



SCHOOL BROCHURE

2017/18

Welcome to Whittingham C of E Primary School

On behalf of the staff and governors I would like to welcome you and your family to Whittingham C. of E. Primary School. We will do all we can to make sure that the time you and your child spend, as part of our school family, is happy and successful.

We aim to provide a high standard of education in a supportive, secure and stimulating environment where all children can learn and develop to their full potential. We also seek to build a trusting and well-informed relationship with families.

Our staff is made up of experienced, caring teachers and teaching assistants who use both modern and traditional methods to make learning as interesting and enjoyable as possible.

This brochure provides recent relevant information about the school. However, it is not a substitute for meeting you personally. Our school is happy and friendly and we are proud of our welcoming atmosphere. Therefore, I look forward to meeting you and working with you and your child.

If you have any further questions or need help in any way do not hesitate to contact me.

Mrs. Belinda Athey (Head Teacher).

Hand in hand together we will become resilient, respectful and responsible citizens of our community and the wider world.



Whittingham
CoE PRIMARY SCHOOL

Introduction

This brochure provides information concerning the school as required by the 1980 Education Act, for parents of pupils who are expected to enter the school from within the catchment area, and also for other parents who wish to know about the opportunities available at our school.

Information concerning the general arrangements in Northumberland is given separately in a County Education Booklet, copies of which are sent to parents of pupils who are starting or transferring to new schools next September.

This school serves the area of Whittingham, Callaly, Glanton, Thrunton, Edlingham, Bolton and Ryles.

Parents resident outside the school's catchment area who wish their children to attend the school may submit an application form (copies of which are available on the Northumberland County Council website) sending it to the Admissions Dept. Northumberland County Council, County Hall, Morpeth, Northumberland, NE61 2EF. 01670624889.

The Admissions Department will inform parents whether there is a place available at the school for their child. Requests from those outside the school's catchment area for places in September should be received by the Director of Education by the preceding 26th October at the latest.

From September 2016, schools in the Alnwick Partnership of Northumberland were organised on a two tier basis of Primary and Secondary Schools with pupils aged from 3-11 and 11 - 18 respectively.

Whittingham is a small traditional Northumbrian village close to the larger towns of Rothbury and Alnwick. The village lies to the west of the Morpeth to Wooler road and is situated about 35 miles north of Newcastle upon Tyne. The village enjoys a beautiful rural setting with magnificent views of the Cheviot Hills.

The details in this school brochure are correct at the time of printing. The information in this brochure is correct as of September 2017.

The information in this brochure relates to the school year 2017-18.

The address of the school is:

Whittingham C. of E. Primary School

Whittingham Alnwick

Northumberland

NE66 4UP.

Tel: 01665 574222 Fax: 01665 574763

Email: Admin@whittingham.northumberland.sch.uk Website:<http://www.whittinghamprimaryschool.co.uk>

Staff Team

Headteacher - Mrs Belinda Athey – in a teaching role across the school and also covers staff absence.

Teachers -

Early Years Class teacher (Nursery and Reception) - Miss Toni Dick

Class 1 Teacher (Years 1 and 2) - Mrs Caroline Maule.

Deputy Headteacher and Class 2 Teacher (Years 3 and 4) - Mrs Lynne Fortescue.

Class 3 Teacher (Years 5 and 6) - Mrs Erin Fletcher.

Teaching Assistants -

Mrs Cheryl Chisholm (HLTA)

Miss Fiona Clark

Mrs Helen Lewis

Office Manager -Mrs Caroline Kennedy

Lunchtime Supervisor and Caretaker - Mrs Sylvia Weatherburn

School Cook - Mrs Mary Arkle



The Governing Body

Our Governors hold regular meetings at least once a term, where they discuss national and local issues and the general management of the school. Each governor is appointed for a period of four years. When the period of office for a parent governor expires, nominations and elections will be organised as appropriate, and all parents will be notified. If you wish to contact any members of the Governing Body there are the following forms of communication - please ring or email school with your contact details and we will endeavour to respond to you as quickly as possible or write a letter addressed to either the Chair of Governors Mrs Steph Tuczemskyi or Belinda Athey, Headteacher. If a complaint needs to be made please read our Complaints Policy. A copy is available from the school office or on the school website.

Our Governing Body

Chair - Mrs Steph Tuczemskyi - Co-opted Governor

Vice - Chair - Mrs Ruth Oldfield - Parent Governor

Community - Vacancy

Mrs Lynne Fortescue - Staff Governor

Rev Jane Wood -Ex officio Governor

Mrs Liz Chadwick - Foundation Governor

Ms Mary Gough - Parent Governor

Mrs Gayle Hibbert Johnson - Co-opted Governor

Mrs Belinda Athey - Headteacher

Mr John Rutherford - Local Authority Governor



Our School

Our present school building was opened in Easter 1968 after over a hundred years of teaching in the old school, which borders the square in front of the village hall. It consists of a central school hall surrounded by four classrooms and a kitchen, where our meals are prepared daily. The hall is well equipped with a good range of apparatus and equipment for physical education and is also where lunch is served. Each of the four bright, colourful classrooms has its own cloakroom and toilets. We also have a super library, stocked with modern interesting books.

