



# **New Brancepeth Primary School School Brochure**

Rock Terrace, New Brancepeth, Co. Durham, DH7 7EU

Telephone: 0191 373 0736

E-mail - [newbrancepeth@durhamlearning.net](mailto:newbrancepeth@durhamlearning.net)

Website - [www.newbrancepeth.durham.sch.uk](http://www.newbrancepeth.durham.sch.uk)

Executive Headteacher Mrs H L Templeton (BA Hons)

## **An Open Invitation to Prospective Parents:**

At New Brancepeth Primary School we believe that our pupils are the best advert for our school. If you are considering our school, please contact us and we will be more than willing to show you around, so you can see the quality education and experiences we deliver at first hand.

At New Brancepeth Primary School we treat everyone equally and fairly regardless of:

- Age
- Disability
- Gender
- Gender identity
- Marriage
- Pregnancy
- Race and nationality
- Religion or belief
- Sexual orientation

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# **1. Welcome to New Brancepeth Primary School**

New Brancepeth Primary School,

Rock Terrace

New Brancepeth,

DURHAM

DH7 7EU

Tel No: (0191) 373 0736

Executive Head Teacher: Mrs H L Templeton (B.A. Hons)

Dear Parents,

We are delighted to welcome you and your child/children to New Brancepeth Primary School, which is part of the Discovery Federation.

We hope you will find our Brochure helpful in giving you as much information as possible about New Brancepeth Primary School. If you wish to see further information, please visit the school website or ask at the office.

We value all our parents as partners in the education of their child. We organise regular opportunities for parents to come into school, not only to discuss their child/children's academic progress, but also to share in other aspects of their wider education. We are always more than happy to answer questions and provide information.

Our aim is to provide an inspiring curriculum that helps prepare children to lead full and active lives in a rapidly changing world.

Yours sincerely,

H L Templeton

## **2. The Village**

New Brancepeth Primary School is situated in a small village about 3 miles from Durham City. The village of New Brancepeth is made up of both council and private housing with shops, churches, a Post Office and a Workingmen's Club. A number of activities take place in the close knit village, including a Youth Club and long established Jazz Band.

## **3. The School**

The school, opened in 1974, stands in its own grounds and is surrounded by housing. The school is of clasp design and is in two sections, separated by the main hall and kitchen.

**The Foundation Stage Unit** comprises a 26 place Nursery where we offer 2 year old play and learn places, 3/4 year old 15 hours and/or 30 hours

**The Upper School** comprises five classrooms (one doubles as a computer suite) as well as additional small teaching areas.

The large hall is used for a variety of purposes including P.E., assemblies and meals. School meals are cooked on the premises.

Children in Key Stage 2 (Junior Years) begin to learn a foreign language and enjoy whole class specialist music tuition for at least part of the year.

For at least one school year, children attend Brandon Swimming Pool for whole class swimming tuition.

## **4. Aims**

At New Brancepeth Primary School, in partnership with parents, Governors and the LEA, our aim is to establish a happy, caring, safe and stimulating environment which helps prepare each child to become an active, open minded and considerate citizen of the world. By identifying opportunities to promote;

- Consideration for others
- Healthy living
- Multiculturalism
- Environmental awareness
- Enterprise
- Creativity

We aim to ensure our curriculum is geared to help provide the skills and experience necessary for life in the 21<sup>st</sup> Century.

By providing a quality education at New Brancepeth Primary School we aim to provide children with a relevant curriculum that is broad, balanced and differentiated, according to ability. By doing so, children will have the opportunity to develop physically, socially, emotionally, morally and intellectually.

The following support the development of our children:

- Promoting confidence and self-esteem, by recognising areas in which they are less confident and always praising their achievements.

- Nurturing a caring attitude towards others, the school environment and the wider community, by encouraging the children to follow and accept the consistent, positive examples demonstrated by staff.
- Helping children develop a sense of right and wrong through their ownership of school codes of behaviour and acceptance of the need to be:
  - honest
  - fair
  - polite
  - well behaved
  - tolerant and understanding
  - considerate.

