



School Prospectus

2026/2027

Upper School, Alder Grove, Leadgate, DH8 7RH

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Welcome

Welcome from the Headteacher,

Dear Parents, Carers and Visitors,

Thank you for taking the time to learn more about Leadgate Primary School. We are proud to be a happy, caring and vibrant school where children are at the heart of everything we do. Our aim is to provide an education that is exciting, meaningful and enriching, ensuring that every child feels safe, supported and inspired to achieve their very best.

I am proud to be part of the Leadgate team and privileged to lead such a committed and dedicated group of professionals. Together, we work hard to deliver the highest standards of teaching and learning, and to secure the best possible outcomes for all pupils.

At Leadgate, we value the development of the whole child. We nurture academic achievement alongside personal growth, encouraging curiosity, creativity and resilience. We celebrate individuality and strive to build confidence in every child, helping them to believe in themselves and their potential.

Our curriculum is broad and engaging, enriched by outdoor learning, educational visits and special events that create lasting memories and foster a love of learning. We are proud of our strong sense of community and the close partnerships we build with families, recognising that collaboration is key to every child's success.

Thank you for considering Leadgate Primary School. We would be delighted to welcome you in person and share with you what makes our school such a special place to learn and grow.

Warm regards,
Miss Laura Weaver
Acting Headteacher



Welcome from the Chair of Governors

As Chair of Governors, I'm incredibly proud to be part of such a warm, inclusive school community. Our role as governors is to support and challenge the school to ensure every child receives the best possible education in a safe and nurturing environment.

Leadgate is a place where children are encouraged to be curious, confident and kind. We work closely with the Headteacher and staff to help shape the school's vision and make sure it continues to grow and thrive. It's a real privilege to see the dedication of the team and the enthusiasm of the children every time I visit.

We are committed to making sure Leadgate is a school where every child feels valued and every family feels welcome. Whether you are a prospective parent, a new member of staff, or just curious about what we do, we hope you'll find Leadgate to be a place full of energy, care and ambition.

Warm regards,
Vikki Cooper
Chair of Governors

Aims and Vision

Our Core Vision is:

‘Caring, Sharing, learning Together’

‘To provide high quality teaching and learning in a rich learning environment focused on individual needs to enable all children and staff to meet or exceed their potential and become confident lifelong learners’



At Leadgate Primary School:

- We are concerned about the ‘whole’ child
- We care about our children – Every child matters to us –we remove the barriers to learning whatever they may be
- We aim to developed a strong RESPECT agenda
- We have high expectations for all our children and want them to be proud of what they achieve
- We focus on the RIGHTS of every child – a safe and caring learning environment where everyone is respected and valued
- Our children are polite and well mannered to visitors and we create a caring ethos
- We prepare our children to face the world of work. Confident, capable, flexible learners
- We promote enjoyment as well as education- Our children want to come to school and our children have a voice!
- We involve the community in as much as we can and we see this as the future of the school

Staffing

Structure and Roles

Senior Leadership Team			
Headteacher		Laura Weaver	
Deputy Headteacher		Clare Hannon	
Acting Deputy Headteacher/Early Years Lead		Katy Nesom	
Deputy SENDCO/ Specialist Base		Helen Handy	
Teaching and Educational Support Staff			
Year group	Teacher	Support Staff	
NEST (Specialist Base)	Helen Handy	Mandy Piggford Debbie Wilson	
Nursery	Tracy Reed	Julie Hamilton Amy McCready	
Reception	Katy Nesom		
Year 1	Faye Morgan	Scott Brannigan-Howes	
Year 2	Lucy Wildsmith	Carey Mclean	
Year 3	Nicola Faulkner	Sarah Boyle Kayley Birdsall	
Year 4	Clare Hannon	Graeme Baker	
Year 5	Bethany Beveridge	Kay Seccombe	
Year 6	Lucy Scarr	Catherine Walls Kayley Birdsall Kirsty Keeler	
HLTA/ PPA Cover	Catherine Walls Kirsty Keeler		
SEND & Inclusion Team			
SENDCO	Laura Weaver	Deputy SENDCO	Helen Handy KS2 Katy Nesom EYFS/KS1