The school has its own playing field and wild-life area as well as an enclosed Early Years creative play and musical area, an adventure trail, outdoor classroom, tyre park, wooden bridge and climbing wall. A Multi Use Games Area, Trim trail, Long Jump Pit and 200 metre track are also planned for the near future.

The school, which serves a wide rural community and catchment area, presently has 85 pupils on roll and is organised into a Nursery/ Reception- Early Years Class, Year 1 and Year 2 Class, Year 3 and Year 4 Class and a Year 5 and Year 6 Class. Due to the variation in size of individual cohorts of children we review our class organisation every year.

Current staffing includes five teachers (including the Head teacher) and three teaching assistants.

Like many small schools in Northumberland, we pride ourselves on the effective links maintained with other schools and we are part of the Alnwick Partnership of schools. This comprises of Primary and Secondary schools and staff meet on a regular basis to discuss local and national issues and develop good relationships so that the move to Secondary School is a smooth one.



Our School Ethos

'Hand in hand together we will become resilient, respectful and responsible citizens of our community and the wider world.'

Our School Aims

- To provide an open, secure and welcoming Christian environment for each pupil. This is expressed through daily worship which acknowledges the presence of God in our lives.
- To further develop and value the partnership that exists between school and the local churches, in particular, through sharing weekly worship and to encourage an appreciation of the Christian faith and a familiarity with the local Christian heritage.
- To care for each pupils' safety, happiness and well being.
- To value our pupils as individuals, developing their ability to take responsibility for themselves and their actions, promoting confidence and self-esteem, and respect for others and their environment.
- To equip our pupils with the knowledge to make informed choices about having a safe and healthy lifestyle.
- To offer opportunities for our pupils to become involved in the daily life of the school and to prepare them to play an active role as citizens locally and in the wider world.
- To provide a learning environment, which is challenging and stimulating yet ordered and disciplined.
- To provide a broad and balanced curriculum, setting realistic targets for each pupil.
- To extend and reinforce our pupils learning, making expectations clear, and raising achievement levels.
- To develop and maintain a mutually supportive partnership between home and school.

Our ethos and aims, were developed with the whole school community and we hope, will enable every child to reach his or her full potential. They will build a firm foundation for your child's future education and prepare him or her for a role in our ever-changing society.

Home School Agreement

As a parent or carer, you want the very best for your child during their years at school. As required by the DFE, the school, in consultation with parents and governors, has drawn up a Home School Agreement. This document outlines how our school, yourselves and your child can work together to help your child make the most of the opportunities that will be available. We see parents as partners and would like you to join us to provide the very best education for your child. Home School Agreements are reviewed annually and a copy is given out during Autumn Term's Parent's Consultation Meeting.

Reporting to Parents

Parent consultations are during Autumn and Spring Term to discuss children's work and progress and to share targets for future learning, that have been agreed with their child. Written reports are sent to parents during the Summer Term containing information on subject strengths and weaknesses, individual achievements and targets for future action. This is used as the basis for discussion that term. In addition to this we share with children a Pupil Profile which has children's targets with pupils and also goes home. If you have any concerns throughout the year regarding your child's progress please do not hesitate to make an appointment to discuss this. We like to solve problems early, especially if they are a source of anxiety for you or your child. Likewise, we will contact you if we feel there is something about your child causing concern.

Throughout the year we have celebration assemblies. Each class takes a part, showing what they have been learning in different areas of the curriculum and certificates are presented for progress and achievement. Parents also receive a "Class Newsletter" each half term outlining the focus for different curriculum areas and any other domestic arrangements for each class.



Admissions

Admissions to Nursery

Children are admitted into the Nursery Class, usually on a termly basis the term after their third birthday.

From September 2014 we were pleased to offer (where places are available) a 'Rising 3 Year Old Nursery Place' the term in which the child has their third birthday. This will continue this year.

From September 2015 we were also pleased to offer in addition to our 15 hours of free entitlement morning nursery a Community Powers Nursery for afternoon sessions. These sessions are paid sessions and they run 12.00 – 3.15. This will continue this year.

From September 2016 we were part of Northumberland County Council's Pilot Scheme for 30 hours free entitlement. This will continue this year.

Where the demand for places exceeds the number available, places will be offered by applying the following criteria in decreasing order of merit. Please see our Admissions Policy. (Copy available from the school office or on our website).

Letters offering nursery places are sent out the half term before the child is admitted, together with details of our taster sessions and home visits. Parents are asked to complete a questionnaire to provide us with information relevant to their child.

At the beginning of the term the child is due to begin his/her nursery placement, the Early Years staff will visit the child in his/her own home. This provides an excellent foundation upon which effective Home/School links can be built. Throughout the year there are a variety of Parents evenings ranging from whole-school celebrations to informal individual parent meetings. Each half term, a Class Newsletter giving information on the curriculum for that period is sent out to parents. A written report for every child is sent to parents in July.

