



SCHOOL PROSPECTUS

Pelton Community Primary School, Ouston Lane
Pelton, Chester-le-Street, Co Durham, DH2 1EZ

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Welcome to Pelton Community Primary
School



Dear Parents,

The Staff and Governors would like to welcome you to our school prospectus. We hope it will help you know a little more about us and help you choose a school for your child.

The prospectus refers to the school year. It is possible that changes could affect the things described but it is as up to date as possible.

If you need clarification or further information about any part of the prospectus please do not hesitate to telephone. More detail can also be found on the school's website, the address of which is on the front cover. A link to the most recent Ofsted report is also available on the website.

Regulations for admissions procedures are included at the end of the prospectus.

If you would like a visit to the school, please arrange this through the school office. I look forward to showing you our school at work.

Yours sincerely,

Karen Telfer

Headteacher of the Beamish and Pelton Federation of Schools

Headteacher:	Mrs Karen Telfer
Chair of Governors:	Mrs Wendy Guile
Deputy Headteacher:	Mrs Judith Russell
Assistant Headteacher	Mrs Rachel Henry
Office Staff:	Mrs Elaine Robinson, Mrs Pam Smith & Miss Wiszniewski

ABOUT US

Pelton Community Primary School is in North Durham County, in a semi-rural area. The light and airy Primary School is a modern, multi-functional working environment. The Foundation Stage, Key Stage 1 and Key Stage 2 are all integrated within the same premises, easing progression for children through the school in familiar surroundings.

The spacious, well-resourced building is used to advantage and provides large teaching areas, outstanding sports facilities, library and ICT Suite, a music studio and opportunities for dramatic and musical productions. There are also small group rooms and a Meeting Room for meetings with parents and multi-agency work.



Outside, there are large play and sports spaces. The Foundation Stage has its own outdoor space which is used in all weathers to enhance children's learning. We also have a Wildlife Area and Forest School to encourage a love of nature, and a beautiful Quadrangle which provides outdoor learning space for Year 1 children and opportunities for quiet activities by the rest of the school.

We aim to provide happy and secure learning environment for our children where they develop a real love of learning through a wide variety of experiences and opportunities.

Pelton Community Primary School forms one part of the Beamish and Pelton Federation of Schools. This means the Headteacher and Governors lead both schools and thus provide opportunities for both schools to benefit from the partnership. These close links allow resources and expertise to be shared as well as staff training, federation events and access for all children to sports, performances, field trips, etc.

From our school, children move on to a variety of secondary schools. This year children have secured places at Parkview Community School, The Hermitage Academy and North Durham Academy.

ASPECTS OF SCHOOL LIFE

SCHOOL SESSIONS (ALSO SEE NURSERY PROSPECTUS FOR ADDITIONAL TIMINGS)

Morning sessions: 8.30 – 11.30 (Nursery)
8.45 – 11.45/12.00 (KS1)
8.45 – 12.15/12.30 (KS2)

Afternoon sessions: 12.00 – 3.00 (Nursery)
1.00 – 3.15 (KS1)
1.00/1.15 – 3.15 (KS2)

Children should not arrive at school before 8.40am as supervision cannot be guaranteed before this time. Doors are opened at 8.40am and closed at 8.45am to enable children to start lessons promptly. Late arrivals must enter through the main entrance and report to the office staff. A record will be kept of all children entering school after 8.45am which may be requested by the Local Authority.

ABSENCE DURING TERM TIME

Since September 2013, headteachers may no longer authorise leave of absence during term time unless there are exceptional circumstances. Should you need to take your child out of school during term time, a form should be requested from the office and completed in advance of the absence. Please note that unauthorised absences of 5 days or more can lead to fixed penalty notices being issued.

For more information on attendance, please refer to our Attendance Policy on the school website, or a copy can be provided at the office.



