

St. Margaret's Church of England Primary School



"Let your light shine before people in such a way that they will see your good actions and glorify your Father in heaven."

Matthew ch5 v16



A Message of Welcome from the Bishop of Durham, Bishop Paul Butler



Picture by Keith Blundy | Durham Diocese

It has been my privilege over many years to visit schools in many different places. This has been across England but also in some of the very poorest countries in the world, like Rwanda, Burundi and Uganda. It does not matter where I see schools at work, I am always impressed by the dedication of teachers and the longing of parents to want the very best for their children. As a parent I know you want the very best for your child. The Church of England is engaged in schools because it too wants the very best for every child.

Every child matters because every child is special. Naturally they are special to you, their parent or carer, and to grandparents. They are also very special to the school. This is particularly true for us in church schools because of what we believe about the value God places on every child.

Jesus' friends were arguing one day about who was the greatest in God's kingdom. Jesus took a small child, stood him or her amongst the group and told all the adults that unless they became like this child they could never enter God's kingdom. I often wonder just how very special that child felt that day. We want that sense of being loved, accepted and valued to be at the very heart of our schools, and of your child's education.

Education matters because it provides building blocks for life now and into the future. We seek to offer the very best education we can in every school. This is not simply about the important matters of reading, writing, numbers and the like. It is also about the values by which we behave, and the kind of people we want to be. We believe our church schools offer great all round education for every child.

I love being able to visit schools and meet children. They are always enthusiastic, welcoming and brilliant at asking tough questions. Their zeal for learning is inspiring.

So welcome to one of our wonderful church schools. I trust your child will find they grow and develop well throughout their time here.





ST. MARGARET'S
*Church of England
Primary School*

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Headteacher:
Mrs. H. Tait (Hr Hous. PGCE)

Dear Parents,

Whether you are considering making an application for a place at St. Margaret's, or your child is soon to start our school, I can assure you that we make every effort to help all children to settle in and feel "at home".

Everyone in our school strives to provide a caring, supportive and stimulating environment where the overall ethos is Christian. We have high expectations in both academic work and behaviour and every child is valued and encouraged to reach their full potential. In addition to the National Curriculum we provide many other experiences and opportunities for the children in order to ensure that they receive a broad and balanced education.

As parents you are always welcome in school and your child will benefit from a close home-school partnership.

I hope this booklet answers many of the questions you may have but do not hesitate to contact me to discuss any further information you feel you may need.

Yours sincerely,

Mrs. H. Tait

Head Teacher



MISSION STATEMENT

Let your light shine before people in such a way that they will see your good actions and glorify your Father in Heaven- Matthew 5v16

St. Margaret's Church of England Primary School strives to provide the best education for each individual child, within a stimulating, happy and caring environment, inspired by Christian faith and practice.

KEY VALUES

We are a, 'Caring, Celebratory, Courageous, Christ-like, Community, rooted in Love.

These Christian values are explicit in all that we do and are reflected in our aim to:

1. create and maintain a safe, secure, caring, supportive and stimulating environment, which is fully inclusive and non-discriminatory and where each child is valued and encouraged to reach their full potential.
2. encourage pupils to develop an awareness of moral values and an empathetic and positive attitude towards all members of the school and wider Community.
3. provide a broad, balanced and relevant curriculum which: ensures continuity and progression; is accessible to all pupils; and appropriate to their individual needs; in accordance with the demands of National Curriculum and with emphasis on the importance of numeracy and literacy.
4. be aware of the range of abilities and experiences of all pupils and meet their individual needs (including any special educational needs, disabilities, English as an additional language and special gifts and talents).
5. assess, record and track the progress of all individual children and use the information to guide their future progress, (involving pupils, teachers and parents in their further development); ensuring that each child is set demanding but achievable objectives.
6. provide opportunities for children to develop their communication, social and problem solving skills, in order to develop independence and self-esteem and to encourage them to take responsibility for their own learning and behaviour and be aware of the effect it has on other people.
7. provide opportunities for children to develop their personal talents and interests within the wider school curriculum.
8. provide for children's religious and spiritual development, including appropriate time and opportunity for high quality Collective Worship and Religious Education.
9. ensure that all staff receives the support and training necessary to attain their full potential and to meet the development needs of the school.
- 10 encourage the development of partnerships and professional links between our school and: parents; governors; the church; nurseries; secondary and other local schools; all support services; and the wider community.