Please contact school for further details.



Admissions to Reception Class

At Whittingham C. of E. Controlled Primary School we follow the admission policy laid down by Northumberland County Council in the County Admissions Handbook. When the number of applications for a school exceeds the number of places available in the year group in question (15 for Whittingham) priority will be given to the following categories of pupils in descending order of merit. Please see Admissions Policy.

Arrangements can be made for any prospective parents or carers and children to visit the school by contacting the school office.

Early Years Foundation Stage

The aim of this stage is to build on the early learning that begins at home and to help children to develop their skills and knowledge further. Our approach to teaching and learning takes account of the importance and value of first-hand experience and play is recognised as an important way in which young children learn to make sense of their world. Children in the Foundation Stage will be given opportunities to learn in many ways, through structured play and by experiencing things first hand. We aim to develop a child's natural inquisitiveness into a desire to learn and expect to see our children become confident learners who are making identifiable progress, which we take care to monitor and record.



Starting School

In the Summer Term, before the school year of intake to Reception Class, all parents whose children are on the Reception class list for the following academic year will be contacted to invite them to visit the Reception class. They will meet with the staff and head teacher at a special parent meeting for new starters. This provides an opportunity for parents to see the classroom environment and to talk to the staff.

Starting school is a very important step in a child's life, so we aim to ensure a smooth transition for your child from home to school. Being made to feel welcome by a caring and committed staff goes a long way to allaying the fears of both parent and child.

Our first concern is to help children have the confidence to come into school and relate happily in a group of peers. Thus, we promote a calm friendly atmosphere enabling a child to feel secure so that he/she is open to learning situations. We see our job in terms of a partnership with parents where we work together for the good of the child. Parents can best help their children prepare for school by talking positively with them, listening to their ideas and encouraging independence. Having settled in happily, your child will embark on the adventure of acquiring skills in literacy, numeracy and socialisation. These are the foundations on which the rest of their education depends.

Children join the 'Reception Year' the September following their 4th birthday. Reception age children continue their 'Foundation Stage Education' in the Early Years Unit where a wide variety of curriculum opportunities are offered to them; we are fortunate enough to be able to fund staffing to allow small year group & mixed-year group work. We also allow for a degree of flexibility, knowing how tiring a full school day can be to some children as they begin full-time education. Every effort will be made to ensure a happy start to school for all children and parents.

The School Day

Children should not arrive on the premises unaccompanied before 8.40 a.m. as the school cannot accept any responsibility or make any provision for them until this time.

8.45 a.m. Key Stage 2 school session starts.

8.55 a.m. Morning Reception and Key Stage 1 school session starts.

9.00 a.m. Morning nursery session starts.

12.00p.m. End of 15 hours Free Entitlement Nursery session.

12.00 p.m. Beginning of Community Powers Nursery session. 30 hours entitlement children continue until 3.15p.m. as we provide more than 30 hours free entitlement.

3.15 p.m. End of Afternoon Nursery session.

3.15 p.m. End of school day.

We comply with the recommendations from the DFE for Primary School teaching time.

School Uniform

We like to encourage children to feel part of, and have pride in our school community. A way of achieving this is by wearing our school uniform. Uniform is available online. Please see our school website or contact the School Office for further details.

- This comprises of:
- grey trousers/skirt/pinafore
- white polo shirt EY and KS1 (available with the school logo) Key Stage 2 white shirt and school tie
- burgundy school jumper cardigan with school logo (This can be purchased online or ordered from the retailer, Foresters in Alnwick)
- Girls wear white socks or grey tights (no patterns please)
- Boys wear grey socks.
- black school shoes
- In the summer term, there is the option of wearing a burgundy or yellow check dress or grey school shorts.
- Parents/ Carers are also asked to provide a change of clothing for P.E.

This comprises of:

- yellow T shirt with school logo
- burgundy shorts and football socks
- trainers
- In winter, navy jogging bottoms / leggings and trainers should be provided for PE lessons held outside – hoodies with school logo and jogging bottoms are available online.
- PE bag with drawstring. P.E. kit should be available for use at all times and kept in a bag on your child's peg in the cloakroom. All items of clothing should be clearly named to ensure a speedy return, if and when something goes astray.
- Swimming bag with drawstring (Currently Year 1 to Year 4 children on a half termly basis) Children from Year 1-Year Four will go swimming on Monday afternoons on a half termly rota. Swimming trunks/costume and towel are needed on that day. Children should only bring goggles for swimming lessons if asked to wear them by the swimming instructor. Swimming provision is reviewed annually.



School Meals

Northumberland County Council has a healthy eating policy, so we provide healthy food that children love to eat. Each day there is a nutritionally balanced two-course meal cooked and attractively presented. The main course consists of fresh meat, fish, or pasta dishes, vegetables, plus a salad bowl is available each day. The sweet course offers a choice of yoghurt, fresh fruit or a pudding. Please note from September 2014 all children from Reception to Year 2 were entitled to a free school meal and this continues this year. Please contact the office for further details. Our aim is to encourage children to eat the right food and make choices that will help them to adopt a healthy eating pattern as they grow up.

