for parents to visit the school and meet with staff and for children to visit the Reception class on a series of two induction sessions during the summer term. This ensures your child can become familiar with their new class and the staff in school.

Prior to these induction sessions, staff from Team Donaldson visit the pre-school setting that the children attend. This is to ensure that children have met staff before they visit school, making the transition easier for them.

During these initial induction sessions, children will get a chance to try out school activities. We invite parents and carers to stay for the first session to help their children settle into a new setting. On the final session, parents and carers are invited to eat a school lunch with their children.

How are days organised?

Often, the first thing pupils and parents are worried about are the general everyday routines that we employ to help make our school a happy and safe environment. We hope the following information will help answer some of those all important questions you may have about our school. If you have any queries about any of the issues, staff are always available and only too willing to help.

When should my child arrive at school? When does the school day end?

Your child can arrive on the school playground from 8:30am and children can filter into school from 8:30am-8:45am. There will be a member of staff on the door from 8:30am to welcome your child into school. School will start promptly as usual at 8:45am. We find that this means a calmer entry into school, less learning time lost and children and parents aren't stood waiting in the cold and rain.

It is important that your child is punctual – it can be very disruptive when children arrive late, missing the start of a lesson. **Children, therefore, need to be in school for 8:45am.** Registration closes at 8:55am. Arrival after this time will be indicated on the registration system. Regular late arrival will be brought to the attention of the Attendance Improvement Team.

School lessons finish at 3:15pm. Children will then pick up coats and belongings and when they are ready will be escorted out of school by their teacher. Children will be escorted to their Team exit point/ door, where they can be collected by an adult.

If your child is in KS2 and you wish them to walk home, you must confirm this in writing to the child's teacher by completing the necessary forms available from the school office.

Can I come into school when I drop off and pick up my child?

Unfortunately, we cannot accommodate every child's parent in school, with over 100 pupils – we simply do not have the space and, obviously, our primary concern must be for the children's safety. There is **no access to the school building via the school yard.**

We ask that anyone who has a dog does not bring it onto the yard, for health and safety reasons.

We know this is a new experience for our youngest children but they very quickly get used to the routine and enjoy feeling more 'grown up' as they become more independent. Please rest assured that we take good care to ensure our new pupils are given extra supervision to begin with.

At school, we operate a 'Smoke Free School Gate' policy and would appreciate parents/ carers refraining from smoking and/ or vaping when dropping off or collecting their children.

What are the school hours?

The school day is organised as follows:

Breakfast Club	7:45am – 8:30am
School Day Begins	8:30am – 8:45am
Session 1	8:45am – 10:00am
Session 2	10:15am – 11:30am (Reception/ KS1) 10:15am – 12:00pm (KS2)
Lunch-time	11:30am/ 12:30pm Team Donaldson and Team Cherry 12:00pm/ 1:00pm Team Cowell, Team Soundar and Team Morpurgo
Session 3	12:30pm/1:00pm – 3:15pm
School Day Ends	3:15pm
After School Clubs (incl. Wraparound)	3:15pm – 5:30pm

Sessions may be split into smaller units of time.

Do the children wear uniform?

Yes, our children do wear a school uniform. We take pride in encouraging a collective belonging to our school and we have the following policy for uniform. The basic recommended school uniform comprises:

Black/grey trousers, dress or skirt
White polo shirt
Navy sweatshirt or cardigan
Black shoes
Appropriate PE kit (white T-shirt and navy shorts)

School uniform can be ordered at the school office or online at:
<http://studentuniform.co.uk/scps2132>



PLEASE ensure you mark each garment with your child's name. This is vital if we are to successfully identify lost and found items. All clothing left lying around will be put into the lost property bin. At the end of the school year all unclaimed uniform is available for recycling. If uniform is still left in school, we will bag and dispose of it. Clothing bought via school or the **website will be labelled with names automatically.**

How safe is the school?

We work hard to ensure your children are educated in a safe and secure environment. As such, we operate:

- a visitor's security pass system
- fob activated security on all external doors
- mobile phone for any staff who are away from the school with children e.g. swimming lessons etc.

