



## Stanhope Primary School Prospectus

Stanhope Primary School is an LA maintained community school catering for pupils between the ages of 4 years and 11 years on a full-time basis and between the ages of 3 years and 4 years on a part-time basis in our attached Nursery.

As part of South Tyneside L.A. 'Transforming Our Primary Schools' programme the original building which opened in 1912 was replaced with a new purpose built 210 place primary school plus nursery which opened in September 2011.

We at Stanhope Primary School are committed to providing a school where children, parents and staff are valued and where we give everyone the opportunity to feel good about their own achievements and the achievements of others, in an atmosphere of security, respect and confidence.

The following information was accurate at the time of preparation however; it is possible that changes could occur due to variations in Government, LA or School Policies. Advance notification is usually given of any changes affecting children or parents.

We would like to take this opportunity to welcome you and your child to Stanhope Primary School. Choosing a school for your child is a very important decision and the staff, here at Stanhope Primary School, value the trust that you have given us.

We want all our children from our diverse catchment area to come to school every day, happy and know that they are cared for by all the staff who work here. Our school offers a creative and dynamic curriculum bespoke to our pupils. We nurture confident independent learners who are supported and challenged to achieve and reach their full potential.

The staff at Stanhope Primary School will equip your child for their future in our ever-changing modern Britain by providing an environment where every child's strength is recognised and achievement celebrated.

If at any time you are concerned about your child do not hesitate to contact the school to arrange a time to see the class teacher or myself. We are here to help support you as parents, as we hope you will help and support us as your child's school. We hope that your time with us will be a happy one. The child who is happy at school will be the one who benefits most from all that the school has to offer.

Mrs. L. A Martin

Head Teacher

## **Staff at Stanhope Primary School**

### Head Teacher

Mrs L A Martin

### Deputy Head Teacher

Mr A Rogers

### Teaching Staff

Miss K Anglin      Mrs L Warrington

Mrs H Barker      Mrs C Henderson

Mrs G Boardman   Mrs Harvey

Mrs D Wann      Miss K Haygarth

Mrs L Ireland-Craig

### Higher Level Teaching Assistant

Miss L Mensforth

Mrs C Dunn

Mrs L Knaggs

Mr J Peacock

### Teaching Assistants

Mrs A Wardle      Mrs K Ainsley

Mrs S Barnes      Mrs S Cooper

Mrs A Hasan      Mrs J Duncan

Mrs Z Jilla      Miss J Martin

### Safeguarding and Attendance Officer

Mrs J Thompson

### Social, Emotional and Well-Being Lead

Miss M Coils

### Office Manager

Miss T Capon

### Office Manager's Assistant

Mrs L Gateshill

### Premises Manager

Mr S Clark

### School Cook

Mrs L Curtin

### Mid Day Supervisors

Mrs L Alderson   Mrs P Maughan

Mrs G Pace      Mrs L Defty

### Play Leader

Mrs S Shone

### Chair of Governors

Cllr Anne Hetherington

### Vice Chair of Governors

Mr R Stott

### School Nurse

School Nurses

Flagg Court Health Centre

0191 2831333

### Corporate Director of Children, Adults and Health (Acting)

Mike Conlon

0191 4247568

## Ethos and Values

We at Stanhope Primary School are committed to providing a school where children, parents and staff are valued and where we give everyone the opportunity to feel good about their own achievements and the achievements of others, in an atmosphere of security, respect and confidence.

We will strive:

- To develop each child's unique abilities and qualities in line with National Curriculum requirements;
- To give all children a firm foundation in the basic skills of language, literacy and numeracy;
- To give each child a broad, balanced and relevant curriculum, differentiated to suit their individual needs;
- To ensure that everyone is happy, safe and valued;
- To promote high teacher expectations by using a range of teaching strategies;
- To forge trusting relationships with parents, carers, staff, governors and the local community;
- To ensure that there is equality of opportunity regardless of sex, colour, culture or ability;
- To create a happy, orderly school where people respect each other and show an understanding of different faiths and moral values;
- To promote a love for learning in all subjects;
- To promote, honesty, tolerance, compassion, respect, kindness and positivity;
- To enhance our school building and environment so that we can be proud of where we work;
- To find time to meet everyone's needs in appropriate ways;
- To care for everyone connected with our school as we would a large, supportive family;
- To build on the long, respected tradition of Stanhope Primary School within the local community.