St. Margaret's Primary School is a Church of England Controlled School, situated in a very pleasant environment on the western edge of Durham City. The school has a long history dating back to 1861. The current buildings were opened in the mid 1970s and are semi-open plan in design.

Children are admitted in the September before their fifth birthday and spend three years in our infant department (one year in our Foundation Stage Unit followed by two years in Key Stage One) followed by four years in our junior department (Key Stage Two).

There are currently six infant classes, housed in a separate building with their own hall, library and playground area. There are eight teaching areas in the Key Stage Two building with an additional hall, two libraries, two playgrounds and a large kitchen. There is a computer suite which is used by all classes. The school has a large playing field area and is surrounded by established trees.



THE SCHOOL DAY

For all children, the school day begins at 8.55am and ends at 3.30pm. Children in EYFS and KS1 can come into school from 8.45am to do activities until the school day begins at 8.55am.

The lunch break is staggered:

EYFS (YR) 11.30am - 1.00pm

Key Stage One 12.00 - 1.30pm

Key Stage Two 12.15- 1.15pm

There is a 15 minute morning break and a 10 minute afternoon break.

Children should arrive punctually for school sessions but not more than ten minutes before the start of school, as we cannot guarantee adequate supervision before 8.45a.m.

ADMISSIONS

We hold Open Days throughout the Autumn term for parents considering making an application for their child to join our Reception class.

If you are applying for an in year transfer and have been offered a place by Durham County Council School Admissions, please contact school to arrange a visit.

We have 60 places for Reception children. Applications for all year groups, whether for September entry or a midyear place must be made to The Admissions Team at County Hall in Durham (Telephone 03000 265896).

In the event of over-subscription children are admitted in accordance with the County's published admission criteria. In priority order the criteria are: – (i) Children in public care (ii) Medical reasons (ii) Sibling links -siblings attending the school already (iv) Distance of parental address from the school (Where multiple birth siblings would be split they will be given priority over other children).

ATTENDANCE/ABSENCE

All parents of children of compulsory school age are under a legal duty to send their children to school regularly and risk prosecution if they fail in this duty. Any attendance figures falling below 90% will be under scrutiny and may result in a referral to Durham's Attendance Improvement Team.

(i) Absences

Medical: We are obliged by law to report all unauthorised or unexplained pupil absences. Therefore all absences must be accompanied by a written explanation or telephone call, as soon as possible. Where a child needs to be absent from school to attend hospital or the dentist etc. please notify school in advance and inform us whether the taking of a school meal will be affected. In the interests of safety all children must be collected from school.

Leave of Absence: Parents who wish to apply for leave of absence for their child(ren) should complete the appropriate form (available by contacting the school office). All applications will be carefully considered on their merits and it should be noted that there is **no entitlement to leave of absence from school**. (See our booklet: 'Attendance Policy – A Guide for Parents'). In **exceptional circumstances** the Headteacher may grant authorised leave of absence. Parents should note that it is not possible to grant authorised absence for family holidays in term time .

(ii) Accidents/Illness in School: In the event of an accident or illness whilst in school your child will be given immediate care and attention. In an emergency, parents will be informed at once and for this reason you are asked to complete a contact form when children start our school giving a home/work telephone number and the name of a relative or friend who could be contacted if you are unavailable. Please inform school of any changes in this information.

CURRICULUM

We aim to provide a broad, balanced and relevant curriculum, which ensures continuity and progression and takes account of individual needs, in accordance with the demands of National legislation, with emphasis on the importance of numeracy and literacy. We believe in developing children's personal and social skills and offering opportunities to develop their special talents.

EARLY YEARS FOUNDATION STAGE

When they first start school, children work towards Early Learning Goals, which give them a good foundation for future National Curriculum work.

