



Stanley Crook Primary School

Headteacher: Mr. David Christie

Wooley Terrace, Stanley Crook,

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

"Pupils' personal development, behaviour and welfare is OUTSTANDING" (Ofsted, 2019)

Early Years School Brochure 2020-2021

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



"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 looking through his Learning Journey, 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 1. 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."

"What a brilliant way for parents to see what they have been doing, it's a lovely thing to keep."

"She has loved having all of you as teachers and her Learning Journey is 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."

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 life-long 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,



Mr David Christie
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 26 0000

GOVERNORS

Chair:	Mrs C. Lawes	Community Governor
Vice Chair:	Mr B. Hayman	Parent Governor
	Mr J. Craft	Community Governor
	Mr R. Manchester	Local Authority Governor
	Mr B. Hayman	Parent Governor
	Mrs E. Hunter	Co-opt
	Mrs J. Lee	Parent Governor
	Mrs L. Glasper	Parent Governor
	Mr D. Christie	Headteacher
	Mrs R. Wilkinson	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 are established.
- 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, Head-teacher'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, outdoor learning, science and are continually expanding and developing our outdoor space.



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
Mr D. Christie	Headteacher, CPD, Child Protection Officer, Assessment Lead
Mrs R. Wilkinson	Team Donaldson Teacher, Deputy Headteacher, EYFS Leader, Maths Subject Leader
Mrs D. Martin	Team Dahl Teacher, SENCo, KS1 Leader, RE Subject Leader
Mrs G. Bowtell	Team Cowell Teacher
Mrs S. Graham	Team Cowell Teacher, KS2 Leader, PE and Sports Subject Leader
Mr C. Teasdale	Team Walliams Teacher, English Subject Leader, Humanities Coordinator, International Schools Link Co-ordinator
Miss V. Williams	Team Morpurgo Teacher, Science Subject Leader, Assessment Coordinator, Computing Subject Leader
Mrs Y. Barnett Miss K. Brown Mrs J. Corrigan Miss V. Jewell Mrs A. Kyle Miss S. Mavin Miss C. Riley Mrs S. Ross-Hawkins Miss S. Rowcroft Mrs A. Shields	Teaching Assistants
Mrs T. Bebb Mrs C. Higginbotham	School Secretary Senior Admin Officer
Mrs W. Hughes Mr A. Jakob	Teachers from Durham Music Service
Mr S. Hope	Caretaker
Mrs C. Liddle	Cleaning Staff
Mrs C. Liddle	Catering Manager (Taylor Shaw)
Mrs B. Law	Kitchen Assistants
Ms C. Mason Mrs W. Vasey Mrs K. Wright	Lunchtime Supervisors
Mr K. Salmon	IT Technician from Local Authority

How are classes organised?

The school is organised into five classes organised as follows:

Team Donaldson	Reception & Year 1	Mrs R. Wilkinson
Team Dahl	Year 1/2	Mrs D. Martin
Team Cowell	Year 3	Mrs S. Graham
Team Walliams	Year 4/5	Mr C. Teasdale
Team Morpurgo	Year 5/6	Miss V. Williams

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?

These are not normal times and our usual approach will not be possible. We will be in touch to discuss transition when we know more.

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 four induction sessions during the summer term. This ensures your child can become familiar with their new class and the staff in school. During these induction weeks staff will be asking parents about their child's likes and dislikes, interests and skills so that they can plan to suit the needs of the child.

Prior to these induction sessions, staff from Team 1 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 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.

Between 4 and 5 years old children undergo a period of rapid physical, emotional and intellectual growth. The best contribution to your child's learning can be made through

carefully planned and structured play, activities and teaching. In the reception year children are encouraged to develop their natural curiosity, to discover their own talents, become more independent, more confident and to enjoy learning. During this time our children are encouraged to develop positive relationships and friendships and understand their feelings and the feelings of others.

