



St Andrew's Primary School

Prospectus

Academic Year

2019 to 2020

Staff at St Andrew's Primary School

Head teacher Mrs N James

Deputy Head teacher Mrs L Hudson

Teachers

Mrs Foggin (SENDCo)

Mrs Hudson (Class 5, Deputy Head teacher)

Mrs Murrie (Class 4)

Mr Weatherall (Class 3)

Miss Hezmalhalch (Class 2)

Mrs Richards (Class 1)

Mrs Castledine (Reception Class, Early Year Lead)

Teaching Assistants

Mrs Tones (Nursery HLTA)

Mrs Bousfield (Early Years HLTA)

Miss Makepeace (Early Years)

Miss Clare (Early Years)

Miss Greaves (Early Years Apprentice)

Mrs Attle (Class 1)

Mrs Heslop (Class 2)

Miss Richardson (Class 2)

Miss Minns (Class 3)

Mrs McGrath (Class 4 and SEN Intervention)

Mrs Wharton (Class 5 and PPA Cover)

Ms Jayne (SEN Intervention)

Learning Mentor

Mr Orwin

Office Staff

Miss Booth (Office Manager)

Miss Howe (Apprentice)

Caretaker

Mrs Dinsdale

Cleaner

Ms Jayne

Kitchen Staff

Mrs Vinn (Cook)

Mrs Furnell (Assistant)

Supervisory Assistants

Mrs Aitken

Ms Jayne

Mrs McGrath

Welcome to St Andrew's Primary School

St Andrew's' Primary School is a local authority school, situated on the edge of the bypass to the south of the town centre of Bishop Auckland in the North West of County Durham. Children are happy to come to school and are well cared for in safe and secure surroundings. The school is quite a modern building; opened in 1972. The school was originally known as Henknowle Primary School, named after the area in which it is situated – Henknowle, South Church. In 2000 the school changed its name to St Andrew's in keeping with the road on which it is situated and the local, nearby church.

Our school is a very busy place. We provide a varied programme of activities and events to support the teaching of the broad curriculum we offer and to support the learning of each individual child.

We are a small school offering Early Years provision, five Classes and a dedicated staff. We have small class sizes, currently averaging at 25 children in a class and classroom assistants who support in classrooms where need is greatest.

To make the decision of choosing a school easier for you as a parent, we have collated relevant information in our brochure. We believe that parents have a vital role to play in partnership with the teachers in the education of children. We hope that the information contained in this booklet will help you to play your part. Teaching staff are happy to discuss your child's progress and to give you any help and advice you may require. You are also welcome to come and have a look around our school and to ask any questions should you have any queries.

I hope that this booklet will help you to understand life in our school and how important your child's education is to us. We want your child to be happy and successful in school. Every child matters to us – we actively encourage our children to be healthy, be safe, enjoy and achieve and make a positive contribution to school, the local community and national and global societies. We want to be working together for a successful future.

Mrs N. James (BEd QTS Hons)
(Head teacher)

School Governors

The school is maintained by Durham County Council. The address of the Education Department is;

The Director of Education
County Hall
Durham
DH1 5UJ

The School Governing Body

Our school governing body consists of 10 governors, 1 associate governor plus the Head teacher.

Co-opted

Mr P Hardy (Chair)
Mr J Waine (Vice Chair)
Mrs J Brown
Mrs C Gaskarth
Vacancy

Local Authority

Councillor Mrs J Allen

Parents

Mr G Waldock
Mrs L Carrick
Mrs R Tallentire

Staff

Mrs N James
Mrs L Hudson

Associate

Mr I M Orwin

A Welcome from The Governors

A very warm welcome to St Andrew's and our thanks for your interest in our school which caters for children aged from 3 to 11 years. We work closely with Mrs James, the Head teacher and her staff to help provide a safe, happy, nurturing and enriching environment in which your child can flourish and reach their full potential. Ofsted agree as they rated children's personal development, behaviour and welfare as outstanding, at our last inspection.

St Andrew's is a small school with a strong team of committed and experienced teaching staff. Class sizes are small and organised to maximise this benefit to the child's learning, knowledge and understanding. All classes also have an experienced teaching assistant to provide additional support for the children.