Children continue working on the 3 primary areas of learning begun in nursery: Communication and Language; Physical Development; and Personal, Social and Emotional Development. Learning in these areas is extended into another four specific areas: Literacy, Mathematics, Understanding the World and Expressive Arts and Design.

Play based learning is very important in EYFS, with a mixture of teacher directed and pupil led activities. (They think they are playing – we know they are learning!) A wide range of activities can be offered as children work across both classroom areas and in the EYFS secure outdoor learning area. All EYFS pupils also take part in our Forest Schools programme within the school grounds.

Further information about the Foundation Stage and how parents can help their children when they first start school, is given to all new starters in the Reception classes. A year group newsletter is also sent home each term, with information about the school curriculum.

NATIONAL CURRICULUM

As soon as they are ready, pupils progress from the EYFS curriculum to the national curriculum. Learning remains practical and relevant to the children. There is a secure KS1 outdoor learning area and all classes across the school make use of the beautiful and extensive grounds.

National curriculum subjects include English, Mathematics, Science, Computing, Design & Technology, History, Geography, Art & Design, Music and Physical Education in accordance with the requirements of the National Curriculum and programmes of study provided by the DfE, LA and ourselves. R.E. is taught in accordance with the Durham Agreed Syllabus. PSHE and RSE reflects all national and local guidance. A variety of modern foreign languages are introduced from an early age and French is taught to all pupils from Y3.

National Curriculum subjects are taught both discretely and cross curricular at different times. History, Geography and Science are always taught through termly and half termly topics. At different stages of the year there may be a different emphasis (and therefore time) allocated to each curricular area but a balance of the full range of subjects will be covered during the course of the year.

The National Curriculum and accompanying assessment as delivered in our school is a legal requirement and, ordinarily, no pupil may be excused. (This includes swimming lessons which are a part of the National Curriculum).

All work is differentiated and appropriate to the individual abilities of children. A variety of teaching methods are used so that children will experience working in year or class groups, large and small groups and individually.

At the beginning of every term a newsletter is sent home to parents in each year group with information about literacy, numeracy and curriculum topics to be covered. Parents who have any queries or require further information about the school's curriculum should not hesitate to contact the Head Teacher.



Special Educational Needs / More Able and Talented Pupils

All children at St. Margaret's Church of England School receive an education appropriate to their own needs and progress is carefully monitored by their class teacher.

We aim to make an early identification of children who have special needs or who are more able, gifted or talented and work closely with parents to achieve this. Please share any information you feel may be relevant.

Where appropriate pupils are placed on the Special Needs Register and a support plan agreed. Children encountering difficulties are sometimes helped by the support of an extra teacher or a teaching assistant. Parents are always consulted and their agreement sought if we feel that their child might benefit from the advice of outside agencies, such as the educational psychologist. Further information about SEND and our Local Offer is available on the school website.

Teachers provide appropriate challenges for more able and talented pupils. We also seek opportunities to provide enrichment and extension activities for pupils with exceptional talents and gifts (e.g. musical, sporting, artistic as well as academic).



THE ARTS

Our school places great emphasis on a varied and enriched curriculum. There are many opportunities for music, art, drama and dance. Our Year 2 and Year 4 children annually take part in the Dance Festival at the Gala Theatre and Liturgical Dance in St Margaret's Church. Our Choir and Orchestra, as well as our Year 5 & 6 pupils, perform for parents every year. All pupils across the school take part in a Collective Worship every year and these events are hugely enjoyed and appreciated by parents.

We also have an annual 'Arts Week', with pupils involved in a variety of activities e.g. ceramics, textiles, painting, drawing, 'claymation' and printing - as well as visits and music, drama and dance workshops led by professional artists.



SPORT

All children in our school have the opportunity to experience and develop skills in gymnastics, dance, games, athletics and swimming. P.E. is provided in an atmosphere of equality, regardless of age, gender, ability or disability (exceptions being made only in the interests of safety).

