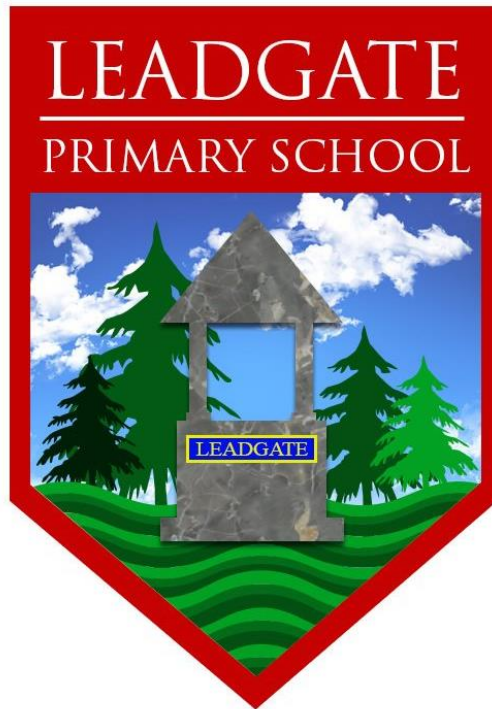


Caring, Sharing, Learning Together



2023 - 2024

Upper School, Alder Grove, Leadgate, DH8 7RH

Lower School, West Street, Leadgate, DH8 7PN

Tel: 01207 610361

Lower 01207 610355

Upper 01207 610351

Email: p2259.admin@durhamlearning.net

Website: www.leadgate.durham.sch.uk

Dear Parents/Carers,

On behalf of all the staff and governors, I would like to welcome you to Leadgate Primary School. Some of you will be new to the school, whilst others know us well. I hope that you will have a long and happy association with us.

As Head teacher I am extremely proud of our school, its achievements and most importantly its children. I believe that that school and learning should be fun, rewarding and an engaging experience. Therefore, we aim to provide high quality teaching and learning focused on individual needs to enable all children to realise their potential in a happy, safe, stimulating and inclusive environment.

I trust that you will find the information in this brochure useful. Please keep it in a safe place for reference. If you require any further information, do not hesitate to contact the school for help or advice and please remember you can always visit to see what we offer and how we work together.

A handwritten signature in black ink that reads "Mr Watson" with a long horizontal flourish extending to the right.

Mr M A Watson
Head teacher

AIMS OF THE SCHOOL

Our school mission statement is

“Caring, Sharing, Learning Together.”

The school seeks to provide a secure, stimulating and challenging environment where children can develop intellectually, socially, emotionally, physically and aesthetically.

The school ethos is one of mutual respect where children are valued as individuals and members of society realising the highest expectations of academic performance and personal conduct.

The school is committed to raising the achievement of our children and also to continuous improvement in all aspects of school life. The school believes that all children should have access to school activities regardless of race, creed, gender or disability.

OUR ACHIEVEMENTS

We presently hold the following Standards and Awards-

- Healthy School Award
- International Schools Award
- Basic Skills Quality Mark – 7th Award
- Sainsbury School Games – Silver Award
- Eco-Schools – Silver Award
- Green Trees Award
- National Clean Air Gold Award

OFSTED March 2018

Ofsted Graded GOOD school

OFSTED May 2023

Ofsted Graded - Outcome Leadgate Primary School - Split Site continues to be a good school.

Staff

Head teacher	Mr Mark Watson
Deputy Head teacher & Year 3 Class Teacher	Mrs C Hannon
Deputy Head teacher & Year 2 Class Teacher	Miss L Weaver
Nursery Teacher	Miss R Fisher
Reception Teacher & Early Years Lead	Mrs M Pedro
Year 1 Teacher	Miss H Handy
Year 4 Teacher	Miss N Edwards
Year 5 Teacher	Mr B Sims
Year 6 Teacher	Miss L Scarr
Additional Cover Teacher	Mrs T Reed

Teaching Assistants:

- Ms.Kay Seccombe
- Mr Graeme Baker
- Miss Mandy Piggford
- Miss Sarah Boyle
- Mrs Debbie Wilson
- Miss Carey McLean
- Miss Julie Hamilton
- Miss Kirsty Keeler
- Miss Bobbi Watson
- Mrs Sophie Pattison
- Miss Catherine Walls
- Miss Amy McCreedy