The Head and all of the staff here at St Andrew's work very hard to continually improve standards and the quality of teaching. We maintain strong links with the local community and work closely with parents to foster a strong, supportive environment for our children based upon sensible expectations, good communication and mutual respect. We are proud to report that our Ofsted Parent View responses are 100% positive, underlining this partnership.

St Andrew's places a strong focus on outdoor learning and has recently purchased a wide range of outdoor play equipment suitable for all age ranges at the school. This has proved to be very popular and a big hit with the children. We also aim to provide as wide a range of experiences as possible, both in and out of school. These include frequent school days out (such as Edinburgh Zoo and the Pantomime). We have regular in school events such as plays, careers week and school visitors such as the Fire Brigade, Police and Prison Service.

My own children attended St Andrew's for nine years so I can speak from personal experience when I say that this is an excellent school that I am proud to recommend to you. If you haven't visited yet, give us a call and come and have a look around. We look forward to meeting you and welcoming you and your child into our community.

Peter Hardy

Chair of Governors

Our School Vision

At St. Andrew's Primary School, we are dedicated to provide a happy and caring community where everyone feels safe, valued and equal.

We give the key to open the doors to lifelong possibilities and achievements in a diverse and ever-changing, modern world.

Our Safeguarding Commitment

St Andrew's Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

We believe that children maximise their potential in an environment which is safe, secure and supportive of all their needs, including any needs they have for protection from abuse.

Our school is committed to promoting the welfare of all children by working in partnership with parents and carers, the Local Authority (LA) and multi-agency partners in early help and child protection, in accordance with locally agreed Local Safeguarding Children Board procedures and practices.

All staff and volunteers adhere to our policy "Keeping children safe in school: Child protection within safeguarding" which can be viewed on our website or on request within school at the admin office in the reception area.

Our School Day

The school day is divided into four main working sessions separated by lunchtime and two break times.

8:00	Breakfast Club - Free
8.45	School gates open Early Years Unit opens for Reception and Nursery children
8:55	School Opens
10:30-10:45	Break – KS1
10:45-11:00	Break – KS2
11:45	End of Nursery Day
11:45-12:30pm	Lunchtime - Reception and KS1 children
12:15-1:00pm	Lunchtime - KS2 children
2:00pm-2:15pm	Break – Early Years and KS1
3:00pm	School closes – all children
3:00pm-4:00pm	Various after school clubs – all are free.

All children should enter and leave via the security gate near the infant entrance. The playground is supervised from 8:45am and **children should not be left at the security gate alone before this time.** In the event that they are on site before 8:45am, they are the responsibility of their parents/carers. Children attending breakfast club must use the main entrance and stay under breakfast club supervision until 8:45am when staff supervise the playground. School starts at 8:55am and children should wait outside unless it is raining. Children should not use the activity play areas either before or after school. A bell rings at 8:55am, the children line up and are taken in by their class teachers. We encourage children to become independent asking parents to say “goodbye” before children enter the playground. There is a separate entrance to school for parents with queries, (the main school door). We ask that parents do not use the children’s entrances as these do not give access to the reception area or school offices.

School ends at 3:00pm prompt and parents/carers may wait at the infant classrooms and/or junior playground to collect their children. Nothing is more upsetting for a child (especially in the early years of school) if you are late. Please make sure your child knows to stay with the teacher if you are not there to meet him/her. If you wish to enter the school at any time during the school day you must enter by the main school door. Teachers accompany their class onto the playground at 3:00pm and children should wait with their class teacher until collected. Please also use the main entrance and wait at the reception area when collecting children from after school clubs.

From 8:55am the school must focus on learning – please do not disturb children or teaching staff. Office staff at the admin office will be happy to help you or to make appointments if you need to speak to the class teacher. Meetings with the Head teacher must be accessed by appointment only.

Our School Building

On arrival at school you will be met at our Reception Area and Admin Office which is the base for our Office Manager, Miss Booth and her assistant, Miss Howe.

Our school hall is the focal point for many activities. It doubles as the dining hall from 11:40am -12:45pm each day. It is equipped with PE apparatus and has some storage for school resources.