Staffing

Structure and Roles

Administrative and Support Staff

School Secretary	Rachel McGregor	Kitchen Team Upper	Sharon Caulfield Dawn Simpson
School Administrative Assistant	Claire Taylor	Kitchen Team Lower	Antonia Hannant-Thompson Betty Monyeso
Breakfast Club	Diane Walker Scott Brannigan Howes	Caretaker Upper	Marc Grierson
Midday Supervisors Upper	Kay Seccombe Susan Birrell Mandy Piggford	Caretaker Lower	Terence Miller
Midday Supervisors Lower	Victoria Welford Lesley Elsinor Diane Walker	Cleaners	Diane Walker Susan Birrell Imelda Baker

Governors

Roles and Responsibilities

Governors		
Governor Type	Name	Position
Local Authority Governor	Vacancy	
Headteacher	Laura Weaver	Ex officio
Parent Governors	Ashleigh Armstrong	
	Siobhan Draper	
Co-opted Governors	Vikki Cooper	Chair of Governors
	Andy Plant	Vice Chair of Governors
	Alan Shield	
	John Brierley	
	Estelle Spring	
	Watts Stelling	Safeguarding
Staff Governor	Kirsty Keeler	
Associate Member	Clare Hannon	
	Katy Nesom	

Early Years Foundation Stage

At Leadgate Primary School, our Early Years provision—spanning Nursery and Reception—places the child at the heart of everything we do. We are committed to nurturing the whole child in an environment that values creativity, curiosity, connection, and care.



Nursery: A Nurturing Start

Our Nursery offers a warm, inclusive setting where children are seen as natural-born thinkers and explorers. We follow a child-led approach, encouraging independence and deep engagement through a carefully prepared environment. Inspired by early years pioneers, our pedagogy supports emotional well-being, resilience, and a lifelong love of learning.



The emergent curriculum is shaped by children's interests, play themes, and developmental needs. Practitioners observe sensitively and guide learning through high-quality interactions. We prioritise essential early life skills—such as toileting, using cutlery, sharing, and independence—ensuring children are ready for formal learning. Language development, physical skills, and executive function are key focuses, alongside rich experiences in literacy, mathematics, expressive arts, and understanding the world. Our nursery builds strong foundations for future success, fostering secure attachments and a strong sense of belonging.

Early Years Foundation Stage

Reception: Building Confident, Happy, Successful Learners

In Reception, children continue to learn through play, exploration, and meaningful interactions. Our curriculum is designed to nurture confident, happy, and successful learners by supporting development across the prime areas—Communication and Language, Physical Development, and Personal, Social and Emotional Development—as well as the specific areas of learning: Literacy, Mathematics, Understanding the World, and Expressive Arts and Design.



Early Years Foundation Stage

The Areas of learning are: Literacy, Mathematics, Understanding the World, and Expressive Arts and Design. We place a strong emphasis on developing communication skills, building positive social relationships, and fostering key learning behaviours such as perseverance, resilience, and independence. Each day includes:

- Phonics, writing, and reading activities linked to shared books and children's interests (Literacy)
- Daily maths sessions that build number sense and problem-solving skills (Mathematics)
- Fine motor activities to support handwriting and coordination (Physical Development)
- Child-initiated and adult-led learning both indoors and outdoors (Understanding the World & Expressive Arts and Design)



Children enjoy breakfast together, developing independence through self-service routines and social interaction. Our timetable ensures a balance of structured and exploratory learning, with opportunities to express creativity, ask questions, and build foundational knowledge. We follow the Early Years Foundation Stage (EYFS) framework, ensuring children are equipped with the knowledge, skills, and attitudes needed to thrive in school and beyond.



KS1 & KS2 Curriculum

At Leadgate Primary School, we are committed to providing all pupils with a broad, balanced and relevant curriculum that is carefully matched to individual needs. Our curriculum is designed to inspire curiosity, foster creativity and ensure every child has the opportunity to achieve their full potential. We deliver our curriculum through a carefully planned thematic approach, integrating elements from each subject to create meaningful and engaging learning experiences. This approach helps children make connections across different areas of learning and deepens their understanding. Our school curriculum meets the statutory requirements of the National Curriculum and includes the following subjects:

- English
- Mathematics
- Science
- Computing
- Geography
- History
- Design & Technology
- Music
- Art
- Physical Education
- PSHE/RSE



KS1 & KS2 Curriculum

At Leadgate Primary School, we are committed to promoting healthy lifestyles and physical wellbeing through our Health Education Programme, PE curriculum and a wide range of extra-curricular activities.

All pupils receive a minimum of two hours of curriculum time dedicated to PE and sport each week. Our programme introduces children to both competitive and non-competitive sports, encouraging participation, teamwork and personal development. Pupils engage in a variety of activities including games, gymnastics, dance, and outdoor pursuits, as well as non-traditional sports such as judo, yoga and taekwondo.