Non-teaching Staff:

- | | |
|--------------------------------------|--|
| ○ School Secretary | Mrs Rachel McGregor |
| ○ Office Administration | Miss Sarah Keegan |
| ○ Lower School Caretaker | Mr Terry Miller |
| ○ Upper School Caretaker | Mr Marc Grierson |
| ○ Cleaner | Mrs Imelda Baker / Mrs Susan Birrell |
| ○ Upper School Cooks | Ms Sharon Caulfield, Miss Dawn Simpson |
| ○ Lower School Cooks
Tina Coulter | Miss Antonia Hannant-Thompson, Mrs |
| ○ Lunchtime Supervisory Assistants | Mrs Susan Birrell, Mrs Lesley Elsinor
Mrs Victoria Welford,
Ms Kay Seccombe, Miss Mandy Piggford |

THE GOVERNING BODY

The Governing Body carry out their functions with the aim of fulfilling a largely strategic role in the running of the school. They work closely with the school to provide the best possible education for the children of Leadgate Primary School. The Governing Body consists of parents, co-opted members and staff representatives. Their work includes:

- Assisting with staff appointments
 - Monitoring the school's finances
 - Monitoring health and safety issues and setting up action plans
 - Improving and maintaining the school buildings
 - Agreeing policies, targets and priorities
- Monitoring and reviewing aims, objectives, and whether the policies, targets and priorities are being achieved

The Current Governing Body:-

Mr Andy Plant	Co-opted Chair of Governors
Mrs Vikki Cooper	Parent Governor / Vice-Chair
Mr Mark Watson	Head Teacher
Cllr Alan Shield	Co-opted Governor
Mrs Debbie Wilson	Co-opted Governor
Miss Laura Weaver	Co-opted Governor
Mrs Clare Hannon	Co-opted Governor
Miss Lucy Scarr	Staff Governor
Mr John Brierley	Co-opted Governor
Ms Estelle Spring	Co-opted Governor
Cllt Watts Stelling	Co-opted Governor
Mrs Ashleigh Armstrong	Parent Governor

GENERAL INFORMATION

Children should arrive at school by 8.55am so that they can be in class for 9.00a.m. Upper School children are allowed on site from 8.40am when Yard supervision begins.

Morning Session	9.00 am - 12.00 am
Lunchtime	12.00am - 1.00 pm
Afternoon Session	1.00 pm - 3.00 pm Lower School
Afternoon Session	1.00 pm - 3.15 pm Upper School

Breaktime Activities

The children have a 10 minute break during the morning and afternoon sessions. All children are provided with fruit during morning break and milk to all children in Nursery to Year 2. We encourage active play at break time and lunchtime and have appropriate equipment for this purpose. We have playtime and lunchtime equipment to encourage the children to play in a safe, constructive and caring manner.

School Meals

Both our school kitchen have a 5 Star rating from the Food Standards Agency. School meals are provided by Chartwells and freshly prepared on site each day. The children have their dinner in the school hall. Chartwells provide a wide range of healthy choices on a three week cycle and the menu is changed every term. The menu is available on the school website or from the office on request.

From time to time Chartwells encourage children to try new food from around the world, and there are sometimes 'themed' days with special menus for example, Halloween or Red Nose Day.

If you child has any special dietary requirements please contact the school to arrange completion of the Special Dietary Menu request forms.

Reception, Year 1 and Year 2 children are entitled to Universal Free School Meals and do not need to pay for their meals. For Nursery and Key Stage 2 children there is a charge of **£2.50** per day. Some children, including all children in reception, year 1 and year 2, are entitled to free school meals. If you are eligible for Free School Meals please contact the office as soon as possible to process your application.

Packed Lunches

If your child brings a packed lunch to school please ensure they bring it to school with them on a morning clearly labelled with your child's name and class.

As we are a Healthy School please do not send fizzy drinks, solid chocolate bars or sweets. Drinks should be either bottled water or fruit juice/cartons. Glass bottles or cans are not permitted.