The cost of a child's meal is £2.20.

Money for school meals is collected on a Monday or the first school day after a holiday and can be paid weekly or half termly in advance. Cheques are to be made payable to "Northumberland County Council" and all payments should be put in a sealed, named envelope clearly marked with contents.

If you think your child may be eligible for free school meals, don't hesitate to ask, your enquiry will be dealt with in confidence. Applications for Free School Meals can be made by telephone to Northumberland County Council on 01670 623592 or on NCC website fsm.northumberland.gov.uk

We encourage all children to have school lunch and even the fussiest of eaters have been known to eat what you would least expect, when surrounded by their friends. However, we would inform you if your child were eating little or nothing.

Please inform the school a week in advance if you wish to change arrangements for lunch, i.e. changing from packed lunch to school lunch or vice versa. Different terms can apply for Reception, Year One and Year Two. Please contact school office to check the most up to date information.

If you decide your child is going to bring a packed lunch to school, please note we are a Healthy School and therefore promote a Healthy Packed Lunch – please see our School Food Policy on the school website. Water is freely available and we do not allow fizzy drinks or glass bottles.

Milk is available in school. Children under 5 are entitled to free milk until the term in which they are 5. Money for milk is paid to the Office Manager at the end of the term ready for the beginning of the next term.

School Transport

Transport is provided for children from Reception age up to the age of eleven and who live two miles or more from the school and for those over eight who live three miles or more from the school. It is not necessarily door-to-door transport, but the route and the times for picking up the children are made clear to the parents by the transport division at County Hall, Tel. 0845 600 6400. Normally a child who has not yet reached his/ her fifth birthday but has started school full time, and who would be entitled to school transport at a later date, can usually use the school buses provided the child is taken to the existing route. School transport is a contract between the parent and county. The contract for school transport is between parents and the bus company and school does not have any responsibility for children whilst they are on school transport. We do however expect the best behaviour of our pupils at all times. To encourage a sense of independence, try to get your child used to dressing and undressing by themselves before they start school. This should also be considered when choosing clothing and footwear for school. Shoes with velcro fastenings are highly recommended by parents of younger children in school.

The Curriculum

We are required to teach all children in Key Stages 1&2 in our school (6-11 yrs) what is called the National Curriculum (Revised September 2014). Key Stage 1 of the National Curriculum applies from the start of the school year in which children are 6. (Year 1) Key Stage 2 of the National Curriculum applies from the start of the school year in which children are 8. (Year 3)

The National Curriculum is made up of four Core Subjects: English, Mathematics, Science and Computing plus the Foundation Subjects of History, Geography, Design Technology, Music, Art, and Physical Education. We must also make provision for teaching Religious Education as well as SRE and PSHE.

Children who are in the Early Years class in our school (3-5yrs) follow the Foundation Stage Curriculum. This is organised in seven areas of learning: personal, social and emotional development, communication and language, literacy, mathematics, understanding the world, physical development and expressive art and design.

Special Educational Needs and Disabilities

We endeavour to meet all children's needs regardless of their ability or disability and pride ourselves on our inclusive, forward thinking curriculum. Our school has highly trained staff and resources to help all children reach their full potential. For further details of our 'Local Offer' please see our SEND section on the school website.

Subject Areas

English

The school follows the New National Curriculum, during the literacy lesson work is based on writing, reading, spelling, grammar, speaking and listening, phonic work, and handwriting. Opportunities are offered to practice and develop these skills. The school believes reading is of paramount importance and devotes much time and effort to ensuring that children enjoy reading and read as soon as they are able. The enjoyment of books and reading is encouraged right from the beginning through the provision of a wide range of books both in the classroom and in the library. We use one main commercial reading scheme, "Oxford Reading Tree" and this scheme is supplemented by a range of books comprising of fiction and non-fiction books.

Parents are asked to purchase a school reading folder and this holds your child's reading books and reading diary. This is an important home/school link providing a record of books read, with space for comments from parents and teachers.

A clear and legible cursive style of handwriting is taught and the children are given opportunities to write for a range of audiences in a variety of contexts including both fiction and non-fiction. From the earliest stages of beginning writing their efforts are valued and we plan opportunities and experiences to move them towards independence. Speaking and listening skills are integral to the process of developing understanding. Children are encouraged to speak clearly and audibly in a range of situations, and to take account of their listeners. They are also encouraged to listen with concentration, in order to identify the main points of what they have heard.

Maths

The school follows The New National Curriculum and there is a daily numeracy lesson where teaching and learning embraces number, geometry, statistics, reasoning and problem solving and handling data. Initially work is mainly practical providing the children with the means to explore their environment, develop concepts and their ability to think logically. Mathematics teaching is focused on developing mathematical concepts and skills in a context which provides meaning and purpose. Great emphasis is placed on mental calculations and quick recall of number facts.

