



# School Brochure

Website: <https://www.edmondsley.durham.sch.uk/>

Facebook: @Edmondsley

Instagram: @Edmondsleyprimary

Twitter: @Edmondsleyprim1

Front Street  
Edmondsley  
Co Durham  
DH7 6DU  
Tel: 0191 3710443

School No: 840 2105

July 2023

**Welcome to Edmondsley Primary School. We hope that you and your child will enjoy a long and happy association with the school.**

This brochure provides information about our school, its Staff and Governors. It is designed to assist family members and carers in understanding how our school works.

The education of your child is as important to us as it is to you. Co-operation between home and school is vital if we are going to successfully maximise the potential of every child in our School.

If you have a query, please don't hesitate to contact a class teacher, Deputy Head or Head Teacher for help or advice.

I hope that you will find the information in this booklet useful.

Please note:

It must not be assumed that there will be no change affecting the relevant arrangements before the start of, or during, the school year.

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## SCHOOL STAFF

### **School Governors**

Chair of Full Governing Body	Mr S. Hogarth
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### **Senior Leadership Team**

Mrs A Rees	Head Teacher (Tuesday – Friday)
Mrs V Wood	Deputy Head Teacher (Associate Head Teacher Mondays)
Mrs J Anderson	Special Educational Needs Co-ordinator.

### **Teaching Staff**

<u>Class Responsibility</u>	<u>Name of member of staff</u>
Year 5/6 Teacher	Mrs V Wood
Year 4/5 teacher	Mrs A Butler
Year 3/4 teacher	Mrs L Skidmore
Year 2 teacher	Mrs J Anderson
Year 1 teacher	Mrs R Coates (Monday – Wednesday) Mrs A Holmes (Thursday – Friday)
Reception teacher	Mrs S Hume
Nursery teacher	Mrs K Austin

### **Higher Level Teaching Assistants**

Higher Level Teaching Assistants (HLTAs)	Mrs C Wall Mrs A Staveley Miss S Smith
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### **Teaching Assistants**

Teaching Assistants	Miss D Mould Mrs E Stewart Mrs E Sparks Mr B Medland Miss R Husband
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### **Support Staff**

Office Manager	Mrs A Haswell
Caretaker	Mr D Evans
Lunchtime Supervisors/Play Leaders	Mrs D Coils Miss D Miller Miss E Rawling Mrs S Worthy
School Cook	Mrs S Hobson
School Cleaning	Miss E Rawling Mrs S Worthy

## SCHOOL ORGANISATION

### **Mixed Year Groups in Key Stage 2**

Within our school there are six registration classes: Reception, Year 1, Year 2, Year 3/4, Y4/5 and Y5/6. Depending upon the number of children in key stage 2, mixed aged classes are in operation. A number of factors are taken into account as to which mixed class your child will attend. All children receive a high quality education no matter which year group they are mixed with. Please note: this means your child will be in one of the Key Stage 2 classes for 2 years.

### **School Uniform**

Our School uniform consists of a jade green/white sweatshirt and plain grey/black trousers/skirt/shorts, black shoes. Uniform is available to order from the Edmondsley Primary School website. Parents are asked to provide suitable clothing for PE. (Black shorts/leggings/jogging bottoms and white/jade t-shirt.

On health and safety grounds we do not allow children to wear jewellery in our school. The exceptions to this rule are small objects of religious significance, which must be removed before any physical activity including playtimes and lunchtimes. We ask the children to remove these objects during PE and games.

*If your child comes to school wearing jewellery you will be contacted to come and remove it. If your child wants to have his/her ears pierced, then please ensure that this is done at the beginning of the six week summer break to allow plenty of time for wounds to heal.*

*Please note that school staff will not take any responsibility for the safeguarding of any item of jewellery, for this reason we strongly urge you not to allow your child to take anything of any value into school.*

## The School Day

	<b>Start Time</b>	<b>End Time</b>
Reception	8:45	3:00
Years 1 and Year 2	8:45	3:15
Years 3, 4, 5 and 6	8:50	3:20

The top gate entrance is unlocked at 8.45. Supervision of children, **prior to them entering the school building in the morning**, is the responsibility of parents/carers. Children do not line up in classes before entering school, they can enter via the Key Stage 1 and Key Stage 2 entrances at their allocated time slots.