SCHOOL MEALS

Children may have either a cooked meal or bring a packed lunch. School meals are of a high quality, meet the government's nutrition standards and are cooked on site. Parents are asked to help their child choose their meals from a menu which is sent home twice per year. The meals are provided on a three-week cycle of choice. Children in Reception and Key Stage 1 are entitled to a free school meal; children in Key Stage 2 will pay £2.25 per day. If your child is bringing a packed lunch, it must be brought in a named lunch box. As part of the Home School agreement we ask you to ensure that packed lunches are healthy and nutritious. Drinks should not be in cans or glass bottles. **Fizzy drinks and sweets are not allowed in school at any time.** Pupils are welcome to change from packed lunch to school dinner, or vice versa, but must give two weeks notice in writing.

MILK AND FRUIT

All children under five years old will automatically get a daily carton of milk. Children in both the Foundation Stage and Key Stage 1 will be given a piece of fruit every day. The children in KS2 can bring a healthy snack for breaktime. All children have milk as a drink option at lunchtime.

FREE MAGIC BREAKFAST CLUB

From September 2018, we have been sponsored by Magic Breakfast which allows us to provide a healthy breakfast for all our children free of charge. In Nursery and Reception, this will be given as part of the normal sessions while in the main school, bagels and cereal are available from 8.25am before the start of the school day in the hall. A healthy breakfast has been proven to improve concentration, behaviour and the academic progress of primary school age children.

SCHOOL UNIFORM

The children in our school are expected to wear a uniform. This enables everyone to have the same standard of dress and shows equality throughout the school. The uniform includes:

- Red sweatshirt or cardigan
- Red or white polo shirt
- Grey/black trousers/dress shorts/skirt/pinafore
- Red gingham dress can be worn in the summer months

Cardigans, sweatshirts, polo shirts, black shorts and white PE t-shirt are available with the school logo, along with fleeces and coats, and can be purchased from the Moette website. Cheaper versions without the logo are available from supermarkets and high street stores. It is important that all items of clothing are clearly named.



PE CLOTHES

For hygiene reasons, the children are expected to change for Physical Education activities. For indoor PE, such as gymnastics and dance, children wear:-

A plain white T shirt or one with the school logo
black shorts
black plimsolls (KS1) or bare feet (KS2)

For outdoor activities the children should wear:-

A plain white PE T shirt or one with the school logo
black shorts or black track suit bottoms
black plimsolls (KS1) or trainers (KS2)

SHOES

Shoes should be sensible, sturdy and safe for school. Many types of footwear (especially girls' fashion shoes with high heels) are a source of potential accidents in school, especially in a playground situation. Trainers can easily result in wet feet after playing on a wet playground surface and can prove to be rather hot and uncomfortable.

BOOK AND PE BAGS

Each child from Reception to KS2 will need a book bag, clearly marked with their name, to hold a school reading book and keep all books flat. PE kit should be kept in a draw string PE bag and may be left in school for each half term. The bags can be obtained from the Moette website at a small cost.

HAIR AND JEWELLERY

Long hair should be tied back. Dyed hair, or 'crop circle' style or patterns shaved into the hair are not considered appropriate for a primary school setting. Children are not allowed to wear any jewellery including earrings in school. Nails should be short and polish free.

UNAVOIDABLE CLOSURE

Whilst we hope it will never be necessary, there may be occasions when, due to circumstances beyond our control, it may necessary to close the school. In times of severe weather, heating breakdown, etc. we may have very little notice of such closure. Should it be necessary to close the school, Information may be broadcast on local radio, and parents will be sent a text message to a nominated mobile number. Class Dojo may also be used. Please ensure all contact numbers are kept up to date.

HOMEWORK

At Pelton Community Primary School homework is seen as a valuable and essential part of school/home life. The school has a Homework Policy and we ask parents to support their children by hearing them read, practising work already learnt or researching for work still to be undertaken.