## Admission procedure

Stanhope Primary Schools Admissions are handled by South Tyneside Local Authority.

Children will be admitted to our Foundation Stage 2 (Reception) in the September after their 4th birthday. All new entrants will be given the chance to visit the School before starting full-time, to meet their teacher and acquaint themselves with their classroom. A parents' meeting will be held to discuss admission procedure in the term prior to that admission. Parents wishing children to be admitted at other times should make an initial contact with the school to ensure a place is available. Pupils are admitted to school according to the following criteria:

1. Parental school preference
2. Parental residence within the catchment area
3. Concurrent sibling links
4. Proximity of parental home residence to neighbourhood area

For more information about our admission procedure please see our website or contact the Local Authority

# General Information

## School Hours

### Foundation Stage 1

8.30am-11.30am      12.25pm-3.25pm

### Foundation Stage 2

8.50am - 3.10pm

### Key Stage 1

8.55am - 12.00pm    1.15pm- 3.15pm

### Key Stage 2

8.55am-12.15pm    1.15pm - 3.15pm

## Time of arrival

For the interests of safety, children should not arrive at school before 8.45am, before the start of the school day and for any children going home for lunch not before 1.15pm. Gates open at 8.50am and at 3.10pm for parents and carers to drop off and collect their children.

## Attendance

At Stanhope we would like to give all children every opportunity to reach their full potential. For this to happen children need to attend school regularly. It is our policy to closely monitor attendance including late arrivals to school in order to ensure all children are given full access to all aspects of the curriculum.

Our school aims are:

- To improve attendance and punctuality
- To reduce the percentage of unauthorised absences to less than 0.05%
- To reduce the number of holidays during term time
- To reduce the number of dental/medical appointments during school hours

To do this we ask for your full support in the following:

- Inform school on the first day of absence on the school number by pressing Option 1 to leave a message or by sending an email to [office@stanhopeprimary.com](mailto:office@stanhopeprimary.com)
- Make doctors/dental appointments outside of the school day wherever possible
- Avoid booking holidays in term time
- Avoid keeping children off school for unnecessary reasons such as birthdays or leisure
- Ensure all children are in the school grounds at 8.50am

## Sickness

We fully appreciate there are times when children are sick and cannot attend school. We would be grateful if you could adhere to the following:

Please do not send sick children to school, to prevent the spread of infection, please make sure pupils are fully recovered before they return.

Please make sure the school has up-to-date contact details as in the event of an accident or sudden illness we must be able to contact parents/carers

## Unauthorised Pupil Absence

An unauthorised absence is judged to be an absence where no satisfactory explanation has been provided by the parent/carer to school. Under the Education (Pupils' Attendance Records) Regulations 1991 schools are obliged to record their unauthorised absence for previous academic year as a % of possible attendances.

## Medicines in School

In normal circumstances children needing to take medicine should not be at school. However, doctors occasionally advise that pupils may attend school while still needing to take medicine. In these

circumstances staff are able to administer oral medication but must complete the appropriate forms available at the office. Any medication WILL NOT be administered without the completed forms and a parental signature.

Following advice from the School Nurse would you please ensure that if your child suffers from asthma they are provided, not only with their inhaler but also a 'Spacer.' AN ASTHMA CARD MUST ALSO BE COMPLETED, AVAILABE FROM THE SCHOOL OFFICE.  
Any unusual circumstances which do not appear to fit in to the above guidelines, must be discussed with the Head Teacher

### Health and Safety in School

The Governors of the school will do all that is reasonably practicable to ensure that the school is a safe and healthy place for everyone. Health and Safety matters are dealt within school by the Head Teacher, Premises Manager and Governors who all are guided by the Local Authority Health and Safety Adviser.

All staff have a duty to take reasonable care for the health and safety of themselves and other persons, pupils and visitors.

The LA remains responsible, as the employer of school staff, for ensuring their health and safety. They are also responsible as part of the daily running of the school for the safety of pupils and visitors as reasonably practicable.

### Confectionary, Drinks and other snacks

The school insists that children do not bring sweets of any description. Milk is provided at the current cost to those pupils who require it, those pupils who are eligible for Free School Meals can also request milk. Please note milk has to be ordered on a termly basis. Water is available for children throughout the day, please provide them with a suitable plastic bottle in addition to this, fruit is offered to children in Foundation Stage and Key Stage 1. Any children in Key Stage 2 may bring fruit in for morning break.