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 should arrive on the school playground between 8.45am and 8.55am. The bell sounds at 8.55 am. Obviously, your child's safety is our main concern and with that in mind there will be a member of staff on duty from 8.45am onwards. **Please do not send your child to school before this time (unless attending Breakfast Club), as the school cannot accept responsibility for pupils arriving early and is unable to provide supervision.**

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 8.55am.** Registration closes at 9.05am. Arrival after this time will be indicated on the registration system. Regular late arrival will be brought to the attention of the Education Welfare Officer.

School lessons finish at 3.10 pm. 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 the school gates 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.**

Therefore, we ask that you drop your child off in the yard when you arrive at school. We always welcome parents of new starters, who may wish to come into the yard and wait with their child, for the first half term of school. As your child becomes older, you may prefer to wait near the gate and begin to develop your child's independence. We ask that anyone who has a dog does not bring it onto the yard, for health and safety reasons. When you pick your child up, we ask that you similarly wait in the yard where your child will be brought out to meet you.

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 when dropping off or collecting their children.

If it is wet or snowy, children will be directed to go straight into their classrooms at the start of the day – staff will supervise them until it is time for class to start. For safety reasons, could we please ask that parents avoid coming in with their child – staff and Year 6 'Buddies' will be there to help them with wellies etc.

What are the school hours?

The school day is organised as follows:

Breakfast Club	8.00am - 8.55am
School Day Begins	8.55am
Session 1	8.55am – 10.30am
Session 2	10.45am – 11.45am (KS1) 10.45am – 12.10pm (KS2)
Lunch-time	11.45am – Reception & Year 1 12.10pm – Year 2 and Year 3 12.30pm – Years 4,5 and 6
Session 3	1pm – 3.10pm
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 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
- 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 are expected to change into P.E. kit for 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 (summer term only). 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, 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 the school office.

Where will my child keep their belongings?

Coats and PE kits are hung in the cloakrooms at each entrance. Team 1 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. A jewellery consent form can be obtained from the school office.

For more information, please refer to our policy (available via the School Website).

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 9.10 am 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, **please allow 48 hours after their last bout of vomiting 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.

Miss Rowcroft is a qualified Level 3 First Aider. All Early Years staff, Mrs Barnett, Mrs Corrigan, Mr Hope, Mrs Kyle and Miss Mavin 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 ask for the information sheet to be amended. 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 a text messaging service, where we can text 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.

If you are considering taking your child out of school during term time, please make an appointment to discuss the matter with Mr Christie, Headteacher.

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 Mr Christie, Headteacher.

What are the arrangements for collecting money?

All payments to the school are made via ParentPay. 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 cost £2.05 per day. 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 Taylor Shaw. Menus are sent home for children to pre-select. 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 One 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 establish and strengthen positive 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. Each child is provided with a plastic bottle with their name on it and we provide three water coolers in school. 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 Head-teacher.

We use an assertive discipline system in school, whereby every child starts every day on Green. If their behaviour falls below acceptable standards the child moves to an amber traffic light. Staff use this as an opportunity to allow the child to reflect upon their actions to encourage a

positive outcome. If inappropriate behaviour continues the child will move to the red traffic light and will miss a playtime.

Every child starts each day on 'green' because we believe every day is a fresh start and is an opportunity to begin again. 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 Woodhouse Close Leisure Centre and are given by a qualified Swimming Teacher – including our own qualified staff.

What if my child has Special Educational Needs?

Children may experience difficulties at some stage during their school career. Specific difficulties are addressed 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 Practise (2014) and further information can be found on our website.

The EYFS 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

Each child is unique and will be given equal opportunities to learn how to co-operate and work alongside, and with, each other. We encourage positive relationships in an enabling environment of support, trust and respect. Activities are planned to develop an enthusiasm for knowledge and the confidence to be a successful learner. Children's health is an integral part of their emotional, mental, social, environmental and spiritual well-being and is supported by many planned activities. Circle time enables children to listen to each other, to express opinions and to ask questions. It raises children's self-esteem and promotes their belonging within the group.