While the children are in lessons, no unauthorised visitors will be able to get in. All doors conform to fire and health and safety regulations.

If parents and visitors need to come into school in lesson time, we ask that you come to the main office. This is manned at all times of day – if staff are busy in another part of the school, they will return as quickly as possible!

What equipment does my child need?

P.E. KITS

Pupils will come into school in their P.E. kit on the day of their P.E. lessons. They are not permitted to wear their P.E./clothing underneath their normal clothes. All jewellery and watches should be removed for reasons of safety. P.E. kit consists of a t-shirt and shorts, plimsolls or trainers. Tracksuit/ sweatshirt can be worn in colder weather (optional).

Obviously all children are expected to take part in P.E. and games which are part of the National Curriculum. If there are specific medical reasons for any child not to take part, a note should be sent to the class teacher.

STATIONERY

School will provide all stationery required. Children have trays in which to store belongings.

SCHOOL RESOURCES

Children will be given resources to take home, such as homework books, home / school diaries, reading books and reading records. They need to return these as requested, and children will be expected to look after these school resources.

BAGS

Book bags and PE kit bags are available to purchase from Emblematic.

Where will my child keep their belongings?

Coats and PE kits are hung in the cloakrooms at each entrance. Team Donaldson children have coat racks within their classroom. Lunch boxes are stored within the school kitchen.

If your child has personal belongings in school, it is their responsibility to look after them.

Parents are strongly recommended not to allow their children to bring anything valuable to school - we discourage children bringing in precious belongings, as they may get damaged or lost. We **do not allow toys from home** to be brought in unless it is a special occasion. Parents will be notified in advance on these occasions.

Can my child wear jewellery?

With your child's safety in mind, we request that you do not allow him/her to wear jewellery for school. Injuries to ears, necks, fingers, etc. can happen if children wear jewellery when playing or taking part in PE and we wish to avoid such injuries wherever possible. If your child does wear jewellery to school, the school accepts no responsibility for any injury. Jewellery (including earrings) **MUST** be removed for PE, including swimming. If children have pierced ears they must be able to take their own earrings out. We appreciate that children do like to have their ears pierced and would advise that this be done during the six week holiday so that they can still be removed during school hours and for PE lessons.

Can my child bring their mobile phone to school?

Mobile phones are not permitted in school. (This includes after school events). If they are brought in accidentally they should be handed in to your child's class teacher at the beginning of the day. The school will not accept responsibility for loss or damage to mobile phones on school premises.

What happens if my child is ill, or needs to take medicine?

If your child is too ill to attend school, please notify the school office before 9:10am on the first day of absence. We operate a first day absence policy and will contact you if we haven't had a message.

This information is very important. **By law we have to keep a strict record of absences.** If we do not receive a note from a parent with a valid reason then the absence has to be recorded as unauthorised.

The rate of unauthorised absence is very low. Most parents keep us well informed as to why their children are not at school. Where the child is regularly late or absent, or an absence is unexplained, the Headteacher will call to clarify the situation.

Parents collecting children needing medical treatment during school hours (e.g. visit to the Dentist) are asked to call at the school office. This enables an exact record of pupils on site to be maintained. This information is important in cases of emergency fire drill. Please note that no child will be allowed to leave school early unaccompanied.

INFECTIOUS ILLNESSES

If your child contracts an infectious disease such as Whooping Cough, Measles, Mumps or Chicken Pox, please check with your doctor to establish when it is safe for your child to return to school without putting others at risk of catching the illness.

If your child has an upset stomach and has been vomiting/diarrhoea, please allow **two full days** after their last bout of vomiting/diarrhoea before they return to school. This allows us to try and limit others catching any 'bug'.

HEAD LICE

Unfortunately, it is no longer part of the school nurse's role to come into school and check for head lice, so we ask parents to be vigilant, and let us know if there is any incidence of head lice. Although we cannot send out letters to specific children, we can highlight problems in our newsletters, via text and group letters.