Drinking Water

Drinking water is provided for the children throughout the day from the school's water coolers and within class. All children will be provided with their own named water bottle by school.

School Uniform

We encourage our children to wear school uniform. This consists of a blue sweatshirt bearing the school badge, white/red polo shirt, also bearing the school badge. Children should wear grey or dark skirt/trousers and sensible shoes. They also need a PE kit with trainers or plimsolls. **ALL UNIFORM ITEMS SHOULD BE LABELLED WITH YOUR CHILD'S NAME.**

School Fund

Parents are requested to make a small voluntary weekly contribution of £1 per family to school fund. This contribution is used to subsidise educational visits and support the provision of additional resources throughout the curriculum.

Breakfast Club

We run a Breakfast Club from 8.00am – 8.50am at both School sites, where we provide a healthy nutritious breakfast which conforms to national food standards, followed by supervised activities. The cost is £7.50 per week or £1.50 per day, which should be paid in advance to the Breakfast Club. Please do not leave your child unsupervised or drop your child off before 8.00 am as we cannot ensure supervision before this time.

Lower School Soft Start

For children in Reception, Year 1 and Year 2 classes they may start at 8.30 by attending a 'Breakfast with a book' session each day. There is no need to book these children should be dropped off by their adult at the main reception door on Lower school site.

After School Clubs

We run a wide range of after school clubs for children. Information regarding clubs will be sent out at the beginning of each term. Places are allocated on a first come/first served basis. Most of the clubs are free, however, some clubs will incur a small charge to contribute towards the cost of resources. The clubs which incur charges are payable in advance and are non-refundable. Please ensure that children are collected promptly otherwise they may lose their space in the club if they are regularly collected late.

Parking

As both sites are situated on residential streets, we actively encourage children to walk to school wherever possible. In the event of children having to travel to school by car please be considerate of our neighbours and be aware **IT IS ILLEGAL TO PARK ON THE ZIGZAG LINES OUTSIDE OF THE SCHOOL** during the designated times. This is for the health and safety of the children and other pedestrians.

MEDICAL MATTERS / ADMINISTRATION OF MEDICINE

If your child has any specific health difficulties or needs, please inform the staff. Following advice from the Local Authority, and in line with our Policy, the school can administer **PRESCRIPTION MEDICINES ONLY**. Parents **must** come into school to complete a form for the administration of medicine. Please do not give medication to your child to bring into school as we will not be able to administer it.

The container must have the pharmacist's label with the child's name, prescribed medication and dosage regime clearly shown.

Children with asthma will be allowed to bring inhalers into school as long as they are clearly marked with the child's name and parents have filled in an Asthma Care Plan. Each school site will also have access to emergency inhalers and staff will receive annual Asthma care training from the school nursing team.

In the event of a child being ill or injured at school, trained staff will provide first aid care for your child and seek further advice if necessary. We ask all parents to provide us with an up to date emergency contact number so they can be notified if their child becomes ill during the school day. If, during the school year, your circumstances / details change, please remember to inform the school immediately.

Special Educational Needs and Disability (SEND)

At Leadgate Primary School, we recognise that all pupils are entitled to a quality of provision that will enable them to achieve their potential. We believe in positive intervention, removing barriers to learning, raising expectations and levels of achievement and working in partnership with other agencies in order to provide a positive educational experience for all our pupils including those with a special educational need or disability. Our school recognises there are particular groups of pupils whose circumstances require additional consideration by those who work with them to support their SEND.

We have appointed a Designated Teacher for Looked after Children, Miss Weaver, who is also the school SENDCO, to ensure all teachers in school understand the implications for those children who are looked after and have SEND. We ensure that all pupils, regardless of their specific needs make the best possible progress.

There are four broad areas of SEND, these are:

- **Communication and Interaction**
This area of need includes children with Autism Spectrum Condition and those with Speech, Language and Communication Needs
- **Cognition and Learning**
This includes children with Specific Learning Difficulties, Moderate Learning Difficulties, Severe Learning Difficulties and Profound and Multiple Learning Difficulties
- **Social, Emotional and Mental Health Difficulties**
This includes any pupils who have an emotional, social or mental health need that is impacting on their ability to learn
- **Sensory and/or Physical Difficulties**
This area includes children with hearing impairment, visual impairment, multi-sensory impairment and physical difficulties.

