

St Helen Auckland Community Primary School

School Brochure 2021 - 2022



We care for our school
We care for each other
We always do our best

'... school has a carefully thought out curriculum and school's focus on developing all pupils spiritual, moral, social and cultural understanding and skills, pupils are very well prepared for the next steps in learning and to take their place as informed citizens.'

Ofsted October 2018

Head Teacher : Mrs Maeve Mackenzie

Chair of Governors: Mrs Leanne Harris

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Headteacher's Introduction

It is with pleasure that I formally welcome all those parents / carers who have chosen to continue their child's development in our school. St Helen Auckland Community Primary School educates children from 3 years old, when they enter the Foundation Stage, until they transfer to a secondary school at the end of Year 6. We also have a funded 2 Year Old 'Play and Learn' provision within our Nursery.

Following acquiring the Children's Centre building attached to this school, we have significantly extended the space available for classroom and outdoor learning for each year group.

We deliver a broad curriculum that has an emphasis on key skills and skills for life. Topics or themed subjects to motivate and engage children in their learning divide each half term. ***The school curriculum has been altered during Summer Term 2021 to support lost learning from the Pandemic – we will relook at how to further support children recover from this in the academic year 2021 -2022***

The Governors are proud that excellent teachers, supported by knowledgeable and skilled support staff, teach all of our children. This was ratified by our last Ofsted inspection (October 2018) describing teachers as ***'..skilled with high levels of subject knowledge. They know their pupils well and use this knowledge to focus their teaching on the learning needs of individuals and groups of pupils'***.

Ofsted talked about Support Staff who ***'support pupils effectively and remove barriers to their learning by keeping them on track and focused on the task in hand'***

To complement our work, we encourage the support given by parents who are welcomed into school for a wide range of events and activities in school. We believe that children will only achieve their dreams and aspirations when the teachers and parents work together. ***Restrictions during the pandemic have paused the physical link between home and school. However, this has been maintained through video links, Teams meetings, Parentmail Communication and phone calls.***

Our children are educated in a stimulating and supportive environment. We are a caring and inclusive school. We aim for all our children leave us as well rounded, happy and confident individuals who are socially, academically and emotionally ready for the next phase of their learning and life as adults.

**Mrs Maeve Mackenzie
Head Teacher**

Staff

Head Teacher – Mrs M Mackenzie

Deputy Head – Mrs J Elmes

The school is divided into the following classes:

<i>Class</i>	<i>Teacher</i>	<i>Support Staff</i>
Foundation 1 - Nursery	Mrs Thompson – maternity leave covered by Mrs Elmes and Mrs Whitehead (both part time)	Mrs Hardwick Mrs Cooper Miss Sumpton
Foundation 2 – Reception	Mrs Airey	<i>Support staff to be allocated as required.</i>
Year 1	Miss Collins	
Year 2	Miss Davies	
Year 3	Mrs Treend (SENCO)	
Year 4	Miss Stott	
Year 5	Mrs McGeary – maternity leave covered by Miss Pearson	
Year 6	Miss Parker	

Other key roles in school:

<i>Role:</i>	<i>Staff Member (and days worked if part time)</i>
Learning Mentor	Paula Bays
Parent Support	Rachael Carroll (Monday, Tuesday and Wednesday, Thursday)
School Business Manager	Linda Nicholls (Wednesday)
Office	Mrs M Bostock and Mrs P Dockerty
Caretaker	Mr S Rewcastle
Lunchtime Supervisors	Mrs P Graver, Mrs D Clarke
Breakfast Club Supervisors	Mrs P Graver and
Cleaners	Mrs C Hopper and Mrs K McKay

School Times

Breakfast Club	8:00 am	-	8:50 am	
Morning Session (doors open at 8:50 am)	8:50 am	-	12:00 pm	KS1
	8:50 am	-	12:30 pm	KS2
Afternoon Session	1:00 pm	-	3:00 pm	

Currently the school is working a staggered day and a limited breakfast club. We will assume this will be able to revert to the above times ready for September 2021.

Nursery Times

The nursery day is divided into two sessions.

The first is from 8:50 am until 11:30 – 11.50

The second is from 12:00 – 12.20 pm until 3:00 pm.

Nursery children attend one of these sessions. Generally, the younger nursery children attend in the afternoon and the older nursery children in the morning although we always try to offer families their preference.

We are now able to offer 6 **30 hour places** to eligible families.

We also have provision for 2 year old 'Play and Learn' within the Nursery. We have capacity for 12 morning and 12 afternoon session places.