Swimming is offered to all children in Key Stage 2 as part of the PE curriculum, ensuring they develop essential water safety and swimming skills.

Both school sites benefit from large, well-equipped halls and outdoor playing areas. Our school teams regularly participate in local sporting events and festivals, including football, cross-country, kwik cricket, athletics, rugby and tennis. We also host an Annual Sports Day at the end of the summer term, which is a highlight for pupils and families alike.



We kindly ask parents to ensure their child is equipped with the appropriate PE kit, which includes shorts, a t-shirt, suitable footwear and a swimming kit where applicable. For safety reasons, all jewellery must be removed before participating in any PE or sports activities.

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.

Sex Education is taught as a component of the RSE programme. The School Nurse often supports this work through regular visits to school to talk to the children. 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.

Forest School

Our Forest School sessions offers an inspiring way for children to learn beyond the classroom, combining adventure with education. In a natural outdoor setting, pupils take part in practical activities and achievable tasks that build confidence, independence, and resilience. Forest School is closely linked to the curriculum, supporting subjects such as science, geography, and PSHE by providing real-world contexts for exploration, problem-solving, and teamwork. These experiences strengthen core skills like communication and critical thinking, which directly enhance academic progress back in the classroom. Children typically show improved concentration, motivation, and creativity, helping them excel across all areas of learning. By fostering a lifelong connection with nature, Forest School nurtures emotional well-being and equips pupils with the skills they need to thrive both academically and personally. All classes take part in forest school sessions across the year.



Nurture Provision

Our Nurture Group is a small group of up to 12 pupils on each site. Nurture provision offers a short term (between 2-4 terms), focused, early intervention strategy, which addresses barriers to learning arising primarily from social, behaviour, emotional or well-being difficulties, in an inclusive and supportive manner. Children follow a structure and routine that is clear to both staff and children which includes group listening and speaking, work tasks from their teacher, individual and shared playing and social skills. The group runs on consistency, positive reinforcement and praise. The group will help to boost confidence and self-esteem, improve social skills and help develop independence. It aims to support pupils:

- To engage, listen and concentrate.
- To work together , sharing taking turns and building resilience.
- To build friendship and make connections with each other.
- To have opportunities to talk about and understand their feelings.
- To form happy, safe relationships with others.
- To experience and practice the development of positive relationships



Communication

At Leadgate Primary School, we believe that strong communication between home and school is key to supporting every child's learning journey. We aim to keep parents and carers well-informed and involved in all aspects of school life.

At the start of each term, parents receive an overview of the curriculum their child will be covering. This helps families support learning at home and encourages children to explore topics beyond the classroom.

We use Class Dojo to share regular updates, including news, reminders, and details about upcoming events such as trips, assemblies and special activities. Parents receive both whole-school messages and updates specific to their child's class. We ask all families to sign up to Class Dojo, which is free to download on any mobile device. The weekly school news bulletin is also shared via this platform.

In addition, we use the Arbor School App to communicate directly with parents via text and email. The app allows messages to be sent using your existing text allowance and provides notifications when new messages or emails are received. To ensure effective communication, we kindly ask parents to keep their contact details—especially email addresses and phone numbers—up to date.

Our school website contains a wide range of useful information, including statutory documents, downloadable forms, school meal menus, and photos from recent trips and events.

If you ever need assistance or further information, please don't hesitate to contact the school office—we are always happy to help.

Parents will have the opportunity to discuss their child's progress during designated parents' evenings held throughout the school year. These meetings provide a chance to review your child's development and achievements across the curriculum. In the Summer Term, children receive their Annual Report, typically at the end of June or beginning of July. Parents are welcome to consult with the class teacher if they have any questions or concerns after receiving the report.

Towards the end of the summer term, we also host "Move Up" transition meetings, giving parents the opportunity to meet their child's new teacher for September and support a smooth transition into the next academic year.



Admissions

At Leadgate Primary School, our Reception admissions limit is 30 children. We are a one form entry primary school. Our Nursery provision accommodates up to 20 children 3-4years and offers 15 hours of universal entitlement through morning sessions. In addition, we provide 30-hour provision every afternoon from Monday to Friday, and parents and carers may choose to purchase additional afternoon sessions if desired. From January 2026, we are excited to extend our provision from January 2026 to include two-year-olds, ensuring high-quality early years education for even younger children.

