

# GREENHAUGH PRIMARY SCHOOL



**PROSPECTUS**

**2022 - 2023**

Welcome to our online prospectus which we hope you will find useful.

We highly recommend that you visit our school to meet the staff and to see our exceptional environment. Please telephone 01434 240208 to make an appointment.

Yours sincerely,

**Clare Crow**, Headteacher

## **OUR SCHOOL VISION**

At Greenhaugh Primary School we aim to provide a welcoming and supportive atmosphere where staff and children work together to create a happy, secure, caring and stimulating environment. This will be in partnership with parents, governors and the wider community.

All children are given the opportunity to achieve their full potential, to develop responsibility, self-esteem, respect for others and their environment.

This will be achieved through a broad and balanced curriculum in both an indoor and outdoor environment, with high quality teaching and learning experiences that will encourage curiosity, develop enquiring minds and promote their confidence to try new challenges.

This is a well-resourced school that encourages creativity and co-operation and where individual, group and whole school efforts are valued and celebrated.

*“The best part about Greenhaugh is we never leave anyone out”. (quoted by the children in previous Ofsted)*

### ***Ofsted quotes March 2017:***

*“This school continues to be Good”*

*“Pupils feel safe and well looked after”*

*“Leaders and governors have ensured that the curriculum is enriched in a myriad of ways”*

*“all groups of pupils, including those who have special educational needs and/or disabilities and disadvantaged pupils, make at least good progress in most subjects.”*

## **AIMS OF THE SCHOOL**

The school has the following aims:

- That each child has the opportunity to attain their full potential in relation to age, aptitude and ability.
- That each child takes an active role in assessing their work and planning future learning targets.
- To develop responsibility for organising themselves before, during and after the school day.
- To foster self-esteem, respect for others and their environment.
- The provision of a sound structure for the acquisition of the basic skills in literacy and numeracy.
- The promotion of acceptable standards of behaviour.
- The development of social awareness and the co-operation of children with one another.

- An appreciation by the children of their environment and the world in which they live.
- The encouragement of self-expression and creativity.
- The enjoyment of school.
- The pursuit of these aims and objectives in an interesting and stimulating environment in which learning is an enjoyable and meaningful activity.

### **Children with Special Educational Needs or Disability**

At Greenhaugh we are committed to meeting the special educational needs of pupils and ensuring that they make progress. In line with our school vision, we endeavour to ensure that every child is included in all aspects of school life and is supported according to his or her needs within a broad and balanced curriculum. It is recognised that within our school some children will have a special educational need or disability and will require additional levels of support if they are to access the curriculum effectively and so develop their full potential. The school has in place a detailed SEND Policy which is available on the website or a hard copy on request.

We value the help that parents can give us and appreciate them sharing any problems a child may have had previously or during their time with us. Should a parent have concerns about the progress of their child they should discuss them with the Class or Head teacher.

### **Inclusion**

Greenhaugh is dedicated to ensure inclusion by the promotion of equality and the celebration of diversity. We seek to treat all people fairly; promote equal opportunity and oppose prejudice and discrimination. We want to ensure the highest possible standards of achievement for all the school's community. This includes students, staff, governors, parents and community members regardless of gender, age, ethnicity/race, culture, religion or belief, language, disability, sexual orientation, social circumstances, gender reassignment, marital or civil partnership status or pregnancy/maternity.

### **The Curriculum**

Children from the age of five onwards follow the National Curriculum, which entitles pupils to a broad and balanced education and covers the Core subjects (English, Maths and Science) & Foundation subjects, Geography, History, Music, Art, R.E., Computing, Languages and RSHE (Relationship, Sex, Health Education). Parents are encouraged to become active participants in their children's learning and we draw upon the wealth of opportunity offered by the local and global community and environment.

We recognise the importance of children learning about themselves, their friends / families and the community of near and far and offer PSHE, BV, SMSC and Enrichment (**PSHE** (Personal, Social & Health Education), **BV** (British Values), **SMSC** (Social, Moral, Spiritual & Cultural) as part of the wider curriculum, e.g. through assemblies / environmental activities / sport / art clubs/ visits/ visitors/ SMART project/ Operation Encompass etc.

Please look on our website [www.greenhaughprimaryschool.co.uk](http://www.greenhaughprimaryschool.co.uk) for more detailed information regarding the curriculum.