### Free School Meals for Infants

All children in Reception, Year 1 and Year 2 will receive free school meals, please note this does NOT APPLY to pupils in Year 3,4,5 or 6. Once you child moves into Key Stage 2, **you must apply for free school meals**. This can be done by calling in to the office and collecting a form and the office staff will happily give any advice and support for the process.

### School Meals

For our Key Stage 2 pupils who pay for school meals, must be ordered and paid every Monday of the coming week. Please send money in the envelope provided by school, with correct information completed on the front of the envelope. It would be appreciated if the correct money was placed in the envelope. Children who stay for lunch are expected to behave well and follow the agreed school rules.

### Leaving School Premises

If, for any reason, a child must leave school other than at the recognised times, that child MUST be collected by an adult from the Main Entrance.

### School Uniform

Navy or black smart school trousers (NO jogging pants or leggings)  
Navy or black skirts or pinafores  
White shirt/blouse or polo shirt  
Navy jumper or cardigan  
Black shoes  
Black trainers (Trainers must be plain, NO Neon or flashes of colour)

### PE KIT Reception - Year 6

Plain black or navy shorts  
Yellow Logo Stanhope polo shirt  
Black pull on gym shoes or black trainers  
NO logos on sports kit  
Plain black or navy jogging suit can be worn but this must have NO LOGO

### Key Stage 2 Swimming kit

Swimming hat  
One piece swimming costume  
Swimming trunks

Hair dye is not permitted in school or shaven designs on hair. If pupils wear jewellery please ensure it is just a watch and a small pair of stud earrings.

Both the staff and myself will be vigilant with these requests and pupils will be reminded on a regular basis to follow the school policy. Those pupils, who persistently do not adhere to school policy, their parents/carers will be contacted, asked to collect them and be returned to school with correct uniform.

### Pupil Welfare and Good Behaviour

Our aim is to heighten and encourage social awareness, creating school discipline which is fair, consistent and which establishes a safe, orderly and supportive environment in which both children and teachers may flourish. It is designed to support the way in which all members of our school community can live and work together

The successful implementation of such a policy needs the support and co-operation of governors, parents, teachers, nursery nurses, classroom assistants, dinner and caretaking staff. We all, therefore, need to be aware of accepted behaviour guidelines and strategies for achieving our objectives.

We believe that acceptable standards of behaviour, work and respect depend on the example of us all and that good order and responsible behaviour is the key to a successful school.

Outstanding behaviour makes highly effective teaching and learning possible

### OUR SCHOOL RULES ARE:

1. We follow instructions.
2. We listen to all adults working in school.
3. We are gentle, kind and polite: keep hands, feet and unkind words to ourselves.
4. We value people's belongings, respect the school and other people's property.
5. We are honest and tell the truth.
6. We try our best in all we do.
7. Help to keep our school clean and tidy

For further information please read our Good Behaviour and Discipline Policy on our website.

### Extended School Provision

#### Breakfast Club

This is available daily to all pupils from Reception to Year 6. Children are provided with a breakfast in the school hall and then given the opportunity to complete a variety of tasks. There is a daily charge to breakfast club, currently it is £2 a day from 8am - 8.55am and £3 a day from 7.30am - 8.55am. It would be most helpful if places were booked the Thursday before the preceding week, however we do understand unforeseen circumstances occur and if need be, a child can be booked in on the day.

#### After School Clubs

A varied menu of activities, are offered to the children outside of the normal school day.

- Multi-skills
- Football
- Hockey
- Basketball
- Young Sports Leader Award
- Dance
- Cheerleading

These are some examples of what that can be offered, parents/carers will be informed normally on a half-termly basis of the forthcoming activities.

## The Curriculum

The Curriculum At Stanhope Primary School we recognise and value the wealth of experiences and learning children bring to our school. We build upon these foundations and provide appropriate planning and scaffolding to enable children to take the next steps in their learning. We encourage independence and enjoyment in learning. We set high attainable targets both for the staff and children. We provide a broad and balanced curriculum, which promotes the spiritual, moral, cultural, mental and physical development of pupils and of society.

## Religious Education and Assemblies

The school has no religious affiliation but education about religious and moral aspects is undertaken in accordance with the guidelines laid down by the Local Authority as directed by the Education Act. Assemblies are an important feature and do add to the corporate life and ethos of the school. Parents wishing to exercise their right to withdraw children from RE or assembly should contact firstly the class teacher then the Head Teacher.