MEDICINE

If your child improves and is well enough to attend school but requires medicine during school hours, please ensure that all medicines are in their original packaging and the pharmacist's label is clearly visible indicating your child's name, name of medicine and dosage required. This must be brought into school by an adult. It is a legal requirement that we ask parents to complete and sign a form giving us permission to administer medicine.

Please note –

- **No child is permitted to have medication in his/her possession.**
- **No medication should be brought into school by children.**
- **Only medicines prescribed by a doctor, and requiring 4 doses per day to be administered, can be given at school.**
- **School cannot administer the first dose of any course of medicine.**

What if my child needs to take medication because of a medical condition?

Please notify the school of any special medical problems which may affect your child whilst at school or on a visit.

If your child has any medical condition, e.g. asthma and needs to take medication, such as inhalers, please complete a form, available from the school office and keep us informed about this. We will ensure all staff who work in school, on a regular and supply basis, are informed of the condition and are mindful of your child's needs.

SCHOOL MEDICALS

At various times during their school life, pupils will undergo health screening checks carried out by a doctor and/or nurse. All such examinations are carried out in accordance with County Policies. Where further action is seen as necessary parents will be informed in order that they might make suitable arrangements with their own Optician, Dentist, Clinic or Doctor as preferred.

What if my child is injured or involved in an emergency?

During school hours, minor cuts, scrapes etc. are treated at school. In some instances, e.g. head bump, a note will be sent home so parents are kept informed. If the incident warrants it then a phone call will be made to parents informing them of the incident. In the event of a serious accident (e.g. suspected broken arm) parents will be immediately contacted. If no contact can be made the child will be taken to hospital for treatment to begin and a message will be left at the parent's home and at school. No child will be left unaccompanied at any hospital or clinic. If necessary the child will be returned home.

All staff are qualified Paediatric First Aiders.

EMERGENCY CONTACT

It is vitally important that we should be able to make contact with parents or a named responsible adult in case of an emergency.

Parents are asked to complete a data collection sheet which the school can refer to in such a situation. There are times when parents change telephone number, address or their place of work and this information is not passed on to the school. Should any changes occur please ensure you notify the school immediately. We need to have an up-to-date number at all times and also the number of a relative or friend in case we are unable to contact the parents.

We use an in-app messaging service, where we can message parents to give them information such as cancellation of a club, school closure due to inclement weather, etc. so up-to-date mobile phone numbers are essential.

Can I take my child on holiday during term time?

The law says that parents do not have the right to take their child out of school for holidays during term-time. **We cannot authorise leave of absence**, unless there are very exceptional reasons for doing so. It is important that parents carefully consider the implications of taking their child out of school during term-time. As a parent you need to consider that there are times during a school year when a child may experience particular problems because of term time leave such as:

- Disadvantages if close to exams or assessments.
- Settling in problems at the start of a school year.

Exceptional circumstances include, a religious ceremony for an immediate family member, leave for a parent in the armed forces who has served on active service or bereavement. If you think your child meets any of these exceptions you should put a request in writing to Mrs Norris, Headteacher.

What are the arrangements for collecting money?

All payments to the school are made via Arbor. Parents are issued with a unique login for their child to allow them to make electronic payments, direct to the school for clubs, trips, lunches, etc.

School meals incur a charge. You are welcome to pay weekly or half-termly. All KS1 pupils receive a free school meal. If you wish to change lunchtime arrangements, i.e. move children to or from school meals, the school office requires **one week's notice**, as meals are ordered in advance.

What happens at lunchtimes?

SCHOOL MEALS

School meals are provided and prepared by Chartwells. Menu options are provided in Arbor for children to pre-select termly. They are provided with three choices, including a vegetarian option and a sandwich option. All children are expected to eat the food they have selected in order to avoid unnecessary waste. 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. All children in Reception and Key Stage 1 are currently entitled to receive a free school lunch.

PACKED LUNCHES

Children are allowed to bring packed lunches on the understanding that the responsibility for the safety and condition of the lunch lies with the child. We are keen to encourage a healthy diet in school and ask that you do not put sweets, chocolate, fizzy/energy drinks into packed lunches.