We are also fully equipped with ICT hardware with between 2 and 4 static computers in some classrooms, a bank of 30 laptops and a mixture of 34 I pads and android tablets available for classes to share, a joint photocopier/printer as well as printers and scanners in offices, an interactive whiteboard and projector in every classroom all with new multiuse touch screens and a projection screen and projector equipment in the hall. In the hall and corridors, we have resources areas housing science, maths, history, geography, music, and art equipment.

Reception and Nursery are in our Early Years unit. The classroom contains a static computer. From here children have immediate access to a secure outdoor learning environment which is joined to our school playground area. Following this we have a single Year 1 class who have their own outdoor area.

Our year 4/5 and year 6 classes have access to the school garden and growing areas. These rooms are dedicated to the final years in primary school – preparing children for transition into secondary education. Our 2/3/4 classes have direct access to the school playground.

Our staffroom is also used as a community base. This room is used for meetings, coffee morning and afternoons as well as some after school clubs.

We have a number of intervention rooms where children can also work in small groups or on an individual basis with professionals from both school and other external agencies.

Cloakrooms and toilets in the school were modernised in 2003. Classes have their own cloakroom areas with space to keep their coats and sports equipment.

Our school kitchen was also extensively refitted in 2003. All school meals are prepared on site, including breakfasts and mid-day meals. Facilities are also used, when run, by our Cookery Club. We had a new roof fitted in 2018

Our playground and school field are at the rear of the school building and surrounded by security fencing and a hedge. Our school field is large with a separate wooded area along one side and a designated nature area at the opposite side. We also have an outdoor study area and seating on the field close to the edge of the playground. We also have picnic benches and a quiet area on the raised terrace near the junior entrance to the building. **As the main school gates are closed during school times, 9am until 2:45pm it is important that you contact the school by telephone should you require access or to collect your child during lunchtimes.**

Discipline and Behaviour

We promote positive behaviours and attitudes in our school. Staff are excellent role models and demonstrate to children that respect and courtesy is important and that it should be reciprocated by the children. We use a “Behaviour Triangle” across the whole school to track and monitor behaviour throughout the day. All children begin each day in the green zone – it’s good to be green! Children are encouraged to stay in this zone all day and are rewarded with Class Dojo points, our interactive behaviour reward system. Throughout the day children can be moved up the triangle should their negative behaviour or attitude continue. (Please see Behaviour Policy for more detailed information.) If negative behaviour continues, we inform the parents and ask them to come and discuss the problem. As a last resort we will exclude a child especially if the health and safety of other children and/or staff is at risk. We follow all guidance and policies on this.

Of course, we also recognise the fantastic, and sometimes, outstanding behaviour by some pupils and we reward these children in a variety of ways, for example; giving children Dojo points, golden time, end of term treats for whole classes, merit points and the opportunity to be on the top table at lunchtime.

We are an Anti-Bullying School and in 2016 we were awarded with the Princess Diana Award for Anti-Bullying.

Lunchtimes, School Meals and Snacks

Our school meals are cooked on the school premises and offer good value at £2.05 for KS2 children and £2.46 for nursery children per day for a two-course meal. Currently all infant children receive a free school meal. The children have a three-choice menu which can be pre-ordered. We are able to offer vegetarian dishes and all pupils who require medical therapeutic diets can be accommodated at no extra cost. We have two sittings. KS1 and Early Years / Reception children at 11:45am and KS2 at 12:15pm. Menus follow the National Nutrition Standards for School Lunches and are currently provided by Taylor Shaw. We believe that the provision of a healthy school meal is an essential part of education not only covering dietary aspects and the classification of foods but also encouraging good social behaviour.

Dinner money must be paid on parent Pay-we are a cashless school. Application forms for free school meals are available from the admin office. If your child is entitled to a free school lunch and you do not intend to take up the offer please still let us know as it helps greatly with our paperwork.

Although some older children bring packed lunches to school, I do not advise this for younger children who do not know the daily routine and who require a greater degree of supervision. Packed lunches brought to school must be in a suitable box or container which should be named. These are stored in designated areas until lunchtime and collected from these areas at home time. For health and safety reasons **no drinks in cans or glass bottles and no hot liquids**. Children should have either a paper/plastic cup or a straw to drink with and drinks should be in leak proof containers – **please NO FIZZY DRINKS, CHOCOLATE BARS OR SWEETS**, keep these for home.