To encourage children to become self-motivated, conscientious and independent learners by:

- Rewarding initiative, consistent efforts and high standards.
- Providing children with the necessary experiences that foster enquiring minds and creativity, through stimulating and challenging activities.
- Providing children with activities that develop their knowledge, skills and understanding by providing relevant learning opportunities.
- Fostering links with parents, encouraging them to work in partnership with school by establishing good relationships and regular opportunities for contact.

## **5. Foundation Stage Unit**

### **Nursery Admissions**

Admission to New Brancepeth Primary School Nursery follows LEA criteria and procedure.

1. Parents request to the school that their child's name be put on the Nursery waiting list giving details of child's name, address, date of birth.
2. Parents receive written acknowledgement of the school's recording of their child's name on the waiting list.

Criteria for Nurseries offering places to children are as follows:

- i. children 'in need'
  - ii. children with previous experience of LEA or primary education;
  - iii. date of entry to primary school.
3. Parents are notified when a place is available for their child to start Nursery, usually once they have passed their third birthday.

Parents must note that, once a place is accepted at a particular Nursery, a transfer to another LEA Nursery is not possible unless the family has moved to a different area.

### **Nursery Information**

#### **Times of Opening**

<b>Morning Session</b>	8:45 a.m. - 11.45 a.m
<b>Afternoon Session</b>	12.15 p.m. - 3.15 p.m.

*Please note that parents can opt to buy **extended care** for their children.  
We operate this facility on a flexible basis, always trying to*

*accommodate specific family needs. We currently offer care from 8:30am in the form of a breakfast club.*

### **Parent Helpers**

We are always happy to welcome **parents** as **helpers**. If you are able to help, please contact a member of staff. Everyone who works closely with children will be asked to complete a DBS check.

### **Car Parking**

**PLEASE NOTE:** We regret that we are unable to provide car parking facilities for all parents. We request that parent's park thoughtfully to minimise danger to children around the school at drop off and pick up times.

### **Settling in at Nursery**

Our aim is to welcome you and your child into a happy, caring, exciting and bright environment, in which they can begin their education. Prior to your child starting Nursery, you will be contacted by a member of the Nursery staff to arrange an informal visit to your home. This allows staff to get to know your child in an environment in which he or she feels safe and secure.

Following an induction visit, once your child begins attending Nursery, you will be welcome to stay with them for as long as you and the staff feel is necessary. Once settled happily, a quick, firm good-bye is best. Some children may take longer than others to settle into Nursery. It is always very important that you bring your child into the Nursery and make sure that they are settled before you leave. Please also ensure that someone collects your child promptly at the end of the session. All

children must be brought and collected by a known adult. **We must be informed if someone different is to collect your child.** A password system is in operation for occasional times when an unfamiliar adult has to collect from Nursery. This is to ensure your child's absolute safety at all times.

## **Early Years**

### **Introduction**

Early childhood is the foundation on which children build the rest of their lives. During this time, children develop emotionally, intellectually, morally, physically, spiritually and socially at different rates. All of these aspects of development are equally important and are interwoven.

The starting point for teaching children should be from what they can do rather than what they cannot do. This will enable them to feel confident in themselves and their abilities.

### **The Early Years Curriculum**

*'Play is our children's work'*

The Foundation Stage begins when a child is 3 years old and continues to the end of Reception Class. The Early Years Foundation Stage curriculum is divided into seven areas of learning and development. All areas are interconnected. Three areas are particularly crucial:

These **Prime Areas** are:

- **Communication and Language**
- **Physical Development**
- **Personal Social and Emotional Development**

There are four other **Specific Areas**:

- **Literacy**
- **Mathematics**
- **Understanding the World**
- **Expressive Arts and Design**

### **A brief description of each Area:**

#### **Communication and Language**

Giving children opportunities to experience rich language, opportunities to express themselves and speak and listen in different situations.