Your child will receive many rewards, e.g. stickers, smiley faces on achievement chart and achievement certificates, for good behaviour, playing well, working hard, good manners, persistence at an activity, listening well and for much more. Some of these rewards can lead to the presentation of an award in a special assembly on a Friday afternoon, to which you will sometimes be invited. This celebrates their achievements and reinforces their value as a member of the school community.

Communication and Language

It is important for children to develop the ability to express themselves confidently, to listen and respond effectively, interact with others and extend their vocabulary. We aim to develop an enthusiasm for, and enjoyment of, language learning through nursery rhymes, chants, action songs, games, stories, talking, listening and playing.

Physical Development

We provide activities which will establish positive attitudes towards a healthy and active way of life. We encourage the importance of keeping healthy and those things that contribute to this.

Children are encouraged to use a range of large and small equipment to develop their skills in climbing, jumping, travelling and balancing. They learn to move with control, imagination, confidence and safety, showing awareness of space, themselves and others. Children are encouraged to recognise the changes which happen in their bodies when active.

Children are encouraged to handle tools, objects, construction and malleable materials such as play dough and clay safely and with increasing control.

PRIME AREAS

Literacy

Children take part in activities to achieve the early year's foundation stage goals and develop skills in reading and writing. Using "Letters & Sounds" programme children will learn letter sounds and actions! They will be encouraged to link letters to sounds and spell and write simple words and eventually short sentences. Children will bring reading books and activities home for you to share and enjoy. Please read with your child at regular opportunities.

Mathematics

Mathematical focus is on practical activities through which children gain a sound basis for future mathematical work. Through hands on practical activities children are developing their skills in counting, using and recognising numbers and using vocabulary and knowledge involved in adding and subtracting. They also encounter activities designed to develop skills in matching, sorting, shape, money, size, pattern and problem solving.

Through role play activities children are developing their mathematical knowledge through "real life" situations e.g. counting out money, adding up the price of two objects, giving change. They will develop their mathematical language using vocabulary such as more, less, greater, smaller, heavier and lighter. Please practise these skills with your child at any opportunity.

Understanding The World

Children are encouraged to investigate the natural and man-made world around them. They look closely at pattern and change, find out about living things, investigate objects and use all of their senses. They are encouraged to ask questions about why things happen and how things work. Children are given opportunities to find out about past and present events in their own lives, those of their families and other people they know.

Use of the school grounds and surrounding areas encourages children to make observations and to find out about the place in which they live – how it looks now and what it was like in the past. It enables them to become aware of their local environment and discuss their personal likes and dislikes. Children are given opportunities to find out about and identify the uses of everyday technology and use information and communication technology and programmable toys to support their learning. Your child will be working on laptops and iPads and learning through interactive whiteboards to enhance all areas of the EYFS curriculum.

Expressive Arts and Design

We provide many activities to stimulate creative development. Music and movement, dance, drama and imaginative play encourages children to use and extend their imagination. It develops personal interpretation and stimulates curiosity, allowing children to express their feelings and ideas in an individual manner.

Children are encouraged to communicate ideas, thoughts and feelings through using a widening range of materials and tools such as paint and clay and through the processes of designing and making.

Children are given opportunities to respond in a variety of ways to their senses. They are also encouraged to express themselves through a variety of musical experiences and activities.

Will my child get to learn outside?

Our Early Years Unit benefits from a fantastic outdoor space and a large indoor space allowing for themed areas within the unit. We offer children the opportunity to go out on most days, in all types of weather. It is important, therefore that your child has appropriate clothing and footwear for the weather conditions. Children will sometimes get dirty although we do encourage the wearing of waterproof clothing and wellies outside. We have a selection of these available in school but parents are welcome to provide their own wellies if they wish to.



The Curriculum – Beyond Reception

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

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 and we are proud of the close links we have with our local church (St. Thomas') and our local community. 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 or 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 and 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.

Our local vicar, Reverend Geoff Lawes, along with other church colleagues regularly visit our school to deliver collective worship or to deliver lessons when appropriate. We have an excellent relationship with our local clergy and visit the local church for Harvest Festival.