The lower gate Visitor entrance is open from 7:00 to allow children who attend breakfast club at 8:05to enter.

## SCHOOL DAY

8.05	Breakfast Club (Children and family members enter from Lower gate)
8.45	Top School gate open for children and parents/carers to enter the yard.
8.45	Nursery Start
8:45	Reception Start
8:45	Years 1 and 2 Start
8:50	Key Stage 2 Start
9.00 – 9.25	Assembly (+ Additional Learning Time for some children)
9.30 – 10.30	Space around school is used to teach children.
10.30 – 10.45	Playtime. Outdoor space is used by children.
10.45 – 12.00	Space around school is used to teach children.
11:50	Lunchtime for Nursery Children
12.00	Lunchtime for Reception and Key Stage 1 children
12.10	Lunchtime for Key Stage 2 children
1.15	Space around school is used to teach children.
3.00	Nursery and Reception Home time
3.15	Key Stage 1 Home time
3.20	Key Stage 2 Home time
3:20 – 4:30	After School Clubs

## Communication

Teachers hold Parents/Carers Evenings in the Autumn and Spring terms in order to meet with parents/carers to discuss children's progress, achievements and homework. Parents and carers are invited to school each term to look at their child's books. End of Year reports are written by teachers and shared with parents/carers during the summer term, with the opportunity for further discussion if required. "How is my child doing at school?" note will be shared with parents each half term.

You can e-mail your child's class teacher throughout the year using the addresses below. For emergencies, please contact our school office so any issues can be dealt with in a more timely manner. Teachers log onto class e-mails once a week.

[reception@edmondsley.durham.sch.uk](mailto:reception@edmondsley.durham.sch.uk) (Butterfly Class)

[Year1@edmondsley.durham.sch.uk](mailto:Year1@edmondsley.durham.sch.uk) (Hedgehog Class)

[Year2@edmondsley.durham.sch.uk](mailto:Year2@edmondsley.durham.sch.uk) (Squirrel Class)

[Year34@edmondsley.durham.sch.uk](mailto:Year34@edmondsley.durham.sch.uk) (Rabbit Class)

[Year45@edmondsley.durham.sch.uk](mailto:Year45@edmondsley.durham.sch.uk) (Deer Class)

[Year56@edmondsley.durham.sch.uk](mailto:Year56@edmondsley.durham.sch.uk) (Stag Class)

Edmondsley School uses a text messaging service. We kindly request that our Office Manager is given two current phone numbers, so that this form of communication is effective.

There are regular class and school posts on our social media sites sharing details of school life, enhanced learning opportunities and celebrating achievements.

Class Teachers create a learning grid each half term explaining what your child will be learning over

the coming weeks. These are uploaded onto our school website. Parents and carers are notified of these grids through our text messaging service.

### **Absence**

Parents/carers are asked to inform the school when children have medical/dental appointments or when they are absent because of illness. This can be done either by telephone, letter or e-mail. Absences due to family holidays are recorded as unauthorised.

### **Breakfast Club**

Breakfast club starts at 8:05. Reservations can be made by contacting our school office.

### **Healthy Eating Policy**

Children do not bring sweets, chocolate or crisps etc. to school for break times. If you feel your child needs a mid-morning snack please send fruit.

### **Fruit**

Fruit is provided for all Nursery, Reception, Year 1 and Year 2 children for free.

If your Year 3, 4, 5 or 6 child is eligible for Free School Meals (See information below), daily fruit is also provided free for mid-morning break time.

### **Milk**

Cartons of milk is provided daily to all children under the age of 5 years old for free. When your child turns 5 years old, a link is sent to you with the option to pay for your child to continue to receive milk in school.