#### **Physical Development**

Giving children opportunities to be active and interact together, to develop coordination control and movement and to make healthy choices in relation to food.

#### **Personal Social and Emotional Development**

Giving children opportunities to develop self-confidence, form relationships, have respect for others, manage their feelings and understand appropriate behaviour.

#### **Literacy**

Giving children opportunities to link sounds and letters and begin to read and write.

#### **Mathematics**

Giving children opportunities to develop and improve skills in counting, understand and use numbers, do simple calculations and describe shapes, spaces and measures.

## **Understanding the World**

Giving children opportunities to make sense of the world and community by exploring, observing and finding out.

## **Expressive Arts and Design**

Giving children opportunities to use a wide range of materials, paints and other art products and express themselves through music, dance, drama and design technology.

## **Playing together**

In our Early Years setting, we provide a range of opportunities for children to learn to play together and progress through stages of play:

- Solitary play - Child plays alone
- Parallel play - Child plays alongside other children
- Co-operative play - Child plays with other children

## **Creative play**

Children enjoy choosing and using a range of materials (paint, dough, clay, found materials, fabrics, wood, etc.) to create pictures and objects of their own. In doing so, they investigate and experiment with materials.

## **Outdoor Environment**

We have stimulating and attractive outdoor facilities including a school allotment. Whenever possible, staff encourage children to use the outdoor environment to develop curiosity and knowledge of the world around them. Being active in the fresh air is important to a child's development. Children should always, whatever the time of year, come to school appropriately dressed to work and play outside.

### **Constructional play**

Whilst playing with a variety of constructional toys (Duplo, Construx, Masta Builda, Poly-M etc.) children are able to progressively develop their manipulative skills. Jigsaws, threading and fitting together toys develop co-ordination skills and the ability to match shape and colour. When using this equipment children learn about mathematical ideas such as size, number, shape, length, height and comparison.

### **Pretend play**

Children love to dress up. Playing at real life situations can help children to understand their own feelings and how it might feel to be someone else.

### **Books and Stories**

Books and stories help develop children's language, understanding and imagination and extend their experience of the world. Early experience of books helps to lay the foundation for reading in the future.

### **Musical Experience**

Through playing with musical instruments, dancing and singing, children discover how to create new sounds, make their own rhymes and find exciting new ways of expressing themselves.

### **Assessment of progress**

Every child is assessed in an ongoing way throughout their time in the Foundation Unit, using the Early Years Foundation Stage Profile. Parents are invited via regular parents' evenings to discuss their child's progress.

## **Helpful Information**

- Please label your child's coat, shoes, wellingtons, jumpers and cardigans.
- Children are often upset when their own toys are broken or lost, so please leave these at home.
- Let your child try to dress and undress themselves.
- Encourage your child to put his or her books and toys away.
- Spend some time talking with your child about their nursery session.
- Take the opportunity to discuss with staff **any** concerns you may have about your child.
- When your child expresses an interest in writing, please ask for a copy of our handwriting guidance, and always encourage your child to write in lower case letters, please.

## **6. Care throughout The School**

Staff and children work together to make our school safe, happy and well cared for. Everyone is involved in deciding how to do this. Children are taught school routines and behaviour expectations. We have a Home/School Contract which we ask parents, children and staff to sign.

We have a wide range of rewards which recognise 'good' behaviour, manners, effort, achievement, attitude and special efforts. These are celebrated in assemblies.

All staff work hard to help children choose the correct behaviour and understand why they need to do so. Inappropriate behaviour is dealt with via a 'ladder of consequence'. In all cases it is the behaviour that is

criticised, not the child. Most inappropriate behaviour can be rectified quite informally by issuing a warning system where the children can move from green to amber and potentially to red. If behaviour is deemed inappropriate and further action is needed an red letter will be sent home for parents to be informed. The school will always endeavour to work with parents, wherever possible, to overcome significant behaviour difficulties. For totally unacceptable behaviour, as a last resort, a child may have to be formally excluded.