EXTRA CURRICULAR CLUBS

The school offers a range of extra-curricular clubs including Reading Club, Art, Dance, Music, Maths Games, and ICT. Gymnastics, Cross Country, Cricket, Boys and Girls Football, Athletics, Netball are held at various times throughout the year for different age groups as the season permits, as well as other sports and activities as and when they can be fitted in the schedule. Clubs are almost always provided free of charge.

CHILD CARE PROVISION

Pelton Community Primary offers onsite wrap-around childcare on site during term time which is provided by the Team Valley Nursery and Kids Club. They can be contacted on 0191 4915050.

The Valley Breakfast Club

A Breakfast Club is available from 7.30am where children have some breakfast and an area provided with activities before the start of the school day. At 8.45am the children are taken to join their classmates in nursery or on the school yard.

The Valley After School Club

At the end of the school day, children are collected from their teachers and taken to the Rainbow Room. They take part in a wide variety of activities such as art and craft, sport and ICT. At 4.30 they have a snack and continue to play until they are picked up. The club is open until 6pm.

PARENTS AND SCHOOL

Sometime early in the autumn term, we open the school to parents and carers for a 'Meet the Staff' afternoon. This gives the children the opportunity to share with their families some of the work they are doing in class and for the class teacher to make parents aware of some of the class routines.

We try to involve parents in the life of the school and regularly invite them in to assemblies, stay and play sessions, performances, parents evenings and fund-raising events.

We are always looking for parent helpers in school – please speak to Mrs Robinson if this interests you. (All adults working or helping in school must be police cleared.)

INFORMATION FOR PARENTS

Every month the headteacher writes a newsletter on Class Dojo describing the work of the school and any forthcoming events. Each half term, your child's teacher will send home details of the themes and areas that the children will be finding out about. Other Dojo messages/letters will also be sent home from time to time. We also put up notices where parents can see them. Please don't hesitate to ask us for information if you need it.



MEETING THE TEACHERS AND HEADTEACHER

If you wish to discuss any aspect of your child's education please feel free to discuss this with your child's teacher or Mrs Telfer. We are always willing to help but please appreciate that teachers cannot keep their classes waiting while they speak to parents. If your query deserves longer than a few minutes, please make an appointment through the school office.

ASSESSMENT AND REPORTING TO PARENTS

Pupils are formally assessed at the start of Reception, end of Key Stage 1 and Key Stage 2 (Y2 & Y6). Individual results will be available to parents. No pupil will be

named in the class results. Teacher assessment is ongoing and assists in planning work appropriate to each individual, group, or class. The school undertakes the reception baseline assessment. Evidence for this is collected during the child's first few weeks of the Reception year, during the child's everyday activities at school. This data is then compared with teacher assessments to make sure that children are making good progress. Year 5

pupils complete a Multiplication Tables Test and Year 1 pupils take their Phonics Screening Test in the summer term.

Parents' Evenings are held in the autumn and spring terms and termly reports are sent to parents outlining suggested targets in Reading, Writing and Mathematics. A full written report is provided in the summer term with an opportunity for parents to meet with the teacher if they wish.

SCHOOL AND FAMILY WORKER

The Federation employs a School and Family Worker, Mrs Lynn Stavers, to help parents with problems such as challenging behaviour, school attendance, supporting your child's learning and any other issues that are important to you and your family. You can contact her by popping into school or ringing 07771371384.

CURRICULUM MATTERS

All pupils at Pelton Community Primary School have access to a broad, balanced and relevant curriculum. We pride ourselves on enriching the curriculum with first hand experiences, visits and visitors. In this way children will gain knowledge of the world around them, grow in confidence and develop a desire to learn more about the world.

Children are admitted to nursery as soon as they are three. Sometimes we are able to take 'Rising Threes', children at the start of the term they are three. For working parents that meet the government's criteria, we offer 30-hour nursery provision and for those only eligible for 15 hours, we can usually offer additional nursery sessions at £12 each. We also offer a 2-year-old places. Please contact the school office for further details.