For advice on healthy packed lunches please ask at the admin office for a leaflet. We require one week's written notice to change from packed lunches to cooked school meals and vice versa. Our school food policy is available on request. It is important that you understand any chocolate bars and/or other unhealthy items found in lunch boxes will be confiscated and returned to you at the end of the school day. School will provide an alternative healthy option for your child which you will then be required to pay for. We are a healthy school and as such advocate healthy lunch boxes too.

We are part of the Fresh Fruit to schools scheme and all Early Years / KS1 children are given fresh fruit every day. Subsidized whole milk is also available through Lancashire Dairies – forms will be sent out on admission. Older children can request a form from the admin office. We encourage our children to drink plenty of fresh water.

Water is offered to all the children throughout the school day and they are encouraged to drink it frequently. Research indicates that drinking fresh water helps promote good concentration and good behaviour.

Breakfast Club

We serve a free breakfast to any child wishing to come to school for 8:00am each morning – we offer cereals, yoghurt, toast, fruit, fruit juice and milk and occasional treats of pancakes and/or fruit smoothies. Children can have slices of toast with a range of low-fat spreads, cereal, yoghurts or pancakes; an absolute feast for the cost! The children enjoy the breakfast club and lots of social skills are taught alongside healthy eating. Supervised activities include, Wake up Shake up, dance, play dough, creative and games.

After School Clubs

We also offer completely free after school clubs from 3pm – 4pm offering a range of activities from sports to crafts and music.

Administration

Registration and Admission

Durham Education Authority has a single admission policy for entering school – September of any year. Children can be transferred from any school at any time, provided that there is a place available in the appropriate year group. The Admissions Department at Durham County Hall must be contacted by the parent if children are changing schools once they have taken up a place in their reception year at school.

Parents wishing to register their child for admission to reception in the school year 20182019 should do so before 1st December 2018.

Our admission limit is 29 pupils (Sept 2019). In the Autumn Term you will receive a copy of the County Primary Education Brochure outlining all details and an AF1 form to register your child with your chosen school via County Hall. You will receive confirmation of a place the following March. If successful, your child will be invited into school during the term prior to starting for several induction sessions. (Please see our Early Years / Reception Year brochure).

Parents considering enrolling their children are welcome to visit the school by making an appointment with the Head Teacher.

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

Medical Reasons

Pupils with very exceptional medical factors directly relating to the school placement. Applications under this criterion should be supported by written evidence from a doctor.

Family Links

Pupils who have a brother or sister already attending the school and who is expected to be on roll at the time of the admission

Distance

Pupils who live nearest our school, measured by the shortest walking route. This will be based on parental address.

Should you require any further information please contact The Admissions Team, Education Department, County Hall, County Durham. DH1 5UJ Tel: 03000265897

Transfer to Secondary School

Children who are 11 from 1 September of each year will transfer to a secondary school. Parents have the option of choosing a suitable school for their child. Information about transfers and schools will be sent to you in the Autumn Term of their final year in primary school. It is essential that all secondary school option forms are returned on time in order to give parents the best possible chance of obtaining a place at the particular school of their choice.

Please visit www.durham.gov.uk to find out more about school admissions in County Durham and www.schoolappeals.org.uk for information if you need to go through an appeals procedure for your child to be allowed to go to the school of your choice.

Family Holidays

The Government does not condone holidays being taken in term time. It is **strongly discouraged** because of detrimental effects this can have on a child's education. In very rare exceptional circumstances, when this cannot be avoided, a request can be made to the Head Teacher for consideration. Unauthorised holidays may be referred to the attendance enforcement team and a formal warning or fine may be issued.

Absence

If your child is absent from school please inform the school on the first day of absence, either by phone or writing. Absence without explanation will be counted as unauthorised and all absences must be accounted for. Our school operates a first contact policy which means if your child is not in school by 9:30 and we have had no reason for absence the school will endeavour to contact the parent by text and/or phone call to ascertain a reason for the absence. If your child arrives at school late please enter by the main entrance. You must come into school with your children to register their arrival. All late arrivals must be recorded. Persistent lateness and/or absence will be followed by a visit from the Education Welfare Officer.