We believe that good communication between home and school enables teachers to teach and children to learn. New Brancepeth Primary School sees positive support from parents in all areas of school life, as being a key to successful learning.

## **7. School Curriculum**

### **Curriculum Approach**

Through the curriculum we strive, wherever possible, to exploit opportunities to incorporate aspects of citizenship, health education, multiculturalism, environmental awareness and enterprise, to make learning meaningful and relevant to 21st Century life.

### **School Grounds**

The school prides itself upon having attractive and well cared for grounds. These grounds include a school allotment and various areas dedicated to encouraging wildlife. These features help us in our aim to focus heavily upon environmental awareness and healthy living.

## **The Core Subjects**

- Mathematics and English are taught daily.
- Science focuses upon a particular theme each half term.
- Information and Communication Technology develops specific computer skills. Our aim is to also enhance the teaching of Maths and English and other subjects through I.C.T. Our classrooms are equipped with Interactive Whiteboards, Data projectors and sound systems. We have an on-site ICT suite that children use during lessons.

## **The Foundation Subjects**

- **History, Geography, Music, P.E., Design Technology and Art and Design;**
  - These are taught in termly or half termly blocks. Personal, Social, Health, and Citizenship Education is regularly timetabled, as this has been identified as a school priority.

Statutory Assessment takes place in Phonics in Year 1 and English and Mathematics in Year 2 and Year 6.

Less formal, but regular, assessment is ongoing throughout the year and allows teachers to tailor their planning to match the needs of individuals and groups of children.

## **Religious Education and Assembly / Collective Worship**

The school has no particular religious affiliation. All children attend afternoon Collective Worship and follow a general course of Religious Education, based on the Agreed Durham Syllabus. Assemblies and Collective Worship are usually led by the Head Teacher, Deputy Head

teacher, member of staff or (occasionally) members of the local clergy. Children are also encouraged to contribute and play an active part.

The format for each Assembly varies, but includes religious and moral issues. Current affairs are included, as well as the use of music and drama.

Parents who wish to exercise their right to withdraw their child from assemblies are invited to talk to the Head Teacher about their wishes, and provide formal notification of their intention.

### **Sex Education**

Children's questions will be answered in a simple factual way as any parent might do. There is a Sex Education Policy statement approved by the Governors which is available from the school. During the Summer term, the school nurse talks to Year 5 and 6 pupils where parental consent has been given.

### **P.E.**

The school believes that regular P.E. is a key factor in developing a healthy lifestyle. Assembly often begins with teacher led physical exercise.

T-shirt and shorts/leotard are suggested (in a small bag please) for children to use during P.E. and to leave at school for use when required.

For **indoor** lessons, named sandshoes are required. Trainers may also be worn.

### **Letters excusing children from P.E.**

A note from a parent asking for a child to be excused from P.E. because of a medical condition is usually accepted without question, although, minor colds should not excuse a child from indoor P.E. A child without a written note will not be allowed to miss a P.E. lesson unless it is clear that the child is unwell.

### **Swimming**

P.E. at New Brancepeth Primary School includes swimming. The National Curriculum requires that children should achieve 25 metres by the end of Key Stage 2. We hope that school swimming, together with swimming arranged by parents/carers, will help our children achieve this. The children are taken to Brandon pool for swimming sessions. Children will require Swimming costume/trunks, Swimming Cap, Towel, and possibly Sock (ordinary) for children with verrucae.

Learning to swim is very important, is part of the national curriculum and may save your child's life. Children will not be excused swimming unless there are medical reasons.

### **Sport**

As part of the school's aim to promote healthy living, sport is actively encouraged. The school offers various opportunities inside and outside of the school day.