As a maintained school within Durham Local Authority, all admissions are managed through the Coordinated Admissions Scheme. Children are eligible to enter Reception in the September following their fourth birthday. Prior to starting, children are invited to visit the school to meet their teacher and classmates in a relaxed, informal setting. New starters begin with a shorter school day, which is gradually extended to match the full timetable.

Parents considering applying are welcome to arrange a visit with the Head Teacher. We also host an informal meeting for parents of new entrants during the term before their child starts, offering a chance to meet other families, tour the school, and ask questions. If parents are unable to attend, alternative appointments can be arranged.

Nursery Admissions

Parents may apply to place their child on the Nursery waiting list from the beginning of the school year in which the child turns two years old (1st September to 31st August). While there is no catchment area, priority is given to children whose families live within the Durham LA administrative area. We are committed to equal access for all children, regardless of race, gender, religious belief, or background.



Special Educational Needs

At Leadgate Primary School, we are committed to ensuring that all pupils receive a high-quality education that enables them to achieve their full potential. We believe in positive intervention, removing barriers to learning, raising aspirations, and working in partnership with families and external agencies to provide a supportive and inclusive learning environment.

We recognise that some pupils may require additional support due to a special educational need or disability (SEND). Our provision is designed to meet the needs of all learners, including those in specific groups who may require tailored approaches.

Our SEND provision is led by Miss Laura Weaver, our SENDCO and Designated Teacher for Looked After Children. She is supported by Mrs Katy Nesom and Mrs Helen Handy, our Deputy SENDCOs. Together, they ensure that all staff understand the needs of pupils with SEND and are equipped to support them effectively.

SEND is identified under four broad areas:

- Communication and Interaction
 - (e.g. Autism, Speech, Language and Communication Needs)
- Cognition and Learning
 - (e.g. Specific Learning Difficulties, Moderate to Profound Learning Difficulties)
- Social, Emotional and Mental Health (SEMH)
 - (e.g. emotional, social or mental health needs impacting learning)
- Sensory and/or Physical Needs
 - (e.g. hearing or visual impairments, physical disabilities)

Children may be identified through teacher observations, assessment data, and consultation with parents and our learning support team. Diagnostic tools are used where appropriate to support identification in areas such as reading and mathematics. This information helps us create personalised Support Plans, including Behaviour Support Plans, in collaboration with families.

We believe it is essential to identify needs early so that pupils receive the right support and provision to help them be successful, confident and happy in school. Our team is here to work in partnership with families to ensure every child's needs are understood and met. At Leadgate Primary School, we are a needs-driven school committed to identifying and supporting pupils with additional needs as early as possible. Early identification is key to ensuring that children receive the right support and provision to help them succeed and feel happy in school.

Special Educational Needs

Where concerns are identified, they are monitored closely to ensure timely and effective support. If it is agreed that a child should be added to the SEND register, parents/carers will be fully involved in the process. Every child on the register will have an Individual Support Plan, created and managed via Provision Map, our online system. This follows the Assess, Plan, Do, Review cycle outlined in the SEND Code of Practice:

- Assess: Teachers use current assessment data to build a clear picture of the child's needs
- Plan: Between 4 and 7 personalised targets are set based on those needs
- Do: Provision may include quality first teaching, targeted interventions, and external support
- Review: Plans are reviewed termly and updated in consultation with parents

While some families may seek a formal diagnosis to better understand their child's needs, our priority is to ensure that appropriate support is implemented as soon as additional needs are identified. Most pupils receive high-quality support at the SEN Support stage, and in some cases, top-up funding or an Education, Health and Care Plan (EHCP) may be considered.

Our skilled and knowledgeable team receives ongoing SEND training and works closely with specialist teachers to ensure robust and effective support plans are in place for every child who needs them.

N.E.S.T. Enhanced Learning Provision

At Leadgate Primary School, we are proud to offer our N.E.S.T. Provision—a specialist, 8-place enhanced learning environment designed to support pupils in Key Stage 2 (Years 3 to 6) who have significant and complex needs identified through an Education, Health and Care Plan (EHCP).

Placement decisions for N.E.S.T. are made through close collaboration between the Local Authority SEND Casework Team, the child's family, and the school, ensuring that each placement is appropriate and tailored to the pupil's individual needs.

N.E.S.T. provides a blended curriculum offer, combining core academic learning with targeted interventions that support social communication, emotional regulation, and personal developments.

The provision is designed to offer a calm, structured and nurturing environment where pupils can thrive both academically and emotionally. Our aim is to help each child develop confidence, independence and the skills needed to succeed in their learning and wider life.