For more advice please visit <http://www.st-andrews-pri.durham.sch.uk/parents/attendance/>

Medicals

The school nurse will visit the children in their first year at school to check weight and height. Parents may be present on request. Hearing, teeth and sight are inspected regularly.

Medicines and illness

Medicines, with the exception of inhalers are not allowed to be kept in the possession of the children. **On no account should children bring medicine into school themselves. It must be brought in by and collected by an adult.** If a child requires medicine during the school day parents are requested to complete an “administering of medicines” form or to come into school themselves to administer the medication, at the appropriate time. Forms set out details of the medicine, dosage, time to be administered and consent for a designated member of staff to give this. **DCSF guidelines state that only prescribed medicines can be administered at school and this will be done by school staff only when the correct forms have been completed.**

If children are sent to school when they are clearly unwell for example with vomiting, flu symptoms etc. much time is spent by staff trying to contact parents. If your child is unwell please keep him/her at home until risk of infection to others is past. It is important that you notify the school if your child is ill or attending the doctors or dentist etc. Telephone calls are appreciated, but please state the symptoms of the child not just “sickness” as it helps us to keep an eye on the health of others. If children are to be collected from school for any appointments please bring proof of appointment into school prior to collecting your child. In case of accident or illness at school every possible effort will be made to notify you. If this is not possible, we will do our best to make the child comfortable and in the case of accidents will escort him/her to the doctor if necessary.

Money

We are a cashless school and all monies must be paid via Parent Pay. Please see the office manager for more information.

Charging for School Activities

Educational visits are organised throughout the school year by class or groups in connection with the work done in school. They provide invaluable learning experiences for the children. When a visit is planned, parents will be informed of their contribution in good time. A contribution will be asked for to cover the cost of the trip.

To aid parents with such costs the school has an established savings scheme which parents can pay as much or as little into whenever they like on Parent Pay. Saving accrued can then be used to pay for your child to take part in school activities or to go on school trips.

Information Sharing

Information is sent in many ways. Our class Dojo system sends regular information to parents and the Head teacher sends out a formal newsletter once every half term. We also use a text messaging service to send urgent/important messages out to everyone.

The school website is a fantastic source of information for parents and the calendar is regularly updated with information on events and school holidays etc.

So that parents can share their views with us, we may from time to time ask you to fill out a questionnaire or complete an online survey. Please try and find the time to fill them in and send them back-we always value your views.

We may also, with your consent, use your child's photograph on our school website or in the school prospectus. Occasionally members of the press are invited into school and we select children to promote our school for all sorts of reasons such as success in gaining awards and promotion of events. Also, we use a video camera during numerous educational visits and topics and in the future intend to use video conferencing in order to aid teaching and ensure best practice for our children. Your consent will be sought via our annual EV4 form. For more information our school website address is

www.st-andrews-pri.durham.sch.uk

School Uniform

Our school colours are royal blue and white. We strongly encourage our children to wear sweatshirts with our school-logo with grey skirt or trousers. Royal blue cardigans, fleeces and waterproof jackets, white T-shirts, polo shirts, back packs and book bags can be purchased from school. You can also purchase our black shorts and yellow T-shirts for PE kits. The prices are very competitive – ask at the admin office for an order form and price list. Please encourage your child to be proud of wearing our school uniform. It is also important that you clearly label all items of your child's uniform with their name. Any items mislaid by children are put into lost property boxes in the staffroom. If unclaimed by the end of each term, items are sold on a second hand stall at the summer fair.

We promote the “Magic 5” for uniforms, which are:

1. White polo shirt or shirt
2. Royal blue jumper/cardigan
3. Grey or black trousers/skirt/dress
4. White/grey/black tights or socks
5. Black shoes (not trainers)

Parents can encourage their child to take pride in their appearance and ask them to check that they are wearing the “Magic 5.”

Please provide your child with a pair of gym shoes, a yellow T-shirt and shorts, named and in a bag to keep in school. During the winter months children must have suitable outdoor PE kit to include: black tracksuit bottoms, tracksuit jumper and trainers. You will receive a timetable at the beginning of each term to keep you informed of what PE activity your child is doing and on which day. For swimming, pupils must have black costume or swimming shorts and a swimming hat.