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 Mr Christie, Head-teacher.

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.

OTHER HOMEWORK TASKS

Homework will mainly consist of maths, phonics & practical tasks and will be given out each week. All homework must be completed and handed in on the day designated by the class teacher.

Does the school provide tuition for music?

Children are offered the opportunity to undertake specialist tuition by the Peripatetic Music Service in order to learn to play different instruments such as clarinet. Most of the work is undertaken in the children's own time, during lunchtime breaks so that their lessons are not

disrupted too much. Playing an instrument takes a great deal of practise, dedication and commitment if the child is to persevere and succeed.

All classes in school from Reception to Year 6 receive specialist music lessons from a teacher from Durham Music Service once a week.

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.

Evidence of children's learning will be kept in the Learning Journey. Teacher's observations of learning will be sent home regularly for parents to look at to keep them up to date with what their child has been doing and to allow them to add comments about their child's learning and progress at home.

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 assess.

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 8.00am until 8.55am. The children have a choice of cereals, toast or milk and the cost currently £2 per day.

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 cost £3.00 per session (with effect from September 2018). Fees are to be paid half-termly in advance via ParentPay. 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 (an additional charge may be payable for children wishing to attend our extended Wraparound care provision).



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
- Christmas Panto (Durham Gala Theatre)

- 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
- Discos
- 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 performances, Victorian Day



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.

How can I be involved in supporting the school?

We believe in teamwork and parents, grandparents and other significant adults are an integral part of the school team. You could help in school by volunteering to read with children, help at school discos, and supervise on educational visits or a huge range of other activities. There is always lots going on in school and all help and support is gratefully received and encouraged.

If you would like to help, please contact Mr Christie, Headteacher and we will arrange a DBS check.

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 Text 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 to support my child before starting Reception?

- Be positive! It can be difficult for parents when their children start school but children can be affected by their parent's feelings. Talk positively about school as well as listening to any fears they may have.
- Practise the skills that will help children become independent such as dressing themselves and looking after their possessions. It is especially helpful if you can show your child their PE kit and let them practise putting it on so that they know what is expected of them. Let them try on their uniform and teach them the 'tricks' of getting dressed (such as putting labels at the back and how to fix an inside out sleeve). Don't forget to practise coats and shoes too!
- Help your child to build their confidence; for example, make sure that they know it is ok to ask to go to the toilet.
- Get storybooks from the library about starting school. Talk about your own experiences at school and how fun it can be.
- Get chatting! Young children do best at school when they are confident communicators who can say what they think, express what they feel and ask for help. So chat about anything and everything – without distractions from TV and electronic devices.

- Your child won't be expected to read or write but is really helpful if they can recognise their name (and write it if possible). Remember to use a capital letter for the initial sound only.
- Build social skills – sharing and negotiating are vital for success at school. Play games to encourage turn taking, following and being a gracious winner or loser.
- Make sure your child can recognise their possessions. A keyring on their coat and book bag makes them instantly recognisable.

What can I do to support my child during the Reception year?

- Talk about the day with your child.
- Talk to staff – no worry is too small.
- Tell us if there has been a change in your child's life e.g. death of a relative – it may explain unusual behaviour.
- Take your child's pictures home – they are special. Try to display some of their work in your home.
- Support fund-raising events.
- Come and see your child in plays, sports day, for Mothers' and Fathers' day lunches
- Come and spend some time with us as a parent helper, either within class or on school trips. If you volunteer to help we can organise a DBS (Disclosure and Barring Service) check for you.
- Please ensure that you are at school for home time to collect your child at 3.15pm. Collection is from the rear gate. On the odd accession that you may be delayed, please inform the school office and staff will accompany your child until you arrive. Please see our Uncollected Child Procedures and Missing Child Procedures which are available to view on our School Website – copies of all policies are freely available upon request.

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 upon request.

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.

MEDICINE 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.

PERSONAL / INTIMATE CARE AND TOILETING FORM

A permission form allowing us to change your child should this be necessary.