Playtimes

	Nur	Rec	Y1	Y2	Y3	Y4	Y5	Y6
Morning Play	No Playtime CP	10.45-11:00						
Lunch	11:50 - 12:55		12:00- 13:00					
Afternoon play	No Playtime CP		14:00- 14:15		14:10- 14:20			

The children have a 15 minute morning break and a 10 minute afternoon break. All children are provided with breakfast at the start of the day and fruit during morning break and milk to all children in Nursery to Year 2. We encourage active play at break times 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.



Drinking water is provided for the children throughout the day from the school's water coolers and within class. All children are encouraged to bring their own named water bottle every day. No fizzy drinks or juice.

Lunchtime

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 £2.95 per day. Some children 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. We are a NUT FREE school.



Behaviour

Policy and Procedures

At Leadgate Primary School, we aim to create a calm, safe and happy environment where children can thrive both academically and socially. We believe that promoting positive behaviour is essential to maintaining a respectful and inclusive school community.

Our approach centres on praising and encouraging good behaviour. We use a shared language across the school—"We are ready; We are respectful; We are responsible"—to help children understand expectations and make positive choices. Rules are framed using positive language (e.g. "We walk" rather than "No top running"), and good behaviour is celebrated through class reward systems and whole-school assemblies.

We promote good behaviour through:

- Calm, quiet and well-organised classrooms
- Highly engaging, well-planned lessons
- Clear and consistent classroom routines
- Praise and recognition for positive choices
- Supportive relationships between staff and pupils

Where behaviour does not meet expectations, appropriate consequences are applied. If concerns persist, parents will be invited into school to discuss and agree on an Individual Behaviour Plan to support their child's needs. It is important that classrooms remain focused learning environments, and we work closely with families to ensure this is maintained.

We understand that children may fall out with one another as part of their social development. Learning to manage relationships effectively is a key milestone, and some pupils may require additional support during unstructured times such as playtime or lunchtime. However, bullying is not tolerated at Leadgate Primary School. Bullying is defined as repeated behaviour intended to hurt or intimidate another pupil. All incidents are taken seriously, recorded, and addressed promptly. Parents are informed as appropriate, and we ask that any concerns about bullying are reported to the school immediately.

Racist comments or actions are not tolerated under any circumstances. These are reported to the parents of all children involved, the Local Authority, and the Governing Body on a termly basis.

Further details about our behaviour expectations, sanctions and procedures can be found in our Behaviour Policy and Exclusions Policy, available on the school website.

Pupils

Routines and Procedures

Pupils Arriving at School

Children should not arrive at the Upper School site school before 8.40 am, Lower School site 8.40. Children must be supervised by parents at Lower Site until the doors open at 8.45am. At Upper School All children must remain in the yard until staff greet them at the start of the day and escort the children into school in an orderly fashion.

Pupils Leaving School

The school day ends at 3:15 pm on the Lower School site and 3:25 pm on the Upper School site. Staff are responsible for the safe dismissal and supervision of children at the end of the day.

- Children remaining on the premises after dismissal should stay with their class teacher. Contact will be made with a parent or emergency contact.
- Children leaving early must be signed out at reception by a parent or authorised adult.
- Children attending after-school clubs must be collected by an appropriate adult. No child is permitted to walk home from an after-school club.
- Only individuals aged 16 or over may collect pupils.
- Pupils will only be released to adults listed on their information forms. If someone not listed is collecting a child, the school must be informed in advance.
- Children will not be released to any adult not on the authorised list unless prior notification has been received by the school.

Pupils Walking Home Policy

- Pupils in Year 5 and Year 6 may walk home independently only with written parental consent.
- Parents must complete a Walking Home Permission Form, which is kept on record.
- Children walking home must leave promptly at the end of the school day and follow a safe, agreed route.
- Staff will not allow a child to walk home alone without prior written permission.
- It is the responsibility of parents to ensure their child is aware of road safety and understands expectations for safe travel.

Extended School Provsion

Breakfast Club runs daily at a £2.00 fee from 08:00 to 08:40, when the school gates open. It is free for all children from 08:30am and is open to pupils from Reception to Year 6.

- The club is staffed by at least one member of the school team.
- A healthy breakfast is offered, including toast, fruit, and cereal.
- A variety of engaging activities are available each morning to help children start their day positively.

We offer a range of after school clubs that children from all year groups can sign up to. These clubs provide opportunities for enrichment, creativity, and physical activity.