We use "Abacus " mathematics materials and resources throughout the school to ensure progression, continuity and effective coverage of the National Curriculum as well as a range of resources such as Enrich and the White Rose Hub. We aim to promote children's enjoyment of mathematics, confidence in their own ability and to give them experience of using mathematics in practical real life situations. Mathematics is useful and can be very challenging and exciting!

Science

Science is about satisfying curiosity and using knowledge gained to solve problems. Opportunities are provided to develop the children's scientific skills, attitudes and knowledge, which are needed to understand the world around them. We provide stimulating first hand experiences where the children are encouraged to observe, talk about what they see, follow investigations and record their results. Children are encouraged to ask question about how and why things happen and how they are related to the world outside the classroom. They follow a programme which is divided into different areas which are then taught in units. i.e. light, sound, forces, electricity, rocks and soils, living things and materials.

Computing

Computing is about the storage, processing and presentation of information by electronic means e.g. computers, laptops, netbooks and i Pads. In its broadest sense it can include the use of CD players, videos, cameras, calculators, microwaves, electronic keyboards and programmable toys among others. It is vital that our children should have the knowledge, skills and understanding of the uses of technology as it is an essential element in 21st century life for education, business and social interaction.

ICT skills are taught in specific lessons and these skills are used when ICT supports work in different subject areas such as the internet to find out information in science work, using a graphics program to do some artwork.

Our children have access to a range of up to date computers, laptops, I pads, colour printers, digital cameras and floor robots and ozobots for control technology and programmes such as Scratch and Minecraft to code and debug!

Following fundraising efforts of our PTA we are very pleased that each class is very well resourced.

Our online Home/ School Virtual Learning System can be found at www.northumberlandvtle.net

All our pupils use computer facilities including Internet access as an essential part of learning, as required by the National Curriculum. Children have access to the Internet via the County's protected site and we have an E-safety policy on safe use of the internet. Both pupils and their parents/carers are asked to sign to show that our, "Think then Click " e-Safety Rules have been understood and agreed. Every safety measure possible has been taken to allow safe use.



Religious Education

Religious Education follows the Northumberland County Syllabus and is supplemented by the syllabus provided by the Diocese of Newcastle & Durham. In the context of their own lives the children are encouraged to work towards an understanding of the traditions and beliefs of Christianity and to develop knowledge of other world faiths and cultures. R.E. is taught within a two year rolling programme and religions explored are Christianity, Judaism, Hinduism, Sikhism and Islam. We try to provide the experience of visiting a place of worship for each world faith we study.

Collective Worship

The school has a statutory daily act of worship based on Christian values. We have close links with the Parish Church, St. Bartholomew's and other local churches and the clergy of these churches play an active part in our worship. We also hold services in church, e.g. Harvest Festival, Christingle, Easter etc., to which all members of the community are invited. Year 6 children also travel to St. Nicholas's Cathedral in Newcastle to take part in the Diocesan Leaver's Service. According to the Education Act 1944, parents are able to withdraw their children from all or part of the religious education and collective worship provided. Parents wishing to withdraw their children should discuss this with the headteacher as they are responsible for the supervision of their children at these times.

Outdoor Education

We are situated in an area of outstanding natural beauty and as such we encourage our children to learn outdoors as much as possible. We do this through our lessons and Outdoor Education is also taught as a discrete subject to all children from Nursery to Year 6.



History

A study of the past helps children understand the world in which they live. In our history programme we aim to arouse the children's interest in the past and to develop an understanding of time, customs, beliefs and tradition. They will learn of ways in which the past is different to the present and about important events and people, as well as local history. The children's learning is supported by visits, visitors, the handling of artefacts, photographs and other sources of evidence and information.

Geography

The study of geography extends children's knowledge and understanding of their own locality and of other areas in the world. It also helps to develop a responsible attitude to their role in the world today and to the quality and care of the environment. The children explore through first hand experience and observations wherever possible. Work takes place out of doors around the school site, in Whittingham village, Alnwick, at the seaside and in towns and cities across the North East.

Every other year, children in Class 2 take part in a residential visit to Ford Castle. The main educational focus for the visit is a personal and physical one and the children have the chance to undertake challenging and rewarding experiences. It also provides a unique opportunity for the social development of the children as they stay away from home with a range of friends and school staff.

PSHE

The personal, social and health development and the development of a sense of citizenship in each child are crucial in preparing our pupils to become responsible members of society. We teach PSHE in a variety of ways. On occasions we introduce PSHE and citizenship topics through teaching in other subjects. Also, as there is a large overlap between the syllabus for religious education and the aims of PSHE and Citizenship, we deliver a considerable amount of the PSHE curriculum through our religious education lessons.



SRE

Sex education is taught following the NCC Syllabus. We also supplement this with the Lucinda and Godfrey resource pack.

A copy of our Sex and Relationship Education Policy is available for parents to read upon request.