FREE MEALS

For each child who is entitled to a Free School Meal we are given additional funding, which goes a long way to improving resources and helping us provide more opportunities for the pupils, as well as providing important information to the DFE and OFSTED.

Even if you don't intend to take up the free school meal, it is vital that we have a record that your child is entitled to it, so we can access this funding. Your child is entitled to free school meals if you are in receipt of a range of benefits. If you think you may be entitled to free schools meals then please contact Mrs Bebb/Mrs Higginbotham in the school office. The matter will be dealt with the utmost discretion.

Children staying for lunch are supervised by dinnertime staff, who work hard to supervise and organise lunchtimes, as well as encouraging a healthy diet and cooperative play.

We believe it is very important that children see lunchtime as a social and enjoyable experience and as such we allow them to choose who they would like to sit next to. Of course it is expected that our high standards of behaviour are maintained by pupils both in and out of the dining area. Our staff team often eat their own lunch in the dining hall with the children, which we find helps to cement relationships.



How are break times organised?

Staff supervise pupils on a rota basis. Pupils have a range of areas to play in and in good weather we are able to take advantage of our playing field for additional space at break and lunch times. There is a small trim trail area on the field, areas for playing games and football, as well as quieter seating areas. We provide a range of games and equipment during playtimes in order to encourage children to play a wide range of activities.



Can my child bring drinks into school?

Children are able to drink still water during lessons. This is freely available in classrooms and only still water can be consumed in the classrooms. Research shows that it is important for children to remain hydrated whilst at school and children are actively encouraged to drink water throughout the day.

KS1 pupils have fruit available during the morning or at break time and are able to have 'Cool Milk', if ordered. Cool Milk is free up to the age of 5 years. Children over 5 years of age must pay if they order milk. The milk is ordered from, and paid for directly to the Cool Milk company. Once they receive payment, they add your child's name to the weekly delivery list.

Water and milk are available for all children at lunchtime in the dining hall.

How does the school manage behaviour?

Our school prides itself on its effective promotion of good behaviour, based on positive reinforcement, reward and encouragement.

The school behaviour system reinforces three main behaviour rules:

- Follow instructions
- Keep hands, feet and unkind words to yourself
- Stay safe

All pupils are familiar with the school rules and have regular opportunities to discuss behaviour in class, during assemblies and school council meetings. We believe this collective responsibility for behaviour helps us maintain a calm and happy place for all of our children to achieve in.

BEHAVIOUR EXPECTATIONS

- A good standard of behaviour is expected in school, walking and talking quietly.
- Pupils are expected to be friendly and kind to each other and treat one another with respect.
Playground behaviour should be peaceful and fighting will result in sanctions.
- We will not condone aggressive or threatening behaviour of any sort and children are made aware of the procedures for sorting problems that may arise.
- Sweets and toys are not allowed in school.
- Good behaviour is also expected when travelling to and from school, with particular regard to road safety rules.

REWARDS INCLUDE:

- Praise
- Stickers
- Dojo Points
- Worker of the Week Certificates
- Headteacher's Awards

SANCTIONS

From time to time, children fail to behave in an acceptable manner. On these occasions, there are a series of consequences. On most occasions unacceptable behaviour can be dealt with by the class teacher and/or support staff but if this behaviour persists other members of staff may become involved. In more serious cases a child may be taken to the Deputy Head teacher or Headteacher.

We treat each child individually and sanctions for one child may not be effective with another and therefore decisions regarding sanctions are made on an individual basis.

What happens if my child is bullied?

Our Anti-Bullying Policy has been written following consultation with pupils (via the School Council), staff, parents and Governors. We are confident that everyone will work together to make it successful.

Stanley Crook Primary School aims to work effectively against bullying. We know that there are times when bullying occurs and we know that this can be distressing for all concerned. **Bullying will not be tolerated in school and will be dealt with swiftly and effectively.** We want to counsel those who are bullying, to make them aware of the consequences and impact of their actions and to teach them better ways to behave.

We believe that all pupils have the right to feel safe and happy at school so that they can concentrate on their learning. As part of this we have a system where children who are Buddies or Playground Leaders support others in the playground.

WHAT IS BULLYING?