We are fortunate to have excellent sporting facilities which include large playing fields, a football pitch, netball court and basketball area. Sports are led by staff and coaches and other sports specialists are regularly invited in to school to develop existing skills and to provide new experiences for the children. Regular teams include: football, netball, cross country running, cricket and athletics and there are also opportunities for swimming and tennis. Archery and fencing are examples of extra-curricular sporting activities alongside an adventurous activities group in Year 6. All children are expected to participate in P.E. and swimming and any child prevented from taking part, owing to illness or injury must bring a note of explanation from parents. (In the case of long term absence a medical note is required).

Children should have appropriate clothing to change into for P.E. including blue shorts and a red 'T' shirt and a pair of sandshoes or trainers for outside use (not the pair worn in school). During the winter months' tracksuit bottoms and sweatshirts will also be needed. During their time in KS2 children go swimming at Durham School Pool and they all need a swimsuit, towel and swimming cap. In the interest of safety, no jewellery (including earrings) is allowed in school and watches must be removed before P.E. lessons.



MUSIC

Music is an important part of the curriculum for all children in our school. All Y2 children will have violin tuition and all Y3, 4 & 5 pupils learn the ukelele as part of the curriculum. For older KS2 pupils we are able to offer specialist tuition for woodwind, brass and strings, provided by the peripatetic music service. (Parents who accept an offer of instrumental tuition should remember that a considerable degree of patience and long term commitment is necessary if children are to succeed).

We also provide many opportunities for pupils to be involved in the performing arts through curricular and extracurricular activities. There are recorder and guitar groups, a school choir and orchestra. Each year our choir sing in a carol concert held in Durham Cathedral, as well as taking part in a choir and orchestra concert for parents. All pupils across the school take part in a production for parents and other

LIBRARY

We are fortunate to have three well stocked libraries in school and all children are able to borrow books to take home. The libraries are used to broaden the children's knowledge and develop their information retrieval skills.

RELATIONSHIP AND SEX EDUCATION

Relationship and Sex Education is taught at an age appropriate level throughout the school, mainly through the Science and PSHCE curriculum. Each year the school nurse talks to Y5 and Y6 children about the changes which take place at puberty. Parents are always informed about this and may withdraw their children if they wish to.



HOMEWORK

At St. Margaret's School we view homework as a means to consolidate learning carried out in school and to develop and practice basic skills, such as reading, times tables, number facts and spellings. We encourage a lifelong love of reading and expect parents to listen to their child read regularly as well as sharing books with them. We have 3 well stocked libraries to support this.

R.E AND COLLECTIVE WORSHIP

Religious Education is taught throughout the school in line with statutory government regulations and the Durham County Agreed Syllabus of Religious Education. The Christian content of R.E. is maintained but multi-faith teaching is included to promote tolerance and understanding of other faiths. We also hold an annual Interfaith Week.

Collective Worship is led by all members of the Senior Leadership Team, the Rector and other staff from St. Margaret's and St. John's parish churches and visitors from other local churches.

As a Church of England school we are closely linked with St. Margaret's and St. John's Churches (see Liaison). This is also reflected in our caring and Christian ethos in the school and in our Collective Worship, which includes many of the features of traditional Anglican Worship. Parents have the right to withdraw their children from Religious Education and Collective Worship. Requests to do so must be made in writing to the Head Teacher. However, withdrawing a child from R.E. or Worship cannot guarantee exclusion from the religious character of the school and the Governors hope that in choosing a church school parents are thereby committing themselves to their child's participation in the religious life of the school.



EXTRA CURRICULAR ACTIVITIES

A wide range of extra-curricular activities is offered to pupils at various times of the year. Some are offered free of charge by the school and some incur a small charge to cover the cost of outside tutors and coaches.

Recent activities have included: athletics, choir, cookery, crafts, cricket, cross country, cycling proficiency, drama, fencing, football, gardening, guitar, multi skills, netball, orchestra, recorders, Super Six (church club for Y6), archery and netball.

Y5 and Y6 children traditionally experience an outdoor activity residential visit. In previous years Year 6 visited Derwent Hill Outdoor Education and Training Centre for a 5 day outdoor activities experience and Y5 pupils visited Bassenfell Christian Centre for a 3 day field studies course.