Physical Education

We offer a variety of activities including games, gymnastics, athletics, dance, athletics and outdoor activities. Children are taught skills in these using the good range of equipment we have in school and, at all times, are made aware of aspects of safety. In addition, this year children in years Reception - Year 4 have swimming lessons at Willowburn Sports Centre currently funded using Government Sports Funding and the PTA. This is reviewed annually with governors. We are also pleased to use the excellent specialist facilities and teaching Willowburn Leisure Centre, this is also reviewed on an annual basis.

We want children to develop physical skills, control and coordination, along with an understanding of fair play and what constitutes "good sporting behaviour."

We also want children to enjoy physical activity and to learn about the importance of developing an active lifestyle.

We also take part in various inter school sports events e.g. athletics, dance and football.

We currently cover the cost of transport to swimming and the lessons are paid for using Primary Sports Funding. We also ask you to contact us if your child cannot swim on a particular day.

Long hair must be tied back during all P.E. lessons including swimming. Children are asked wear a swimming hat. Children who have pierced ears and wear studs should be provided with a box of plasters to allow them to cover the studs whilst doing P.E. However, earrings must be removed for swimming. Staff will not assist in putting in or removing earrings.

As mentioned earlier, in the uniform section, parents are asked to provide a change of clothing for P.E. lessons which should be available for use at all times and kept in a small drawstring bag on a peg in the cloakroom.



Music

We believe that Music promotes concentration and memory; singing song and word patterns is known to help a young child's reading ability. All the children take an active part in music making as composers, performers and as listeners. They sing, dance and move, improvise, record and notate and talk about their own and other people's music. Music is important to us, it is fun, exciting and most of all is a force for bringing people together. We have an exciting range of resources for the children to explore, containing many different instruments, both tuned and untuned from a variety of cultures. Our aim is to ensure that all children have an opportunity to develop musical skills and a love of music. We are part of Northumberland's Music Hub. From September children in Key Stage 2 will have the opportunity to be taught to play a musical instrument as part of their weekly music lesson. We also take part in whole school performances alongside other schools and in a range of venues.

Art and Design

We aim for our children to develop a lively interest in all things visual and encourage them to look at the world around them carefully and to develop an awareness of colour, tone, pattern, shape, texture and line and form through activities such as drawing, painting, collage and modelling. They are encouraged to develop their creative, imaginative and practical skills through this range of activities. We aim to foster children's enjoyment of art and introduce them to the work of other artists past and present and of different countries and cultures. We make good use of the links we are able to make with other areas of the curriculum. Artwork is valued and displayed throughout the school to create a visually stimulating environment.

Design Technology is a subject which requires pupils to apply their knowledge and skills to solve practical problems. Children are provided with opportunities to design and make using a wide range of tools and materials safely. They also have practical tasks which give them the opportunity to learn and practise particular skills and to evaluate simple products. They are given tasks or problems requiring them to make models using appropriate mechanisms.



Behaviour

We encourage children to develop self-discipline and a responsible attitude to their work, other children and adults in our school community. Our children were involved in formulating the school rules that ensure everyone has a happy time at school and these are incorporated into our home school agreement for children to sign. We have a reward system for good behaviour and a hierarchy of consequences for unacceptable behaviour. (outlined in our Behaviour Management policy) On the occasions when there is unacceptable behaviour, time out from an enjoyable activity or playtime is enforced. We will notify parents about persistent failure to keep the agreed school rules. We do not tolerate bullying and take any reports of this seriously by investigating immediately and reporting back to parents. Our school has achieved Northumberland County's Anti Bullying School accreditation, and was the first First School to receive it.

Assessment and Pupil Progress

Throughout their time in school regular teacher assessments record progress and enable us to inform future planning. From this we are able to identify children who need extra support or extension.

As children enter nursery and reception we carry out a baseline assessment which helps us to identify skills and areas for development and as such inform our planning of the curriculum. From September 2015 at the beginning of the reception year, children will be assessed according to a nationally accredited baseline assessment and also at the end of the year. At the end of years 1,2, 3, 4, 5 and 6 children do assessment tasks and/or SATS tests. In Year 1 pupils take part in the Year One Phonics Test.

All assessment tasks, whether statutory, teacher led or merely informal discussions, are carried out in such a natural manner that often the children do not realise that the work is any different to a normal lesson. Evaluation of the results of these allows us to see not only how the children are progressing compared to others in our school, but enables us to make comparisons between our school and look further at learning trends etc.

At the beginning of each half term, class teachers work individually with children to agree targets for their future learning. At the end of each half term, these are reviewed and the child's achievements are recognised and celebrated.

Homework

To support the work that your child does in school, and to reinforce the important role we believe parents' play in the education of their child, homework may be set to enhance your children's learning. Homework is reviewed regularly in partnership with parents to ensure the best possible home/ school learning experience. Children are asked to read every night and this is best carried out in a relaxed atmosphere without the distraction of television. All books read at home can be recorded in the reading diary along with any written comments and encouragement you give to your children as you share books together.