- Can be physical or verbal
- Can be psychological in nature
- Is often premeditated
- Can include taunting, teasing, physical abuse, harassment, intimidation or extortion
- Can be sly or underhand
- Is intended to hurt or make the victim uncomfortable
- Involves some sort of power over the victim
- Can be indirect, spreading lies or nasty stories or excluding someone from social groups
- Can be long-term and deep-rooted

WHAT IS NOT BULLYING?

- A one-off incident
- Two children having a fight or falling out
- Friends falling out, arguing or name calling
- Bumping into another child in the playground
- Physical contact during sports activity

ADVICE FOR PUPILS

When you are being bullied:

- Be firm and clear – look them in the eye and tell them to stop
- Get away from the situation as soon as possible
- Tell an adult what has happened straight away

After you have been bullied:

- Tell a Teacher or other adult in school
- Tell your family
- If you are scared to tell a teacher or adult on your own, ask a friend, Buddy or School Councillor to go with you
- Keep on speaking up until someone listens to you
- Don't blame yourself for what has happened – it is not your fault

When telling an adult, think about the following information:

- What has happened to you?
- How often has it happened?
- Who was involved?
- Who saw it happening?
- Where did it happen?
- What have you done about it already?

ADVICE FOR PARENTS**If your child has been bullied:**

- Calmly talk with your child about his or her experience
- Make a note of what your child says
- Reassure your child that he or she has done the right thing in telling you
- Explain that should any further incidents occur they should report them to a teacher or adult immediately
- Make an appointment to see your child's class teacher
- Explain to the teacher the problems your child is experiencing

If your child is bullying others:

Many children may be involved in bullying others at some time or other. Often parents are not aware that their child is bullying others.

Children sometimes bully others because:

- They don't know it is wrong
- They are copying older children or someone they know and admire
- They haven't learnt other, better ways of mixing with their school peers
- Their friends encourage them to bully
- They are going through a difficult time and are acting out aggressive feelings
- They may be being bullied themselves

To stop your child from bullying others:

- Talk to your child and explain that what they are doing is unacceptable
- Discourage other members of the family from demonstrating bullying behaviour in front of your child
- Show your child how they can join in with other children without bullying
- Make an appointment to see your child's class teacher to discuss the situation
- Regularly check how your child is doing at school
- Give your child lots of praise and encouragement when they are co-operative or kind to other people

How Safe Is the School?

Your child's safety is of the utmost importance to us and we take safeguarding extremely seriously by:

- Ensuring all exits and entrances are secure. All visitors MUST sign in and report to the school office
- We hold regular fire drills and safety checks
- All adults working with children have DBS checks
- Health and Safety Inspections are carried out regularly
- We teach children to behave safely and to care for each other.
- All school trips, activities and visitors undergo risk assessment.

Will My Child Go Swimming?

Swimming lessons form a statutory part of the PE National Curriculum and pupils in Key Stage 2 are required to be able to swim a minimum of 25m by the end of Year 6 using a range of strokes. All swimming lessons take place at Brandon Pool and are given by a qualified Swimming Teacher – including our own qualified staff.

Year 4/5 pupils swim once a week during the Autumn Term and Year 5/6 pupils swim once a week during the Spring and Summer Term.

What if my child has Special Educational Needs?

Many children experience difficulties at some stage during the school career. Specific difficulties will be dealt with on an individual basis. In most instances children will continue to work in class on objectives specifically tailored to meet their needs. In some circumstances it might be necessary to provide additional support by means of an additional adult to support a child within lessons. On other occasions it might be appropriate for a child to be withdrawn from the classroom in order to benefit from small group or 1:1 intervention. You will be informed if your child's teacher believes they will benefit from additional support.

If your child appears to have significant difficulties, it may be necessary to formalise the additional support they receive. In these circumstances Mrs Martin our Special Needs Coordinator (SENCO) will work very closely with parents and any other relevant agencies to ensure your child receives all the support they need. This will be recorded formally in a School Support Plan which you will be involved in writing, will be asked to sign and add your own comments.