## The National Curriculum

The National Curriculum applies to pupils of compulsory school age. We follow this to ensure entitlement for all pupils, to establish standards and set targets for continuous improvement, to promote continuity and coherence. The National Curriculum is taught through a cross-curricular, topic based approach as well as through discreet subjects where appropriate.

## Sex and Relationship Education

The School Nurse discusses the biological aspects of puberty and menstruation with Y5 and Y6 pupils. These are in single sex groups. Science explores life processes common to all living things. Staff will deal with questions that arise sensitively and honestly. Parents/carers who wish to see the teaching materials or the content of the discussion may do so upon reasonable notice being given. Parents/ carers may withdraw children from sex education upon written request to the Head Teacher.

## Kidsafe UK

Stanhope Primary School is a Kidsafe UK registered school and our identified staff deliver work shops to ensure children can recognise signs of abuse, recognise potentially harmful situations and have the confidence and self worth to know what to do to keep themselves safe.

## Equal Opportunities

At Stanhope Primary School we aim to give every child equal opportunities by offering a broad and balanced curriculum relevant to their needs regardless of gender, culture, religion or ability.

## Reporting on Children's Progress

It is the school's policy to have two parents' evening per year, where parents have the opportunity to discuss in private with the class teacher the progress of their child. Parents and carers are asked to make every effort to represent their child/children on these occasions. Every child from Reception to Year 6 will receive a written report at the end of each academic year, in addition to this, children in Year 2 and Year 6 will be given details of statutory assessments and Year 1 will receive a report regarding the Year 1 Phonics Screening Test.

## Charging for School Activities

In addition to the accepted curriculum Stanhope Primary School often organises extra activities such as school visits to farms, theatres, museums etc or have drama or other organisations attending our school. On these occasions it is necessary to ask parents and carers to contribute to the event in order for the activity to go ahead. No child will be excluded from such visits unless specifically requested to by the parent. However, if sufficient parents or carers do not make a contribution it is likely the trip may have to be cancelled. Furthermore if due to the poor behaviour of a pupil, it may be necessary for the school to decide that in the interests of Health and Safety a child does not accompany a class and remains in school.

## School Council

Members of the School Council are representatives from each class from Year 1 - Year 6. The council has an important role to play in Stanhope Primary School, providing a voice for children's views, concerns and their proposals for school improvements.

## Homework

Teachers set a realistic amount of homework. In Year 6 a greater volume of homework is set. Parents/carers are encouraged to support their children. The purpose of homework is to compliment the work in school and be a useful aid in developing the abilities of all our children.

How can parents and carers help?

- Provide a reasonably peaceful, suitable environment to complete the homework

- Support your child to ensure they know, homework is important
- Support the school and ensure your child/children completes the homework given by the agreed deadline

### Reading with your child

Find a moment when you are not too busy and find a quiet, comfortable place to sit. Remember that a few minutes each day is better than a long stretch. Also remember reading should be a pleasure, not a test! Before you begin

- Look at the cover
- Look at the title
- Look at the “blurb” on the back of the book
- Talk about the author and the illustrator
- Ask questions about what the story might be about or what you think might happen in the story

After the story give lots of praise.

Ask which part of the story they liked best and why

- Ask why they think events happened
- Ask where the story took place
- Ask about who was in the story
- Ask what they would have done in the same situation.

When sharing a book give lots of praise. If your child is stuck on a word you could

- Encourage your child to re-read
- Look at the picture
- Say the first letter of the word
- Read on to the end of the sentence

Ways to share a book

- Sit at the same level as your child
- You could read the story first then talk about it and ask questions about it
- You could read alternative pages with your child
- You and your child could read together
- Your child could read and you support when needed

### Helping you child with Maths

Try to make maths as fun as possible - games, puzzles and jigsaws are a great way to start. It's also important to show how we use maths skills in our everyday lives and to involve your child in this. Identifying problems and solving them can also help your child develop maths skills. If you see him or her puzzling over something, talk about the problem and try to work out the situation together.

You can help by practising times tables and asking for the answers to simple calculations.

Questions to ask your child are:

- What is 7 multiplied by 7?
- Divide 20 by 5
- What is the product of 6 and 6?
- Can 55 be divided by 5? How do you know?
- Is 36 a multiple of 6? How do you know?

All staff are committed to giving your child the best education in a safe and welcoming environment. If you do have any queries or concerns please do not hesitate to contact the school.