Reception children all start in September. Nursery and Reception classes make up the Foundation Stage.

The National Curriculum applies to all pupils of compulsory school age and is organised on the basis of four key stages:

	KS1	KS2	KS3	KS4
Age	5-7	7-11	11-14	14-16
Year Groups	1-2	3-6	7-9	10-11

THE FOUNDATION STAGE (NURSERY / RECEPTION)

We believe every child deserves the best possible start and we aim to provide the support that enables them to achieve to the best of their potential. In Foundation Stage, we help children acquire a range of skills and knowledge that provide a good foundation for future progress.

Children develop and learn when there is a strong partnership between teachers and parents and/or carers and we work closely with families to develop this important link.

In our Foundation Stage:

- Children feel safe, secure and welcome. They are valued and they know they will be listened to;
- We help every child to make good progress and ensure that all children are included and supported. We understand that each child is unique and will develop at their own rate. Staff make sensitive observations to help understand where each child is in their learning;
- Stimulating and challenging activities are planned around the needs and interests of children;
- Children are encouraged to make choices and develop their independence;
- They have special adults (called 'Key Workers') who guide and care for them through warm, positive interactions;
- They have time to practise and try out things without fear of failure;
- Children have their successes celebrated;
- The environment and resources are clean and interesting. All children in Foundation Stage have daily access to our garden, where they can mix with their friends, explore, use their senses and be physically active;
- Children have space to move around and explore;
- There are routines and we provide a clear structure to the day/session.



The Foundation Stage curriculum has seven areas of learning that are important for children's progress and healthy development:

1. Communication and Language

Children develop their skills in speaking and listening in a range of situations. They experience an environment rich in language opportunities, both spoken and written.

2. Personal, Social and Emotional Development

Children develop their confidence, self-esteem and independence. They learn to share, take turns and develop their

relationships with others. Children develop their ability to manage their feelings and behaviour.

3. Physical Development

Skills in co-ordination, control and movement are developed. Children understand the importance of physical activity and of making healthy food choices.

4. Literacy

Children develop the skills they need to read and write. They have access to, and develop their interest in, a wide range of reading materials, including stories, information books and poetry.

5. Mathematics

Opportunities for children to develop their counting skills and understanding of numbers are provided. They carry out simple calculations (addition and subtraction, using real objects) and children describe shapes and measures, such as length and weight.

6. Understanding the World

This area helps children to find out about and make sense of their physical world

7. Expressive arts and design

Children explore a wide range of media and materials. They have the opportunity to share their thoughts, ideas and feelings through activities in art, music, movement, role play and design and technology.

Play is essential for children's development, building their confidence, encouraging them to think about and solve problems, and developing their ability to relate to others. In our Foundation Stage children are taught through a mix of activities led by adults and through opportunities to take part in purposeful play.



KEY STAGES 1 AND 2

At Pelton we believe that the curriculum should be rich and relevant to our children. Lessons are devised around Contexts for Learning or Themes, to encourage children to ask questions and acquire a real love of learning. Significant events such as educational visits are an important part of the school curriculum. They are all carefully prepared and followed up so that maximum benefit may be obtained from them. Parents are always informed in advance and are required to sign and return a consent form. As coach travel and entrance fees can be expensive we need to ask for voluntary contributions to cover the costs. Without parental contributions these costs would be prohibitive. If insufficient contributions are made the visits cannot take place.