### **Breakfast Club / After School Care**

Breakfast Club runs from 8am to 9am in the Surestart Children's Centre (based at Bellingham Middle School), with After-School care provided from 3 – 6pm. Both are available every week day during term-time and transport is available on request. A holiday scheme is also available. In addition, Surestart provide a wide range of activities for the under 5's. Please contact Surestart Childrens Centre on 01434 220716.

## **Pupil Assessment**

When children enter Reception they continue to be assessed using Passport which goes from birth to five years and then continues as part of the Early Years Foundation Stage Profile. This has been used by nursery and pre-school from when the child is first enrolled. Pre-school and Reception staff work closely together and agree assessments before transition. Reception children are also assessed on entry using our Baseline Assessment.

Progress of children is monitored and assessed through observation and records kept to build up a pupil profile. In Year 1 children are given a National Phonics check. In Year 2 children are given the National Curriculum tests in maths, reading, spelling, punctuation and grammar. All children are also given a maths and reading assessment each term to monitor progress and support teacher assessment. Year 2 results are collected by the Local Authority and used to compare standards in school with schools nationally.

## **HEALTH AND WELFARE - SAFEGUARDING YOUR CHILD**

### **Safeguarding & Child Protection Practice & Guidelines for Greenhaugh Primary School under Section 175 of the 2002 Education Act:**

“A duty is placed on the School and the governing body to protect and promote the welfare of children.”

At Greenhaugh Primary School we are committed to promoting the safety and well being of the children within our community by following the guidelines offered by Northumberland Safeguarding Children's Board. When necessary we work with other agencies such as Social Care, the local Health Authority and the Northumbria Police Force.

If there is any cause for concern over the well being of a child within our School community, all staff, pupils, volunteers and parents should be aware of who to contact within the School staff.

- The Designated Person for Safeguarding and Child Protection issues within Greenhaugh Primary School is Mrs Clare Crow
- The School Governor with responsibility for Safeguarding and Child Protection concerns is Mrs Jenni Holland.

All staff have undergone safeguarding awareness training and have been alerted to the signs and symptoms of abuse or neglect in children.

If a child discloses any concerning information to an adult working within the school, the adult is asked not to question the child or comment on the disclosure. The designated child protection co-ordinator is informed as soon as possible and a factual record of the child's disclosure is made. As a school we then follow the guidelines. All concerns which are brought to the attention of the designated person are recorded confidentially as is recommended by the Northumberland Safeguarding Children's Board.

A full copy of our Safeguarding and Child Protection Policy is on the school website or is available from the school office on request. This policy is reviewed on a yearly basis.

All staff and volunteers who work with the children, including help with transport, are vetted using the DBS checking service.

## **Pastoral care and Child Protection**

The class teacher has the primary responsibility for day-to-day pastoral care of the children in his or her class. However, if a serious incident occurs or it is inappropriate for the class teacher to deal with the matter for whatever reason, the Headteacher will become involved.

All children are regularly told and know that they can approach any member of staff that they feel they can trust if they have any concerns relating to their safety or welfare. Children will always be taken seriously. Changes in the law, notably the Children Act (1989) mean that staff in school have a duty to report any concerns they may have that any child may be suffering significant harm, particularly as a consequence of possible abuse. It is a Department of Education requirement that each school in the country nominates a senior member of staff who will have a special responsibility for child protection. In Northumberland this member of staff is known as the Designated Teacher for Child Protection. This person has been in receipt of training in this area and can be trusted to deal with all these matters with professional confidentiality.

The school has a policy on child protection which has been agreed by the governing body. As a school, we have close contacts with the School Health Service, Social Services and the Police, any or all of whom may become involved if abuse is suspected or alleged.

The school has a responsibility to collate basic information such as who has parental responsibility for a child, and to pass this information to the relevant agencies if so required. In the event of an investigation into possible child abuse, the school has a responsibility to co-operate with the investigating agencies to the best of their ability to promote the welfare of the child. Whilst the school will always attempt to work in partnership with parents and try to ensure that they are fully informed of, and participate in, any action concerning their child, if there is a conflict of interest the welfare of the child must be the paramount consideration.

Should you wish to discuss child protection and the safety of your child, or indeed any topic involving your child, please feel free to contact the school.