Children may bring a named, old pair of shoes into school, to keep on their peg. They may change into them at playtimes if they want to play on the field, keeping their school shoes clean and smart.

The Curriculum

The New National Curriculum (and assessment) as delivered in this school is a legal requirement and, ordinarily no pupil may be excused. All teachers offer Literacy, Numeracy, Science, ICT, Technology, History, Geography, Physical Education, Music and Art in accordance with the National Curriculum requirements and programmes of study produced by the DFE, LA and ourselves. The New National Curriculum is described in terms of separate subjects by the documentation which has been published. Whilst the New National Curriculum is being taught throughout this school, **the subjects may or may not be taught as separate items.**

During the course of the year pupils will cover the full range of subjects within the New National Curriculum, though at different stages of the year there may be a different emphasis (and therefore time) allocated to each curriculum area.

Religious Education is taught in accordance with the Durham Agreed Syllabus. We place great emphasis on the development of basic skills in English and Maths. More details about the curriculum can be found on the website. Children will also have the opportunity to improve their knowledge of Health Education, Local Studies, Conservation and Pollution as an integral part of their studies throughout the year.

A wide range of teaching styles is employed including group work, whole class and individual teaching. We actively encourage staff to plan and teach lessons in and out of the classroom. Your child's teacher will give you a timetable at the beginning of each term in order to ensure you know which subjects are being taught on which days as well as an outline of the areas to be studied in each subject. If you need any more information please do not hesitate to make an appointment to see your child's teacher or myself.

Teaching Hours per week

Nursery - 15 hours per week (funded) or follow this link to find out if you are eligible for up to 30 hours free child care, <https://www.gov.uk/30-hours-free-childcare>

Reception and Key Stage 1 – 24hrs 35 min

Key Stage 2 - 25hrs 25 min

Parents may obtain copies of the Curriculum Policy on request from the Head Teacher. Copies of Schemes of Work and OFSTED reports can also be inspected in school on request or online.

Differentiation

We are a small school with 5 classes often covering mixed year groups. Differentiated work is necessary at all stages to ensure individual needs are met. We also discuss with parents/carers any children we feel would benefit by being taught with other age groups.

We offer a range of different intervention strategies to support children through different times of the school day. Should your child need access to these we will discuss this with you first and complete close tracking of interventions to ensure they are meeting the child's needs.

Special Educational Needs

During a period of on-going assessment, teachers identify those children who have special educational needs. We discuss any learning difficulties with the children's parents and suggest ways of encouraging learning and means of overcoming specific problems. In practice, most difficulties which children experience are temporary and can be overcome with more intensive learning programmes and extra support in class or perhaps more support from home.

If, after this, a child is experiencing more learning difficulties we try to provide extra support in school either by class focused support or withdrawing the child into smaller groups through specific timetabled slots when teaching staff are available to support. Outside help can be sought from a range of agencies if deemed necessary by staff and parents of the child. We have a Special Educational Needs policy and follow the New Code of Practice (Sept 2014). We keep parents fully informed at all times.

Assessment

Assessments are used to enable teachers to meet the needs of pupils whether those with learning difficulties or those with exceptional abilities in accordance with national and county guidance. End of Key Stage SATs at the appropriate year groups are administered – you will be kept fully informed and a timetable will be sent out near the time. Teacher assessment and end of year optional tests are used to assess your child to help us focus on teaching and learning to move the children forward. Termly teacher assessments are completed to ensure children are progressing throughout the school year and to enable best match and challenge of activities in the following term.

Sex and Relationship Education

In our school this is taught as a separate curriculum area using the 1Decision scheme of work which has been sequenced carefully to ensure the skills children learn are age appropriate and progressive, building on what children have previously learned during the years before. More information can be found in the Curriculum area of the website.

Religious Education

This is provided in accordance with the Durham Agreed Syllabus and the 1998 Education Act. Although not a church school a Christian ethos is encouraged throughout the school. Pupils may be withdrawn from Religious Education or Collective Worship. Parents who feel that they may wish to withdraw their child should discuss this with the Head Teacher and alternative provision may be made.