Again we currently have a slight change in pick up and drop offs to fit in with staggered family times for school but hopefully we will be back to these times and arrangements for September 2021.

Information about the running of school

Lateness



School opens its door for children at 8.50am. The registers are completed and the teaching day starts at 9.00am prompt.

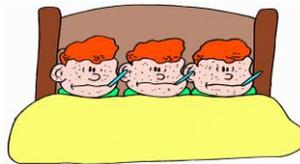
The 10 minutes from doors opening to the close of the register at 9.00am allows a more staggered, calm start to the day, and enables us to spend time with any children needing extra support as they come in.

If your child is late after 9.00am you will need to escort them to the main office to sign them in and complete a late slip giving reasons for the late start. Records of children's late attendance at school are monitored carefully and if we feel it is becoming a regular occurrence support and advice will be offered. Children do not like missing out of the start of the day as they tell us they feel unprepared for their learning as well as missing a calm and sociable start to the day.

Collecting Children

Make sure you complete the form letting us know contacts that you give permission to collect your child. They must be a responsible adult and at least over 14 years old. If we have any concerns about someone other than immediate family collecting your child we will always ring to confirm you are happy with the arrangement. If your situation changes through the day and have to change plans for collecting children always ring the office to inform us.

Absence



If your child is absent, we request you follow the follow procedures:

- Telephone the school the morning of the absence giving reasons.
- If you message school using parent mail, we will follow this up with a phone call.
- When your child returns to school please provide a written explanation of the absence if we do not have a reason. This requirement applies for every absence.

All absences should be messaged in and if any symptoms of Covid 19 are present the procedures published nationally From September 21 onwards should be followed.

If you do not telephone the school, we will call you on the first day of an absence. This is to check that you are aware your child is absent and to enable the school to record a reason for absence. It also allows us to be aware of any illnesses that are spreading through school and put systems in place to try to avoid further infections.

Parents are legally responsible for ensuring that their child attends school each day. The school day is divided into two attendance sessions; children are

expected to attend school for 190 days or 380 sessions. At the start of the morning and afternoon session the class teacher takes a register. The Head Teacher, Parent Support Adviser, Attendance Governor and the Local Authority monitor pupils' attendance marks.

If a child has too many absences then school will need to investigate this further and if necessary hold a meeting with families to offer support and put a plan in place to try to improve the attendance. If the child's attendance does not improve more formal action may need to be taken, which may result in prosecutions / fines if it is felt that the reasons for absence are not necessary.

Children are rewarded for high levels of attendance. The class with the highest attendance has Top Table Lunch on Friday. It is a very popular reward. Individual children with 100% attendance each half term will gain a small prize and those with 100% attendance at the end of a term are put into a raffle to win a family voucher.

Each term our PSA will send out your child's attendance on green paper if it is in line with national expectations of 96% or more, orange if it is below 96% and red if it is a cause for concern -below 90%. This helps inform families of when there is an issue with their child's attendance.

Leave of Absence

In exceptional circumstances, it may be necessary to request leave of absence for your child from school. You will need to complete a form detailing your reasons. A decision as to whether this can be granted will be made on an individual basis taking into account a range of circumstances.

Schools can no longer grant holidays in term time. They are not encouraged as it has a detrimental effect on the children's learning and adds to the work staff in school have to put in place to try to catch them up with learning they have missed. In order for a child to achieve the Government minimum attendance target of 96% they would have to miss less than 8 days schooling in a school year.

Communication



The school issues a Newsletter monthly, which details information and events for children and parents.

We use the ParentMail app to quickly keep families informed of a range of information. Please make sure you provide us with an up to date email address. We can also send out text messages that are particularly important in an emergency. We therefore request that mobile numbers are kept up to date on our system.

Each term you will receive a short report showing your child's progress and you will be invited into school to see their work and find out about learning priorities that we are working on. A longer report is available at the end of the school year alongside a formal parents meeting with the current and next teacher.

We have an open door policy in school. We will endeavour to meet with you at the earliest opportunity if you wish to discuss any issues. Please request appointments at the school office.

Uniforms



The Governors expect every child to wear our school uniform. Wearing a uniform gives the children a sense of identity with and a pride in their school. Dressing your child in school uniform overcomes any arguments over what is the appropriate way to dress for school. The school uniform is:

- black or grey trousers, skirt or dress
- white shirts, blouse or polo shirt
- red jumper, sweatshirt or cardigan
- black school shoes

PE kit consists of:

- white t shirt
- black shorts
- string bag to fit on their pegs.
- Black PE shoes / trainers for outdoor P.E.