For more information or discuss any concerns please contact Mrs Martin (SENCO) who will be happy to discuss your child's individual circumstances.

Our school follows the SEND Code of Practice (updated 2020) and further information can be found on our website.

The Curriculum – What will my child be taught?

The aim of our curriculum is to encourage children to fulfil their own potential, to become competent learners and to be self-reliant resilient individuals who are equipped with the skills and knowledge to cope with the world around them.

We deliver the expectations set out in the National Curriculum 2014 and we also deliver Religious Education in line with the Durham LEA Local Agreed Syllabus for RE. We place the child at the centre of everything we do and therefore our curriculum allows individuals to flourish whether their strengths lie in music, sport, art or more practical skills, as well as the traditional academic subjects of literacy, maths and science. Underpinning our curriculum is the spiritual, moral and cultural development of our children (PHSCE).

In the Early Years Foundation Stage learning is delivered through structured play. There is a balance between child-initiated learning and adult-led tasks covering seven areas of learning:

PRIME AREAS

- Personal, Social and Emotional Development
- Communication and Language
- Physical Development

SPECIFIC AREAS

- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design

Our Early Years Unit benefits from a fantastic outdoor space and a large indoor space allowing for themed areas within the unit.

Through Years 1-6 there is learning through topics with the whole school working on a different topic each half term. Within these topics, teachers make meaningful curriculum links across the full range of subjects.

The National Curriculum is made up of Core Subjects and Foundation Subjects:

Core Subjects	Foundation Subjects
English	Art & Design
Maths	Design Technology
Science	Computing
	Geography
	History
	Music
	PE
	Modern Foreign Language
	RSE

Schools are also required to teach RE and we follow the Durham LEA Agreed Syllabus. It is no longer a requirement of the National Curriculum to teach PHSCE, however, we feel that it is an important aspect of education and is integral to culture of our school and it therefore continues to form part of our curriculum.

Religious Education and Collective Worship

Religious Education plays a central part of our curriculum. We follow the Durham LEA Agreed Syllabus for RE. Our aims are:

- To allow the children to develop an awareness of self and others, and of the world around us through reflection, relationships and responses to the natural world.
- To develop a capacity to explore questions of meaning and purpose concerning human nature and spirituality.
- To develop an understanding of how attitudes and behaviours are influenced by beliefs, values and attitudes.
- To develop knowledge and understanding of Christianity and other major religious faiths.
- To develop knowledge and understanding of different religious beliefs and how they apply to everyday life.
- To develop knowledge and understanding of practises associated with worship, prayer, celebration, pilgrimage and sensitivity towards others.
- To develop a knowledge and understanding of religious symbolism and key religious concepts.

Assemblies are held regularly to promote good relationships within the school and community and we often have guest speakers and visitors in order to strengthen our links with the outside world.

Any parent who wishes their child to be exempt from this type of Religious Education is asked to contact Mrs Norris, Headteacher.

Will my child be given homework?

In line with the National Curriculum requirements we provide regular homework for children. Their homework will be based upon knowledge and skills they have been taught in class and the purpose is to reinforce that learning and to develop independence of the child.

READING

Reading is a cornerstone of education and good readers in turn become good writers. It is expected that children will read at least three or four times a week. **The more a child reads the better, particularly in their early years of education.** Please make sure all school books are returned daily so that teachers can monitor progress. Please complete your child's Reading Record so that the teacher can build a dialogue with yourselves regarding your child's progress in reading.

In KS1, children will read 1:1 with an adult as well as take part in a weekly Guided Reading Group.

In Key Stage 2 most children will have an accelerated reader book which the child will read and then complete a computer-based comprehension quiz. Children in KS2 read regularly during which time they will have Guided Reading sessions with their teacher followed by comprehension and grammar activities linked to their reading. Some children in KS2 may benefit from 1:1 reading with an adult in order to help them to make expected progress.

OTHER HOMEWORK TASKS

Homework will mainly consist of maths, literacy and spellings and will be given out each week.

All homework must be completed and handed in on the day designated by the class teacher.

As children approach the end of Key Stage Assessments (SATs) they may be given additional homework including revision tasks.