## **Sick Children**

### **Children who are not well should not be sent to school.**

If your child is taken ill at school we will contact you to make arrangements to send your child home. Please ensure that your emergency contact is able to collect your child should the need arise. In the event of a serious accident a child will be taken as quickly as possible to Bellingham Surgery and parents will be informed immediately. Please ensure, therefore, that the school is kept informed with your address, telephone number and emergency number and that you notify us of any changes immediately.

If your child has had sickness / diarrhoea, please do not send them into school **until 48 hours after the end of the symptoms.**

### **Parental Request for Prescribed Medication to be administered**

The administration of prescribed medication to pupils during school hours must be supported by a parent or guardian's written consent. This can only happen when we are provided with clear and precise instructions regarding the quantity and the time it is to be taken. It is only possible to monitor medication prescribed by the child's doctor. Permission slips for this are available in school on request. **School staff cannot monitor 'over the counter' medicines**, and parents are asked to consider the possibility of administering daily doses out of school hours.

## **Data Protection and the School Health Service**

For many years schools and the School Health Service have worked together to ensure that all children in school are offered health surveillance, advice and support. To do this the School Health Service needs population databases – an up to date list of all children attending school. These are used to provide programmes such as hearing and vision screening. In response to changes in data protection (General Data Protection Regulation 2018 (GDPR)) we are required to ensure that parents know that the school

gives your child's name, address and date of birth to the School Health Service for this purpose. **This information will be shared unless you advise the Head Teacher in writing that you do not wish this to happen.**

**Hearing and Vision:** - Routine testing of hearing and vision is carried out by a technician during a child's first year at school. Parental consent / non consent is always obtained beforehand. Some children may have to have a test repeated. Routine testing may be carried out at other times if a child changes school.

### **School Transport**

All matters relating to the provision of transport are the responsibility of NCC, Transport Division. Parents are responsible for their children's conduct while waiting for and travelling on the bus. Please stress the dangers arising from bad behaviour, which may distract the driver. Please inform the driver if you do not intend to use the transport that day.

### **Smoke Free Policy**

As from February 2008 the school building and grounds continues to be a smoke free area.

## **EXTREME WEATHER CONDITIONS**

If school has to close due to severe weather -

- a) Early morning - transport will be informed and you will be informed by a **Pyramid system of phone calls that we put in place each Autumn term, and information is also available via Radio Newcastle and NCC website.**
- b) During school hours - we will ask transport to come early and check that someone is at home before the children leave school - please make sure you leave a contact number so that children can be got home quickly and safely. **If in doubt - please ring school.**

## **FINANCIAL MATTERS**

### **Charges for school activities**

Educational outings are vital in extending and enriching the children's education and for these to be viable the school is dependent upon voluntary financial support from parents (voluntary contributions). Parents may therefore be asked to make a contribution towards the cost of outings and other activities and these outings may depend on the 'voluntary contribution' being given. These may include swimming, visits connected with topic work, educational visits and residential visits.

### **Midday Lunch and Payment for Meals**

The option of having a hot meal cooked on the premises is available. With effect from 1<sup>st</sup> September 2014, children in Reception and Year's 1 & 2, qualify for a Universal Infant Free School Meal (UIFSM), an initiative brought in by and funded by the government. All the children eat in the hall supervised by a teacher and lunchtime supervisor. Good table manners and the sampling of all items on the menus are expected. If you wish to change arrangements for your child's meals, **one weeks' notice should be given.**

If you choose to provide a packed lunch, please inform the school secretary of your decision. For safety reasons, vacuum flasks and any other containers holding hot food or liquids are not permitted. In line with the Government's Food in School's policy we request that packed lunches contain as few processed foods as possible, and that no crisps, chocolate bars, or fizzy drinks are included. Children having a packed lunch will always be offered water at lunchtime along with the children having a school meal.

Details of the cost of the meals will be forwarded to relevant paying parents **and payment has to be made in advance.** The minimum period for payment is one week, but to assist with administration, monthly, half termly payments are welcomed. **Money should be sent in a named envelope.** Children will be credited when they are absent.

**Milk** is provided daily for the children at a discounted price. (The cost is advised and collected at the end of the previous term). All children are given a **water bottle** to be kept in school and they are **encouraged to have regular drinks of water** throughout the day.

## SCHOOL UNIFORM

In the age of increasing competition for employment, and where personal presentation and smartness are relevant factors, we hope to cultivate a positive approach to work and dress among our children, and would appreciate your co-operation in maintaining these standards.