English

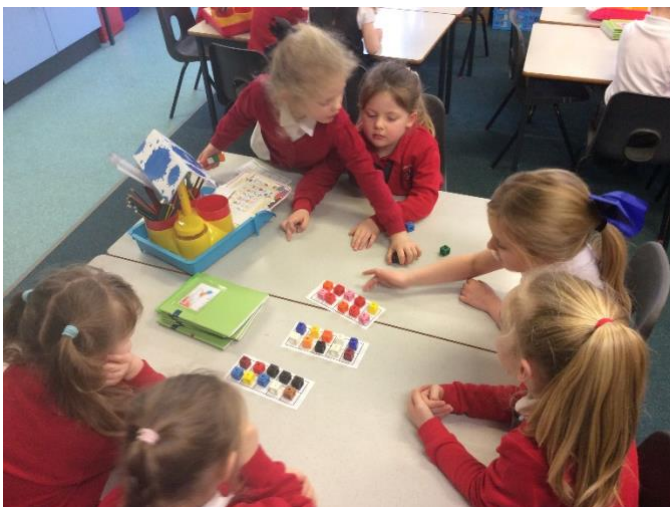
The teaching of English in school falls into three inter-related categories:

- ✓ **Speaking & Listening**
- ✓ **Reading**
- ✓ **Writing**

English is taught through a dedicated Literacy Lesson as well as through other specific activities that take place during the school day. Pupils learn to speak confidently and listen to what others have to say. They begin to read and write independently and with enthusiasm. They use language to explore their own experiences and imaginary worlds. As pupils progress through Key Stage Two they learn to change the way they speak and write to suit different situations, purposes and audiences. They read a range of texts and respond to different layers of meaning in them. They explore the use of language in literary and non-literary texts and how language works.

Mathematics

A daily numeracy lesson is a feature in all classes. Lessons promote the development of the use of mental strategies and correct mathematical language. Children work on differentiated tasks in groups and also independently.



Mathematics is divided into:

- **Number**
- **Ratio and Proportion**
- **Algebra**
- **Measurement**
- **Geometry**
- **Statistics**

There is an emphasis on practical activity and interactive oral work. Children are given opportunities to practise their mental skills and encouraged to discuss their mental

strategies. Mathematics is also taught through other subjects like geography and science.



Science

In science our aim is to offer children opportunities to:

- develop knowledge and understanding of important scientific ideas, processes and skills and relate these to everyday experiences;
- learn about ways of thinking and of finding out about and communicating ideas;
- explore values and attitudes through science.

The science curriculum is based on the National

Curriculum. It includes these key areas:

- ✓ **Working scientifically**
- ✓ **All living things**
- ✓ **Properties and changes of materials**
- ✓ **Physical Processes**

Throughout the school much emphasis is placed on practical, experimental work and on developing observational skills, inquiring minds, problem solving and reasoning powers.

Computing



The children have access to the ICT suite which has 30 networked computers, which all have filtered internet access. Every class from Reception has dedicated sessions per week in the ICT suite where they learn Computing as a subject and also use ICT to enhance their learning of other subjects. Laptops, tablets and Ipads are used in class to support every curriculum area.

Each classroom has its own PC and teachers use laptops, data projectors and interactive whiteboards to enhance teaching and learning experiences in the classroom. Children have regular access to a range of software as well as web-based materials, some of which can also be accessed at home.

Geography

Children start by studying the local area and begin to use geographical skills such as following directions, observing and asking questions, describing and recording what they have seen, and using and making maps. They move on to comparing their local area with a different one in Britain and the rest of the world

History

Teaching history provides opportunities to foster interest in learning about the past, helping children to gain knowledge of cultural heritage and introducing skills of historical enquiry. Where possible, visits are arranged to historic sites to enable children to work with artefacts and archives to broaden their experience and understanding.



Art

Art is a subject in which children are encouraged to think creatively and through individual expression produce paintings, drawings and sculptures as well as taking part in larger class projects. Children are given access to a variety of art media to create different effects.

Art appreciation is developed through access to a wide range of experiences and stimulus both in schools and through educational visits. Art can be taught through other areas of the curriculum, as well as being a means of developing personal and social skills and self-expression.

Design & Technology (DT)

All pupils are involved in activities that help them become more aware of the use of technology. They work with a range of materials on topics that involve them in designing, making and evaluating their product. Pupils are taught how to use tools safely and how to select appropriate materials for the task they are completing.