We enjoy a close relationship with various outside providers, where all children, regardless of ability, are given the opportunity to take part in quality coaching and events at various points in the year.

Our children take part in various inter school competitions and the football team plays in the local schools' league. Coaching in a variety of activities is offered to different age groups during the school year.

### **Arts**

New Brancepeth Primary School is keen to encourage creativity amongst our children. We have regular themed 'Arts Weeks' when we explore arts from other parts of the world, as well as from our rich local heritage. This helps encourage positive perceptions of other cultures, whilst taking pride in children's own background and traditions. Various visiting artists, poets, storytellers etc have, and do, visit the school to help children be as imaginative as possible.

### **Links with the Community**

Our School prides itself on its good relations with the wider community and we seek, wherever possible, to link parts of our curriculum with the locality and wider world.

### **Helping others**

As our curriculum encourages respect and care for others, we are committed to encouraging our children to think of people who need help. Each year, the school holds various events to raise money for local, national and international charities.

### **ICT**

The school has a well-equipped ICT suite and promotes the use of ICT, not just within the school.

## **8. Staff**

**Head Teacher:** Mrs. H, L. Templeton (BA Hons)

**Deputy Head Teacher:** Mr. R. Butler (MA Ed)

### **Class Teachers:**

EYFS/Y1 Miss K. Hodgson (SENDCo)

Y1/2 Mr. R. Butler

Y3/4 Mrs. J. Ramshaw

Y4/5 (AM) Mrs. J. Heron

Y6 (AM) & Y5/6 (PM) Miss S. Hodgson

### **Higher Level Teaching Assistant:**

Mrs P.Rushforth

### **Nursery Staff:**

Nursery Assistants Miss. E. Fenwick

Mrs. C. Shanks

Ms. A. Brown

### **Teaching Assistants:**

Miss L. Palmer

Mrs. D. Graham

### **School Business Manager:**

Mr S. Latta

### **Lunchtime Supervisors:**

Mrs. J. Penfold

Mrs. S. Morland

### **Cleaning Staff:**

Caretaker

Mr. J. Charlton

Cleaner

Mrs. J. Penfold

### **Kitchen Staff:**

Cook

Mrs. C. Bell

Assistant Cook

Mrs. V. Nutter

## **9. School Governors**

Mr. D. Bell

Appointed by Local Education Authority

Miss E. Smith

Appointed by Local Education Authority

Mrs. A. Moore

Community (CHAIR OF GOVERNORS)

Mr D. Hindmarch

Community

Mrs J. Gibson

Elected Parent Representative (VICE CHAIR)

Mr. H. L. Templeton

Headteacher (Ex Officio)

Mrs K. Hodgson

Teaching Staff Representative

## **10. Regular School Visitors**

Mr. C. Horn

Education Development Partner

Mrs. H. Smith

School Nurse

Mr L. Hardy

Educational Psychologist

## **11. Parents In School**

Parents are most welcome in school. We appreciate and look forward to the support and expertise that parents can offer our children. Parents also help at school parties and educational visits. 'Friends of the School' host or help with events where money is raised for the benefit of pupils

If you have a regular time that you can commit and would like to help, then please contact your child's class teacher or the Head teacher.

Please note that a CRB check is necessary before any adult can assist in a school.

### **Parents' opinions**

These are regularly sought through questionnaires and less formal channels. We listen carefully to what parents have to say and, if necessary, review school practice accordingly if it is felt suggestions can improve our provision.

### **Parents' Evenings**

At New Brancepeth Primary School, we hold regular Parents' Evenings where parents can talk to teachers about their child's progress and achievement. Targets for improvement and advice as how best to help a child are offered, along with advice literature.

### **Parental Workshops**

The school offers workshops for parents in Literacy and Numeracy, showing parents the latest methods of teaching used in school and how they can adapt these to help with homework.