TEAM AND AWARDS

All Infant children receive stickers and rewards for good work, trying hard, good behaviour, being kind and helpful etc. Head Teacher's awards are presented at a Celebration Assembly held after Worship Time once a week.

All Key Stage Two children join one of the 8 school teams or "houses" led by Y6 Team Captains. They are used for many events in the school year and children also work all year to gain team points, (given for good work, effort, good behaviour and attitude etc.) in order to win the Team Trophy at the end of the Summer Term. The Teams are: Aidan, Bede, Cuthbert, Oswald, Everilda, Hilda, Godric and Finan.

A background image of a school playground. In the foreground, a teacher with blonde hair, seen from behind, is wearing a black top and dark trousers. A group of children in red school uniforms are gathered around a blue play structure. In the background, there are trees and a parking lot with several cars.

SPECIAL DAYS

We frequently have special days or weeks in school to further enrich learning. Recently we have held: Interfaith Week, Internet Safety Day, Arts Week, STEM Week, World Book Day, Day of European Languages and Chinese New Year celebrations.

We also have special charity fundraising days/ weeks, which have included: Children in Need, Christian Aid and a Harvest collection for the People's Kitchen. We also collect for our School Council's chosen charity which have included The Great North Children's Hospital Foundation and Tiny Lives.

DISCIPLINE

High standards of discipline are maintained in our school and children are expected and encouraged to develop self-discipline based on respect and caring for others and their property. Courtesy, good manners and acceptable speech are required at all times.

Wherever possible positive methods of reward are used to reinforce good behaviour but it is sometimes necessary to withdraw privileges and enforce sanctions in order to deal with incidents of unacceptable behaviour. Parents are invited to visit school to discuss serious or recurrent problems (which are fortunately very rare).

We believe that our school belongs to everyone and it is therefore the responsibility of everyone to look after, respect and value everyone and everything in it.

ANTI BULLYING

We want everyone to be happy in school and have very effective anti-bullying procedures in place. Mini Buds and Buddies work across the school to ensure that all pupils are happy at playtimes. Every year we hold an anti-bullying week to raise pupil and parent awareness.



JEWELLERY

Children may wear a watch for school but for health and safety reasons it is **school policy that all earrings and other jewellery are not allowed in school.**

EQUALITY AND DIVERSITY.

St. Margaret's is committed to an inclusive ethos and always aims to develop policies and practices within an inclusive framework.

Inclusion at St. Margaret's means that:

Every member of the school community is considered of equal importance and value and treated accordingly;

Every member of the school community should expect to be treated with courtesy and respect irrespective of differences and should expect to behave this way to all other members of the community;

Every member of the school community should be fully included in every aspect of school life unless, exceptionally, this is contrary to their best interests;

Where full or meaningful inclusion is hard to achieve, creative solutions should be sought to overcome obstacles;

Everyone is actively encouraged to reflect on issues of inclusion so that inclusive practice becomes automatic and embedded.

COMPLAINTS

Parents are encouraged to talk to someone at school as soon as possible if they have any queries or concerns. This is usually the class teacher in the first instance and the Head teacher or another senior member of staff if the matter is not resolved or is of a more serious nature. Most concerns can be resolved in this way but if attempts to settle complaints informally have failed or the complaint relates solely to something which is the responsibility of the LA, information about the Complaints Procedure can be obtained from either the Head Teacher, the school website or County Hall.



COMMUNICATION

We send out a weekly update and termly year group newsletters, in addition to letters about specific topics. Our preferred method of communication is via email rather than paper as we have found that paper copies of letters do not always find their way home! **Please do join our parent e-mailing system (Weduc)**, which allows us to send letters directly to your email address and also enables us to send you text alerts about important issues, such as a cancelled club or school closure. Weduc is also used to collect consent for trips and other school activities. We also have a parent's notice board situated halfway down the school drive and one inside the school entrance, where information is changed. Parents can also check the school website for information at: www.st-margarets.durham.sch.uk.