Children with Special Needs are identified by teachers' professional judgement and in consultation with parents and our learning support team. The school also uses diagnostic testing materials for reading and mathematics. This information is used to produce Support Plans for children who need additional support including Behaviour Support Plans agreed with parents. Please do not be concerned if you are invited into school to discuss the development of a Plan for your child. It may be that he/she has a single issue that we wish to address and support by organising a more personalised approach to their learning.

In some cases, a full assessment may be necessary and may involve specialist staff. Parents will be fully consulted and involved throughout and will be requested to express their views and present additional information. Wherever possible the Local Authority tries to educate children with Special Needs in mainstream school but in some cases, it may be necessary for a child to attend another establishment, which is better able to cater for their specific needs.

SAFEGUARDING / CHILD PROTECTION

Parents should be aware that the school will take any reasonable action to ensure the safety of its pupils. In cases where the school has reason to be concerned that a child may be subject to harm, ill-treatment, neglect or other forms of abuse, staff will follow the Durham Local Safeguarding Board Child Protection Procedures and inform Children's Services Social Care of their concern.

Our Child Protection Officer is -

- Mr Watson, Head teacher

Our Deputy Child Protection Officers are -

- Mrs Hannon, Deputy Head teacher
- Miss Weaver, Deputy Head teacher

Additional Child Protection Officers are -

- Mrs Debbie Wilson, Teaching Assistant
- Mrs Lucy Scarr, Year 5 Class Teacher
- Mrs Katherine Nesom, Deputy SENCo

All school staff have received safeguarding / child protection training and any updates are shared with staff by the designated child protection officers using both electronic recording system and training events

ATTENDANCE AND ABSENCE MONITORING

The school has an attendance target of 97%. Please help us to support your child in attending school regularly and punctually. We ask all parents to support our systems for informing us of pupil absence. If your child is unwell and will not be attending school you are requested to telephone the school office before 9.30am to inform us of the absence. We also have an answer machine so messages can be left if the phone lines are busy. If we have had no contact from you by 9.30am, we will contact you to establish a reason for the absence. If we are not provided with a reason the absence will be recorded as unauthorised and will appear on your child's report.

It is also helpful to know in advance of any medical appointments during the school day. If children are required to leave during school time an adult must come in to school to collect them and provide written confirmation of appointments and sign their child out declaring the reason. It is important that the contact details held in our records are complete and up-to-date. Please let us know as soon as possible of any changes to address, phone number or email address.

We continue to work with A Star attendance and the attendance officer to monitor and support attendance. If your child's attendance is an issue the attendance officer will make home visits to discuss improvements or further advise of options to support improved attendance.

REQUESTS FOR LEAVE

Any leave of absence can be highly disruptive to a child's education and we ask that you make every effort to ensure your child is at school at all times. In September

2013 changes to the law made it clear that Head teachers may not grant leave of absence during term time unless there are **'exceptional circumstances.'**

What are exceptional circumstances?

Every application for leave of absence will be considered on its own merits but the following fall into the category of exceptional circumstances:

- ♦ when a parent from the armed forces returns home from a placement abroad and term time is the only time they have available for a family holiday.
- ♦ The death of a close family member.
- ♦ Where absence for a holiday is recommended by a health professional as part of a child's rehabilitation from a medical or emotional issue.

What does exceptional circumstances not include?

- ♦ A family holiday.
- ♦ Time off to celebrate a birthday.
- ♦ Time off for a sibling to attend a sporting event which their brother or sister is taking part in.

In order to apply for a leave of absence please contact the school office for a 'Leave of Absence form' and then return to school for consideration. This should be done before booking any travel plans. If a leave of absence is not granted then the County School Attendance Improvement Officer may become involved should you take your child out of school without permission.

· **Exceptional Leave requests for Year 6 children during SAT's week will NOT be authorised.**

We would hope that you would will contact School at the earliest opportunity if your child appears unhappy about school so that we can work together to support you and your child.