Attendance

It is important that your child attends school regularly and punctually. If your child is absent we need to know so that we can record the reason in the register, as the Education Welfare Officer inspects these. All absences must be accounted for, as unexplained absences have to be registered as unauthorised. We advise you to phone the school on the first day of illness before 9a.m. Once your child returns to school an absence slip is to be completed. These are available from the school office and on the school website. We do not encourage you to take holidays in term time, and in line with the policy adopted by schools in the Alnwick Partnership, no holidays should be taken within the school year. Any holidays taken will not be authorised.

Illness and Medication

If your child has a bout of sickness or diarrhoea please allow a clear 48 hour period to lapse before they return to school.

If your child is unwell and receiving medication from the doctor it must be considered whether they are well enough to attend school.

Medicines may only be given by staff if prescribed by a doctor and the appropriate form must be filled in giving details of dose and time to be given. Medicines should be delivered to school by an adult. We maintain a record of pupils with any particular medical needs and we rely on parents making us aware of these needs on the admission form you will be asked to complete when your child joins us. Children who have asthma must have a spare inhaler in school and will fill in an asthma care plan, which will be kept in the staff room. Please see our Policy for Adminstrating Medicine Policy.

Accident and Emergency

In the event of your child becoming ill or having an accident at school we will contact you immediately. It is vital therefore that telephone numbers to contact you at work/ home/ mobile are kept up to date. We also require a second contact number in case you cannot be easily contacted.

There are also occasions when it is necessary to send the children home during the day because of deteriorating winter road conditions. We use the school website, Twitter feed, Facebook and Teachers 2 Parents text messaging system to inform parents if we need to close school suddenly.



School Closure

If during the winter the school bus does not arrive at a child's home in the morning the child's parent is requested not to bring their child to school unless they can collect him/her at the end of the school day, or earlier if weather conditions force the school to close. Any closure and re-opening of the school may be reported on Northumberland County Council Website and BBC Radio Newcastle.

During the winter no child should be left at school unless there is a teacher on the school premises. If there is no teacher at school at 9.00 a.m. then the school will be closed for the day. Under no circumstances should children be left in the care of the non teaching staff of the school.

The school operates a contact system, using email and the Teachers 2 Parents text messaging system, which is put into operation when bad weather prevents the school from opening or should we need to close early. We also put a 'newsflash' on the home page of our school website and Twitter and Facebook feeds.

Charging

The Governing Body has adopted Northumberland's Policy on "Charging for School Activities." The school does not charge for any of its activities. Sometimes the school asks parents if they would like to make a voluntary donation to help cover the cost of transport. Historically, an example of this is the weekly visit of children to the swimming pool. No child is excluded from any activity where his/her parent has not made a donation. If insufficient voluntary donations are made to cover the cost of an activity then the activity may have to be cancelled and any monies paid returned.

Educational Visits

During the course of the year, children undertake educational visits to support their classroom based topic work. A lot of time and effort goes into planning and preparing the children for these trips and follow up work centres on the visit. This is not just "a day out." During the past year children have taken part in a residential trip to Ford Castle, Blue Reef Aquarium, Alnwick Castle, aswell as various local schools and events. Sometimes there is a cost incurred and we may ask parents for a voluntary contribution.

Every other year, children in Class 2 take part in a residential visit to Ford Castle where it provides a unique opportunity for the social development of the children as they stay away from home with a range of friends and school staff. Class 3 children take part in a residential trip to Dukes House Wood.



After School Activities

We historically have provided a wide range of activities throughout the year and we regularly consult with parents and children to ensure that we provide something to suit all tastes! In the past years we have offered; sports club, craft club, music club, language club, gymnastics club, football club, cricket club, dance club, multiskills club, book club, gardening club, lego club, computer club, basketball and modelling clubs.

School Security

Whittingham C. of E. Primary School believes that the safety of both staff and pupils is of paramount importance. While it is difficult to make the school site totally secure, we aim to do all we can to ensure that the school is a safe and secure environment for all who work or learn here. Our Security Policy ensures that we have in place effective procedures to enable us to achieve this aim. A copy of our Security Policy is available from the school office. We review security measures regularly and termly visits are undertaken by members of the "Health, Safety and Security Sub-Committee." As part of normal routine there are regular fire drill practices.

Safeguarding of Pupils

Whittingham C. of E. Primary School fully recognises the responsibility it has to have arrangements about safeguarding and promoting the welfare of children. Through their day to day contact with children and direct work with families, our staff have a crucial role to play in noticing indicators of possible abuse or neglect. We have a duty to care for the children in our school and in referring concerns to the appropriate agency. We will follow the procedures set out in Interagency Procedures produced by the Northumberland Safeguarding Children Board,

All volunteers who offer to help out in school or on trips out of school are required to be cleared by the Disclosure & Barring Service (DBS) if they have unsupervised access to children.



Access to Information

Policies relating to the curriculum, schemes of work, OFSTED report, publication scheme etc. are available for parents to read. Please contact the headteacher if you wish to have access to any of the documentation. Also please refer to our school website.