At intervals during the year you will be invited to school to discuss your child's progress – formal appointments are made in the Autumn and Spring terms and an informal 'Open School' evening is held after reports are sent home in the Summer term. Other contacts will include information evenings, school productions, sports day, class assemblies etc.

HELPING OUR SCHOOL

We welcome parental help both in school and at home. If you feel you could help out in school in any way please do let us know. Some parents are able to help on a regular basis helping out in classrooms or the school libraries. Please note that this will not be in your own child's class as experience shows that this can sometimes cause problems. Others are able to offer specific talents and skills when we need them, such as helping with cookery, arts and crafts, music, sport, modern foreign languages and computing. Some parents may be able to help out with a specific subject e.g. keeping our teeth healthy or information about a particular country which we cover in the curriculum. We also value the help of parents on school visits. Letters sent home will usually ask if you are available to help.

Please let us know if you are able to help our school in any way. **All parents who wish to help on a regular basis must complete a Disclosure and Barring Service Checking Form, details on how to apply are available from the school office.**

MOBILE PHONES

Children are not permitted to have mobile phones in school. If a child requires a phone for after school use, it must be named and handed into the office on the child's arrival at school.

Please note that school accepts no liability for the loss or damage of mobile phones on the school premises.

PARENTS

Parents are always welcome in our school. If you at all worried or concerned about your child, then you should *come and talk to us as soon as possible*.

Getting a message to the teacher

Just before school starts and when the children are coming into school is not usually a good time for parents to talk to teachers, who are busy preparing for pupils to have a good start to the day. However, we do want to know those little messages, which can have an important effect on children during the day ahead (e.g. a pet has died or there is a wobbly tooth). It is therefore helpful if parents can send a written message for the teacher, an e mail or alternatively leave a verbal message at the school office. We will ensure your message gets through to the appropriate member of staff.

To talk to a teacher

If you need just a few minutes chat with a teacher they may be able to see you at the end of the school day, as they accompany their class out to meet their parents/ carers. For a longer discussion it will be necessary to arrange an appointment at a mutually convenient time. This can be done by letter, email or through the school office.

To request information or general advice about school policy/ procedures

Many of our policies and procedures relating to school life (e.g. holidays, school meals, uniform, leave of absence) are available on our school website. You may also contact the school office. Our office staff will usually be able to help you, but if they can't, they will arrange for the appropriate member of staff to help. Please remember that no issue is too small- minor points of confusion can usually be quickly resolved so ask rather than be worried, unsure or upset!

To keep school informed and/or discuss issues relating to your child

In the majority of cases any concerns relating to your child are best discussed with your class teacher in the first instance. Other staff may need to be involved at a later date if your concerns continue (e.g. Team Leader for that age-group, Deputy Head or Assistant Head, Special Educational Needs Co-ordinator or other subject Leader or the Headteacher).



ETHOS

Recognising its historic foundation St Margaret's school works to preserve and develop the religious character in accordance with the principles of the Church at parish and diocesan level. The school also aims to serve its community by providing education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith and promotes Christian values through the experience it offers all its pupils.

LINKS WITH OTHER SCHOOLS

Our staff work very closely with staff in other local schools and nurseries in order to share ideas and resources and to ensure a smooth transition from one school phase to another.

We also have close links with Durham Johnston School, as the majority of our pupils transfer there at age eleven. All children transferring in and out of St. Margaret's school have the opportunity to visit their new school in the summer term.

CHURCH

As a Church of England School we are closely linked to St. Margaret's Church and also St. John's Church. Clergy and church members support the school by leading worship, being involved and helping with school activities and by giving financial support to school projects. The church also runs special after school clubs and services for our pupils and families.

An end of term service is held in St. Margaret's Church each Christmas and Easter. Our final service for the school year takes place in Durham Cathedral. Each term, our older juniors have the opportunity to take part in a Eucharistic service at St. John's Church.

A group of children in red school uniforms are gathered outdoors, looking at a book or tablet. The children are of various ages, and the background shows green foliage and a fence. The text boxes are overlaid on the top and middle of the image.