Jumpers, cardigans and PE kits are available to order online. These items are embroidered with the school badge. Fleece, shower proof coats, book bags, PE bags and satchels are also available.

Details of providers of our uniform, and how to order can be obtained from the school office.

Children with long hair will be expected to tie it up.

Jewellery



We are advised by the Health and Safety Department of the Local Authority that children should not wear jewellery to school as this can cause injury to themselves and to other children and adults. Children are not permitted to wear jewellery other than one pair of small round studs (which must be removed for PE or covered with a plaster) and a watch if the child has learnt to tell the time.

Children are not expected to bring mobile phones into school and will be looked after by a member of staff in the event that one is brought in. This includes smart watches.

Medicines



If your child has been given prescribed medicine by a doctor we are able to administer this to your child through our nominated, trained members of staff. Parents must sign a permission slip if medicine needs to be administered during the school day. All medicines are stored in a locked cupboard or fridge and a record made when administration takes place. Inhalers are kept in class. Again, parents must sign a permission slip for inhalers, and the child or their class teacher keeps a record of usage.

Any child needing medium or long term medication now requires a Medical Support Plan and we can assist parents / carers to complete this for school records in case of a medical emergency.

School Meals



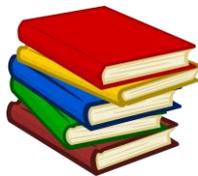
If you think your child is eligible for free school meals please collect a form from the office. As you may be aware all Durham Primary Infant School children are entitled to a free meal as part of a Government initiative. The school still needs to be aware if your child would have been eligible for a free school meal. Our school meals provider ensures the meals offered are of a high quality and encourage healthy eating.

Your child will be given a menu regularly with a 3 weekly cycle of option to complete and return to school. They will be given the appropriate coloured token each day to ensure they receive the meal of their choice. If you choose to provide a packed lunch for your child please be aware of nutritional guidelines the Government on what children should / shouldn't eat at school. We are constantly striving to be a healthy school and teach the children what it means to make healthy choices. Your child will bring home our guidelines for packed lunches if they do not have a school meal.

Drinks in School

All children are to bring a clean, filled water bottle into school each day. This should contain plain water not fizzy or flavoured water or juice (fresh or squash). We are only allowed to have plain water or milk served to children in line with the Food in School Standards.

Homework



Homework is set for all children. We issue a learning log for children to record their learning out of school. They are encouraged to be creative and present work in various formats including photographs, pictures etc. Collaborative work from parents and families is welcomed and encouraged. All logs are taken home on a Friday and should be returned on a Wednesday. We expect all children to complete homework tasks. We will often set tasks related to extending learning

further at home or finding out information to support topics in class. The amount of time set for homework varies with the child's age. We use the guidance supplied by the DfE and the LA in setting the homework period.

We have recently introduced a **pupil activity passport** giving families a year of activities for the children to try to achieve and record out of school. These ideas are to promote resilience, perseverance, confidence and problem solving as well as encouraging interests outside of school. The ideas come from the Dfe who looked at a range of ideas including the national trust ideas for children. The year groups activities are put in the children's Learning Logs at the start of the year.

School Rules



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We care for each other
We always do our best

Our School Rules are based on our expectations of caring, respect and purposeful learning. We expect mutual respect from and with all involved in school life.

The playground rules created by the school council are:

We will keep our playground tidy
We will be friendly and kind to each other
We will show respect to those who take care of us.

We have information on our school gates of what we expect from everyone entering our playground and we would request they are adhered to.

We have a positive approach to rewarding good behaviour:

Well Done



Children are rewarded in the following ways in school: smiles, praise, thank you stickers and sunshine stickers if they have stayed 'on the sunshine' in class all week.

One child a week is rewarded for achievements and improvements in their learning in our special Star of the Week Assembly on a Friday, to which families are invited to attend.

We have clear and simple sanctions for children needing reminding of inappropriate behaviour

Oops!



The school has clear and simple sanctions for children needing reminding of inappropriate behaviour. Constant misbehaviours are taken more seriously. Children ending two or more days 'on the raincloud' miss their Friday playtime to attend a special Behaviour Assembly with the Head Teacher. They will bring information home to parents / carers.

Children behaving in an unkind, dangerous or aggressive manner on the playground are kept in the following lunchtime as a consequence.

Children with a pattern of extensive challenging behaviour will be offered a behaviour support plan that will be shared with families to support improvements in targeted areas.