### **Year 1 and Year 2 School Lunches**

All children in Reception, Year 1 and Year 2 receive a FREE school lunch. If your child prefers to bring a packed lunch, please consider the contents carefully in order to ensure that it is healthy and balanced. Our catering provider, guarantees meals are nutritionally balanced. Please contact our School Office if your child requires a special diet.

### **Years 3, 4, 5 and 6 School Lunches**

Your child may be able to continue to receive free school meals if you receive any of the following:

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Please contact our School Office if any of the above apply to you.

### **Family Allowances and Support**

If you receive any of the support or allowances above, children from Reception to Year 6 can receive the following free

- Breakfast Club
- After School Clubs
- Daily Fruit
- + other adhoc financial support

Please contact our School Office for further information.

### **Parentpay**

Parents/carers pay for School Lunches via Parent Pay – an online programme which allows parents

to pay for lunches, school trips, after school clubs etc. Individual usernames and passwords are provided by the school office.

### **Extra-Curricular Activities/After School Clubs**

A variety of clubs are organised every afternoon after school. These change every half term and can include Art and Craft, Singing, Cookery, Gymnastics, Fun and Games, Athletics, Tag Rugby, Drama and an Environment. Reservations can be made by contacting our School Office. If you are eligible for Free School Meals, there is no cost.

### **Most Able and Talented Children**

We recognise that gifted and talented children, by virtue of their outstanding abilities, are capable of high performance. Every member of staff takes responsibility by providing a suitably differentiated curriculum which will continue to challenge your child.

### **Special Educational Needs and Disability**

At Edmondsley Primary and Nursery School, we recognise that all pupils are entitled to a quality of provision that will enable them to achieve their potential. We believe in positive intervention, removing barriers to learning, raising expectations and levels of achievement and working in partnership with other agencies in order to provide a positive educational experience for all our pupils including those with a special educational need or disability.

### **Environmental Education**

Edmondsley's pupils enjoy a unique location, with its own extensive grounds and direct access onto Waldrige Fell. Environmental Education has been identified as an important component within the Curriculum and Edmondsley School is uniquely situated to take advantage of this situation.

### **Inclusion**

Edmondsley school strive for inclusion and we promote equal opportunities for all pupils, whatever their ability, age, gender, ethnicity, attainment and background. Edmondsley Primary School is a Centre of Excellence for Inclusion.

### **OPAL (Outdoor Play and Learning)**

Edmondsley Primary School is a Platinum Award Winning OPAL School. We believe it is important for children to have a balanced diet of experiences. Edmondsley Primary School began OPAL in October 2015. All children are encouraged to bring a pair of wellington boots which are kept in our welly sheds at school.

### **Sex and Relationships Education**

This subject is dealt with in a sensitive manner as part of a carefully planned and progressive Health Education Programme. As part of this programme, the School Nurse delivers information to all Year 5 and 6 pupils which incorporates a Sex Education element.

**The 1993 Education Act states that parents have a right to withdraw their children from sex education at school. If you would like to exercise this right please contact the school.**

### **Sun Block**

We advise family members and carers to apply sun block to their child before coming to school when the temperature is high. Staff can support your child to re-apply any sun block you bring to school when necessary. Please add your child's name to the sun block container.

### **Swimming**

Children in Key Stage 2 are given the opportunity to develop their swimming abilities. Parents/carers need to provide a swimsuit, towel and swimhat.

### **Equal Opportunities**

Our policy is that every child, regardless of gender, religion, race or ability, will have equal access to all aspects of the curriculum within the school.

\* **Please note:** Pupils may be withdrawn from Religious Education and Collective Worship. Parents who feel that they may wish to withdraw their child should discuss this with the Head Teacher.



## ETHOS AND VALUES

### **Our School Promise**

The views of parents/carers, governors, staff and children were collected to create 'Our School Promise' in September 2014. Our Promise, highlights what we collectively feel is important to be successful and which values should underpin all that we do. Weekly celebration assemblies celebrate when values have been upheld.

Polite and Caring, that's what we are,  
Respect and Resilience, takes us far.  
Open and Honest, we don't tell lies.  
Manners are important, everyone tries.  
I is in United, team work's the prize.  
Strive to be, the best we can be,  
Everyone aims high at Edmondsley.