Further information can be found obtained from www.dfe.gov.uk

Behaviour

The main aim of the school is to praise and encourage good behaviour. In order to have a happy school a calm atmosphere is necessary. Our school rules are mainly concerned with keeping order and preventing accidents. Our experience is that a temporary exclusion from the playground or a particular activity is usually enough.

Parental support is especially helpful if unusual difficulties arise. In such cases the parent will always be informed by a member of the Senior Leadership Team or Class Teacher. Further details of the school's reprimands and sanctions can be found in the school's Behaviour Policy and Exclusions Policy.

Bullying is taken seriously by the school even if it has only occurred on one occasion, children will be counselled and the incident noted. Parents will be

informed as appropriate. Parents are also requested to inform the school immediately of allegations of bullying.

Racist comments and actions will not be tolerated and are reported to all parents of the children involved, the Local Authority and the Governing Body termly.

Organisation

Classes are arranged on a single age basis and are taught by one class teacher who is responsible for the learning and pastoral care of the children in their class. In-class support is provided by a teaching assistant. All teachers are entitled to one half day a week out of class to prepare, plan and assess their work (PPA Time). We try, where possible, to ensure this time will be covered by the same teacher / qualified Teaching Assistant every week. Senior leaders may work out of the classroom at least one afternoon as they undertake management tasks.

Consultation with Teachers

We try, wherever possible, to operate an 'open door' system of communication with our parents. However, we would welcome a telephone call, prior to a visit so we can ensure a member of staff is available to speak with you. In line with our safeguarding procedures, parents are requested to report to reception to sign in our visitor's book. Please do not enter the building at any other access point.

Parents will have the opportunity to discuss their child's progress at designated parents' evenings during the school year. These meetings are held after school with the Class Teacher, and this gives you the opportunity to discuss your child's general progress and to provide information on how they are progressing in areas of the curriculum. During the Summer Term, your child will be given their Annual Report to bring home. This is normally at the end of June/beginning of July. You will have an opportunity to consult with the Class Teacher after receiving the report if you have any areas of concern.

Towards the end of the summer term you will also be given the opportunity to meet with your child's new teacher for September through our "Move Up" transition meetings for parents.

Curriculum

The school seeks to provide pupils with a broad, balanced and relevant curriculum matched to individual needs. The school is structured to accommodate the statutory requirements of the Early Years Foundation Stage and National Curriculum. This consists of the following subjects:-
Mathematics, English, Science, Computing, Geography, History, DT, Music, Art and Physical Education.

The National Curriculum is delivered largely through a carefully planned thematic programme containing elements of the programmes of study from each subject. Parents are provided with an outline of their child's curriculum at the beginning of

each term in the form of a curriculum letter, and on the school website, they can also attend a termly Class Learning Assembly.

The school has a unified approach to ensure the effective deliver of the curriculum. Children also study RE and PSCHE (Personal, Social and Health Education) and Citizenship. The National Curriculum and accompanying assessment, as delivered in school, is a legal requirement and ordinarily no pupil may be excused.

If you require any information about any areas of the curriculum please contact us.

Home School Learning

The school has a Home School Learning Policy and homework is given in increasing amounts as children progress through school. Parents and children will be asked to sign a Home School Agreement. Parents are encouraged to help their children by discussing their school work, by hearing them read and by helping them with homework when appropriate. As well as our structured homework scheme we also use of online homework. Children will be supplied with any login details required .

Year 1	Reading / Phonics
Year 2	Reading / Phonics
Year 3	Reading on a daily basis – Spelling & Tables, Number Bonds, English/Mathematics Homework linked to class lessons. Handwriting on a weekly basis where necessary, Learning Logs
Year 4	Reading on a daily basis – Spelling & Tables, Number Bonds, English/Mathematics Homework linked to class lessons. Handwriting on a weekly basis, Learning Logs
Year 5	Reading on a daily basis and Spelling, Handwriting, English, Maths. Weekly Learning Logs
Year 6	Reading on a daily basis and Spelling, Handwriting, English, Maths. Weekly Learning Logs

If you feel your child requires any additional work to support their learning please contact your child's teacher.