Collective Worship

A daily act of collective worship is held in school. These assemblies are Christian based and we take great care to nurture the moral and cultural development of all children. We have special celebration assemblies on Fridays. Teachers identify children from each class who deserve a special certificate for working hard, setting high standards, setting a good example to others, caring and sharing during the school year. You are welcome to attend these assemblies.

Outdoor Education

In accordance with County Durham Policy we ask for voluntary donations for educational visits during school hours and parents are charged for events children take part in outside the school day e.g. residential visits to Robinwood, Alston. The necessary paperwork EV4 form (outings for a whole day or more) or EV3 form (outings of ½ a day) must be completed before the planned visit. Please be aware that if donations and payments for visits do not cover costs of entrance and transport the school may need to cancel the visit. Please be aware that for regular or local visits undertaken by the school there is no requirement to complete a separate EV3 form on each occasion. The annual consent form signed at the start of each academic year covers these. Full risk assessments are completed for all visits away from our own school site. We can provide waterproofs and wellington boots for any Early Years / KS1 child who do not have their own if these are required.

KS2 also often undertake outdoor activities too therefore it is important that children in KS2 also have suitable waterproof clothing for such occasions. We will let you know when and if they need them.

After School Clubs and Links with the Community

We run a range of extra-curricular activities throughout the school year such as football, guitar, cookery, gymnastics, computer club and arts and crafts. You will be informed as to which clubs are available and when throughout frequent newsletters.

As we are committed to providing equal opportunities for all, clubs are limited by numbers only and registers are monitored to ensure participation is not restricted by gender, ability or religious or cultural grounds.

Pre-school children are invited into school for an induction period during the half term prior to their starting school. Parents are invited into school for an informative welcome meeting and to sample a school lunch.

Books and other reading materials from school are available to children to take home during term time. Children are encouraged to talk and to read to you at home. We operate a home reading system where we invite parents to record and comment on a daily basis. Children have weekly access to the school library.

Representatives of the local church and chapel are invited into school on a regular basis and we have regular visits from the local Community Police Officer. Police Constables, police horses, dogs and cars, the fire brigade, paramedics and mountain rescue are also invited into school. We hold a careers week each year and invite representatives from local businesses to attend. We enjoy a successful Fundraising Group and they organise various events during the school year. All parents of children attending the school are made very welcome at their meetings and coffee mornings and any help offered, be it donations or time volunteered, is much appreciated.

Parents are invited to consultation evenings to assess their children's work privately with teachers each term and into school to concerts at Christmas and Sports Day as well as attending the weekly achievements assembly. We also encourage parents to discuss their problem with the class teacher or myself as the need arises. Parents are actively involved in working with teachers in the classrooms on a regular basis. Please contact me if you are able to assist in this way. We want everyone involved in our school to be proud of it and the community in which we work. We want to be recognised as a thriving, caring school and the behaviour of our children inside and outside of school is a reflection of our values.

Holidays

We will provide you with a list of the school holiday dates at the beginning of each school year so that you have adequate notice of these so that holidays can be taken in school holiday time. Whilst we strongly believe that education doesn't just take place in the classroom, we cannot sanction holidays to be taken in term time.

Complaints

If you have a problem or complaint please **don't** keep it to yourself:

- Make an appointment with the class teacher and/or
- Make an appointment with the Head Teacher
- If you wish, see a Parent Governor or Chair of Governors who will see the Head Teacher on your behalf.

The school has a formal complaints procedure and this document will be made available upon request or can be accessed from the website. We believe in open, honest communication – we will do all we can to help. We firmly believe that good communication makes for a good school and have an “open door policy” for all parents at all times. If you have any matters for discussion please do not hesitate to contact us.

**EVERY CHILD MATTERS TO US – WE WANT ONLY THE BEST FOR THE CHILDREN
IN OUR CARE – WE ARE WORKING TOGETHER FOR A SUCCESSFUL FUTURE.**

Mrs James
Head Teacher

The information in this prospectus is correct at the time of printing but may be subject to change during the school year 2019/20

St. Andrew's Primary School Prayer

This is our school,
Let peace live here,
Let to rooms be full of happiness,
Let love be all around,
Love of one another,
Love of all people,
And love of life and living,
Let us remember
That as many hands build a house,
So many hearts make a school. Amen