FRIENDS OF ST MARGARET's SCHOOL

Parents support a very active Friends of the School' Group who meet regularly to plan events which will benefit the children in our school. These are often fun events (e.g. A visiting theatre group, school disco, Summer Fair) and also projects which raise money for school resources (e.g. library books, computers or playtime equipment). It is also a good way for parents to get to know each other. There is a Friends of St. Margaret's Facebook page, and website which is used to share ideas and as a forum for parents to ask general queries about school issues. It is not for complaints- these must be made directly to the school.

The school values the tremendous amount of support given by all parents who are able to help the school in a variety of ways.

MEDICAL

Please notify school of any special medical problems which may affect your child whilst at school or on a visit.

Children who are unwell should not be sent to school but if your doctor has advised that your child needs medication during school hours please complete an Administration of Medication form. After completing it hand it to the office with the prescribed medicines/tablets, which should be clearly labelled with the child's name.

If your child has an ongoing medical condition e.g. asthma or serious allergy, a medical plan must be completed. Please contact Mrs. Laing in the office for more information. Inhalers and epi-pens are kept securely in the child's class and will accompany them on any trips.

A background photograph of several children in red school uniforms. In the foreground, a girl with glasses and a boy are seen from the side, looking towards the left. The boy is raising his right arm towards his head. Other children are visible in the background, also in red uniforms. The setting appears to be outdoors with trees and foliage.

PUBLIC ACCESS TO DOCUMENTS

Parents have access to all DfE statutory instruments and circulars, LA policies and school schemes and reports. These can be seen by arrangement with the Head Teacher.

SECURITY AND SAFEGUARDING

Every effort is made to ensure that all children are safe and secure while at school. The Head Teacher and Deputy Head are responsible for child protection and all staff have up to date training in safeguarding practices, (including child protection, health and safety and risk assessments), to ensure they are fully aware of how to protect children. All adults working in school have enhanced DBS clearance.

Security of the building and grounds has been further developed in recent years, with improvements made to fences, gates and doors. All visitors (including parents) are expected to enter the school via the main entrance where they will sign in, their identity can be checked and they can be given a visitor's badge. Staff and Governors make regular checks of the school site, identify potential risks and take steps to ensure pupils are safely looked after and also know how to keep themselves safe.

SCHOOL MEALS

Children may have a school meal, packed lunch or go home at lunchtimes. Sweets, chocolate bars and nuts are not allowed in packed lunches. Children choose their lunch each morning and can alternate between school dinners and packed lunch whenever they wish to. Lunches are free for all Infant children, and in Key Stage 2 they are to be paid for on ParentPay in the week they are taken or you can pay in advance. Parents who are in receipt of Income Support or Income Based Job Seeker's Allowance may apply for free meals, in strictest confidence, by contacting the school office. We encourage all those entitled to this benefit to take advantage of it. School Meals are cooked on the premises and pupils are given a four choice menu which they order each morning, so they can avoid items which they do not like. There is always a vegetarian choice and special diets can be catered for. Parents are able to view their child's meal choice on ParentPay. If your child has a special dietary requirement please contact the school office as soon as possible, a letter from a doctor or dietician must be provided.

Some of our pupils are trained to be school 'Buddies'. Y5 Buddies help to look after infant pupils at lunch and playtimes and Y6 Buddies assist in the junior playgrounds. We also have trained Y2 Mini buds who help to look after the very young children.





A HEALTHY SCHOOL

Water Bottles

In order to keep the brain hydrated and working effectively, children are encouraged to drink water throughout the day. We provide all pupils with a water bottle and ask parents to ensure that it is washed, refilled with fresh water and brought to school each day.

Milk

Fresh milk is available for all pupils at morning break time. For children under 5 years old it is free. Parents can sign their children up for free school milk at www.coolmilk.com. For older pupils there is a small termly charge—this can also be ordered and paid for at coolmilk.com.

Fruit

As part of the National Fruit Scheme, all infant children are given a piece of fresh fruit at morning break time. Please let us know if you do not wish your child to have fruit. Older pupils may bring a healthy snack of fresh or dried fruit or vegetables but NOT nuts.