How is my child assessed?

Your child is constantly being assessed throughout all lessons, in whole class work, independent work and guided or supported sessions. Children are given feedback verbally during lessons and written feedback through marking and written dialogue, this allows them opportunity to revisit and improve their work and to make progress against their individual targets.

Older children are taught to assess their own work against Success Criteria for any given lesson and they are also taught how to assess and mark the work of their peers.

In addition, more formal assessments take place at the end of every half term in maths, writing, reading and GPS (Grammar, Punctuation & Spelling).

At the end of Key Stage One (Year 2) and the end of Key Stage Two (Year 6) children are formally assessed using National Standard Testing, known as SATs.

At the end of Year 1, your child will be assessed using the Year 1 Phonics Screening test. Information evenings and parent guides will be offered for both the phonics screenings and SATS tests in the Spring term.

You will be kept fully informed of your child's progress and achievements when you meet your child's teacher at Parent's Evenings, which are held once every term. You will also receive a short written report at the end of each term and a full written report at the end of the Summer Term.

How do teachers mark work?

Our school operates a carefully considered and structured Marking Policy which is designed to help children understand how they have been successful, why they have made an error and how to correct it and to challenge them to move onto the next step towards achieving their individual targets.

It is not helpful, nor does it build confidence to have every single error highlighted in a piece of work and therefore the teacher will focus on the overall learning objective of that lesson in order to draw the children's attention to errors or misconceptions. We use a comprehensive marking code and children are taught from early in the school to understand what these codes mean. As children mature they are encouraged to self-mark and peer mark.

When are Parents' evenings?

You will be invited to a Parents' evening once each term during the school year. The dates of these Parents' evenings are set in September and we make parents aware of them in advance so that you can make the necessary arrangements to attend them. Our appointments are 10 minutes each and will involve a discussion about your child's progress, their targets etc. If you have a specific issue which is not related to your child's progress, please feel free to make an appointment to see your child's teacher at any time.

Are there any before or after school activities?

We provide both before and after school care for parents who require childcare or for children who would like to attend different activities.

BREAKFAST CLUB

Breakfast Club is available from 7:45am until 8:30am. The children have a choice of cereals, toast or milk. There is a charge for this club – please contact the office for current charges.

AFTER SCHOOL CLUBS/ WRAPAROUND CARE

We offer a wide range of after school clubs, which change every half term. The clubs are promoted on our website. Most after school clubs are run by our own staff and operate till 4:15pm and 5:30pm - please contact the office for current charges. Fees are payable via Arbor. We also have specialist sports coaches who run after school clubs (fees may vary dependent upon providers' charges). Examples of our after school clubs include; Football, Tag Rugby, Discovery Club, ICT Club, Fit Club, Gymnastics, Dance Club etc. You will be informed at the beginning of each half term which are on offer.

After school clubs (including Wraparound) run from 3:15pm until 5:30pm and children must be collected afterwards from the rear entrance. Wraparound care can be accessed until 6pm by prior arrangement.



What additional enrichment activities do you offer?

Additional enrichment opportunities are offered throughout the school year to enhance the children's experience. Some are booked in advance and others arranged as and when the opportunities arise. Some examples include:

- Theatre Shows
- Santa Claus visits (in school and out of school)
- Northumbrian Water Awareness Show
- Charity Events (Children In Need, Sports Relief, Readathon etc)
- Safety Carousel
- World Book Day
- Bikeability
- Zoolab
- NSPCC Childline Workshops
- Jack Drum Arts Workshops
- Play In A Day
- Residential Visit to Ford Castle (Scottish Borders)
- Educational visits arranged by individual class teachers e.g. Hall Hill Farm, Centre for Life, Durham Oriental Museum
- Visitors arranged by class teachers, e.g. 'Viking Lady', Captain Raggybeard, circus skills performer



What happens when my child moves into a new class or year group?

Transition into school, into new classes and year groups and then onto secondary education is extremely important to us. Special visits are arranged before children join Reception and we have 'Moving Up' days every year in July where children spend the day with their new teacher, getting to know them and the new classroom.