Music and Drama

Music and Drama have high priority in the school with children being involved as performers, listeners and appraisers. In KS2, children have the opportunity of learning a variety of instruments. The current cost of tuition is variable, depending on the instrument, plus insurance for the instrument – most payable by parents. In KS2 a musical instrument - in 2022/23 ukulele - is taught to whole class groups. All pupils take part in school productions.

Physical Education (PE)

We pride ourselves on our excellent sports provision and high level of participation and success in sporting events.

It is our intention to promote:

- enjoyment through physical education
- physical development as a complement to academic development
- a healthy lifestyle and a continuing involvement in physical activity

Each week your child will have at least two PE lessons where they will learn gymnastics, dance, games, and athletic skills. Swimming is taught from Year 3. Children in Year 6 have a residential trip to learn and develop their outdoor and adventurous skills.



Specialist sports coaches work frequently with our staff and children keeping us fully up to date with new training, local and government initiatives. There are many opportunities for the children to compete with other Chester-le-Street and Durham team and individual events such as swimming, tag rugby, basketball and athletics. In the last few years our work in P.E. has given us awards such as Gold Sport Award, Healthy Eating and the Healthy School Awards.

All children are expected to take part in P.E. activities and swimming which are part of the National Curriculum. If there are specific medical reasons for a child not to participate a note should be sent to the class teacher.

Personal, Social, Health, Education (PSHE)

Children are given experiences that enable them to develop as individuals, appreciate social issues and take responsibility for themselves and others. They learn how to live a healthy life and develop the ability to make sensible choices. Children are also provided with appropriate information in ***Sex and Relationships Education*** as and when a suitable occasion arises in their studies. Children in Year 5 and 6 have planned activities based on the physical and emotional changes they will experience at puberty. Reproduction is also discussed at this time. These lessons are led by the class teacher and supported by the school nurse. Parents have the right to withdraw their children from these lessons apart from those elements taught as National Curriculum Science. Withdrawn children will work in another classroom for the duration of the lesson. A full copy of the Sex and Relationships Policy is available on the school web-site.

Religious Education (RE), Collective Worship and Assemblies

The school has no affiliation to any particular religious denomination. The teaching of RE is based on the Durham Authority Agreed Syllabus.

Collective Worship is planned round a weekly theme and takes place every day sometimes in class but more often as part of a Key Stage or whole school assembly.

Each Friday the children attend a Celebration Assembly where good work and behaviour are celebrated and children receive a 'Special Mention'.

Each class takes a turn to lead a Class Assembly where they will follow the week's assembly theme or share with the rest of the school some of the things they have been doing in class. Parents are invited to these assemblies. Parents have the right to request that their child be excluded from Collective Worship. If you wish to do this, please write to the Headteacher.

Modern Foreign Languages (MFL)

Learning a foreign language provides all pupils with a valuable educational, social and cultural experience. In our school, French is taught from Reception to Year 6. We also hold special events to celebrate international diversity such as International Week, European days of Language, foreign language assistants and after-school clubs. Within these sessions a variety of techniques are used to encourage children to actively engage in MFL, including games, role play, songs, stories and DVD clips.

PASTORAL CARE

The staff of Pelton Community Primary School have high expectations of pupil behaviour, striving to provide a relaxed but purposeful working environment, and creating an atmosphere in which children can talk openly to staff about their concerns, so that together we can ensure that the school is a happy place for everyone. Any matters of concern may be discussed with the Headteacher or with your child's class teacher, who has specific responsibility for the care and well-being of your child in school.

BULLYING

We treat all cases of bullying very seriously indeed and all reported cases are dealt with immediately. Children are taught how to respond and always to tell an adult if they know of any bullying.