SCHOOL TRIPS

In order to extend and develop the curriculum, visits are arranged for all children at intervals throughout the year. Costs for such visits are always kept to a minimum and are frequently subsidised by school funds, but there is often a need to invite parents to contribute. Costs are always calculated on the assumption that all children in the group will be participating and the cost is shared out exactly and equally. It is hoped that parents will meet the full amount requested or discuss any difficulties with the Head Teacher, in confidence. As we are a cashless school all activities should be paid for on ParentPay. If you do not have Internet access, please contact the school office and we will issue a Paypoint card. All children would be included in a visit regardless of their parents' willingness or ability to pay but where school is unable to raise sufficient revenue from voluntary contributions it may be necessary to cancel the visit and return any monies paid.

Parental help is very welcome on all visits. Please contact your child's class teacher if you are able to help in this way. Children are expected to wear school uniform for all school visits, unless it is impractical to do so. In this case a letter would be sent home suggesting a suitable alternative.



UNIFORM

Our school takes pride in the high standards which we expect in all aspects of school life. We believe that a high standard of dress of our pupils is a reflection of this.

The basic recommended uniform is:-

Grey trousers, shorts, skirt or pinafore

Navy blue polo shirt

Red sweatshirt or cardigan

Red check dresses and grey shorts may also be worn in summer.

Dark Shoes

Between October half term and February half term a winter uniform must be worn, long trousers, tights, warm coats etc.

Children are normally expected to wear uniform for school trips. All items of clothing should be appropriate for school wear. Trousers, shorts, skirts and pinafores should be of an appropriate uniform style. Jeans or denim skirts, high heeled shoes and shirts with a logo other than the school logo are not allowed. Coloured hair, nail varnish, hair gel, make up etc. are only permitted on party days and for special events. **Jewellery, including earrings, may NOT be worn in school.** (A small watch is permitted).

ORDERING UNIFORM

Uniform embroidered with the school logo can be ordered online from either of our two suppliers—Etika and My Clothing. Etika supply ethically produced and sustainably sourced clothing which is free from plastic packaging. They donate a proportion of sales to school and to the local community in India where their factory is located. Please visit <https://www.etikauniforms.co.uk/st-margarets-dh1/> to order.

Search for My Clothing and locate our school by our postcode—DH1 4QB. My Clothing donate 5% of all uniform sales to school. Both suppliers deliver directly to your home. We do not keep any stock of uniform in school.

It is not compulsory to wear uniform items with the school logo—plain garments purchased from supermarkets and high street shops are perfectly acceptable.

Please ensure that you name every item of your child's uniform so that all items of lost property can be easily returned to their owner.

The Friends have a school account with Stampstastic - a company who provide name ink stamps. Just enter the code STMAR for your order to raise funds for the school. It can be found at www.stampstastic.co.uk. The code works for anyone so feel free to pass it onto friends and family.

The image is a vertical photograph of a group of children in a classroom. In the foreground, a young girl with blonde hair tied in a ponytail with a purple hair tie is looking towards the right. She is wearing a red school uniform jacket over a blue and white checkered shirt. Behind her, other children are visible, some also in red uniforms. The background is slightly blurred, showing a classroom environment with colorful decorations.

WRAPAROUND CARE

We offer on site before and after school care. Breakfast Club runs from 07.30am and Tea Club until 6pm. There are 3 different sessions available for Tea Club with collection at either 4.30pm, 5.30pm or 6pm. Children attending Tea Club until 5.30pm or 6pm will be given a light tea. All sessions must be pre booked in advance. Please see our website for up to date prices.

Demand for places at Wraparound Care is high. All parents of Reception children joining school in a September intake will be given the chance to apply for Wraparound places at the same time, this is after offers of a school place have been made and accepted.

Priority for places is given to children with older siblings in school who already attend the provision. Places are then allocated in order of date and time of application. If we are unable to offer your child immediately, we will keep their name on a waiting list until a place becomes available.



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