For children moving into secondary education we have excellent relationships with Wolsingham Comprehensive and Parkside Academy. Both schools work closely with us, offering taster days to both Year 5 & Year 6 children. They also offer trips, visits and activities throughout the year for children to take part in. We work closely with staff at secondary schools to ensure all information is handed over and to ensure a smooth transition occurs.

What do Governors Do?

We have an 'outstanding' Governing Body, who are all involved in the day to day life of the school and bring a wealth of skills and knowledge to our team.

Governors make major decisions about the future of the school in terms of budgets, the curriculum, staffing and the premises. Governors meet three times a year at full Governing Body meetings and at smaller committee meetings throughout the year.

Governing Bodies are made up of a Chair, Vice Chair, Parent Governors, Teacher Governors, Non-Teaching Governors, Local Authority Governors, Co-opted Governors and Foundation Governors.

Information on how to become a Governor is available by writing to:

School and Governor Support Service
Education Department
County Hall
Durham
DH11 5UJ

Tel: 03000 265704

How are decisions made about who is admitted to the school?

The Governors will admit any pupil of appropriate age to the school, provided the limit agreed with the Local Authority is not exceeded.

It may not be possible to offer your child a place if our school receives more applications than it can take within its admission limit. Where this happens, the Authority will consult the Governing Body of the school and allocate places according to the following criteria in order of priority:

- Medical Reasons
- Sibling Links
- Distance

Prospective parents are always welcome and are encouraged to come for a visit. Your child can also come for a taster day if they wish before you make your final decision.

What happens if the school is closed?

Our school is very rarely closed but if for reasons of severe weather or heating failure, you will be informed by our in-app messaging service. It will also be announced on our website, the Durham County Council website and local radio.

Does school charge for trips and educational visits?

Our School Fund subsidises school trips for all children. We will ask for contributions towards the costs but will make every effort to keep this to a minimum. Being in a rural location our biggest cost is the hire of buses therefore we usually offer trips to more than one class at a time to reduce costs.

How is information about my child protected?

All information regarding your child is protected under the new General Data Protection Regulations (GDPR) Act 2018. This legislation states that information can only be held for specific purposes. Our school hold information in order to

- Support children's teaching and learning
- Monitor and report on their progress
- Provide appropriate pastoral care
- Assess how well the school as a whole is doing

What can I do if I have a problem or wish to complain?

Our team work hard to ensure the smooth running of the school and hope that parents feel any issues are dealt with promptly and effectively. If you do have a query or concern regarding your child, please contact your child's class teacher in the first instance. If they are unavailable due to teaching commitments or meetings, an appointment can be made. If it is a more serious matter which needs immediate attention then please contact the Headteacher or Deputy Headteacher who will endeavour to resolve your concerns. There is also a School Complaints Procedure available from the Headteacher.

What forms will I need to fill in when my child starts school?

EDUCATIONAL VISITS FORM (EV4)

This is filled in when your child starts school and covers all educational visits we make other than residential visits. Information on this form includes emergency contact details.

DATA COLLECTION SHEET

This information is collected to help inform us of the make-up of the school population. All data is confidential.

FREE SCHOOL MEALS FORM

This form is available from Mrs Bebb or Mrs Higginbotham in the School office. Please fill in these forms if you are eligible for free school meals. Even if you do not claim the free school meals it will mean additional funding for the school to spend on our children.

COOL MILK

Milk is free to under 5 year olds. Those children who are over 5 years of age can order milk from the company and it is delivered daily to school for us to distribute.

MEDICINES FORM

If your child takes any form of medication on a regular basis, or is required to do so for a short period of time due to a specific illness, a form must be completed.

MEDICAL INFORMATION FORM

We collect medical information to keep your child safe, including any allergies, permission to use sticking plasters etc.

ACCEPTABLE USE AGREEMENT

This is a form which gives your consent for your child to use the internet in school. All websites are heavily vetted and we have a very secure firewall system in place. E-safety is a regular and important part of our computing curriculum.

PHOTOGRAPHIC AGREEMENT FORM

A permission form allowing us to photograph your child, for purposes of display and use on our website will be required.