Religious Education & Collective Worship

Religious Education fulfils the statutory requirements and takes place in class lessons. A daily act of collective worship is held in the form of a school assembly. Local ministers visit school and lead Collective Worship during the school year. We also join with Brooms RC Primary for joint services at Christmas and Easter.

Pupils may be withdrawn from part or all of the school's provision for Religious Educations of Collective Worship on religious grounds.

Sport

The school aims to encourage children to develop a healthy lifestyle through our Health Education Programme, PE Curriculum and Extra-Curricular activities. At least 2 hours of curriculum time is allocated to PE and Sporting activities We introduce them to both competitive and non-competitive sports. Children are given the opportunity to participate in games, gymnastics, dance, and outdoor pursuits as well as a range of non-traditional school sports including judo, yoga and taekwondo. Swimming is offered to all Key Stage 2 children as part of the PE Curriculum

Both school sites have large well equipped halls and outdoor playing areas. School teams participate in football, cross-country, kwik cricket, athletics, rugby and tennis festivals. An Annual Sports Day is held at the end of the summer term.

As part of our outdoor pursuits curriculum Year 6 pupils will have the opportunity to visit a YMCA hostel / Outdoor education Centre and participate in outdoor pursuit activities.

Parents are requested to ensure that their child is supplied with the necessary equipment for all PE activities. This consists of shorts, t-shirt, suitable footwear and swimming kit if applicable.

Please note that all jewellery must be removed to allow participation in any PE / Sports activity.

Sex Education

Sex Education is taught as a component of the RSE programme. The School Nurse supports this work through regular visits to school regular basis to talk to the children about health and hygiene, growing up and puberty. Parents and children will be consulted on policy and practice and comments are noted for further discussion with the Governing Body. Following consultation we have extended our work on growing up and puberty to Year 5 children as well as Year 6, subject to qualified nursing staff being available.

Parents have a right to withdraw their child from all or any part of the provision for Sex Education, except those elements deemed compulsory by National Curriculum statutory orders for science, which involve human growth and reproduction.

COMMUNICATION WITH PARENTS

Parents are provided with information about the work children will cover in each subject in order to allow you to support your child's learning and help them in finding out more beyond the classroom. In addition you will be invited to attend your child's Class Learning Assembly every term.

Weekly newsletters are emailed every Friday to all parents and displayed on the noticeboards outside school. They are also available on the school website in the Parent's Section. We would encourage you to access this, as it is a useful source of information.

We also use our school app, which is available to download on Android or iTunes. This allows text communication between school and parents. The advantage of the app is that messages through the app use your text allowance and you will receive notifications through the app when you receive a message or email from us. For effective communication, please ensure you keep your email and telephone number up to date. In addition we ask every family to sign up to Class dojo which will be used by the class teacher to inform parents of individual class updates and information. The school newsletter will also be shared each week using this app. The app is free and can be downloaded onto any mobile device.

Our website contains a wealth of information about school including the statutory information that we are required to provide to you. There are also downloadable forms, school meal menus, information, and photos from trips and events in school.

SOCIAL MEDIA

The school believes that we always try to do the best for our pupils and their families and it is hoped that if parents feel there are any problems, in respect to the school, then you can approach the school in the first instance and discuss any issues you may have, so that we can try and resolve these matters appropriately. We have always maintained an open door policy and are happy to meet with any parent or carer.

We have been, on occasions, disappointed that some parents seem to be associated with or responsible for discussions on social media, which aim criticism at the school/staff and seem to be of a derogatory nature. If you have concerns regarding the school then please contact the school office to arrange an appointment with the Head teacher to discuss any ongoing issues.

If you do not feel that issues are resolved, after talking matters through with the school, then you can be given a copy of the formal complaints procedure. There are laws relating to social media and if parents ignore the legislation then the school may be forced to seek legal advice and take matters further. The school may report the defamatory comments to the social networking site (e.g. Facebook, etc.). The use of social media to make derogatory comments about the school, pupils and also staff members is not in the best interests of the children or the school community as a whole.

PHOTOGRAPHY / DIGITAL IMAGING

Pupils/students are photographed in connection with school plays, concerts, prize-giving, residentials, school trips, performances and sports events for educational purposes.

“Photography” includes film, video and digital imaging and use of photographs in the media for example local newspapers.