Timetables

EYFS/Reception		KS1 (Years 1 & 2)		KS2 (Years 3 - 6)	
8.30-8.50	Breakfast with a Book	8.30-8.50	Breakfast with a Book		
08:50 - 09:30	Soft Start and Phonic Session	08:50 - 09:30	Registration Skills Session	09:00 09:15	Registration Skills Session
09:30 - 11.30	Session 1/Continuous Provision	09:15 - 10.15	Session 1	09:15 - 10.30	Session 1
11:30 - 11:45	Carpet Session	10:30 - 10:45	Assembly	10.30-10.45	Assembly
11:50 – 13:00	LUNCH	10:45 11:00	BREAK TIME	10:45 11:00	BREAK TIME
13:00 - 13:30	PM Registration Carpet Session	11:00 - 12:00	Session 2	11:00 - 12:00	Session 2
13:30 - 15:00	Continuous Provision	12:00 - 13:00	LUNCH	12:00 - 13:00	LUNCH
15:00 - 15:15	Carpet Session	13:00 - 14:00	PM Registration Session 3	13:00-14:10	PM Registration Session 3
15:00	NURSERY HOME TIME	14:00 - 14:15	AFTERNOON PLAY	14:10 14:20	AFTERNOON PLAY
		14:15 - 15:15	Session 4	14:20 15:25	Session 4
15:15	RECEPTION HOME TIME	15:15	KS1 HOME TIME	15:25	KS2 HOME TIME
15:30 - 16.00	After School Clubs / Boosters				

Routines and Procedures

Uniform

There is a school uniform which consists of Blue sweatshirt, sweater or cardigan, grey or black skirts or trousers, and white / red polo shirts. School PE tops and footwear are worn for PE. Where pupils do not have school PE kit they must have a change of clothes or they will not undertake that session. Children must wear suitable and appropriate footwear.

Children should not wear jewellery in school without parental completion of a signed jewellery proforma. The school jewellery policy does not permit the wearing of bracelets or necklaces. All jewellery including Watches must be removed for PE. The responsibility for removal of earrings and replacing rests solely with the child.

Please encourage children to wear uniform at all times.

Curriculum Enrichment

At Leadgate Primary School, we believe in enriching the curriculum through meaningful experiences that inspire and engage our learners. Throughout the year, we welcome a variety of visitors into school—including the police, fire service, and other special guests—who help bring learning to life. We host Curriculum Enrichment Days, where children take part in themed workshops designed to deepen their understanding and broaden their horizons across subjects. Carefully planned school trips are linked to classroom learning, providing real-world connections and memorable opportunities that support children's development and curiosity.

Safeguarding Procedures

Safeguarding Team	
Laura Weaver	Designated Safeguarding Lead (DSL)
Clare Hannon	Deputy DSL
Katy Nesom	Deputy DSL
Lucy Scarr	Deputy DSL
Helen Handy	Deputy DSL
Watts Stelling	Safeguarding Link Governor

At Leadgate Primary School, safeguarding is everyone's responsibility. We are fully committed to ensuring that all children feel happy, safe, and secure. Creating a safe and supportive environment is at the heart of everything we do, and we work proactively to protect the welfare of every child in our care.

If you have any concerns about a child's safety or wellbeing, or if you require support or advice regarding safeguarding matters, please do not hesitate to contact a member of the safeguarding team. We are here to help. Together, we can ensure that every child thrives in a safe, nurturing, and respectful environment.

Mobile Phones

Mobile phones are not permitted to be used during the school day at Leadgate Primary School. If a child brings a mobile phone to school, it must be switched off upon arrival and handed in to the main school office for safe storage. Pupils will not have access to their phones during the school day. This policy helps ensure a focused, safe, and distraction-free learning environment for all children.

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.

Safeguarding

Procedures

First Aid and Accident Procedures

At Leadgate Primary School, the safety and wellbeing of our pupils is a top priority. All teaching and support staff are appropriately trained in First Aid and are equipped to respond to accidents and injuries that may occur during the school day. Minor injuries are treated using the class first aid kit and must be recorded appropriately. A First Aid slip will be sent home to inform parents of any minor incidents.

In the event of a more serious injury, the Head Teacher or senior leader on site must be informed immediately. Severe accidents are recorded by the admin team using the online accident reporting system, and parents will be contacted directly. Children will only be treated by staff who are trained and confident in administering First Aid, ensuring a calm and professional response to any incident.

Medication

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.