Parent Teacher Association (PTA)

Our school has an active PTA and Friends association which organises events for children and parents and also raises funds through discos, parties, summer fairs etc. All meetings are open and officers are elected annually. Recent fundraising has paid for i pads, money towards transport costs on all educational visits, furnishing our new classroom and a variety of trips. Such a lot is paid for and organised by the PTA so please join in, it's great fun.

Lunch Club

Mrs. Arkle, our school cook, provides lunch for a group of Senior Citizens each Thursday from 12.00p.m. -1.00 p.m. Our friends from the Lunch Club enjoy their meal in our school hall with the children. We look forward to their visits to school and look forward to them attending our celebrations and school events throughout the year. The contact point for meals is the school office
01665 574222

Communication

We pride ourselves on our strong communication links with parents and the wider community. If you wish to contact us please contact us in the following ways- in person, telephone, school admin email
Admin@whittingham.northumberland.sch.uk or via the school office.



Concerns and Complaints

It is the aim of the Governors and staff of this school to provide the best possible education and care for all of our children. If you have any concerns or complaints do not hesitate to make an appointment to discuss the problem with the class teacher or headteacher. We like to solve problems early, especially if they are a source of anxiety for you or your child. It is best to do this as soon as possible, as the longer you leave it the bigger the problem often becomes.

If, however, you feel that the problem has not been resolved to your satisfaction then a formal complaint should be made to the Complaints Governor at the Governing Body of the school. If the complainant is not satisfied with the decision of the Governing Body, the matter may be further considered by writing to the Local Education Authority.

Helpful things to remember

- All property should be marked with your child's name.
- Children may not wear or bring anything to school that may be a danger to themselves or others.
- Children should not bring toys to school, as the school is not responsible for toys, which may become lost or damaged.
- Children are not permitted to bring sweets to school. Fruit is provided free of charge for Early Years and Key Stage 1 pupils for eating at playtime and this is provided through the government's, "Free Fruit for Schools" programme to encourage healthy eating habits. Older children are encouraged to bring their own piece of fruit if they wish.
- As we hold the Healthy School accreditation, please try to ensure that this is upheld if you provide a packed lunch for your child sweets must not be included in a packed lunch.
- Jewellery should not be worn in school. Reasonable exceptions to this are inexpensive watches and stud earrings for children who have pierced ears. However, both of these items must be removed for P.E.
- The wearing of nail polish is not appropriate for school.
- Children should not bring expensive items of personal property to school. The school cannot guarantee the safety of such items and the Authority cannot accept any responsibility for the loss or theft of pupils' personal property.
- When pupils are requested to bring sums of money to school, all money should be brought to school in a sealed, labelled envelope or purse. The outside of the envelope should contain the child's name, the amount of money enclosed and state what the money is for. Cheques for dinner money & milk money should be made payable to Northumberland County Council.

Whittingham C of E Primary School Policy for Use of Facebook, Twitter and other Social Media

Rationale

We believe that maintaining an online presence is vital for schools, not only in terms of keeping the school community up to date with school events, but also in terms of attracting potential enrolment. Having a school website is an essential part of this, but in order to do this parents and carers must specifically visit the school website regularly to receive this information. By having a Facebook page, the school is feeding school information, news and notices directly into the personal news feeds of parents and the wider school community.

Aims

The purpose of having a school Facebook Page is:

- To continue to develop our school information system with information shared via Facebook, along with the existing methods of paper notes, text messages, email and the school website.
- To publicise school events and increase awareness about school fundraising.
- To announce any updated information that appears on our school website via Facebook.
- To highlight positive school achievements in a forum where they can be shared by the school community.
- To make school announcements.
- To use Facebook as a means of marketing the school to a wider audience.
- To have a Facebook Feed embedded on the homepage of the school website.
- To engage the community that Whittingham C of E Primary School serves and acts as a key component of our school's online presence.
- To facilitate communication and networking opportunities between parents especially new or prospective parents.
- To maintain contact with past parents and past pupils.

Terms of use of Whittingham C of E Primary School Facebook page:

- Users should not share anything that may compromise the safety of any member of the school community-never transmit any personal information of pupils, parents or staff.
- Users should not post anything on the page that could be deemed offensive- inappropriate or harmful comments/content will be removed immediately.
- Users should not share any information that is confidential- if it seems confidential, it probably is. Online "conversations" are never private.
- Users cannot tag photographs of children on the page.
- Users should not engage in giving negative feedback on Facebook, it is more appropriate to deal with the school directly on such matters.
- Users will not mention individual staff members in a negative light on the school Facebook page. The tone of any discussions should be positive and respectful.
- Users should not ask to be "friends" with staff as failure to respond may cause offence.
- Users cannot advertise products and services on our school Facebook page.

**Whittingham C. of E. Primary School
Whittingham Alnwick
Northumberland
NE66 4UP.**

Tel: 01665 574222 Fax: 01665 574763

Email: Admin@whittingham.northumberland.sch.uk

Website: <http://whittingham.eschools.co.uk>



Whittingham
CoE PRIMARY SCHOOL