## **12. The School Day**

All children may enter the school from 8.35 a.m. via there designated entrance. This is the time when the caretaker opens the entrance gate. For their own safety, children should not be on the school premises before this time.

Children in the Foundation Stage Unit may also go straight into school with their parents through the Early Years Main Entrance.

There is a break mid-way through the morning session. This lasts for 15 minutes. Whenever possible, children go to the toilet, have a drink and go out to play. Outside Activity equipment is available for fine days and includes bats, balls and ropes etc. Inside Quiet Activity equipment is available for wet playtimes. The duty teacher supervises playtimes.

11:45 – EYFS Lunch

12:15 – Key Stage 1 & 2 Lunch.

1:00 – Afternoon session begins

3:15 – Children leave school, parents can collect as follows;

- EYFS/Y1 – from the EYFS entrance
- Year 1/2 – from the entrance next to the main office
- Year 3/4 - first side door onto the yard
- Year 5/6 – second side door onto the yard

The children are encouraged to drink water during the school day. Research has shown this improves children's ability to think, by preventing dehydration. Each child is more than welcome to bring in their own named water bottle. If they drink all of their water, there are two filtered water dispensers in school they can use.

## **13. Lunchtime Arrangements**

### **School Meals**

School meals are cooked on the premises and are of a high standard. All children in Reception, Year 1 and Year 2 are entitled to a free school meal, regardless of family circumstance.

### **Packed Lunches**

Children may bring a packed lunch in a named container. We ask that no sweets or fizzy drinks are included. We expect children to drink from a cup or use a straw. Water and cups are provided if necessary.

Remains from the children's packed lunches are placed in their container to allow parents to see what their child has actually eaten.

### **Children who go home for lunch**

Children may of course go home for lunch, but parents are responsible for their safety as they travel to and from school.

### **Lunchtime Supervision**

Children are supervised at lunchtime by two lunchtime supervisors as well as the Head Teacher and Deputy Head Teacher. Outside play equipment is available. During the winter months children of school age

play on the yard, but during other times of the year, weather permitting, use is made of the school's extensive and attractive grounds.

Children are expected to maintain high standards of behaviour at lunchtime, and show the same respect towards lunchtime staff as they would teaching staff. Good behaviour is rewarded.

## **14. School Wear**

### **Uniform**

We encourage the children to wear a school sweatshirt and/or T-shirt, which are available to order via the school supplier. However any sweatshirt or jumper in the school red is appropriate. You can also purchase hats, shower proof and fleece jackets with the school logo. We consider uniform to instil a sense of belonging, and help get children in the right frame of mind for work.

Grey trousers, skirts, pinafores etc. should also be worn.

We encourage children to wear sensible footwear in order to run and play outside in safety. We also expect children to have appropriately cut and styled hair and discourage extreme hair styles.

### **Children's Clothes and Possessions**

We ask parents to name all items of clothing and shoes which are likely to be removed in school.

## **Jewellery**

No jewellery other than plain stud earrings are allowed. Children may wear a wristwatch.

For safety reasons, studs are not allowed for P.E. If parents wish children to have pierced ears, then we request that piercing be done during the Summer break. Staff cannot help children to remove or replace studs.

## **15. General Information**

### **Admissions**

New Brancepeth Primary School has an admission limit of 17.

The school has made alterations to improve its facilities for disabled children and parents. These include:

- a ramp to the playground which has been provided to ensure wheelchair access
- a school gate with a level entrance has been created to ensure wheelchair access to the school
- a 'disabled' parking bay, that has been provided in the school car park to allow disabled parking and access
- removal of some interior doors has taken place to allow greater independence for wheelchair user

The criteria for admission are ranked as follows:

- children in care (looked after children)
- significant medical needs
- family links i.e. brother or sister in the school

- distance from home to school

If a child has an LEA statement of Special Educational Needs, the school is required to gain information about the child's statement in order to ascertain whether the school is able to meet the child's needs. This happens before the child's entry to school.