BEHAVIOUR

We expect all our children to 'Be the best they can be' at all times in work and play. The few school rules are aimed at promoting the health, safety and happiness of everyone. Staff are trained in a restorative approach to behaviour management where children are encouraged to resolve their own conflict. Most incidents are successfully managed in this way, but, on occasion it may be necessary to ask parents to meet with staff in order to solve the problem. In more serious cases, senior members of staff may be involved and ultimately children may be suspended. Staff also have the right to restrain a child if he/she is at risk of harming themselves, other people or school property, or if their behaviour is prejudicial to the learning of others.

SCHOOL COUNCIL

The main aim of the School Council is to give children an opportunity to have their opinions and ideas heard. Each class from Year 1 to Year 6 has a representative who is elected every year. The class representative informs the other pupils in their class as to what has been discussed at each meeting, and pupils can ask their school council member to take forward their ideas to the next meeting.

SPECIAL EDUCATIONAL NEEDS

At some time in their school life many children may need some form of special help with their learning. Most of these children can be helped as part of the integral provision of the school. In a small number of cases it may be necessary to make an assessment of a child's needs so that specialised help may be provided. In making this assessment advice will be sought from teachers, doctors and other specialists where necessary. Parental permission will be gained before such an assessment is made, and if it were found that there was a specific learning difficulty or problem, the school would work together with you and other professional bodies to ensure your child's educational needs were met. Mrs Henry is the Special Needs Co-ordinator.

GIFTED AND TALENTED CHILDREN

Pelton Community Primary recognises that some children have special gifts or talents that need to be nurtured. A gifted pupil is one who demonstrates a significantly higher ability than most pupils in one or more curriculum area. Similarly, a talented pupil is one who excels in Art, Music, PE or the Performing Arts. At Pelton we adopt a range of strategies to support Gifted and Talented pupils including adaptation of the curriculum, developmental teaching and learning programmes and a broad range of enrichment activities.

CHILD PROTECTION

The school has developed a Child Protection Policy. This follows the Durham Local Authority Guidelines and Procedures for any action which has to be taken to safeguard or promote the welfare of our children. The school has excellent relationships with other agencies.

All members of staff have received training to improve awareness and understanding of Child Protection Procedures. Mrs Telfer, Mrs Russell, Mrs Henry, Mrs Rafferty and Mrs Stavers are the named Child Protection Officers who ensure that the Child Protection Procedures are followed. Social services will always be contacted if we believe that a child may be at risk.

ACCESSIBILITY

At Pelton Community Primary School we are committed to providing a fully accessible environment which values and includes all pupils, staff, parents and visitors regardless of their education, physical, social and cultural needs. We are further committed to challenging attitudes about disability and accessibility and to developing a culture of awareness, tolerance and inclusion. Our building is all one level and has accessible toilets, designated parking bays and hearing loops.

The Local Authority has made a commitment that wherever possible, children with physical disabilities will be educated in their local primary school. If shown to be necessary, and is practicable and reasonable to do, then minor adaptations to the building will be considered by the school and the Local Authority to enable a child to attend their local school.

In order that children with disabilities are not disadvantaged, the school liaises with the Local Authority when necessary in order to ensure that adequate provision is made.

EQUAL OPPORTUNITIES

The school operates an equal opportunities policy. All children regardless of sex, race or religion have access to the broad, balanced and differentiated academic and pastoral curriculum provided.

RACIAL EQUALITY

In accordance with the Macpherson Report, the school's Racial Equality Policy states that 'All children, employees and those who visit the school are entitled to be treated equably and with respect, irrespective of their culture, ethnic or religious background.' Any racist incidents are recorded and reported through the appropriate channels. A copy of the full policy is available on request.

EMERGENCY CONTACT

In the event of sickness or injuries parents will be contacted as soon as possible and arrangements made to have your child taken home if necessary. It is important that we have an up-to-date record of addresses and telephone numbers (four are required) so that we can make contact quickly. It is required that the school is advised immediately of any change in such contacts. If the school is unable to contact you, then appropriate action will be taken to ensure the welfare of your child.