The school uniform consists of the following:

Grey or black skirt or trousers (shorts for the summer), black shoes.  
Green sweatshirt and polo shirt with school logo.  
Green gingham dress for the summer (this is optional to normal uniform as above)

Sweatshirts, polo shirts, PE shirts and book bags are all available to purchase from school.

Please make sure that all items of clothing are **clearly marked with your child's name.**  
Children should bring into school **named Wellingtons** for wet playtimes and outdoor activities.

## P.E. KIT

PE kit comprises of a Greenhaugh t-shirt with logo, shorts, pull-on sand shoes and socks. Trainers and jogging pants may be added to the P.E. kit in the Autumn and Spring Term for outdoor use.

## SCHOOL RULES

Through the promotion and recognition of positives, the school rules we do have at Greenhaugh are there to maintain and to promote good behaviour, which is responsible and socially acceptable. We consider that only within an orderly, disciplined environment does effective learning take place, and a number of sanctions and loss of privileges are employed to maintain this balance. In cases of serious or continuous misbehaviour, parents will be informed with consultations to remedy the situation.

### Maintenance Rules for Health & Safety

- All items of clothing including PE kit must be clearly named.
- Toys and other items of personal property should not be brought to school unless invited to do so. No responsibility can be accepted for their loss.
- Sweets and biscuits are not to be brought to school.
- Nail varnish should not be worn in school
- Only necessary money e.g. dinner or swimming money should be brought to school in a **named** envelope or purse.
- Jewellery should not be worn by children in school, including earrings for pierced ears. If you wish your child to have their ears pierced, it must be at the beginning of the summer holidays so that earrings can be removed by the start of the new Autumn term.
- Shoulder length hair must **always be tied back.**

## START & END OF DAY SCHOOL ROUTINES

Our procedure for arrival at school and home time.

- **Children should arrive at school no earlier than 8.45am.** They can leave their book bag in the relevant box outside the main school door before going straight onto the yard where a member of staff will be on duty. If the weather is bad, book boxes are in the school hall and children assemble there to watch a DVD / video under the supervision of a teacher.
- **At the end of the day**, children travelling on school transport will be taken to their bus by a member of staff. All other children wait in the hall until they are handed over to their relevant adult waiting within the school gates. School must be notified either by phone or a note in the diary if there are any changes to home time routines.
- Similarly, **if a child is poorly, we must be informed before the start of the school day by phone** (an answering machine is always switched on for you to leave a message on the school phone and this is checked regularly if you have not managed to speak directly to a member of staff).

## HOLIDAYS

### Leave of Absence requests with effect from September 1<sup>st</sup> 2013

Holidays should be taken outside the school term as children can miss important aspects of work if they are taken out of school. In conjunction with amendments to the Government's policy on granting leave of absence during term time for family holidays, from September 2013, Headteachers **will not be authorising holidays during school time**

There may be occasions where parents/carers feel that their circumstances are exceptional, being of unique and significant emotional, educational or spiritual value to the child which outweighs the loss of teaching time, or other difficult circumstances within the family, and that there is no alternative. If this is the case, it will be necessary for a meeting to be arranged with the Headteacher to discuss this, after which a decision will be made.

## ABSENCES

For registration purposes we must be able to distinguish between authorised and unauthorised absences.

Would you therefore please let us know of illness **on the day your child is absent before 8.45am.** If a member of staff is not available to answer the telephone, the answering machine is always switched on and is checked regularly. Please notify us of any **PSHE** (Personal, Social & Health Education), **BV** (British Values), **SMSC** (Social, Moral, Spiritual & Cultural) and **Enrichment** doctors or dentists appointments or hospital visits as soon as possible. We have excellent attendance at Greenhaugh and very few unauthorised absences.

### Authorised and unauthorised absence.

- By authorised absence we mean when a child is absent from school for a valid reason e.g. the child is ill, has a medical appointment or there are exceptional circumstances which require the child to miss school and it has been authorised by the Headteacher.
- By unauthorised absence we mean when a child is absent from school for an unauthorised **reason** e.g. has gone on holiday, or the child is not in school and school is not informed.

Further information about Greenhaugh Primary School can be found on our website. Please do visit us at [www.greenhaughprimaryschool.co.uk](http://www.greenhaughprimaryschool.co.uk)