How we can help



Concerns

Please feel free to discuss any problems, issues or concerns with the Head Teacher, your child's class teacher, our Learning Mentor, our Parent Support

Adviser or any other member of staff. We may not always be able to sort it out but we will always do what we can. Please also try to keep us informed of any matters that may arise at home that may affect your child within school. It is important that we can support all children where necessary and not add to their stresses in school. We have a wide range of strategies we can deploy in school as well as other professionals that we can refer on to if needed.

Complaints

A copy of the school's Complaints Procedure is available from the school entrance if you feel we have not been able to resolve your problems / concerns in a satisfactory and timely way. We would always suggest you have a meeting with us first to try to resolve concerns.

Additional Support for pupils



Some children need additional support or different work to help with their learning. These would be discussed with you as a parent / carer and if outside agencies e.g. Learning Support, Behaviour support, Speech and Language, are agreed to be involved referrals are made.

An Individual Support Plan (ISP) will be written and discussed with you and your child if additional support is provided above what a class teacher would be able to do. This is now costed and is called a provision map. You will have access to all reports written about your child.

If your child is being seen by professionals outside of education and would like us to be copied into the reports, you can mention this to the service and we would be happy to receive these reports to ensure we are aware of any issues.

Learning Mentor



Our Learning Mentor works with lots of children in a range of ways. She can offer support for children with worries by offer a listening ear for children who need 'a quiet word' and someone to talk to. She runs social skills programmes for children of school age and can provide therapeutic work for individual children. Parents are encouraged to discuss any concerns with a member of staff if they think any therapeutic work would support their child.

Attendance and Inclusion Officers



The Attendance and Inclusion officers support school to ensure children have and keep good attendance (96% or above). They can support parents with issues at home around getting children to school through the TAF process and will work together with our Parent Support Adviser to help families overcome barriers to good attendance.

School Nurse



The School Nurse works closely with the school to help maintain high standards of health and hygiene. They put on drop in for parents, workshops for children and whole school assemblies looking at anything from hand hygiene, oral hygiene and health eating to puberty talks and resilience for secondary education.

Learning The Curriculum



We revised our curriculum in line with the New National Curriculum 2014 to introduce a more thematic approach. Staff have ensured that each area of curriculum is covered through delivery of topics or stand alone lessons taking account of the interests of children, developments in the local community both past and present and any relevant environment / global issues. We are currently exploring and enhancing the children's learning experiences in line with the current OFSTED framework. Our last inspection mentioned that we have produced a curriculum that is *'well thought out and focused on giving every pupil the knowledge and skills they need'* It also states that the rapidly developing wider curriculum allows pupils to gain subject specific knowledge is effective and underpins the whole school approach we have to reading.

Each class from Reception to Y6 take part in daily key skills sessions in literacy and mathematics.

All classes have two hours a week of PE alongside an extra 'daily 20' of extra physical activity each day that we have signed up to achieve.

Music, including learning how to play an instrument, is taught weekly.

Key Stage 2 classes have one hour a week learning French.

We have recently introduced a half term of Spanish in the Summer Term to prepare out Y6 children for Secondary Language lessons.

R.E. is delivered in accordance with guidelines from the local education authority.

Relationship Education is currently covered through an approach called 'Talkabout' and are ready to implement the new Relationship Curriculum to our planning and delivery during the academic year 2021/2022.

Personal, Social, Citizenship and Health Education



We pride ourselves that we are a school that promotes respect and citizenship. Pupils are taught strategies to recognise and manage their emotions. They are taught how to recognise triggers for anger and strategies to calm down. Hearthmath is used throughout school as a means of calming down and preparing ourselves for the next part of the day. Children are listened to and their views are respected. They are encouraged to be part of the running of school and are trained to be responsible in a range of roles that include:

- Buddies and mini buds helping with play and friendship
- Anti-Bullying Ambassadors
- Eco Warriors
- Road Safety Offices
- Office Duty
- Lunchtime Helpers
- Science Ambassadors
- Interviewing potential new staff

Staff act as mediators, using a restorative approach to solving conflicts. Positive play is encouraged and children are taught games and activities. They are taught about their rights, which are balanced with the role they play to ensure school runs smoothly. Global issues are discussed as part of the curriculum, allowing children to explore their thoughts relating to worldwide issues.

The school's work to develop pupils' spiritual, moral, social and cultural awareness is strong. Staff provide pupils with many opportunities to explore these aspects of their lives through many extra-curricular and other activities'.

Ofsted October 2018

Health and Wellbeing



The School Nurse works closely with the school ensuring statutory health checks are carried out. Key Stage 1 children receive milk and fruit and fruit is available to Key Stage 2 children at a small charge. All children have access to water throughout the school day and are requested to bring in a water bottle from home each day.