MEDICINE

Please notify the school of any medical problems which may affect your child whilst at school or on a visit. During the day minor cuts and scrapes are treated at school but in the event of a more serious accident (for example a suspected fracture) parents are contacted immediately. If no contact can be made the child will be taken to hospital for treatment to begin and a message left for the parents.

If your child is well enough to attend school but requires prescribed medicine during school hours, then please ensure that these are taken directly to the school office. The medicine should be clearly marked with the child's name and accompanied by a completed form stating the dose and the time at which it is to be given. Medication will generally only be given in school if it is prescribed for four times a day. No child is permitted to have any medication in his/her possession. Oral messages received via the pupil cannot be accepted. The administration of non-prescribed medicine is not authorised by the Local Authority and cannot be undertaken.

If an infectious disease is contracted, 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.

ABSENCE FROM SCHOOL

If it is necessary for your child to be absent from school due to an illness, then please inform the school by telephone or note. It is helpful if we know in advance about any medical appointments requiring absence for part of the day (a copy of the appointment letter will need to be given to Mrs Smith in the Office). Schools must report unauthorised absence; therefore any unexplained absence is recorded as truancy. If your child arrives in school after 8.45am this will be marked as a late arrival and will be recorded as an unauthorised absence.

SAFETY IN SCHOOL

In order to ensure the safety of children in school, parents are not allowed to bring their cars onto the school car park and gates are locked between 8.30am - 9am and 3pm - 3.30pm. Please do not park in the areas marked with zigzag lines at the school gates or on the grass verge adjacent to the school entrance.

Pelton Community Primary School provides a high level of security for the pupils and staff, restricting access to the school building whilst maintaining full use of all exits in case of emergency. All visitors are requested to report to the Reception on arrival where they can sign in and collect an identity badge which they must wear throughout their visit.



SCHOOL MEDICALS

At various times during their school career pupils will undergo health screening checks carried out by a doctor and/or a nurse. You will always be informed in advance and may choose to attend such checks. Other professionals visiting the school include the dentist and audiometician. 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, clinic or doctor as preferred.

SCHOOL NURSE

The school nurse can be contacted at the Chester-le-Street One Point Hub on 03000 261112. She is always happy to discuss any concerns you may have about your child's health or development.

POLICIES AND PROCEDURES

AVAILABILITY OF DOCUMENTS

Many of the school's policies are on the school's website and can be downloaded easily. The Freedom Of Information Publication Act 2000 gives parents the rights of access to educational documents which are held in school. This includes all curriculum and procedural policies. Any parent who wishes to view such documentation should approach the Head Teacher, who will ensure that the relevant documents are made available. The school's most recent Ofsted report can be obtained from the school office or downloaded from www.ofsted.gov.uk

CHARGING AND REMISSIONS POLICY

The Education Act 1988 prohibits charging for activities during the school time. We aim to provide a wide range of activities to enhance children's learning, therefore, from time to time, parents may be asked to make a voluntary contribution towards the cost. No child will be excluded from the activity through an inability to contribute. In the event of insufficient contributions being made, the activity may be cancelled. Charges are sometimes made for After School Clubs and Activities but are always costed as low as possible; the school makes no profit on these activities.

SUMMARY OF COMPLAINTS PROCEDURE

General Complaints

If you have a complaint about the school, please contact the Headteacher who will aim to solve any problems quickly.

Indeed it is expected that most 'concerns' of parents can be dealt with in the normal, informal way by discussion with the teacher or head teacher.

The three stages are: -

Stage 1 (Informal)

Concerns expressed by parents and others should be discussed with those directly involved with the issue, i.e. teacher

Stage 2 (informal)

Concerns expressed by parents and others should be discussed with the Headteacher.

Stage 3 (Formal)

If the matter is not fully resolved it may be referred to the governing body (or a sub-group of the governing body) for their consideration.