### **Our School Eco Code**

- Look after our school and grounds as well as we can
- Grow and eat our own fruit and vegetables
- Be as healthy as we can
- Reduce waste as far as we can
- Re-use and recycle as much as we can
- Keep the pupils in our school safe
- Learn about our world and help care for it

### **Online Safety**

As part of our Ethos to keep our children safe, e-safety rules are displayed in appropriate areas around school and are discussed often.

#### **Think then Click**

These rules help us to stay safe on the Internet



We only use the internet when an adult is with us

We can click on the buttons or links when we know what they do.



We can search the Internet with an adult.

We always ask if we get lost on the Internet.



We can send and open emails together.

We can write polite and friendly emails to people that we know.



Key Stage 2

#### **Think then Click**

Online Safety Rules for Key Stage 2

- We ask permission before using the Internet.
- We only use websites that an adult has chosen.
- We tell an adult if we see anything we are uncomfortable with.
- We immediately close any webpage we not sure about.
- We only e-mail people an adult has approved.
- We send e-mails that are polite and friendly.
- We never give out personal information or passwords.
- We never arrange to meet anyone we don't know.
- We do not open e-mails sent by anyone we don't know.
- We do not use Internet chat rooms.

### **Spiritual**

Children readily learn about what their bodies are capable of doing. EG climbing a tree, balancing on the beam etc. Children learn respect for different people's feelings and values through excellent role modelling during assemblies and throughout the school day. Children have a good understanding of their place in society.

### **Moral**

Moral development underpins everything in our school. Weekly Celebration Assemblies highlights the moral code of our school/community and reflects British Values. Staff are proactive in choosing children for weekly awards.

### **Social**

Opportunities are exploited to teach children qualities of acceptance and understanding of all. Children are given opportunities to socialise in different contexts (PE festivals/competitions). Children meet other children from cultures which are different from their own. Visitors such as Buddhist Monks, Sikhs and Muslims enrich pupil's learning and are welcomed to our school regularly.

### **Cultural**

As a result of planned activities throughout the year, children's cultural experiences are broadened and their understanding of all cultural similarities and differences are developed.

The school has a systematic approach to teaching British values, while at the same time ensuring that pupils have a wider understanding of religions and cultures which differ to their own. In this way, we successfully help pupils to develop their spiritual, moral, social and cultural understanding and prepare them well for life in modern Britain.

## **BEHAVIOUR**

### **Discipline**

The school uses a 'Restorative' approach. Restorative Approach recognises that children need to be taught how to behave just as they need to be taught any other subject and that parents, teachers and support staff need to work closely to achieve the desired outcome. It provides a systematic approach to managing behaviour, thus benefiting both children and teachers in a very practical and positive way. Restorative Approach seeks to reward achievement, and apply consistency and fairness in dealing with inappropriate behaviour, and to promote children's responsibility. A Restorative Approach focuses upon restoring relationships and resolving conflict, giving the children the skills and tools to solve disagreements and conflict independently.

### **CHARGING AND REMISSIONS POLICY**

The Governors wish to confirm the right to a free education for all, but recognise that the school is unable to finance excursions as it is not in receipt of any funds specifically designated for such a

purpose. Parents are therefore asked to make 'voluntary contributions' in order to make trips possible. If at any point throughout your child's stay at the school you find that such contributions are causing you significant financial difficulties, please speak to the Headteacher as it is our policy that no child should miss out on any aspect of his/her education because of finance.

## PARENTAL AGREEMENT

I/we have chosen Edmondsley Primary School, which is a Local Authority Maintained School to educate and care for our child.

I/we agree to the following;

- to follow all policies adopted by the Governing Body. For example,
  - Uniform Policy
  - Healthy Packed Lunch Policy
  - Behaviour Policy
  - Attendance Policy
- to uphold the School Ethos
- to attend Parents' Evenings to celebrate my child's achievements and successes.
- Let the school know of any concerns or worries that may affect my child's learning, behavior or ability to complete homework

Signed \_\_\_\_\_