### **Money and valuables in school**

When children bring any money into school we ask that it be sealed in an envelope with the child's name, class, amount enclosed and what it is for. We request that all money is placed in the class tray first thing on a morning, the tray is then taken to the school office. Children should not bring money other than for school purposes.

Similarly, valuables should not be brought into school. If they are inadvertently brought into school, then valuables should be handed to the class teacher who will arrange to have them placed in the school office for safe keeping. Mobile phones and other electronic equipment should not normally be brought into school.

### **Charging for School activities.**

As part of your child's education, it is the policy of the school to arrange from time to time visits during the school day, to places away from the school premises. When the visits require transport and/or admission charges, parents are asked for a voluntary donation to the overall costs. When larger amounts are necessary, payment can be made by instalments over an extended period. Unfortunately, if insufficient voluntary contributions are made, school visits will be unable to take place. The school subsidises most trips through profits made from

fundraising throughout the year. One of which is the New Brancepth Bear. We ask for £1 per family each week. This can be dropped off in the office or through children on a morning.

### **Administration of Medication**

Parents of children requiring administration of long term medication such as inhalers are required to fill in a school medication form and have an individual medical plan. It is the parent's responsibility to issue the school with in date medication of this kind.

Parents of children requiring short term medication such as antibiotics are also required to fill in a school medication form. Only medication prescribed by a doctor will be given and only if it is prescribed to be taken four or more times a day.

All medication is to be stored in the school office and will be administered by qualified first aiders. We reserve the right to withdraw this service.

Minor accidents such as grazes are treated in accordance with our first aid guidelines.

We always inform parents when accidents, other than minor incidents, have occurred. A slip detailing any first aid administered is sent home with a child. A copy is retained in school.

### **Attendance**

Children are required to arrive promptly, ready to enter school at the latest for 8.55a.m. Achievement is affected by absence from school,

spoiling the continuity of children's learning. We ask that parents only keep children away from school for medical reasons or extreme circumstances. Where possible, it is requested that dental and medical appointments take place out of school hours, although it is recognised that this is not always possible.

Regulations require schools to register absences as:

- Authorised (where a letter or phone call is received promptly explaining illness or medical appointments).
- Unauthorised (where no explanation is offered for a child's absence). Unauthorised absences appear on your child's annual report.

We insist that parents notify us promptly, with reasons, if a child is absent from school. In line with County guidance, the school will contact the parents on the first day of absence if no explanation is received. Absence without an explanation may involve a visit from the Educational Welfare Officer. The school rewards good attendance and sees attendance and punctuality as important life skills.

### **Parental concerns**

If a parent or carer has a concern regarding their child, or if a particular incident has occurred in school which they feel needs investigating, then they should contact either their child's teacher or the Head teacher as soon as possible. The incident will be investigated and the findings fed back as possible following investigation. Hopefully the matter can be quickly resolved.

## **Complaints**

Whilst the school, through its positive ethos and organised behaviour routines, hopes to prevent and minimise problems, misunderstandings do occasionally arise. In the event of a problem which is more difficult to resolve, the school has a complaints procedure which is available from the Head teacher or the school website.

## **16. Special Needs**

Miss K. Hodgson is Special Needs Co-ordinator. Wherever possible, children are educated in class, although it may be necessary to withdraw children for specific programmes designed to aid their learning. These may involve professionals from outside of school. Parents' permission will always be sought before any expert advice or assistance is requested.

We always keep parents well informed and encourage them to become involved. All children on the Special Needs Register are given agreed specific targets for improvement.

At New Brancepeth Primary School reviews of learning take place termly. A school Special Educational Needs policy is in place and is in line with the Special Needs Code of Practice.

## **17. Homework**

At New Brancepeth Primary School, we ask that parents support school by ensuring homework tasks are completed to the best of a child's ability. The school has a Homework policy which is available upon request.