Our school has a website and we would like to include photographs/images In addition, videos on it of the children working during their school day. The names of the children will not be included with their photograph to protect their identity. We seek your permission for these photographs/ digital images to be taken. Please contact the office if you want to change/amend your initial decision.

ADMISSIONS

Our admissions limit for Reception is 30 children. At present, our Nursery is able to accommodate a total of 26 children, who can attend morning sessions to complete 15 hours universal provision.

These hours for Nursery address the 15 hours free entitlement. £0 hours provision is covered ever afternoon from Monday to Friday. Parents / carers my purchase additional afternoon slots if they desire.

As a maintained school in Durham L.A. all admissions are made direct to the L.A. through the Coordinated Admissions Scheme. Children will be entitled to enter Reception in the September after their 4th birthday. Visits are arranged for all new entrants in the term before they start school, so that they can get to know the teacher and the rest of the children in a relaxed informal way. New entrants have a shorter working day to begin with. This is gradually increased until all children are following the same working sessions as the rest of the school.

Parents considering applying to the school may arrange an appointment with the Head Teacher. Parents of the new entrants are invited to visit the school for an informal meeting in the term before their child begins school so that they can meet and talk with other parents, look around the school and have any questions answered. If parents are unable to attend at that time the school will be happy to make another appointment on request.

NURSERY ADMISSION

Parents may apply for their child’s name to be placed on a waiting list from the beginning of the school year (1st September to 31st August) in which the child has his/her second birthday.

There is no catchment area for places but policy dictates that preference will be given to children whose parents live within the administrative area of Durham LA. All children have equal access to places in nursery, regardless of race, gender, religious belief, intellectual, physical, social or cultural background.

COMPLAINTS PROCEDURES

During the course of a child's time in school there may be occasions when incidents happen which cause concern to parents. These incidents are usually of a minor nature and are easily dealt with by the Class Teacher in the first instance.

Should parents feel they are not satisfied with the response then they should contact the phase Leader (KS1 – Miss Weaver, KS2 – Mrs Hannon) who will be only too pleased to investigate the matter further. Any complaints about staff should be directed to the Head teacher.

The school has adopted Durham Local Authority complaints procedure. This is available to parents for reference at any time.

DATA PROTECTION

Due to statutory requirements, the school must hold certain information about its pupils, covering a range of details from personal home information to academic statistics. To ensure that Data Protection guidelines are not breached and that parents have a full overview of the information we are required to hold by law, we provide an annual notice to parents, now referred to as the Privacy Notice, which details the information we can hold legally and our obligations under the Data Protection Act. This information is periodically renewed in line with legislation advised by the Local Authority. The Council also hold information relating to the Freedom of Information Act, which is a complex legal framework detailing what records and information members of the public can and cannot have access to. If you would like further clarification about the Act, please contact the Information Governance Officer (Data Protection) at Durham County Council.

SUMMARY OF CHARGING & REMISSIONS POLICY OF GOVERNING BODY

No charges are normally made for school activities. However

- Voluntary contributions to the cost of educational visits, theatre companies or similar visitors may be sought on the understanding that a lack of contributions and insufficient school funds to cover the difference the outing will be cancelled and contributions received will be refunded.
- Any residential visits will be charged at the usual daily rate for the establishment. Weekend charges apply to all pupils.
- If school equipment is lost or wilfully damaged by pupils re-imburement may be requested from the parents.
- If coaches / resources are required for After School Clubs a charge can be made.

SPECIAL NOTICES

School Gate

Please close school gates if you visit the school site during school hours.

No Smoking

The school and the school site are no smoking zones.

No Dogs

Dogs are not permitted on the school site. We ask that they be tied to the railings on the pavement well away from the school gates.

Bicycle Rules

No bicycles, tricycles, scooters, skateboards, etc. should be ridden by members of the public (including school children) on school premises.

Parking

Please ensure to follow all parking regulations at both sites. It is an offence to park on the yellow zig zag lines outside of the school during school hours and also poses a safety risk to children entering and leaving the premise. Safety First.

Also consider making arrangements to collect and drop off away the school gates to avoid congestion and risk to adults / children using pedestrian access.