Children listen to calming music and are taught breathing exercises (Heartmath) to help prepare them for their lessons and begin to learn to regulate their emotions and calm themselves.

The school ethos and curriculum have a high weighting to teaching the children to be emotionally intelligent, resilient and aware of keeping safe at home and at school. We are passionate about preparing children for life and not solely academic achievement.

We have staff trained as Mental Health First Aiders and are confident to support families who find themselves in challenges situations.

Copies of our policies relating to keeping your child safe and healthy are available in the school entrance and on the website.

After School Clubs



We always have a number of after school clubs available. Information is available from the main office. Clubs for the next half term are sent out well in advance,

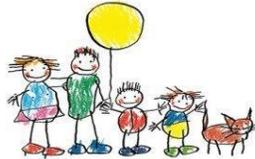
and we encourage all families to put children's names down early as they are always very popular. We survey the pupils to find out what they are interested in and make sure a range of activities to spark their interests are on offer over the year.

Breakfast Club is available to all school aged pupils. Doors open at 8.00am and breakfast is served up until 8.30am. The children then have an informal activity based session until 8.50 when they go to their respective classes. There is no requirement to put your child's name down, just turn up between 8.00 and 8.25am at the Key Stage 2 entrance. Payment needs to be made via Parentmail as we are now a cashless school.

There is an expectation that children will behave appropriately during school hours and this includes after school clubs. Children unable to cope and behave safely in any clubs, including Breakfast Club, may lose their place.

We are hoping to re-start after school clubs in the new academic year in line with any Covid 19 restriction.

Family Involvement



As a school we are proud of the number of events and activities we plan into the school year for families to be involved with. We value home and school working together to support the children's learning. It is important that we maintain positive relationships with families so we can all be proud of individuals and school achievements as well as able to discuss where there may be concerns.

Examples for you to become involved have been:

- Parents meetings to learn about aspects of the curriculum and spend time looking at your child's work
- Family Fun Fridays where you can work with the children in your family in school on fun activities
- Christmas Fair – and we are always looking for volunteers to help us fundraise
- Concerts throughout the year – Proms on the yard and the Christmas Concert are always popular
- Class Assemblies
- Mother's Day Coffee and cake / Father's Day Trail and a treat

- Meetings to inform families about tests the children have to undertake
- Safety Assemblies run by the children around Safety on Line
- Parent and children learning course e.g. healthy cooking and healthy eating
- Family afterschool clubs

If anyone has ideas of ways to raise needed funds or activities they could help organise please let us know.

Admissions Policy

The Local Authority is legally responsible for all admissions to the school. The admission criteria of the LA are as follows:

1. **Medical Reasons**
Pupils with exceptional medical factors directly related to school placement. Applications under this criteria should be supported by written evidence from a family doctor.
2. **Family Links**
Pupils who have a brother or sister already attending the preferred school or associated school on the same site, and who is expected to be on roll at that school at the time of admission.
3. **Distance**
Pupils who live nearest the preferred school, measured by the shortest walking route. This will be based on the parental address. We will, however, consider the overall availability of school places in an area to ensure that children do not have an unreasonable distance to walk. This may override distance to the preferred school.

It may not be possible to offer your child a place in this school if the number of applications exceeds our admission limit. When this happens the LA consults with the Governors of the school and will allocate places according to its published criteria.

Nursery applications are taken in the order of the applications given to the school office.



Finally, I would like to reassure all parents that we have very high expectations of the children academically, socially and emotionally and are working hard to ensure all children and families feel valued and able to achieve and thrive in our school.

'Pupils want to learn. They take delight in learning and rise to the challenge...they take pride in their work...'

OFSTED October 2018

Mrs Maeve Mackenzie
Head Teacher

Mrs L Harris
Chair of Governors

School Governors

	Name	Areas of interest to monitor and support
Chair of Governors	Mrs L Harris	
Vice Chair	Fr McTeer	Welfare and Attendance
Co-opted Governors	Pending Miss M Hockaday Miss C Bake Fr McTeer Mr S Wright	Personnel -policies & recruitment Finance Special Needs; Communication Attendance and Welfare Curriculum
LA Governor	Pending	
Parent Governors	Mrs L Harris Mrs N Patterson Mrs K Dodgson	Safeguarding Looked After Children Data and performance Curriculum / EYFS
Staff Governor	Mrs H Airey	Pupil welfare and attendance.
Governors meet twice a term, one meeting to discuss school issues and achievements and Curriculum. The other looking at policies and procedures relating to Government and Local Authority issues.		